



PAS Student Didactic Handbook

Revised October 2021

Academic and Administrative Policies and Procedures

Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their degree program. The University of North Texas Health Science Center (HSC) reserves the right to amend or add to these policies and scholastic regulations at any time during an individual student's enrollment period provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner. Students in the Physical Assistant Studies (PAS) program are subject to HSC institutional and PAS program policies while on or off campus during PAS student activities. All policies of the HSC, School of Health Professions (SHP), and PAS programs will be in effect. For a complete listing of university policies, see unthsc.policytech.com.

Table of Contents

HSC Physician Assistant Studies	11
Welcome!	11
UNTHSC Mission.....	11
PAS Program Mission	11
PAS Program Goals.....	11
HSC Student Code of Conduct	12
Overview	12
Student Code of Conduct and Discipline	13
Social Media and Professionalism Policy	14
Consequences for PAS Program Students.....	14
PAS Program Student Health and Technical Standards	15
Americans with Disabilities Act.....	15
PAS Program Student Health and Technical Standards	15
Observation.....	15
Communication.....	15
Motor	16
Intellectual	16
Behavioral	16
PAS Program Philosophy	16
Overview	16
PAS Program Philosophy.....	16
PAS Program Responsibilities	16

PAS Student Responsibilities.....	17
PAS Program Curriculum.....	17
Overview	17
Didactic Phase	17
Phase 1 Foundation Courses	18
Phase 2 Clinical Medicine Courses	18
Clinical Phase.....	18
Phase 3 Clinical Practice.....	18
Clinical Skills	18
Master’s Project.....	18
Senior Seminar	18
Clinical Rotations.....	19
Master of Public Health	19
PAS Program Remediation	19
Overview	19
PAS Program Promotion, Probation, and Dismissal.....	19
Overview	19
Suspensions and Expulsions.....	19
Overview	19
PAS Faculty Roles	20
PAS Faculty	20
PAS Faculty Advisors	20

PAS Course Director or PAS Course Liaison	20
PAS Faculty Administration	21
Program Director	21
Medical Director	21
Associate Director	21
Director of Academic Education	21
Director of Clinical Education	21
PAS Program Staff Roles and the PAS Office Suite	21
PAS Program Staff	21
Assistant to the Chair	22
Administrative Coordinator	22
Clinical Site Coordinator	22
Senior Administrative Coordinator	22
PAS Office Suite	22
Assistance	22
Turning in PAS Course Assignments in office	23
Making Appointments with Faculty	23
Making Appointments with the Program Director (PD)	23
Department of Physician Assistant Studies Contact Information	23
PAS Student Identification	23
Student ID Badges	24
PAS Student Name Tags	24
Contact Information/Name Changes	24

Criminal Background Checks for Students.....	24
PAS Program Student Dress Code Policy.....	24
White Coat	24
Didactic Phase	25
Skills Lab/OSCE Attire.....	25
Violations of PAS Student Dress Code.....	26
Clinical Phase.....	26
PAS Program Attendance Policy.....	26
Didactic Phase	26
Tracking Attendance	26
Excused Absences	26
Unexcused Absences	27
Tardiness	27
Makeup PAS Coursework.....	27
Makeup PAS Exams.....	27
PAS Program Attendance Information Usage	27
Clinical Phase.....	27
PAS Student Use of Technology in the PAS Program	27
Laptops	27
Email Use – Official Form of Communication.....	28
E*Value™	28
Canvas™.....	28
IT Helpdesk and Client Services	29

PAS Student Use of Electronic Devices During Class Time	29
PAS Program Course Set Up.....	29
PAS Course Registration.....	29
PAS Course Scheduling.....	29
Didactic Phase	29
Housing and Transportation	30
PAS Course Syllabi	30
PAS Course Textbooks and Equipment.....	30
PAS Program Course Activities.....	31
PAS Course Content Dissemination	31
PA Course Assessment.....	31
PA Course Evaluation	31
PAS Program Exam Policies and Procedures	31
No Reproduction or Distributions of Exam Items or Content.....	32
Exam Feedback.....	32
The PA Student Performance Committee	32
PAS Student Appeals	32
Grade Appeals	32
Failing Course Grade	33
Appeal of Dismissal	33
PAS Student Options for Leave of Absence and Withdrawal.....	33
Leave of Absence	33
Withdrawal and Absence due to Military Service	33
PAS Student Academic Resources.....	35

Center for Academic Performance (CAP)	35
Resources to Augment Learning.....	35
PAS Student Communication and Professionalism	35
PAS Student Organizations.....	36
Physician Assistant Student Association (PASA)	36
PA Clinical Organization (PACO).....	36
PAS Class Officers	37
PA Student Professional Organizations	37
Student Academy/AAPA	37
TAPA	37
PAS Student Extracurricular Activities.....	37
HSC Student Programs and Events	37
PA Week	38
Mission Trips	38
PAS Boot Party.....	38
PAS Career Fair	38
PAS Student Promotion Activities	38
PAS Graduation Banquet	38
PAS Graduation/Commencement	38
White Coat Ceremony.....	39
PAS Student Academic Awards and Honors.....	39
Overview	39
Dean’s List	39
Graduation Honors	39

Special Awards at Graduation.....	40
Pi Alpha Honor Society.....	40
HSC Campus Safety Information	40
Emergency Preparedness	40
Emergency Plan for Building.....	40
Inclement Weather Advisory	40
Fire Drills.....	41
Stop the Bleed Campaign.....	41
Hazardous Exposures	41
On Campus Exposure	41
Off Campus Exposure.....	42
Incident Report	42
Billing.....	42
Locations of Treatment.....	42
During Business Hours:	43
Priority Care Clinic.....	43
After Hours:	43
Any Concentra.....	43
HSC Student Health.....	43
Student Healthcare and Insurance	43
Immunizations and Health Screening Requirements.....	43
Office of Care and Civility.....	44
Student Assistance Program (SAP)	44

Substance Abuse and Self-Reporting.....	44
Zero Tolerance for Sexual Violence and Harassment	44
HSC Student Services	44
Student Affairs.....	44
Gibson D. Lewis Library	45
Founders’ Activity Center (FAC).....	45
Printing, Scanning, and Copying	45
Use of HSC Logo	45
Student Veterans Information	45
Transportation	45
Parking.....	46
Lost and Found.....	46
Kitchen Area	46
Lockers.....	46
Campus Map	46
PA Studies Procedures	47
PA Studies Procedure 1- DECELERATION	47
PA Studies Procedure 2- COURSE REMEDIATION	50
PA Studies Procedure 3- APPLICANT SCREENING	55
PA Studies Procedure 4- PA AWARDS	59
PA Studies Procedure 5- CLINICAL SITE SELECTION	62
PA Studies Procedure 6- STUDENT EMPLOYMENT	65
PA Studies Procedure 7- PREREQUISITE ADMISSION REQUIREMENTS.....	68

PA Studies Procedure 8- INVOLVEMENT IN PATIENT CARE ACTIVITIES.....	72
PA Studies Procedure 9- TRANSFER OF COURSE CREDIT	76
PA Studies Procedure 10- STUDENT SERVICE WORK	78
PA Studies Procedure 11- HEALTH AND TECHNICAL STANDARDS	81
PA Studies Procedure 12- ADVANCE PLACEMENT AND COURSE WAIVERS.....	85
PA Studies Procedure 13- LEAVE OF ABSENCE	88
PA Studies Procedure 14- GRADE APPEALS	92
PA Studies Procedure 15- GRADUATION REQUIREMENTS	95
PA Studies Procedure 16- PROMOTION, PROBATION, DISMISSAL PROCEDURE MANUAL	97
PA Studies Procedure 17- DEFERRED MATRICULATION	113
PA Studies Procedure 18- PROFESSIONALISM VIOLATION	117
Appendix A	122
Advice from Successful PAS Students.....	122

HSC Physician Assistant Studies

Welcome!

The Physician Assistant Studies (PAS) program at University of North Texas Health Science Center (HSC) is housed in the School of Health Professions (SHP), which includes Physical Therapy and Lifestyles and Health Living programs. The mission and goals for the PAS program are as follows:

UNTHSC Mission

Create solutions for a healthier community.

PAS Program Mission

The mission of the Program is to create solutions for a healthier community by preparing graduates with knowledge and skills needed for physician assistant practice, emphasizing primary care medicine and meeting the healthcare needs of underserved populations.

PAS Program Goals

Goal 1: Graduates will have acceptable mean scores on the Physician Assistant National Certifying Examination (PANCE)

INDICATOR: UNTHSC mean scores for first-time test takers on the PANCE content areas will be at or above the national mean. This criterion was chosen because the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) requires programs to display their PANCE pass rates along with the national average pass rate on the PA program website. The ARC-PA sees the national average as a relevant benchmark and the faculty members agree.

Goal 2: Graduates will report acceptable percent employment rates in Physician Assistant practice

INDICATOR: Percentage for graduates' employment in PA practice \geq 85%. This criterion was chosen based on employment rates of earlier classes and agreement among the faculty that 85% should be employed within the first year of graduation and employment rates show the marketability of our trained PAs.

Goal 3: Graduating students will have acceptable mean scores on the PAEA end-of-rotation exams

INDICATOR: Mean score for each exam for first-time test takers on end-of-rotation exams ≥ 80 (100-pt scale). The Physician Assistant Education Association (PAEA) has End of Rotation™ exams that cover the 7 core supervised clinical practice experiences of physician assistant education, which were created by PA educators and exam experts specifically for use by PA programs. The criterion of a mean of 80 on tests was chosen by PA faculty because the mean scores for all students from all programs (as reported on the ER Exam website) tend to be lower (around 73 to 76) and we want our students to exceed that. In addition, research has shown that scores on the End-of-Rotation exams are significantly correlated to scores on the PANCE licensing exam so this is a good indicator of areas of student strengths and weaknesses for the PANCE.

Goal 4: Preceptors will report acceptable mean scores for students in the clinical phase in the areas of knowledge, skills, communication, and professionalism.

INDICATOR: Mean scores for preceptor ratings of students on each item ≥ 4 (5-point scale). This criterion was chosen because they represent key areas of the PAS published Expected Graduate Competencies. The Accreditation Review Commission on Education for the Physician Assistant, Inc (ARC-PA), requires preceptors to rate students in clinical experiences and these measures were chosen by the faculty to represent student readiness for rotations. In addition, these scores combine to make up 50% of students' course grade for each rotation and allow clinical faculty to assess student strengths and weaknesses by rotation.

Goal 5: Graduating students will report acceptable mean scores for the program (Items are “quality of education,” “preparation for work as PA,” and “recommend program”)

INDICATOR: Mean score for graduating student ratings for each program item ≥ 3.5 (4-point scale). This average rating would indicate that most students rated the program either good (3) or excellent (4) in the questions regarding value of education. Faculty members chose a mean of 3.5 that would designate between “good” and “excellent” on the four-point scale as an appropriate benchmark to indicate value.

HSC Student Code of Conduct

Overview

HSC has adopted policies to govern student behavior that are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. PAS students are expected to read, understand, and comply with the HSC Student Code of Conduct and Discipline.

Student Code of Conduct and Discipline

The Student Code of Conduct and Discipline can be found in full at: unthsc.policytech.com. Enrollment at the HSC is considered implicit acceptance of the Student Code of Conduct and Discipline and all other policies applicable to students. This policy covers the definitions and consequences of misconduct that includes, but is not limited to the following:

- Academic dishonesty, including cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage.
- Forgery, alteration, falsification, or misuse of any official HSC document, record, or instrument of identification
- Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other HSC activities whether occurring on- or off campus
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of the student, faculty, staff, or others.
- Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, or dangerous or illegal drugs
- Public intoxication; driving under the influence; driving while intoxicated; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and HSC policy.
- Engaging in acts of sexual violence, sexual harassment, or sexual misconduct
- Unauthorized access or use of, misuse of, or disrupting or attacking HSC computing resources, systems or data.
- Violations of International, Federal, State, or Local Laws (whether convicted or not) or HSC policy.
- Unauthorized use or possession of ammunition, firearms, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property. Firearms are prohibited anywhere on university premises except as specifically authorized by law.

Social Media and Professionalism Policy

Social media has created unique opportunities for interaction, communication, and networking. The purpose of this policy is to provide students with guidelines and regulations for appropriate social media use in order to uphold confidentiality and privacy laws and agreements. PAS students are expected to abide by the Student Code of Conduct & Discipline and the Health Insurance Portability and Accountability Act (HIPAA) when using social media by not revealing patient/client/research subject information, private content, or proprietary information regarding patients/clients/research subjects of the institution. For more information, see the University policy on Social Media and Professionalism.

Consequences for PAS Program Students

Note that violations of the Code are grounds for dismissal from the PAS program. In addition, PAS students who commit “minor” violations of the Code are not eligible for PAS honors and awards. Furthermore, when preparing materials for state licensure, PAS graduates must disclose to the Texas Medical Board any and all Code violations during their PA education including, but not limited to professionalism sanctions, drug/alcohol offenses, or warnings/sanctions from any department within HSC. Any disclosures or nondisclosures may delay, inhibit, or limit PA licensure.

PAS Program Student Health and Technical Standards

Americans with Disabilities Act

HSC is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations and auxiliary aids and services will be provided to the extent necessary to comply with state and federal law. For more information, see Student Affairs Policy Manual.

PAS Program Student Health and Technical Standards

All students enrolled in the Physician Assistant Studies Program curriculum must meet certain health and technical standards in order to fully participate in the educational programs contained in the curriculum. A candidate for the physician assistant degree must have abilities and skills in five areas: Observation, Communication, Motor, Intellectual, and Behavioral. Reasonable accommodations for the educational experience will be made as required by law; however, the candidate must be able to meet all technical standards without accommodation in order to graduate from the Physician Assistant Studies Program. The use of a trained intermediary is not a permissible accommodation as it requires a candidate's judgment to be mediated by someone else's power of selection and observation.

Physician Assistant Students must have sufficient sensory capacity to observe in the lecture hall, the laboratory, the outpatient setting, and at the patient's bedside. Sensory skills adequate to perform a physical examination are required. This includes functional vision, hearing, smell, and tactile sensation. For more information, see Physician Assistant Health and Technical Standards.

A candidate for the PAS program degree must have abilities and skills in five areas outlined below:

Observation

Observation requires the functional use of all special senses.

Communication

A candidate should be able to speak, hear and observe in order to elicit information, describe changes in moods, activity, and posture, and perceive nonverbal communications.

Motor

Candidates should have sufficient motor function to elicit information by palpation, auscultation, percussion, and other diagnostic and therapeutic maneuvers.

Intellectual

Candidates should possess problem-solving and critical thinking skills demanded of physician assistants.

Behavioral

Candidates must have sufficient emotional health required for full use of their intellectual abilities in the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of patients in a mature, sensitive and effective relationship to patients. Candidates must be able to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Personal qualities which are also assessed during the admission and education process include: compassion, integrity, concern for others, interpersonal skills, interest, and motivation.

PAS Program Philosophy

Overview

The PAS program philosophy guides all policies and procedures in the PAS program. PAS students are required to understand, uphold, and adhere to the student responsibilities within the PAS program philosophy.

PAS Program Philosophy

Our purpose is to graduate competent professionals, and we believe that student success is the result of full participation and cooperation between the program (i.e., policies, procedures, courses, faculty, and staff) and the student.

PAS Program Responsibilities

- Provide clear and fair standards for educational components and student success.
- Conduct critical ongoing evaluation of program policies and procedures.
- Provide an environment conducive to learning and with honest and open communication.

- Know, support, and promote program philosophy, policies, and procedures.
- Display integrity and professionalism in attitudes, behaviors, and interactions (includes all HSC values)

PAS Student Responsibilities

- Demonstrate self-responsibility, self-motivation, self-regulation, and effort in your learning.
- Continually assess own strengths, weaknesses, and barriers in learning and utilize resources for student success.
- Communicate honestly and openly any issues *prior to* major events or failures.
- Know and follow program philosophy, policies, and procedures.
- Display integrity and professionalism in attitudes, behaviors, and interactions (which include all HSC values).

PAS Program Curriculum

Overview

The PAS program curriculum is designed to ensure PAS students meet the expected entry-level PA graduate competencies published by the National Commission on Certification of Physician Assistants (NCCPA), in conjunction with the American Academy of Physician Assistants (AAPA), the Physician Assistant Education Association (PAEA), and the Accreditation Review Commission for the Education of Physician Assistants (ARC-PA). Entry-level competences cover areas of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. Expected graduate competencies can be found on the PAS program website at <https://www.unthsc.edu/school-of-health-professions/physician-assistant-studies/physician-assistant-competencies/>

The PAS program is a full-time program that will leave little to no time for outside employment. There are two phases of the PAS program curriculum: the Didactic Phase and the Clinical Phase. More information about the PAS program curriculum can be found on the PAS program website at <https://www.unthsc.edu/school-of-health-professions/physician-assistant-studies/current-students/>.

Didactic Phase

The didactic phase of the curriculum occurs from Fall semester of Year 1 to Spring semester of Year 2 and includes classroom coursework (about 20 hours per long semester) in overview courses, basic sciences courses, and clinical medicine courses.

Phase 1 Foundation Courses

The Foundation Courses include Approach to PA Practice, Principles of Evidence Based Medicine, Clinical Anatomy, Human Physiology, Medical Interviewing, Physical Examination Skills, Introduction to Disease, and Introduction to Pharmacology.

Phase 2 Clinical Medicine Courses

The Clinical Medicine courses include Dermatology, Hematology and Lab Medicine, Women's Health, Musculoskeletal System, Gastroenterology, Neurology, Endocrinology, Head, Eyes, Ears, Nose, & Throat, Genitourinary, Cardiovascular Medicine 1, Cardiovascular Medicine 2, Pulmonology, Pediatric Medicine, Emergency Medicine, Fundamentals of Behavioral Science, Geriatrics, Clinical Skills and Clinical Integrative Medicine (1-4).

Clinical Phase

Phase 3 Clinical Practice

The Clinical Practice phase consists of four parts: Clinical Skills, Master's Project, Senior Seminar, and Clinical Rotations.

Clinical Skills

Clinical skills presents multiple interactive opportunities to develop the physical skills needed in clinical settings.

Master's Project

Master's Project is a capstone project that will be completed during the clinical phase. It is designed to assess the student's understanding and application of evidence-based medicine. The project may include written case studies/presentations or other written research projects/papers that may be submitted for publication. PAS students will learn more about the content and timing of Master's Project as they near the clinical phase of the curriculum.

Senior Seminar

Senior seminar is a capstone course designed to assess the graduate competencies required for entry into the PA profession in the areas of knowledge base, patient management skills, and professionalism. Presentations, lectures, and workshops are provided

during the course to assist students in preparing for the PA National Certifying Examination after graduation. PAS students will learn more about the content and timing of Senior Seminar as they near the clinical phase of the curriculum.

Clinical Rotations

See Student Clinical Handbook for additional information.

Master of Public Health

In addition to your PA education, students may elect to work toward a Master of Public Health (MPH) as well. Please see website for information on the dual program: <https://www.unthsc.edu/school-of-public-health/future-students/pa-mph-dual-degree-option/>

PAS Program Remediation

Overview

Students enrolled in the PAS Program must meet the academic and professional standards established by the PAS Program in order to progress through the didactic and clinical phases of the program. PAS students who fail a course in the didactic or clinic phase of training, must successfully remediate the failed course and otherwise remain eligible to continue in the PAS Program. For more information on remediation, see Physician Assistant Remediation Procedure.

PAS Program Promotion, Probation, and Dismissal

Overview

Academic standing in the PAS program is based on the accumulation of course grades during each academic phase of the curriculum: the didactic phase and the clinical phase. PAS students need to understand these guidelines, take responsibility for keeping up with their studies, and appropriately address any issues before they impede their academic performance. For more information, see Physician Assistant Promotion, Probation, Dismissal Procedure Manual.

Suspensions and Expulsions

Overview

Suspension and expulsions are considered disciplinary sanction and these sanctions will be notated on the student transcript.

Suspension is defined as the removal from HSC for a specified period of time. A suspended student will be removed from enrollment and trespassed from university premises until the period of suspension has expired and the student has applied for re-admission to HSC and been cleared for re-admission by appropriate HSC officials.

Expulsion is defined as the permanent severance from HSC. An expelled student will be permanently removed from enrollment and permanently trespassed from university premises. Will be reflected in a student's permanent academic record.

For more information, see UNTHSC Student Affairs Policy Manual and HB 449 <https://legiscan.com/TX/bill/HB449/2019>.

PAS Faculty Roles

PAS Faculty

PAS primary faculty members develop, coordinate, and monitor student instruction and clinical experiences in the PAS program, and serve as Faculty Advisors, Course Directors or Liaisons, guest speakers, and faculty course support in the didactic and clinical phases of the curriculum.

PAS Faculty Advisors

Upon matriculation into the PAS program, each PAS student is randomly assigned a Faculty Advisor from the PAS faculty. The role of the advisor is to encourage PAS students, offer advice regarding academic or professional issues, and direct them to campus academic resources. Per ARC-PA accreditation standards, faculty advisors are not allowed to provide medical or personal advice. It is required for PAS students to meet with their faculty advisors during the didactic phase in correlation with the semesters. PAS students can request additional sessions as needed. PAS administrative staff will schedule mandatory advising appointments according to student and faculty schedules each semester.

PAS Course Director or PAS Course Liaison

Each PAS course is assigned a PAS Course Director (when the course is administratively housed in the PAS program) or a PAS Course Liaison (when the course is administratively housed in another HSC department). The role of the Course Director or Liaison is to ensure that course and exam content are relevant, accurate, current, organized, and evidence-based. Course Directors or Liaisons are also responsible for the development, coordination, conduct, and/or support of course syllabi, course activities, and course

schedules. All PAS student questions, comments, or concerns about PAS course content and conduct should be directed first to the PAS Course Director or Liaison.

PAS Faculty Administration

In addition, some PAS primary faculty have faculty administrative roles in the PAS program, including the following:

Program Director

The Program Director (PD), is a primary faculty member who is also responsible for the day-by-day operations of the PAS department and for long-term development in all areas of academic activity.

Medical Director

The Medical Director works directly with the PAS Program Directors and other faculty to assure courses, activities, and experiences in the didactic and clinical phases of the curriculum meet current practice standards related to the role of the PA in providing patient care.

Associate Director

The Associate Director is a primary faculty member who works with and is second to the Program Director and guides faculty activities, tracks operations in the department, and supports initiatives related to student education.

Director of Academic Education

The Director of Academic Education (DAE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluate educational activities in the didactic phase of the MPAS curriculum.

Director of Clinical Education

The Director of Clinical Education (DCE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluate educational activities in the clinical phase of the MPAS curriculum.

PAS Program Staff Roles and the PAS Office Suite

PAS Program Staff

The administrative staff of the PAS Program help make PAS operations and activities run smoothly. The staff positions include the following.

Assistant to the Chair

The Assistant to the Chair provides administrative support to the PAS Program Director (PD) and acts as office manager for the PAS department. This person will work with PAS student officers on budgets and supplies for activities during the didactic and clinical phases of the curriculum.

Administrative Coordinator

The Administrative Coordinator provides administrative support for PAS faculty in didactic courses including scheduling and providing administrative support for course activities and may serve as the administrative coordinator, greeting those that enter the PAS office suite, fielding questions, setting PAS student appointments with PAS faculty, and directing PAS students toward appropriate persons or resources.

Clinical Site Coordinator

The Clinical Site Coordinator works with the Director of Clinical Education (DCE) to build community relationships to establish and maintain clinical education/practicum/rotation sites for the clinical phase of the curriculum. This person will work with PAS students if needed to set up student-identified rotation sites.

Senior Administrative Coordinator

The Senior Administrative Coordinator works with the DCE and Clinical Site Coordinator to schedule clinical rotations during the clinical phase of the curriculum. This person will interact with PAS students in assigning clinical rotations.

PAS Office Suite

The PAS program office suite is located in the EAD on 4th floor and houses the PAS program reception area or “front office” and most of the PAS faculty and staff offices.

Assistance

An administrative coordinator runs the PAS front office during hours of operation. If she is not there, the PAS front office area is under video surveillance and monitored by other PAS staff via webcam who will assist. We ask that all PAS students stop at the front desk and not proceed further into the PAS office suite without invitation.

Turning in PAS Course Assignments in office

When turning in course assignments to the PAS program front office, students are instructed to timestamp their assignments by using the time clock and dropping assignments *face down* into the turn-in box (both located in the front office area). PAS students are prohibited from looking at other students' assignments already in the turn-in box. To do so could constitute a violation of the student code of conduct. PAS administrative staff are available for assistance when turning in assignments.

Making Appointments with Faculty

Because PAS faculty and course schedules vary, PAS students are best served by making an appointment to speak with faculty as opposed to "dropping in". To make an appointment with a PAS faculty member, email Sandra.Mann@HSC.edu or call 817-735-2301. If Sandra Mann is not available, any staff member can make the appointment.

Making Appointments with the Program Director (PD)

Appointments with the PD should be requested through Kim.Williams@HSC.edu or by calling 817-735-5499.

Department of Physician Assistant Studies Contact Information

Department of Physician Assistant Studies
UNT Health Science Center
3500 Camp Bowie Boulevard, EAD 416
Fort Worth, TX 76107-2699

Phone: 817-735-2301

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday.

Fax: 817-735-2529

Email: pastudies@HSC.edu

PAS Student Identification

Student ID Badges

HSC will issue each student an ID badge that has an embedded microchip that allows access to certain doors as well as parking garages. The PAS program also uses ID badges to check classroom attendance and for identification for proctored exams. Students are required to wear ID badges in a visible location while on campus.

Replacement ID badges are available for a fee. Contact Campus Police for a replacement.

PAS Student Name Tags

The PAS program will issue PAS students a magnetic name plate that must be worn on the right of the student's white coat and at any event where the nametag is necessary (i.e., the student is representing the PA Program or the HSC). In the clinical phase of the curriculum, PAS students are required to wear these nametags, which identifies the wearer as a physician assistant student unless otherwise directed by the individual rotation. Replacement name tags will be available for a fee. To order a replacement, contact PAS Department.

Contact Information/Name Changes

Changes to personal information including contact information and name changes are processed by the Office of the Registrar and distributed to the appropriate academic and administrative units of the HSC. It is the student's responsibility to obtain a new ID badge and name tag if there is a name change.

Criminal Background Checks for Students

This policy is designed to provide a safe environment for the patients and clients at HSC and affiliating training sites. For more information, see Physician Assistant Student Involvement in Patient Care Activities.

Criminal background checks allow the university to evaluate whether HSC students are qualified, eligible, and possess the character and fitness to participate in off-site programs (i.e., clinical care and/or clinical rotation sites).

PAS Program Student Dress Code Policy

White Coat

The University provides a short white coat to students prior to the white coat ceremony. A university patch will be provided by the University that is placed on the right side of the coat. The student is responsible for ensuring the patch is sewn onto the coat. Embroidery must be in black thread on the left side of the coat in Helvetica font. Student can have their name on the first line and "Physician Assistant Student" on the second line. If the student desires addition of pronouns, a third line can be added. If the student desires an "extra" white coat that they purchase, the embroidery must follow the same guidelines. Another patch can be purchased from the University.

Didactic Phase

The PAS program dress code policy for the didactic phase of the curriculum is detailed below.
general Attire

- PAS students are expected to convey a professional appearance or image and are expected to be neat and clean.
- Unless otherwise instructed by PAS Course Directors or Course Liaisons, PAS students are required to wear solid-colored scrubs in the color assigned to their class to all course activities Monday through Thursday.
- Unless otherwise instructed by PAS Course Directors or Course Liaisons, PAS students may wear either their solid-colored scrubs or PAS program shirts with jeans/khakis on Fridays.
- PAS students may be required to wear their clean white lab coats to specific labs or other official functions.

Skills Lab/OSCE Attire

On days noted in the schedule with "lab attire required," students should wear the following modest clothing:

- Males: shorts and a T-shirt
- Females: shorts, T-shirt and sports bras underneath (regular bras should not be worn)
- PAS students may wear scrubs or T-shirts over the above clothing when they are not serving as the "patient."
- PAS students may use a gown to drape areas not being examined when acting as the "patient".
- When appropriate, students must also wear the appropriate safety gear such as goggles, gloves, lab coat, and footwear as approved by the lab supervisor and the HSC Safety Office.

- If a course activity requires a specific attire, follow the course director's instructions for what to wear/not wear.

Violations of PAS Student Dress Code

Students in violation of the dress code may be asked to immediately leave in order to change into appropriate attire.

If a PAS student dress code violation occurs at times of graded activities, no additional time will be given to complete any activity while the student changes to appropriate attire.

Clinical Phase

Information pertaining to dress code in the clinical phase is located in the clinical student handbook.

PAS Program Attendance Policy

Didactic Phase

Attendance is required for all PAS course activities in the didactic phase of the curriculum. PAS students must email the PAS Course Director/Liaison as soon as possible if an absence is expected and submit documentation to pastudies@HSC.edu as appropriate.

Tracking Attendance

Attendance will be documented in each PAS course. No PAS student may record the attendance of another PAS student for any reason, and to do so will constitute a violation of the Student Code of Conduct and Discipline and will result in disciplinary proceedings.

Excused Absences

Excused absences are usually granted for emergencies (i.e., death in the immediate family, bereavement, etc.) or illness related to the PAS student or dependent family members. Documentation substantiating reasons for absences may be required. In addition, HSC respects the rights of students to observe religious holy days. More information can be found in the Student Affairs Policy Manual. All excused absences must be approved by the PAS Course Director or Liaison.

Unexcused Absences

Each unexcused absence will result in a 1% deduction on the final PAS course grade. For example, a final average of 91% for the course would drop to 90% for one unexcused absence and to 89% for two unexcused absences.

Tardiness

PAS students are expected to arrive to PAS course activities on time. PAS students should notify the PAS Course Director or Liaison of their estimated arrival time as soon as possible if tardiness is anticipated. Chronic tardiness is not acceptable. Every 3 occurrences of tardiness in a course will result in an unexcused absence. Additional occurrence may result in a professionalism paper assignment.

Makeup PAS Coursework

Whether an absence is excused or unexcused, there are no make-up sessions or “re-teaching” of previously delivered materials. The PAS student is responsible for all material covered during any missed class activity. Most class sessions cannot be made up or recreated.

Makeup PAS Exams

PAS students who miss an exam with an unexcused absence will not be able to take the exam and will receive a 0 for that exam. For a PAS student who misses an exam due to an excused absence, the PAS Course Director or Course Liaison will coordinate with Testing Services (if applicable) to schedule a time for the student to take the exam if it is possible to make up the exam.

PAS Program Attendance Information Usage

PAS student attendance may be considered when making recommendations for, but not limited to, the following: disciplinary actions, remediation, dismissal, awards, scholarships, and honors.

Clinical Phase

Policies and procedures related to for attendance during the clinical phase can be found in the clinical student handbook.

PAS Student Use of Technology in the PAS Program

Laptops

All incoming PAS students receive a university-issued technology package during the HSC Student Orientation, which includes a laptop. The technology package is included in student fees and is owned by the student thereafter. PAS students will use their university-issued laptops daily to access PAS course and program information and to send/receive PAS program communications. HSC issued laptops are required for testing and evaluation in the courses.

It is the responsibility of the PAS student to ensure their HSC issued computer equipment is always in good working order in both the didactic and clinical phases of the curriculum.

Email Use – Official Form of Communication

Email is the official mode of communication on the HSC campus. PAS students will be assigned a university email address during the HSC Student Orientation. All students must have a working university email address. Students must use it for university-related business (use of personal email addresses is not acceptable) and check it multiple times daily to maintain current information for PAS program and course information. Information regarding the PAS program, courses, course assignments, and any changes will be communicated to the PAS students through university email or university learning management system.

E*Value™

E*Value™ is a cloud-based system that the PAS program uses to schedule and track PAS program activities, document student meetings with Faculty, or to document any student issues. Information about E*Value™ will be distributed at the HSC Student Orientation. PAS students will use E*Value™ to access semester calendars and course schedules, to maintain resume information, and upload certifications. PAS students in the clinical phase of the curriculum will use E*Value™ to log patient encounters and hours worked in clinical rotations.

Future questions, comments, or concerns about the use of E*Value™ should be directed to pastudies@HSC.edu.

Canvas™

Canvas™ is a learning management system free to all HSC students. The PAS program requires that all PAS students become familiar with Canvas™ technical requirements, features, and other information needed to have a successful online learning experience.

Each PAS course will have its own Canvas™ course that contains the course syllabus, lecture information, handouts, assignments, quizzes, grading, assessment rubrics, assignment dates, and other elements critical to the course. Canvas notifications are used for communication with students during their course and must be enabled by the student.

IT Helpdesk and Client Services

The HSC Helpdesk has desktop and peripheral support and routes service requests to ITS departments as appropriate. Students may access The Helpdesk by phone 817-735-2192. Please see their website for additional information:

<https://www.HSC.edu/Information-technology-services/helpdesk-client-services>

PAS Student Use of Electronic Devices During Class Time

Computers and similar devices (e.g., notebooks, iPads, smartphones, etc.) may be used in class for class-related activities as determined by the PAS Course Director or Liaison.

Using the computer for non-course-related activities during class time including, but not limited to web surfing, playing games, texting, instant messaging, shopping, and social media, is unprofessional and distracting.

Audio or visual recording is not permitted without the prior approval of the PAS Course Director or Liaison or individual lecturer.

Cell phones must be turned off or placed on “silent” mode during PAS course activities. If PAS students anticipate the need to take a call during class time, it is advised to notify the lecturer prior to the start of class and sit in the back of the class to minimize classroom disruption.

PAS Program Course Set Up

PAS Course Registration

PAS students do not need to manually register for courses; this is performed at the program level with the registrar.

PAS Course Scheduling

All PAS students within an incoming PAS class cohort will attend all PAS courses at the same time and in the same order.

Didactic Phase

PAS course activities during the didactic phase of the curriculum are conducted Monday through Friday during normal business hours, which are 8 a.m. to 5 p.m.

Daily schedules vary by courses, but typically PAS students have one course in the morning and one in the afternoon.

With rare exception, all PAS courses in the didactic phase are conducted on the HSC campus.

PAS students are required to be available Monday through Friday from 8 a.m. to 5 p.m. for PAS program activities, even if PAS activities were not originally scheduled.

Housing and Transportation

PAS students are solely responsible for securing housing and transportation for all PAS course activities, including course activities during the clinical phase of the curriculum. The PAS program and/or HSC are NOT responsible to locate or pay any portion of student housing or transportation during on-campus or off-campus educational activities.

PAS Course Syllabi

Academic standards for successful completion of each PAS course are contained in the course syllabi. Each PAS course syllabus will specify all of the course requirements, including academic assignments, evaluation and grading schemes, and schedule of course activities.

Modifications to PAS course requirements, grading schemes, and schedules may be made when the PAS program deems changes are necessary to improve instruction or to conform to scholastic regulations of the department, school, or university.

PAS students are required to read thoroughly each PAS course syllabus prior to beginning the respective course and to consult the syllabus during the course for all course-related questions.

PAS course syllabi can be found online in the Canvas™ course set up for each PAS course.

PAS Course Textbooks and Equipment

Specific textbooks and equipment required for a PAS course will be identified in the PAS course syllabus. Most textbooks and equipment are already included in PAS course fees. Any questions about course-related textbooks or equipment should be directed to the PAS Course Director or Liaison.

PAS students are expected to read any required textbooks and are encouraged to read any recommended textbooks to ensure that they have the knowledge needed to be successful in the course.

PAS students should read the manuals that come with the equipment to learn basic functioning, such as how to properly insert the ear buds of the stethoscope, “turn on” the bell or diaphragm of the stethoscope or turn on and dim or brighten the otoscope/ophthalmoscope). In addition, equipment with batteries should be charged prior to use (i.e., prior to class). Students should contact equipment manufacturer for replacement parts.

PAS Program Course Activities

PAS Course Content Dissemination

Course content dissemination is at the discretion of the course director and may occur in a variety of modalities as outlined in the course syllabus.

PA Course Assessment

Course assessments are determined by the course director and may occur in a variety of modalities. Check the course syllabus for details on assessments for that course.

PA Course Evaluation

Following each course, a Course and Faculty Evaluation will be provided for the purpose of providing constructive feedback. For information on the HSC procedures for the collection and use of student evaluations of courses and instructors, see P7.xxx-1 Institutional Academic at

PAS Program Exam Policies and Procedures

Students are required to comply with TES exam procedures and policies and PAS policies.

Written exams may be administered on paper, Scantron, or electronically. Electronic exams require the use of an HSC issued computer equipped with Exemplify™ software. PAS students will be instructed about how to download and use Exemplify™ during the HSC Student Orientation.

PAS students must have a student identification badge with them at all times in order to be admitted to and remain in testing areas. All on-campus PAS exams are proctored. PAS students must comply with test proctor directions. If there is a discrepancy between test proctor directions and student expectations during the exam, the student is to follow test proctor directions and address the issue later with the PAS Course Director or Liaison.

A PAS student who arrives late will be allowed to take the examination (with no extra time allowed) provided no other student has already turned in an exam.. If a student is late to a test there may be a penalty of 10% off their final test grade.

PAS students arriving after the first examination has been turned in will have to contact the PAS Course Director or Liaison to discuss the potential for a make-up exam.

PAS student tardiness to and/or unexcused absence from OSCEs typically cannot be made up.

No Reproduction or Distributions of Exam Items or Content

Any reproduction or distribution of exam content will constitute a violation of the Student Code of Conduct and Discipline and will result in disciplinary proceedings.

Exam Feedback

Exam grades are posted in the gradebook on Canvas. Students will also receive a Strengths and Opportunities Report for all Exemplify administered exams.

The PA Student Performance Committee

The PA Student Performance Committee (PA-SPC) is composed of faculty from around the HSC campus. These dedicated faculty members monitor student academic performance throughout the learner's academic enrollment in the PA program. Using a proactive approach, the PA-SPC uses referrals and contacts with the Student Center, CARE Team, and other campus resources to help improve learner performance. Students may be referred to the PA-SPC by faculty, staff, or may self-refer.

PAS Student Appeals

Grade Appeals

See Physician Assistant Grade Appeals Procedure and the UNTHSC Student Affairs Policy Manual.

Failing Course Grade

If a PAS student fails a PAS course, the student will appear before the PA Student Performance Committee (PASPC).

Appeal of Dismissal

If a PAS student is dismissed from the PAS program, the student can file an appeal with the Dean of the School of Health Professions within 5 business days of the decision by the PAS Program Director. For information, see Physician Assistant Promotion, Probation, Dismissal Procedure Manual.

PAS Student Options for Leave of Absence and Withdrawal

Leave of Absence

Students enrolled in academic programs within the School of Health Professions are permitted to request a leave of absence due to a medical condition or for personal reasons. A leave of absence for personal reasons cannot be granted if the student is not in good academic standing at the time the request is made.

Leave of absence requires approval of the Dean of the School of Health Professions.

Upon completion of the leave of absence, the student must request readmission to the academic program in writing. The Dean will determine if readmission is approved after consultation with the student and upon recommendation of the PAS Program Director.

Upon return from leave of absence, the returning student may be required to affirm continued compliance with health and technical standards of their respective academic program. In addition, students returning from leave of absence may be required to complete additional coursework or testing in order to meet academic requirements of their respective program or to increase chances for the student's academic success in the program. For further information on Leave of Absence see Physician Assistant Leave of Absence Procedure.

Withdrawal and Absence due to Military Service

Active-duty withdrawal and excused absence policy is located under policies: Withdrawal for Active Military Service and Military Leave of Absence.

PAS Student Academic Resources

Students may self-refer to any academic service and may contact their advisor for additional resources.

Center for Academic Performance (CAP)

The Center for Academic Performance offers services designed to enhance any and all levels of academic performance through academic consultations, learning assessments, and self-management. Consultation with CAP can be self-initiated. CAP offers the following to all HSC students: academic counseling, learning and study strategy assessment, writing support, tutoring, and workshops. CAP Contact Information:

Center for Academic Performance

Hours of operation: Monday – Friday 8am – 5 pm Phone 817-735-2531

Fax: 817-735-0263

CAP@HSC.edu

Resources to Augment Learning

- CAP <https://www.unthsc.edu/center-for-academic-performance/>
- Library <https://library.unthsc.edu/>

PAS Student Communication and Professionalism

PAS students concerned about their performance need to communicate those concerns with the course director and/or their academic advisor. Students may also contact academic support resources previously mentioned in the handbook.

An email to PAS faculty will be normally answered within 2 business days, although holidays, emergencies, and special events may increase the expected response time.

Faculty contact hours are outlined in each course syllabus.

PAS students are expected to respond promptly and respectfully to emails sent by PAS faculty and staff members. Students are encouraged to extend professional courtesy by acknowledging responses to requests and questions.

It is good practice to re-read an email prior to sending and avoid sending emails when frustrated or upset. Writing in all capitals can often be interpreted as 'yelling' and should also be avoided.

It is important that PAS students maintain professionalism in all personal, classroom, and laboratory interactions with PAS faculty, staff, and students.

PAS Student Organizations

Registered Student Organizations (RSOs) will be at the Welcome Week Fair each year. Information on the Welcome Week fair will be given during orientation. It is usually the week before the White Coat Ceremony.

A listing and additional information of student organizations can be found at <https://www.HSC.edu/students/student-development/registered-student-organizations/>.

The following are PA student-related organizations on campus:

All student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNTHSC Office of Marketing and Communication, per their guidelines.

Physician Assistant Student Association (PASA)

PA Student Association is a chapter from SAAPA, the student association of the American Academy of Physician Assistants (AAPA). SAAPA provides useful and current information related to being a PA student and about the PA profession. To become a student officer, students must be a member of both AAPA and TAPA. Students can run for officer positions starting in August except for President and Vice President. President and Vice Present elections are in November.

PA Clinical Organization (PACO)

The PA Clinical Organization seeks to represent and educate those interested in various specialties through physician/PA presentations, skill workshops, and provide opportunities to explore various clinical fields.

PAS Class Officers

Students may run for class officer positions during the first year. Class officer positions include President, Vice President, Secretary, Treasurer, PASA Representative, Activity Chair, and Honor Code Representative. Elections are conducted through PASA, with positions being re-elected in the spring of the second year. Students on academic probation are not eligible to hold office in sanctioned student groups and are expected to resign from any elected or appointed positions held.

PA Student Professional Organizations

Student Academy/AAPA

The American Academy of PAs (AAPA) is the national professional society for PAs in the United States. PASA is a chapter of the Student Academy of AAPA. In order to participate in AAPA activities and sponsored events, PASA is required to have 75% of the three PAS classes as paid members of AAPA. The fee for joining as a student covers all membership dues until graduation. For more information on AAPA and the Student Academy, see the following websites: <http://www.aapa.org/> or <http://www.aapa.org/student-academy>. Attending the AAPA conferences is not automatically considered an excused absence so request permission to attend from PAS Course Directors or Liaisons.

TAPA

The Texas Academy of Physician Assistants (TAPA) is the state professional society for PAs. Students are encouraged to join, and the one-time Student Membership fee is \$25. Following graduation, special Membership Upgrade rates through TAPA are available for the first six months post-graduation. Students are encouraged to attend the TAPA conference where students are allowed to participate in Challenge Bowl. For more information: <https://www.tapa.org/amsimis/>. Attending the TAPA conferences is not automatically considered an excused absence so request permission to attend from PAS Course Directors or Liaisons.

PAS Student Extracurricular Activities

HSC Student Programs and Events

For more information of what Student Development has to offer, go to <https://www.HSC.edu/students/student-development/>.

All student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNTHSC Office of Marketing and Communication, per their guidelines.

PA Week

PA Week is held every year in early October nationally. This week is dedicated to PAs and helps promote the PA profession and the value of PAs to our community.

Mission Trips

During Spring Break, a variety of local and student groups may sponsor medical mission trips abroad. This is not at HSC or PAS program sponsored event. Students are not required to be a CMA member in order to participate in the medical mission trip. Meetings for the medical mission trip typically begin in early fall, and space is limited. Cost per student depends on the location and duration of the trip.

PAS Boot Party

Second year PA classes often host a Boot Party to celebrate their transition to the clinical year. This event is attended, sponsored, and planned by the second year PA students.

PAS Career Fair

This is an annual event for the third-year PAS students in which employers and recruiters of Physician Assistants from around the state of Texas come to campus to meet with prospective applicants.

PAS Student Promotion Activities

PAS Graduation Banquet

This banquet is normally held for the graduating class prior to annual commencement to honor the graduating class. Program academic awards are given at the banquet, which is jointly planned between the PAS program and the senior class banquet committee.

PAS Graduation/Commencement

The commencement ceremony takes place in May and honors graduates of the HSC. Distinguished guests, speakers, family members and friends are invited to join in celebration of our students' hard work and achievements as they prepare to begin the next chapter

in their professional lives. PAS students are encouraged dress in business or formal attire to attend the graduation ceremony.

White Coat Ceremony

Shortly after matriculation into the program, students will participate in the White Coat Ceremony. The University provides a short white coat to students prior to the white coat ceremony. This ceremony is a tradition symbolizing the transition into being a member of the healthcare profession. A university patch will be provided by the University that is placed on the right side of the coat. The student is responsible for ensuring the patch is sewn onto the coat. Embroidery must be in black thread on the left side of the coat in Helvetica font. Student can have their name on the first line and "Physician Assistant Student" on the second line. If the student desires addition of pronouns, a third line can be added. Wearing of the white coat is required at various events, including but not limited to interactions with simulated patients, during OSCEs, interactions with patients during the clinical year. The white coat must be kept clean, professional, and free of wrinkles. If the student desires an "extra" white coat that they purchase, the embroidery must follow the same guidelines. Another patch can be purchased from the University.

PAS Student Academic Awards and Honors

Overview

In addition to conferring MPAS degree diplomas, the HSC and PAS Program are proud to recognize student excellence during the PAS graduation banquet and at graduation. (Note that students who have been on academic probation or committed a violation of the Student Code are not eligible for PAS honors and awards.)

Dean's List

The Dean's List is established to recognize academic excellence when the student achieves a semester grade point average of 3.51 or greater for a semester in the didactic phase of the curriculum. (Dean's List recognition is not awarded in the clinical phase of the curriculum).

Graduation Honors

Students may be awarded "Honors" upon graduation if their overall grade point average is greater than 3.51 on a 4.0 scale. No more

than 20% of a single PA graduating class will be awarded “Honors” at graduation.

Special Awards at Graduation

Other special awards may be utilized by the PAS program to recognize exceptional academic, clinical, and leadership performance by a student. Special awards are not annotated on the student’s official transcript.

Pi Alpha Honor Society

The HSC PAS program has a chapter of the Pi Alpha Honor Society. The Pi Alpha Honor Society is sponsored by the Physician Assistant Education Association (PAEA) and promotes and recognizes significant academic achievement, leadership, research, community/professional service, and the encouragement of a high standard of character and conduct among physician assistants (PA) students and graduates. In order to be inducted into the Pi Alpha Honor Society students must have a minimum GPA of 3.5 on a 4.0 scale and demonstrate excellence in research, publishing, community/professional service, or leadership activities. Only 15% of the graduating class can be inducted into the Pi Alpha Honor Society. Inductees are chosen by the faculty and receive a letter, certificate of membership, pin, and Pi Alpha Honor Society cords, which may be worn with their academic regalia.

HSC Campus Safety Information

Emergency Preparedness

Incidents of crime and other serious emergencies which occur on campus requiring immediate assistance should be reported to the **HSC Campus Police 817-735-2600** when on campus. Off-campus emergencies should be reported and called in to 911. Reports can be made on a confidential basis. Off-campus emergencies should be reported according to community standards with use of 911 as appropriate.

Emergency Plan for Building

In the event of an emergency, students are advised to exit the building using the stairwells. Students should exit to the parking lot and move past the first two rows of parking to await further instruction. Sandy Mann is the PA Studies EAD Safety Liaison and can be reached at 817-735-5017 or Sandra.Mann@HSC.edu.

Inclement Weather Advisory

Campus facilities will close, and operations will be suspended when adverse weather conditions and/or safety hazards exist on the HSC property as the result of such weather. Students will be notified of any campus warnings or closures via email. For more information, see Policy 04.107 at <https://app.HSC.edu/policies/Home/AllPolicies>. Please also see <https://Insite.HSC.edu/building-evacuation-severe-weather-plans/> for evacuation plans.

Fire Drills

Fire drills are conducted on a scheduled basis for all buildings in which patient care is performed. Students on rotation in clinics should become familiar with clinic-specific fire plans and be prepared to perform assigned tasks, if any, during drills or should a real fire occur. See the following website for fire evacuation plans <https://www.HSC.edu/safety/emergency-management/fire>

Stop the Bleed Campaign

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital initial response to stop uncontrolled bleeding in emergency situations. This was accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States. The University of North Texas Health Science Center has adopted the *Stop the Bleed* course as its platform to train all students and university employees to immediately assist victims of active shooter and other intentional mass casualty events at the point of wounding. Students of the Master of Physician Assistant Studies will be individually trained on the use of the medical equipment in the medical kits prepositioned throughout the campus. More information on the Stop the Bleed Campaign can be found at the following link: www.bleedingcontrol.org

Hazardous Exposures

In the event of a hazardous exposure (needle stick injury, body fluid splash, etc.), students are advised to seek immediate medical treatment. Students should follow the steps below and report the incident so that prophylactic measures can be instituted. Students should not delay treatment until after completing a class, shift, or a surgery. Proper management and reporting should begin immediately. It is critical to receive treatment within the first two hours after injury. More info linked here: <https://www.unthsc.edu/safety/occupational-health-services/>

Students should follow the guidelines below:

On Campus Exposure

- 1) Wash the area with soap and water or flush with large amounts of water for the eyes and mouth.

- 2) Notify course director.
- 3) Keep the source of blood at the site so blood can be drawn.
- 4) Contact and seek care at the Student Health or Priority Care Clinic
- 5) Three (3) red top vials of blood should be collected from the source.

Off Campus Exposure

- 1) Wash the area with soap and water and flush with large amounts of water for the eyes and mouth.
- 2) Notify supervisor or course director immediately.
- 3) Keep source of blood at the site so blood can be drawn.
- 4) Contact and seek care at the closest source of care-Student Health, Harris Occupational Health or nearest ER.
- 5) Three (3) red top vials of blood should be collected from the source.

When the injury occurs outside of the Tarrant County area, students should ALWAYS follow the clinical or hospital site infectious disease procedures and later report to Student Health or Harris Occupational Health Clinic.

Incident Report

An incident report should be completed. Students in the didactic phase of education should request an incident report from their course director and submit to the HSC Director of Safety and their course director. The HSC Director of Safety can be reached at 817-735-2697.

Billing

If the student is unable to go to Student Health or Harris Occupational Health Clinic, the student should submit their own insurance. Any bills received thereafter should be forwarded to:

Janet Brandenburgh

817-735-0185

Janet.brandenburgh@HSC.edu

Locations of Treatment

During Business Hours:

Priority Care Clinic
3rd Floor Health Pavilion
855 Montgomery
Fort Worth, TX 76107
817-735-CARE (2273)

After Hours:

Any Concentra
2500 W Fwy (I-30), Suite 100
Fort Worth, TX 76102
817-882-8700

HSC Student Health

Student Healthcare and Insurance

All students are required to have health insurance in order to be in compliance with HSC Policy. A school-sponsored Student Injury and Sickness Insurance Plan is provided through United Healthcare Student Resources: www.uhcsr.com or 1-866-429-4868.

Information on specific policies is available in the Office of Student Affairs: 817-735-2341. The student is responsible for (1) the choice of the specific insurance policy; (2) payment of all healthcare costs, including the premium, as determined by the specific health insurance plan chosen; and (3) following the rules, regulations, and guidelines of their chosen plan. Student healthcare is available to all students at the HSC Student Health Clinic located at 855 Montgomery Street. The CVS Minute clinic adjacent to campus also accepts the student health insurance. All students, regardless of their health plan coverage, may access nursing advice and health information 24 hours a day, 7 days a week by dialing 1-877-440-0549.

Faculty members do not have access to student medical records and cannot give medical advice to students or act as their healthcare provider.

Immunizations and Health Screening Requirements

HSC requires all students to comply with immunization and health screening requirements in order to protect the campus community and patients, from illness and disease. Immunizations are submitted to and maintained by the Certiphi™ database. See Clinical Handbook for more information.

Office of Care and Civility

Student Assistance Program (SAP)

HSC offers free in-person counseling to students through the WellConnect™ Program. Students can contact WellConnect™ at 866-640-4777. Additionally, students may contact Student Affairs at 817-735-2505 and on-campus counseling services at 817-735-5159. The Well Connect counseling hotline is available for students 24 hours, 7-days a week by calling 866-640-4777. The National Suicide Hotline is also available to students who feel they are in a crisis, whether or not they are thinking about suicide, 24 hours a day, 7-days a week at 1-800-273-TALK (8255). Further information is located at <https://www.HSC.edu/wellness-services/resources/for-students/>.

Substance Abuse and Self-Reporting

HSC strongly encourages student with substance abuse problems to seek treatment before critical incidents (e.g., arrests, usage on campus property, or intoxication in the classroom or during clinical assignments) occur. For more information, go to: <https://www.HSC.edu/wellness-services/resources/for-students/>

Zero Tolerance for Sexual Violence and Harassment

It is the policy of HSC to maintain a workplace and a learning environment free of sexual harassment and intimidation. Harassment of students is a violation of Section 106.31 of Title IX of the Education Amendment of 1972. Harassment of employees is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Any sexual harassment incidents should be reported immediately to the Office of Student Affairs or the Equal Employment and Opportunity Office.

HSC Student Services

Student Affairs

Student Affairs oversees issues that are relevant to all students from pre-enrollment through graduation. Student Affairs provides co-curricular and extra-curricular services, programs, and activities to facilitate students' academic training, personal growth, and professional development. Information is available at <https://www.HSC.edu/students/student-affairs/>.

Gibson D. Lewis Library

An active ID badge is required for entry into the library. All information and services related to the Lewis Library can be found at <http://library.hsc.unt.edu/content/about-us>

Founders' Activity Center (FAC)

The FAC is an on-campus fitness center that houses a variety of equipment and offers a wide range of group fitness classes. For more information, go to <https://www.HSC.edu/wellness-services/recreation/> call 817-735-2209, or email recreation@HSC.edu.

Printing, Scanning, and Copying

The PAS Program does not provide printing, scanning, or copying services for students. Go to <http://library.hsc.unt.edu/content/printing-copying-and-scanning> to find a current listing of all locations and equipment students may use on campus. Information on Pharos, the print management system used at HSC, is also located at this link. For questions, students may contact the Library Service Desk at 817-735-2465 or by email at askalibrarian@HSC.edu.

Use of HSC Logo

To obtain the logo, approval of use, or with questions on brand use, students may contact [Amy Buresh](#) at 817-735-5149, in Office of Marketing and Communications. The HSC Marketing and Identity Guide can be found at <https://www.HSC.edu/outreach/marketing-and-communications-2/graphics-and-branding/>.

All student organization T-shirt or other designs must be approved by the faculty director of the organization and the UNTHSC Office of Marketing and Communication, per their guidelines.

Student Veterans Information

Veteran and military-specific resources and opportunities are available at HSC. More information about opportunities to learn about these resources is provided prior to new student orientation or at <https://www.HSC.edu/students/registrar/veterans-benefits/>.

Transportation

HSC offers discounts to its employees and students for bus and train fares, as well as on the Bike Share program, to its employees and students. Further information can be found at <https://www.HSC.edu/operations/sustainability/transportation/>.

Parking

In order to park a vehicle on campus, students must obtain a parking permit. These permits must be renewed annually on September 1st. More information can be found at <https://www.HSC.edu/police/parking-office/visitor-information/parking-permits/>.

Lost and Found

HSC has central lost and found locations in the HSC Police Department and the Lewis Library. If any lost items of PAS students are found by PAS students, those can be brought to the PAS office suite. At all three locations, inquire at the front desk.

Kitchen Area

HSC has provided a kitchen area on the 5th floor near the classrooms. Although this is a general use kitchen, it is primarily used by PA Students. PA Students are required to ensure that the area stays clean and the refrigerators stay tidy. Any small appliances, not furnished by HSC, need to be approved by the PA Studies office prior to placing in the kitchen. No appliances with open heating elements are allowed.

Lockers

During the didactic phase of the curriculum, the PAS program assigns each PAS student a locker near the PAS classrooms. Once promoted to the clinical phase of the curriculum, that locker must be cleared out. For on-campus days during the clinical phase (PASS days), there are a limited number of day-use lockers available outside of the PAS program offices. These lockers are first-come first-serve and must be emptied at the end of PASS day. Students also have the option of obtaining a locker through Student Affairs; however, this locker could be anywhere on campus. If students need the lock cut off because of a lost key or forgotten combination, he/she may email PAStudies@HSC.edu. The PAS program accepts no liability for contents within lockers.

Campus Map

The layout of campus and most of these services can be located on the campus map found at <https://www.HSC.edu/campusmap/>

PA Studies Procedures

PA Studies Procedure 1- DECELERATION



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Deceleration Procedure	December 1, 2020	PAS-1

PROCEDURE STATEMENT (R*)

The Physician Assistant Studies Program does not allow for deceleration of students from one cohort to another.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to state the Physician Assistant Studies Program's stance on deceleration of students within the program.

AREAS OF RESPONSIBILITY (R*)

The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program

PROCEDURE DETAILS (R*)

The Physician Assistant Studies Program does not allow for deceleration of students within the PA Program.

RELATED INFORMATION (O*)

Physician Assistant Promotions, Probation, and Dismissal Procedure Manual

Physician Assistant Remediation Procedure

DEFINITIONS (O*)

Deceleration: “Deceleration” is defined as the loss of a student from the entering cohort, who remains matriculated in the Physician Assistant Studies Program.

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): December 1, 2020

<p>ADMINISTRATIVE AUTHORITY (R*) Program Director of Physician Assistant Studies</p> <p>RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107</p>	<p>PolicyTech, the institutional policy repository, is updated regularly. In order to ensure a printed copy of this document is current, please access it online at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/</p>
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***R = Required *O = Optional**

PA Studies Procedure 2- COURSE REMEDIATION



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Studies Program Course Remediation Procedure	August 1, 2020	PAS-2

PROCEDURE STATEMENT (R*)

Students enrolled in the Physician Assistant Studies (PAS) Program must meet the academic and professional standards established by the PAS Program in order to progress through the didactic and clinical phases of the program. Physician Assistant Studies (PAS) students who fail a course in the didactic or clinic phase of training, must successfully remediate the failed course and otherwise remain eligible to continue in the PAS Program.

A PAS student who successfully remediates a failed course in the didactic phase will be placed on academic probation. Any PAS student who unsuccessfully remediates a failed course is subject to dismissal. Students enrolled in the PAS Program are allowed one remediation attempt for the didactic phase and one remediation attempt for the clinical phase.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to provide guidelines on remediation after course failure for all students enrolled in the PAS Program.

AREAS OF RESPONSIBILITY (R*)

Responsible party	Procedure detail section
PAS Student	1, 4, 5, 7, 8, 9
Course Director	2b, 3, 6
Physician Assistant Student Performance Committee (PASPC)	2a, 3, 5
Director of Academic Education (DAE)	3
Director of Clinical Education (DCE)	3
Registrar	6, 10

PROCEDURE DETAILS (R*)

1. Any PAS student receiving a failing grade for a course and who does not meet other criteria for dismissal must remedy that grade to passing or be subject to dismissal from the PAS Program.
 - a. A PAS student may fail a didactic or clinical course for reasons including, but not limited to, failed academic progress, professionalism violation, or poor course attendance as defined in the syllabus and/or the UNTHSC Student Code of Conduct and Discipline.
 - b. Failing grades on tests, OSCEs, and other evaluations within a course may be remediated under the direction of the course director.
2. The Course Director will establish a remediation plan and timeline with guidance from the PASPC, DAE or DCE.
 - a. The PASPC will assist the Course Director in the identification of resources to improve student academic and/or professional performance. The PASPC will also monitor student progress during the remediation process.
 - b. A remediation plan may include, but is not limited to:
 - i. Reading assignments
 - ii. Written completion of instructional objectives developed to target deficiencies identified during review of failed exam

- iii. Written response to selected exam items with reference citations
 - iv. Written self-reflection exercise
 - v. Individual faculty-led tutoring (especially skills related deficiencies)
 - vi. Additional clinical practice experience that may require repeating an entire rotation
 - vii. Simulation training or work with Standardized patients
 - viii. Assignment of additional practice questions from an outside source (i.e. ExamMaster™)
3. The remediation of a failing course grade will be assessed by a method equivalent to course assessments failed by the student (i.e. administration of a comprehensive equivalency examination, OSCE, repeating a clinical practicum, etc.).
 4. A PAS student can only remediate one course failure in the didactic phase and one course failure in the clinical phase.
 5. Potential violations of the UNTHSC Student Code of Conduct and Discipline will be referred to the Student Affairs Office, and if found in violation may receive a failing grade that is subject to remediation.
 6. A PAS student who is required to remediate a failed didactic course will be placed on academic probation.
 7. Successful course remediation will result in a grade of “C” for a graded course and “Pass” for a Pass/No Pass course.
 8. A PAS student who does not successfully remediate a failed didactic or clinical practicum will be subject to dismissal.
 9. Students who do not complete a remediation plan by the assigned due date are subject to dismissal.
 10. The student’s official transcript will reflect the outcome of remediation to include the failed grade, the passing grade due to remediation, and their academic probation status. Only the remediated grade will be reflected in the GPA calculation.

RELATED INFORMATION (O*)

Physician Assistant Graduation Requirements
Physician Assistant Professionalism Violation Procedure
Physician Assistant Promotion, Probation, and Dismissal Procedure Manual
UNTHSC Student Code of Conduct and Discipline

DEFINITIONS (O*)

1. Academic Probation. “Academic probation” serves as notice to the student that their continued enrollment is in jeopardy.
2. Remediation. “Remediation” refers to activities designed to remedy a failed course grade due to academic or professional violation.
3. Successful course remediation. “Successful remediation” means completion of all assigned remediation activities within the established timeline and achieving a passing grade on reassessment. Successful remediation of a failed didactic or clinical course will result in a grade of “C” for a graded course and a “Pass” for a Pass/No Pass course
4. Unsuccessful course remediation. “Unsuccessful remediation” means either failure to complete all assigned remediation activities within the established timeline or achieving a failing score on reassessment.

FORMS/ONLINE PROCESSES (O*)

UNTHSC PA Studies Remediation Contract

HISTORY (R*)

Revision Date(s): August 1, 2021: Definitions were changed to Successful *course* remediation and Unsuccessful *course* remediation. The UNTHSC PA Studies Remediation Contract was added to the “Forms/Online Processes” section.

<p>ADMINISTRATIVE AUTHORITY (R*) Program Director of Physician Assistant Studies</p> <p>RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107</p>	<p>PolicyTech, the institutional policy repository, is updated regularly. In order to ensure a printed copy of this document is current, please access it online at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/</p>
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***R = Required *O = Optional**

PA Studies Procedure 3- APPLICANT SCREENING



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*) Physician Assistant Program Applicant Screening	EFFECTIVE DATE (R*) July 1, 2020	PROCEDURE NUMBER (R*) PAS-3
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PROCEDURE STATEMENT (R*) The program shall use screening processes designed to identify competitive applicants who meet minimum admission standards and who demonstrate the highest aptitude for success in the curriculum.

REASON FOR PROCEDURE (O*) The purpose of this procedure is to specify the process by which students are admitted to the Physician Assistant Studies Program at The University of North Texas Health Science Center at Fort Worth.

AREAS OF RESPONSIBILITY (R*)	
Responsible party	Procedure detail section
Applicant	1, 2, 4
SHP Admissions Officer	1, 2, 5
PA Studies Admissions Committee	2, 3
Dean	3
Student	5

PROCEDURE DETAILS (R*)

Applicants for admission to the Physician Assistant Studies Program curriculum shall be screened by an Admissions Committee based on approved admissions standards and in accordance with the HSC Non-discrimination policies.

1. Application for Admission to the Physician Assistant Studies Program. An application for admission to the Physician Assistant Studies Program must include the following to be considered complete and ready for review by the Admissions Committee:
 - a. Official transcripts from all institutions previously attended by the applicant. Official transcripts must be submitted in accordance with procedures established by the Centralized Application Services for Physician Assistants (CASPA). Upon enrollment, a newly admitted student must request new official transcripts which must be sent directly to the HSC Fort Worth.
 - b. Verification of achievement of all standards of admission including minimum grade point average (GPA).
 - c. Full payment of approved application fees.
 - d. Submission of all required application materials on or prior to posted deadlines. Applications completed after the posted deadline will not be considered by the Admissions Committee. Application materials will be initially screened by the School of Health Professions (SHP) Admissions Officer to validate achievement of minimum admission standards and eligibility for admission.
2. Admissions Process for the Physician Assistant Studies Program. Applicants will be scheduled for an admissions interview based upon an evaluation of their academic and personal achievement as reflected in the applicant's complete admission packet. The Admissions Committee may establish standards for automatic invitation for an admissions interview. Interviews will be structured to evaluate a candidate's interpersonal skills, communication skills, and motivation for entry into the Physician Assistant career field. Applicants who fail to appear for a scheduled admission interview will be denied admission.
3. Applicant Review. Applicants for admission will be reviewed by the PA Studies Admissions Committee, who will ultimately recommend acceptance or denial of admission to the Physician Assistant Studies Program. Recommendations for admission will be based on the applicant's qualification as verified through written materials and the admissions interview. No single or compounded scores achieved during the application and/or interview process may be used as the sole factor to determine admission; however, scores may be used to compare candidates. The admissions review process will be complete when, by a majority opinion, the PA Studies

Admissions Committee has agreed upon a final roster of candidates for admission. All admission decisions are subject to final approval by the Dean or their designee.

4. Admission Decisions. Approved candidates for admission may be admitted on a provisional basis pending completion of remaining admissions verifications. No applicant will be admitted to the Physician Assistant Studies Program on a probationary basis.
5. Deferred Admission. Students admitted to the Physician Assistant Studies Program may request up to one-year deferral of admission by submitting a written request to the SHP Admissions Office. Deferment will be reviewed on a case-by-case and will only be approved in limited, unforeseen circumstances such as:
 - a. Work/study/fellowship related activities, unforeseen medical emergencies,
 - b. Death of a close relative (e.g. parent, sibling or child), or
 - c. Other event of comparable significance. Requests for deferment must be submitted in writing to the SHP Admissions Office.

If approved, the following conditions apply:

- a. The deferment must be used for the purpose stated in the written request.
- b. The student may not seek admission to another program during the period of deferment.
- c. The student may not engage in conduct or activity that would otherwise result in denial of admission.
- d. The student will remain able to perform all technical standards.

Students will be notified regarding the status of their request for deferment by the SHP Admissions Officer.

RELATED INFORMATION (O*)

Physician Assistant Remediation
Physician Assistant Graduation Requirements
Physician Assistant Promotions, Probation, and Dismissal

DEFINITIONS (O*)

1. Applicant. “Applicant” means a person who has submitted a completed application for admission into the Physician Assistant Studies Program using approved processes and who has paid the required application fees.
2. Applicant Review. “Applicant Review” means the process of screening and reviewing applicant’s qualifications for possible candidacy and admission into the Physician Assistant Studies Program.

FORMS/ONLINE PROCESSES (O*)

Centralized Application Services for Physician Assistants (CASPA)

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C
 Dean and Professor
 School of Health Professions
 The University of North Texas Health Science Center at Fort Worth
 3500 Camp Bowie Blvd. Met 320D
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***R = Required *O = Optional**

PA Studies Procedure 4- PA AWARDS



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Physician Assistant Awards</p>	<p>EFFECTIVE DATE (R*) July 1, 2020</p>	<p>PROCEDURE NUMBER (R*) PAS- 4</p>
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PROCEDURE STATEMENT (R*)

The Physician Assistant Studies Program encourages student achievement through recognition of exceptional academic and professional performance.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish guidelines for PA Studies Awards which recognize outstanding achievement in the didactic and clinical phases of the program.

AREAS OF RESPONSIBILITY (R*)

Physician Assistant Studies Program

PROCEDURE DETAILS (R*)

1. Dean’s List: Placement on the Dean's List occurs when a PA student achieves a semester grade point average of 3.51 or greater for a semester that is primarily didactic. Due to the varying experiences during clinical practica,

Dean's List recognition is not awarded for clinical practica. A student who has been placed on academic or disciplinary probation for any reason during their enrollment is not eligible for Dean's List recognition.

2. Graduation with Honors: Students may be awarded “Honors” upon graduation if their overall grade point average is greater than or equivalent to 3.51 on a 4.0 scale. No graduate who has failed a course or rotation, or who has not been enrolled as a full-time student, or who has been placed on academic or disciplinary probation during their enrollment can receive a degree with honors. No more than 20% of a single graduating class will be awarded “Honors” at graduation.
3. Outstanding Achievement in Physician Assistant Studies Awards: These awards recognize exceptional academic and clinical performance based on participation in related activities and demonstrated commitment to learning and the PA profession. The Director of PA Studies makes the final determination of these award winners.
4. Pi Alpha: Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductees’ significant academic achievement and honors them for their leadership, research, community/professional service and other related activities. Student membership requires a minimum GPA of 3.5 on a 4.0 scale and demonstrated excellence in research, publishing, community/professional service, or leadership activities.

RELATED INFORMATION (O*)

None

DEFINITIONS (O*)

See Procedure Details section

FORMS/ONLINE PROCESSES (O*)

The student is responsible for updating their personal information in the performance tracking software and applying for awards in the Spring of their graduation year in order to be eligible for award consideration.

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C

Dean and Professor

School of Health Professions

University of North Texas Health Science Center

3500 Camp Bowie Blvd. Met 320D

Ft. Worth, Texas 76107

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***R = Required *O = Optional**

PA Studies Procedure 5- CLINICAL SITE SELECTION



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Physician Assistant Clinical Site Selection</p>	<p>EFFECTIVE DATE (R*) July 1, 2020</p>	<p>PROCEDURE NUMBER (R*) PAS-5</p>
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PROCEDURE STATEMENT (R*)

The Physician Assistant Studies Program will strive to maintain high quality clinical sites. Prior to the activation of a clinical site, the Clinical Team will assess the site’s abilities to meet the educational and training goals of the course and the number of students that can be assigned in each academic year. Clinical sites that do not meet the minimum educational requirements for PA students shall be removed from the approved list of clinical sites.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to outline the process regarding selecting and maintaining high quality clinical sites in accordance with ARC-PA (Accreditation Review Commission on Education for the Physician Assistant) guidelines for the students enrolled in the clinical phase of The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Clinical Team

PROCEDURE DETAILS (R*)

1. The Clinical Site Coordinator is responsible for collecting and compiling information on clinical sites. Clinical rotation sites shall be evaluated for overall suitability based upon:
 - Location and type of clinical practice provided.
 - Demographics of the population served.
 - Formal education, training and experience of the physician supervisor/preceptor(s).
 - Preceptor commitment to goals and objectives of the rotation.
 - Preceptor's knowledge of the Physician Assistant role and profession.
 - Adequacy of physical facilities for teaching and study.
 - Preceptor willingness to participate in instruction and supervision of students.
 - Preceptor willingness to provide written/verbal evaluations of student's performance.
 - Sufficiency of patients to provide adequate student experiences.
 - The presence of a practicing PA on site as a role model (not a requirement).
2. A record of approved clinical sites will be maintained and updated on an ongoing basis.
3. PA student evaluations of preceptors and sites will be collected and reviewed annually.

RELATED INFORMATION (O*)

7.120 Evaluation of Courses and Instruction

DEFINITIONS (O*)

1. Director of Clinical Education (DCE). "Director of Clinical Education" is a faculty member who develops, maintains, oversees, and ensures adequacy and appropriateness of all clinical experiences to ensure they are in accordance with ARC-PA standards as well as program outcomes and goals.
2. Senior Administrative Coordinator (SAC). "Senior Administrative Coordinator" is an employee who is a high-level administrator that provides support to the DCE and oversees student rotations.

3. Clinical Site Coordinator (CSC). “Clinical Site Coordinator” is an employee who is responsible for recruiting, scheduling and maintaining clinical education sites.
4. Clinical Site. “Clinical site” is any place where PA Student clinical education occurs that is outside the normal classroom or simulation lab environment.
5. Clinical Team. “Clinical Team” is the departmental team comprised of the DCE, CSC, and SAC.

FORMS/ONLINE PROCESSES (O*)

Performance tracking software

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C
 Dean and Professor
 School of Health Professions
 The University of North Texas Health Science Center at Fort Worth

3500 Camp Bowie Blvd. Met 320D

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***R = Required *O = Optional**

PA Studies Procedure 6- STUDENT EMPLOYMENT



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Student Employment	July 1, 2020	PAS-6

PROCEDURE STATEMENT (R*)

Students enrolled in the Physician Assistant Studies Program are discouraged from obtaining or maintaining employment while enrolled. Physician Assistant students are expected to give attendance to classes and to clinical practicum assignments priority over employment. Physician Assistant students may not be employed to perform medical or patient care related services at any private or public medical practice, clinic, or institution, during any time in which they are under the sponsorship of the Physician Assistant Studies Program and assigned to that practice, clinic, or institution as a student. If by chance a student is employed at a particular clinic or health care institution for any reason, that student may not be placed at that clinic or institution for any of their clinical practica.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish guidelines regarding students that are employed during their enrollment in The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Physician Assistant Studies Program

PROCEDURE DETAILS (R*)

1. Students will not be afforded special consideration due to employment when making clinical practicum assignments.
2. Students who fail to meet the expectations during the didactic or clinical practicum phases of the educational program, due to employment conflicts could lead to dismissal from the program.

RELATED INFORMATION (O*)

Physician Assistant Promotions, Probation, Dismissal Procedure Manual
Physician Assistant Student Involvement in Patient Care Related Activities

DEFINITIONS (O*)

None

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)
Program Director of Physician Assistant Studies

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<p>RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions The University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107</p>	<p>at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/</p>
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***R = Required *O = Optional**

PA Studies Procedure 7- PREREQUISITE ADMISSION REQUIREMENTS



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Prerequisite Admission Requirements	July 1, 2020	PAS-7

PROCEDURE STATEMENT (R*)

All enrolled students must have participated in the competitive admissions process. All completed coursework will be considered in the admissions process. Prerequisite requirements cannot be waived. Exceptions are not permitted. Prerequisite coursework and degree requirements must be completed at colleges and universities located within and accredited by regional accrediting agencies in the United States. The minimum amount of semester credit hours may not be waived. All prerequisite courses must have been completed with a grade of “C” (2.0 on 4.0 scale), “Pass” or higher. Prerequisite science courses must be designed for science majors. Prerequisite courses cannot be used simultaneously to meet more than one prerequisite.

REASON FOR PROCEDURE (O*)

The purpose of the procedure is to establish the prerequisite admission requirements to The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Responsible Party	Procedure Detail section
Physician Assistant Studies Program	1, 3
Applicant	2

PROCEDURE DETAILS (R*)

1. The type and amount of prerequisite coursework required for enrollment in the Physician Assistant Studies Program shall be published on the program's website. The Course Evaluation Request Form can be submitted to have a staff member from the Office of Admissions review a course in question.
2. Course Work Completed at Institutions Outside of the US: Only coursework from regionally accredited colleges and universities in the United States can be used to satisfy prerequisite requirements. Foreign coursework is not accepted. The Office of Admissions cannot provide transcript evaluations. Applicants are responsible for confirming that prerequisite requirements have been satisfied.
3. The PA Admissions Committee reserves the right to approve or deny any coursework substitution.

RELATED INFORMATION (O*)

Physician Assistant Applicant Screening
Physician Assistant Transfer Of course Credit
Physician Assistant Advance Placement and Course Waivers

DEFINITIONS (O*)

1. PA Admissions committee. "PA Admissions Committee" is a departmental committee consisting of faculty within the Physician Assistant Studies Program and School of Health Professions.
2. CASPA. "CASPA" stands for Centralized Application Service for Physician Assistants. It is a full-service, web-based application system providing students with the ability to apply to multiple participating PA programs with a single application and facilitating a streamlined admissions process for programs.

FORMS/ONLINE PROCESSES (O*)

All prerequisite updates and admission requirements are posted on The University of North Texas Science Center at Fort Worth Physician Assistant Studies Program Website.

The Course Evaluation Request Form is found on the PA Studies Admission at:
<https://secure.blueoctane.net/forms/ZQM48FWYYSNJ>

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)
Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

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***R = Required *O = Optional**

PA Studies Procedure 8- INVOLVEMENT IN PATIENT CARE ACTIVITIES



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*) Physician Assistant Student Involvement In Patient Care Activities	EFFECTIVE DATE (R*) July 1, 2020	PROCEDURE NUMBER (R*) PAS-8
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<p style="text-align: center;">PROCEDURE STATEMENT (R*)</p> <p>Physician Assistant students may not be given responsibility for patient care that exceeds their capabilities as a student, or that violates other legal restrictions. Students may not take the responsibility or place of qualified staff. Involvement in patient care is permitted only when authorized by the preceptor or faculty member. Assigned patient care activities should not exceed the student’s stage of learning or clinical knowledge. Under no circumstances should assigned patient care related activities exceed those which a graduate physician assistant would otherwise be directed to perform. While the Physician Assistant Studies Program will consider personal and cultural values, ethics and religious beliefs of the students, patient health and the mission of the institution will not be impacted as a result of such beliefs.</p>

<p style="text-align: center;">REASON FOR PROCEDURE (O*)</p> <p>The purpose of the procedure is to establish guidelines regarding student participation in patient care activities while in enrolled in The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.</p>

AREAS OF RESPONSIBILITY (R*)	
Responsible Party Students	Procedure Detail section 1, 4, 5-7

Faculty

2, 3, 6

PROCEDURE DETAILS (R*)

1. Students must be able to demonstrate the ability to meet the health and technical standards.
2. Student preceptors may not permit PA students to perform any medical service or function without appropriate supervision. Supervision in the clinical setting is defined as the preceptor being physically present or immediately available to provide guidance.
3. After demonstrating proficiency, students may be permitted to undertake additional defined patient care activities under the appropriate supervision and direction of their assigned preceptor.
4. PA students are required to complete HIPAA training prior to any patient contact activities. Students may not release confidential patient information to anyone outside of their clinical preceptor or a qualified faculty member.
5. Students must follow the protocol for “patient notification of student status” and “dress code” as outlined in the SCPE Student Handbook regarding badge and white lab coat wear during clinical rotations. They must take all reasonable steps to disclose their status as a “physician assistant student” while performing patient care related activities.
6. Treatment and care will be provided to persons in need in accordance with the [HSC Non-discrimination Policy](#).
7. Under some circumstances concerning environmental and chemical exposures, the PA student may be asked to make an informed decision concerning their continued participation in that SCPE and the resulting ramifications to their program completion.

RELATED INFORMATION (O*)

UNTHSC Electronic Protected Health Information HIPAA Compliance Policy
Physician Assistant Student Employment
Physician Assistant Student Service Work
Physician Assistant Health and Technical Standards

DEFINITIONS (O*)

1. Patient care related activities. "Patient care related activities" means permitted activities to include direct patient care and access to patient care related information under the supervision and direction of a qualified preceptor or faculty member. Under no circumstances is the student permitted to write patient care orders independently.
2. SCPE. "SCPE" means Supervised Clinical Practice Experience.

FORMS/ONLINE PROCESSES (O*)

SCPE Student Handbook

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C
Dean and Professor

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School of Health Professions The University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107	
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***R = Required *O = Optional**

PA Studies Procedure 9- TRANSFER OF COURSE CREDIT



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Physician Assistant Transfer Of Course Credit</p>	<p>EFFECTIVE DATE (R*) July 1, 2020</p>	<p>PROCEDURE NUMBER (R*) PAS-9</p>
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PROCEDURE STATEMENT (R*)

The Physician Assistant Studies Program does not admit transfer students or accept transfer of course credit from other PA programs.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to state the Physician Assistant Studies Program’s stance on admitting transfer students and the acceptance of transfer credit(s) from other PA programs.

AREAS OF RESPONSIBILITY (R*)

The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program

PROCEDURE DETAILS (R*)

The Physician Assistant Studies Program does not admit transfer students or accept transfer of course credit from other programs.

RELATED INFORMATION (O*)

Physician Assistant Applicant Screening
Physician Assistant Prerequisite Admission Requirements

DEFINITIONS (O*)

None

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*).

J. Glenn Forister, PhD, PA-C
Dean and Professor
School of Health Professions
The University of North Texas Health Science Center at Fort
Worth
3500 Camp Bowie Blvd. Met 320D
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***R = Required *O = Optional**

PA Studies Procedure 10- STUDENT SERVICE WORK



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Physician Assistant Student Service Work</p>	<p>EFFECTIVE DATE (R*) July 1, 2020</p>	<p>PROCEDURE NUMBER (R*) PAS-10</p>
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PROCEDURE STATEMENT (R*)

Physician Assistant Students are not prohibited from performing tasks such as transporting patients, collecting laboratory specimens, answering telephones, paging team members, or filing reports provided they are not paid for performing these services and the activities do not conflict with the student’s overall learning experience.

Physician Assistant Students are permitted to volunteer and perform medical services to charitable, humanitarian, or community service organizations when such services are assigned, appropriately supervised, and prior approval obtained by the Physician Assistant Studies Program.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish guidelines for students who want to provide volunteer service work while enrolled in The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Physician Assistant Students

PROCEDURE DETAILS (R*)

Physician Assistant Students wanting to participate in volunteer activities that involve providing medical services to charitable, humanitarian or community service organizations when such services are not assigned by the Physician Assistant Studies Program or sponsored by the University, must obtain written approval from the Chair of Physician Assistant Studies or assigned designee.

RELATED INFORMATION (O*)

Physician Assistant Student Involvement in Patient Care Related Activities
Physician Assistant Student Employment

DEFINITIONS (O*)

Service Work. “Service work” is defined as work that is performed by students acting in a substitution role for regular staff.

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)

Chair of Physician Assistant Studies

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RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions The University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107	
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***R = Required *O = Optional**

PA Studies Procedure 11- HEALTH AND TECHNICAL STANDARDS



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Health and Technical Standards	July 1, 2020	PAS-11

PROCEDURE STATEMENT (R*)

All students enrolled in the Physician Assistant Studies Program curriculum must meet certain health and technical standards in order to fully participate in the educational programs contained in the curriculum. A candidate for the physician assistant degree must have abilities and skills in five areas: Observation, Communication, Motor, Intellectual, and Behavioral. Reasonable accommodations for the educational experience will be made as required by law; however, the candidate must be able to meet all technical standards without accommodation in order to graduate from the Physician Assistant Studies Program. The use of a trained intermediary is not a permissible accommodation, as it requires a candidate's judgment to be mediated by someone else's power of selection and observation.

Physician Assistant Students must have sufficient sensory capacity to observe in the lecture hall, the laboratory, the outpatient setting, and at the patient's bedside. Sensory skills adequate to perform a physical examination are required. This includes functional vision, hearing, smell, and tactile sensation.

1. Observation: Observation requires the functional use of all special senses.
2. Communication: A candidate should be able to speak, hear and observe in order to elicit information, describe changes in moods, activity and posture, and perceive nonverbal communications.
3. Motor: Candidates should have sufficient motor function to elicit information by palpation, auscultation, percussion and other diagnostic and therapeutic maneuvers.
4. Intellectual: Candidates should possess problem solving and critical thinking skills demanded of physician assistants.
5. Behavioral: Candidates must have sufficient emotional health required for full use of their intellectual abilities in the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of

patients in a mature, sensitive and effective relationship to patients. Candidates must be able to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Personal qualities which are also assessed during the admission and education process include: compassion, integrity, concern for others, interpersonal skills, interest and motivation.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish the requirements regarding the health and technical standards for students' enrollment in, progression through and graduation from The University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Responsible party	Procedure detail section
Student	1, 2
Office of Student Affairs	3

Start here PROCEDURE DETAILS (R*)

1. Students seeking enrollment into the Physician Assistant Studies Program must sign a statement indicating they have read and understand the Health and Technical Standards requirements and are in compliance with them.
2. Students returning from a medical leave of absence will be required to submit documentation, including a physician's statement of compliance with the Physician Assistant Studies Program Health and Technical Standards requirements.
3. Requests for accommodation under Americans with Disabilities Act (ADA) rules will be referred to the Office of Student Affairs for review and a recommendation.

RELATED INFORMATION (O*)

07.105 Americans with Disabilities Act Policy
Physician Assistant Program Applicant Screening
Physician Assistant Prerequisite Admission Requirements
Physician Assistant Advance Placement and Course Waivers

DEFINITIONS (O*)

“ADA” means Americans with Disabilities Act prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government’s programs and services.

“Special Senses” means vision, hearing & equilibrium, smell and tactile sensations.

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)
Program Director of Physician Assistant Studies

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RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107	
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***R = Required *O = Optional**

PA Studies Procedure 12- ADVANCE PLACEMENT AND COURSE WAIVERS



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Advance Placement and Course Waivers	July 1, 2020	PAS-12

PROCEDURE STATEMENT (R*)

This procedure provides guidance on awarding of advance placement standing or course waiver for students enrolled in the Physician Assistant Studies Program curriculum. Advance placement and/or course waivers may only be considered once the student is enrolled in the Physician Assistant Studies Program and has successfully completed the exact or nearly exact same course as that listed in the current Physician Assistant Studies Program curriculum, within 3 years of enrollment with a letter grade of “B” or better.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish guidelines regarding the awarding of advance placement and course waivers for students enrolled in the Physician Assistant Studies Program.

AREAS OF RESPONSIBILITY (R*)

Responsible party	Procedure detail section
PA Studies Chair	1, 3, 4
Student	2

PROCEDURE DETAILS (R*)

1. Advance placement/course waivers may not be offered or approved during the admissions process.
2. Requests for advance placement or a course waiver must be initiated in writing within 5 class days of enrollment.
3. Approval of advanced placement and/or course exemption is determined on a case- by-case basis by the PA Studies Chair.
4. Approval must be in writing.

RELATED INFORMATION (O*)

Physician Assistant Remediation
Physician Assistant Graduation Requirements
Physician Assistant Promotions, Probation, and Dismissal Procedure Manual

DEFINITIONS (O*)

None

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 06/01/2020

ADMINISTRATIVE AUTHORITY (R*)
Program Director of Physician Assistant Studies

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RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107	at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/
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***R = Required *O = Optional**

PA Studies Procedure 13- LEAVE OF ABSENCE



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*) Leave of Absence	EFFECTIVE DATE (R*) July 1, 2020	PROCEDURE NUMBER (R*) PAS-13
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PROCEDURE STATEMENT (R*)

Students enrolled in academic programs within the School of Health Professions are permitted to request leave of absence due to a medical condition or for personal reasons. Upon completion of the leave of absence, the student must request readmission to the academic program in writing. Leave of absence for personal reasons cannot be granted if the student is not in good standing at the time the request is made. Leave of absence requires approval of the Dean of the School of Health Professions. After consultation with the student and upon recommendation from the respective director of the academic program in which the student is seeking re-enrollment, the Dean will determine if readmission after completion of leave of absence is approved. Upon return from leave of absence, the returning student may be required to affirm continued compliance with health and technical standards of their respective academic program. Students returning from leave of absence may be required to complete additional coursework or testing in order to meet academic requirements of their respective program.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish guidelines regarding leave of absence requests for students enrolled in the School of Health Professions.

AREAS OF RESPONSIBILITY (R*)

Responsible party Student	Procedure detail section 1-6
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Director, SHP	2, 5
Dean, SHP	5-8
Registrar	2, 6, 7

PROCEDURE DETAILS (R*)

1. Leave of absence requests must be made in writing.
 - a. If the leave is due to a medical condition, the request must be accompanied by documentation from a licensed healthcare professional. Documentation supporting leave for medical reasons must describe the nature of the medical need and the estimated length of time needed.
 - b. If leave is due to personal reasons, the student must be in good standing and the request must be accompanied by documentation from the student describing the reason and the estimated length of time needed for resolution. Leave of absence for personal reasons cannot be granted if the sole purpose for taking the leave of absence is to avoid a failing grade or placement onto academic probation.
2. A student taking leave of absence must submit a notification to the Office of Student Affairs indicating the dates of withdrawal and the date the student expects to return as approved by the respective academic program in order to resume classes or clinical rotations.
3. Upon returning from leave of absence, regardless of the reason, the student must petition for readmission in writing. Depending on the reason, the returning student may be required to submit additional documentation supporting their ability to resume a full academic load in their respective program.
4. The returning student should not present a health hazard to themselves or others in healthcare or academic environments. Documentation may be required to confirm the student continues to meet Health and Technical Standards of the academic program. Students returning from leave of absence may be required to reaffirm they meet immunization and health screening requirements.
5. Students returning from leave of absence may be required to complete additional coursework or testing in order to meet academic requirements of their respective program. The Dean should consult with the Program Director to confirm any additional requirements. To sustain congruity of learning in the program or to remediate learning deficiencies, the academic program may require a returning student to accomplish a revised academic schedule. A

revised schedule may include, but will not be limited to, repeating courses, auditing courses, and/or completing new courses and/or assessments. The purpose of the revised schedule should be to prepare the student to resume progress in the program, to complete remaining courses or activities in the program, and/or to improve the student's chances for success in the program. A student may be required to repeat all or a portion of previously completed portions of the curriculum upon their return. The director of the respective academic program retains approval over any requirements that are part of an approved remediation plan or a revised academic schedule.

6. If readmission is approved, the student shall be reinstated under conditions that are contained in an approved readmission plan. Failure of the student to accept an approved readmission plan may result in the student's dismissal from the respective program.
7. A returning student is normally readmitted in good standing unless placement on academic probation is a condition for continued enrollment under an approved readmission plan. The returning student may be placed on academic probation if required for readmission by their respective program.
8. Leave of absence of greater than 1 year will not normally be approved.

RELATED INFORMATION (O*)

UNTHSC Americans with Disabilities Act Policy
UNTHSC Behavioral Intervention and Withdrawal
UNTHSC Student Code of Conduct and Civility
Physician Assistant Remediation
Physician Assistant Health and Technical Standards
Physician Assistant Graduation Requirements
Physician Assistant Promotions, Probation, and Dismissal Procedure Manual

DEFINITIONS (O*)

1. Dismissal: "Dismissal" means the student is no longer eligible to attend courses in the academic program's curriculum. A Dismissed student is not eligible for graduation.

2. Good Standing: “Good standing” requires a cumulative GPA of ≥ 3.0 in the DPT program and is defined in the PA procedure 15.413 SHP – Physician Assistant Promotions, Probation, and Dismissal for Students Entering the MPAS Program July 01, 2020 and After.
3. Readmission: “Readmission” means reinstatement into the academic program under specified terms and conditions that may include additional requirements for success.

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

ADMINISTRATIVE AUTHORITY (R*)
Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C
Dean and Professor
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3500 Camp Bowie Blvd. Met 320D
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***R = Required *O = Optional**

PA Studies Procedure 14- GRADE APPEALS



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Studies Program Grade Appeals Procedure	Nov 1, 2021	PAS-14

PROCEDURE STATEMENT (R*)

Students enrolled in the Physician Assistant Studies (PAS) Program are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic program. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in a capricious, inequitable, arbitrary, or erroneous manner.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to provide guidelines for appealing grades for all students enrolled in the PAS Program.

AREAS OF RESPONSIBILITY (R*)

Responsible party

Procedure detail section

PAS Student
Program Director
Course Director (CD)
PASPC
Student Affairs

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PROCEDURE DETAILS (R*)

1. Grades assigned by PAS Course Directors (CD) are final.
2. Grades are subject to appeal only when the student believes that the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances where the grade was assigned based on:
 - a. inequitable treatment that is the result of departure from the instructor's stated standards, and course policies; or
 - b. a decision based on an error in fact
3. If a PAS student believes that an incorrect grade was assigned, the student is expected to first submit an appeal in writing to the PAS CD.
 - a. All appeals must be made in writing within 5 business days of receipt of the original grade or decision.
4. If needed or desired, after receiving an appeal decision from the PAS CD, further appeal may be made to the PAS Program Director in writing within 5 business days of receipt of the PAS CD final decision.
5. If needed or desired, after receiving an appeal decision from the PAS Program Director, further appeal may be made to the SHP Dean in writing within 5 business days of receipt of the PAS Program Director final decision.
6. The decision made by the SHP Dean is considered final.

RELATED INFORMATION (O*)

UNTHSC Student Affairs Policy Manual, section on Academic and Non-Academic Grievances

DEFINITIONS (O*)

N/A

FORMS/ONLINE PROCESSES (O*)

N/A

HISTORY (R*)

Revision Date(s): N/A- procedure created in Nov 2021

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C

Dean and Professor

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***R = Required *O = Optional**

PA Studies Procedure 15- GRADUATION REQUIREMENTS



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Graduation Requirements	July 1, 2020	PAS-15

PROCEDURE STATEMENT (R*)

Students who have met all course requirements and have been recommended for graduation may be awarded the Master of Physician Assistant Studies (MPAS) degree provided they meet all of the conditions listed below:

- A. Have satisfactorily completed all academic requirements of the Physician Assistant Studies Program
- B. Have completed six academic years of credit at an accredited college or university, of which, at least the last three were at the University of North Texas Health Science Center at Fort Worth.
- C. Have complied with all legal and financial requirements of the University of North Texas Health Science Center at Fort Worth.
- D. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for practice as a PA.
- E. Have completed and returned to the Physician Assistant Studies Program or the Office of the Registrar all graduation forms and paperwork required by the Physician Assistant Studies Program and the institution.
- F. Have met other time limits listed below:
 - 1. The maximum time limit for completing all graduation requirements is seventy-two (72) months.
 - 2. Rarely, students may be required to meet additional requirements in order to meet other health science center, state or national regulations.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to establish consistent requirements for students recommended for graduation from the University of North Texas Health Science Center at Fort Worth Physician Assistant Studies Program

AREAS OF RESPONSIBILITY (R*)

Responsible party	Procedure detail section
School of Health Professions	1
Student	2
Dean, SHP	3

PROCEDURE DETAILS (R*)

1. Graduation requirements are listed in the catalog at the time of the student’s entry into the Physician Assistant Studies Program.
2. Students who have not fulfilled all graduation requirements by the day of graduation must request and receive permission to participate in commencement ceremonies from the Dean of the School of Health Professions.
3. Only in unusual circumstances and with approval of the Dean of the School of Health Professions will a degree be awarded in absentia.

RELATED INFORMATION (O*)

Physician Assistant Remediation
Physician Assistant Promotion, Probation, Dismissal Procedure Manual
Physician Assistnat Leave of Absence

DEFINITIONS (O*)

None

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): 04/01/2020

<p>ADMINISTRATIVE AUTHORITY (R*) Program Director of Physician Assistant Studies</p> <p>RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107</p>	<p>PolicyTech, the institutional policy repository, is updated regularly. In order to ensure a printed copy of this document is current, please access it online at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/</p>
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***R = Required *O = Optional**

PA Studies Procedure 16- PROMOTION, PROBATION, DISMISSAL PROCEDURE MANUAL



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME	EFFECTIVE DATE FOR PROCEDURE MANUAL	PROCEDURE NUMBER
Physician Assistant Promotion, Probation, Dismissal Procedure Manual	July 01, 2020	PAS-16

PROCEDURE MANUAL STATEMENT

Students enrolled in the Physician Assistant Studies Program must meet the academic and professional standards established by the Physician Assistant Studies Program to be eligible for promotion and to graduate noted in this procedure. Students who do not meet standards are subject to probation or dismissal. To be eligible for promotion, the student must meet the requirements of each course in all respective semesters of the curriculum.

This procedure contains the Physician Assistant Promotion, Probation, Dismissal Procedure for each of the following matriculating cohorts:

Section 1: Students matriculating prior to July 01, 2017	Page 2
Section 2: Students matriculating July 01, 2017 through June 30, 2020	Page 7
Section 3: Students matriculating July 01, 2020 and after	Page 11

Section 1: For students matriculating prior to July 01, 2017

PROCEDURE STATEMENT

Students matriculating into the Physician Assistant Studies Program curriculum July 01, 2017 and prior must meet the academic and professional standards established by the Physician Assistant Studies Program to be eligible for promotion and to graduate noted in this procedure. Students who do not meet standards are subject to probation or dismissal. To be eligible for promotion, the student must meet the requirements of each course in all respective semesters of the curriculum. Failure of any course in the curriculum will lead to placement on academic probation or dismissal. A student who does not maintain a cumulative grade point average (CGPA) of ≥ 3.0 is subject to dismissal. Any student who fails to complete all requirements contained in an approved remediation plan is subject to dismissal. Other reasons for dismissal may include, but will not be limited to, unprofessional behavior, failure to comply with the Student Code of Conduct and/or failure to comply with University of North Texas Health Science Center at Fort Worth policies, and failure by a student of any course while they are on academic probation. Removal from academic probation requires a cumulative grade point average (CGPA) of 3.0 or higher. Appeals must be filed in writing through the office of the Dean of the School of Health Professions within 5 business days of notification of dismissal or remediation plan.

REASON FOR PROCEDURE

The purpose of this procedure is to establish a procedure regarding PA Student promotion, probation, dismissal for students entering the Physician Assistant Studies Program prior to July 01, 2017.

AREAS OF RESPONSIBILITY

Responsible party	Procedure detail section
Physician Assistant Student Performance Committee (PASPC) Chair	1-4, 6, 9
Director, PA Studies	3-5
Registrar	7
Student	7
Dean, SHP	8
PA Studies Admissions Committee	10
PA Staff	11

PROCEDURE DETAILS

1. *For students entering the Physician Assistant Studies Program prior to July 1, 2015*, failure to maintain a CGPA ≥ 2.85 is cause for placement onto academic probation. A student on academic probation is subject to dismissal unless that student can or has raised their CGPA to 2.85 prior to their scheduled graduation date. A student with a CGPA < 3.0 may graduate, be promoted to the next didactic semester, or be promoted into the clinical phase (“clinical rotations”). However, if that student is not able to raise their CGPA to ≥ 2.85 prior to their date of graduation, they will be dismissed or required to complete a remediation plan that will raise their CGPA to the required minimum.
2. *For students entering the Physician Assistant Studies Program on or after July 1, 2015*, failure to maintain a CGPA ≥ 3.0 is cause for placement on academic probation. A student on academic probation is subject to dismissal unless that student can or has raised their CGPA to 3.0 or higher within two (2) consecutive didactic semester periods or three (3) letter- graded clinical rotations during the clinical phase after being placed on academic probation. A student who is unable to raise their CGPA to ≥ 3.0 within these specified time periods may be dismissed or required to complete a remediation plan that will raise their CGPA to the required minimum.
3. *Regardless of entry-date*, all students enrolled in clinical rotations are expected to maintain a 3.0 or higher grade point average for completed clinical rotations (GPA- CR). Students failing to do so are subject to dismissal unless they are able to raise their GPA-CR to 3.0 or higher prior to graduation. Upon recommendation of the PASPC and approval of the Director of PA Studies a student may be offered a remediation plan to raise their GPA-CR to 3.0 or higher.
4. Students on academic probation are expected to take all steps necessary to improve their academic performance, which includes resigning from elected or appointed positions in UNTHSC sanctioned student groups. Exceptions are subject to approval by the Director of PA Studies.

5. Removal from academic probation occurs when the student has raised their CGPA to 3.0 or higher after completing a full academic semester or at least 3 graded clinical rotations. A student who is placed back on academic probation a second time or who has not successfully raised their CGPA by the end of one semester, must raise their CGPA to ≥ 3.0 by the next academic semester or after completing 3 graded clinical rotations, or they will be dismissed. A student who is placed on academic probation a third time because of a low CGPA, or a student who completes a remediation plan and is subsequently placed back into academic probation a second time, will be dismissed.
6. The date on the dismissal letter shall serve as the date of notification. Whenever possible, a student should be notified of dismissal in person. If notification cannot be made in person, notification by campus email or certified mail is acceptable.
7. Except in cases where attendance presents a potential for disruptive influence, the student who has filed an appeal of dismissal will be allowed to register for and attend course activities until a decision has been reached.
8. The Dean is expected to notify the student of their decision on an appeal within 5 business days. If the Dean determines that dismissal is not supported, the Dean will consult with the Director of PA Studies to develop a remediation plan. If the dismissal is upheld, the student is dismissed.
9. Failure of any course while a student is on academic probation is cause for dismissal. Failure to successfully complete any portion of a remediation plan, approved as a condition for reinstatement, is cause for dismissal.
10. Any student offered opportunity to apply for readmission after dismissal must apply through the normal admissions process. The academic record of a student who applies for readmission automatically becomes a part of the materials considered by the PA Studies Admissions Committee.
11. Appeals are handled in accordance with UNTHSC Student Academic and Non-Academic Complaint/Grievance Policy which can be found in the Student Affairs Policy Manual.

RELATED INFORMATION

UNTHSC Student Academic and Non-Academic Complaint/Grievance Policy
UNTHSC Enrollment Status During Appeal of Expulsion, Suspension or Administrative Withdrawal
Physician Assistant Graduation Requirements

DEFINITIONS

1. Academic Probation. "Academic probation" serves as notice that the student's continued enrollment is in jeopardy due to poor academic performance.
2. Dismissal. "Dismissal" means the student is no longer eligible to attend courses in the MPAS curriculum. A dismissed student is not eligible for graduation.
3. Good Standing. "Good standing" means the student is meeting requirements for completion of the curriculum.
4. Remediation. "Remediation" means activities designed to remedy a failed course grade or correct academic deficiencies.
5. Promotion. "Promotion" means advancement in the curriculum.

FORMS/ONLINE PROCESSES

None

HISTORY

Approved: August 2004
Effective Date: August 2004
Revision Date(s): April 2015, March 2016, July 2017, April 2020

Section 2: For students matriculating July 01, 2017 through July 01, 2019

PROCEDURE STATEMENT

Students matriculating into the Physician Assistant Studies Program July 01, 2017 through June 30, 2020 must meet the academic and professional standards established by this Physician Assistant Studies Program procedure in order to progress through the program. Students who fail to meet these standards are subject to academic probation or dismissal. All students must complete the Physician Assistant Studies Program with course grades consisting of no more than 5 Cs and 0 Fs. A student who fails a didactic or practicum course can remediate that course for a grade of no higher than a C. Students will be placed on academic probation if they earn 3 or more course grades of C. Students will be removed from academic probation upon completion of all Physician Assistant Studies Program requirements with no more than 5 Cs and 0 Fs.

A Physician Assistant Student who obtains any of the following is subject to dismissal from the Physician Assistant Studies Program: accumulates >5 Cs in didactic and practicum phases of coursework, a final reported course grade of an F in a didactic or practicum course or fails to successfully meet the remediation criteria for a didactic or practicum phase course. Other reasons for dismissal may include (but not limited to) unprofessional behavior or failure to comply with the Student Code of Conduct and/or with UNTHSC policies.

A student's appeal of a Physician Assistant Studies Program dismissal must be filed in writing to the Dean of the School of Health Professions within 5 business days of dismissal notification.

REASON FOR PROCEDURE

The purpose of this procedure is to outline the process surrounding promotion, probation and dismissal from the Physician Assistant Studies Program for students entering in July 01, 2017 through June 30, 2020

AREAS OF RESPONSIBILITY

Responsible party	Procedure detail section
Student	1, 3, 4, 6, 7, 9
Course Director	2
PASPC Chair	4, 5
Program Director	2, 3, 4, 5
Director of Clinical Education	3
Dean, SHP	8
Student Affairs	9
PA Administration	9

PROCEDURE DETAILS

1. Physician Assistant Students must accumulate acceptable course grades. Standards for completion of each course are contained in the course syllabus.
2. A Physician Assistant Student who fails a didactic course can remediate that course once. Successful remediation will result in a grade of "C" for that course, which will then count toward the number of Cs a student has accumulated. Only one course can be remediated during the didactic phase.
3. A Physician Assistant Student who fails a practicum course in the clinical phase can remediate that course once. Successful remediation will result in a grade of "C" for that course, which will then count toward the number of Cs a student has accumulated. Only one practicum course can be remediated in the clinical phase.
4. A Physician Assistant Student with course grades consisting of 3 or more C's, or who has successfully remediated a failed didactic or practicum course will be placed on Academic Probation. A student will be removed from Academic Probation at completion of all program requirements with course grades consisting of no more than 5 Cs and 0 Fs in all courses.
5. A Physician Assistant Student will be dismissed from the program for reasons including but not limited to the following: (1) accumulation of 6 Cs in courses taken, (2) accumulation of an F in courses taken with a failed

remediation, (3) unsuccessful remediation of a failed didactic course, (4) failure of a second didactic course after the successful remediation of a didactic course, (5) unsuccessful remediation of a failed practicum course, (6) failure of a second practicum course after the successful remediation of a practicum course, or (7) documented critical, persistent, or professionalism violation.

6. In either phase (didactic or clinical), if a student has any issues (e.g., medical, personal) that would affect their academic performance, a student must do the following: (1) contact the Student Service Center for documentation and resources, (2) demonstrate consistent use of appropriate resources to support academic performance in light of the issues, and (3) inform their Academic Advisor and the Associate Director of the PA Department that the student is working with Student Services. A student does not have to identify the nature of the issues to the Associate Director, but the first three points noted above must be documented prior to poor academic performance before consideration of such circumstances on academic performance issues.
7. A student dismissed from the PA program can make an appeal within 5 business days of official notification to the Dean of the School of Health Professions. A student can only appeal dismissal once for nonacademic issues and once for academic issues.
8. The Dean is expected to notify the student of a decision on an appeal within 5 business days. If the Dean determines that dismissal is not supported, the Dean will consult with the Program Director to develop a remediation plan. If the dismissal is upheld, the student is dismissed.
9. Appeals are handled in accordance with UNTHSC Student Academic and Non-Academic Complaint/Grievance Policy which can be found in the Student Affairs Policy Manual.

RELATED INFORMATION

UNTHSC Student Academic and Non-Academic Complaint/Grievance Policy

UNTHSC Enrollment Status During Appeal of Expulsion, Suspension or Administrative Withdrawal

Physician Assistant Graduation Requirements

DEFINITIONS

1. Academic Probation. "Academic probation" serves as notice to the student that their continued enrollment is in jeopardy due to poor academic performance.
2. Dismissal. "Dismissal" means disenrollment from the curriculum. A dismissed student is not eligible for graduation.
3. Satisfactory Standing. "Satisfactory standing" in the didactic and clinical portions of the program requires accumulation of acceptable course grades.
4. Remediation. "Remediation" refers activities designed to remedy a failed course grade or correct academic deficiencies.

FORMS/ONLINE PROCESSES

None

HISTORY

In the previous version of this procedure the number of C's during the clinical practicum courses was not limited. This version which will go into effect July 01, 2017 so that the cumulative number of C's allowed is 5, which includes the didactic and clinical practicum phases of the program.

Effective Date: July 01, 2017

Revision Date(s): April 2020

Section 3: Students matriculating July 01, 2020 and after

PROCEDURE STATEMENT

Students enrolled in the Physician Assistant Studies Program July 01, 2020 and after, must meet the academic and professional standards established by this Physician Assistant Studies Program procedure in order to progress through the program. Students who fail to meet these standards are subject to academic probation or dismissal.

Didactic Phase: Successful completion of the didactic phase of the Physician Assistant Studies Program curriculum is required to progress to the clinical phase. All students must complete the Physician Assistant Studies Program didactic phase with didactic course grades consisting of no more than 5 Cs and 0 Fs. A student who fails a didactic course can remediate that course for a grade of no higher than a C. Only one didactic course failure can be remediated. Students earning six or more C grades during the didactic phase with a program cumulative grade point average (cGPA) less than 3.25 are subject to program dismissal. Students earning six or more C grades with a cGPA ≥ 3.25 will continue in the program as long as they maintain a cGPA ≥ 3.25 . Upon earning a cGPA < 3.25 in the didactic phase, students with six or more C grades will be dismissed.

Clinical Phase: All students must complete the Physician Assistant Studies Program clinical phase with clinical phase course grades consisting of no more than 1 C and 0 Fs. A student who fails a clinical course can remediate that course, but only one clinical course failure can be remediated. Earning two or more C grades in clinical phase courses or failure of a clinical course remediation regardless of cGPA will result in dismissal. A student failing a second clinical course may not remediate the second failure and will be dismissed.

Academic Probation: Students will be placed on academic probation if they earn 3 or more course grades of C in the didactic phase. Students will be removed from academic probation upon completion of all didactic phase requirements.

Academic Concern: Students will be placed on Academic Concern for any of the following: 1) earning two C grades in the didactic phase, 2) earning one C or requiring a remediation of an F grade in the clinical phase, or 3) requiring a remediation of a professionalism violation. This academic status recognizes students that may require additional assistance to successfully complete didactic phase requirements. Academic Concern status will persist through didactic

and clinical phases. Students will be removed from Academic Concern by the Student Performance Committee prior to graduation.

In addition to the Didactic Phase and Clinical Phase criteria above, a Physician Assistant Student who obtains any of the following is subject to dismissal from the Physician Assistant Studies Program regardless of grades earned and/or cGPA for unprofessional behavior or failure to comply with the Student Code of Conduct and Discipline and/or with UNTHSC policies.

A student's appeal of a Physician Assistant Studies Program dismissal must be filed in writing to the Dean of the School of Health Professions within 5 business days of dismissal notification.

REASON FOR PROCEDURE

The purpose of this procedure is to outline the process surrounding promotion, probation and dismissal from the Physician Assistant Studies Program for students entering July 01, 2020 and after.

AREAS OF RESPONSIBILITY

Responsible party	Procedure detail section
Student	1, 3, 4, 6, 7, 9
Course Director	2
PASPC Chair	4, 5
Program Director	2, 3, 4, 5
Director of Clinical Education	3
Dean, SHP	8
Student Affairs	9
PA Administration	9

PROCEDURE DETAILS

1. Physician Assistant Students must accumulate acceptable course grades. Standards for completion of each course are contained in the course syllabus.
2. A Physician Assistant Student who fails a didactic course can remediate that course once. Successful remediation will result in a grade of "C" for that course, which will then count toward the number of Cs a student has accumulated. Only one didactic course can be remediated during the didactic phase.
3. A Physician Assistant Student who fails a practicum course in the clinical phase can remediate that course once. Successful remediation will result in a grade of "C" for that clinical course, which will then count toward the number of Cs a student has accumulated in the clinical phase. Only one practicum course can be remediated in the clinical phase.
4. A Physician Assistant Student with course grades consisting of 3 or more C's in the didactic phase, or who has successfully remediated a failed didactic course will be placed on Academic Probation. Students will be removed from Academic Probation upon completion of all didactic phase requirements with no more than 5 Cs and 0 Fs.
5. A Physician Assistant Student is subject to dismissal from the program for reasons including, but not limited to the following: (1) accumulation of 6 or more Cs in courses taken in the didactic phase with a cGPA of < 3.25, (2) accumulation of 2 Cs in the clinical phase, (3) unsuccessful remediation of a failed didactic or clinical course regardless of cGPA, (4) failure of a second didactic course after the successful remediation of a didactic course regardless of cGPA, (5) failure of a second practicum course after the successful remediation of a practicum course regardless of cGPA, (6) documented critical, persistent, or multiple professionalism violation(s), or (7) failure to comply with the Student Code of Conduct and Discipline and/or with UNTHSC policies.
6. In either phase (didactic or clinical), if a student has any issues (e.g., medical, personal) they feel would affect their academic performance, a student must do the following: (1) contact the Student Service Center for documentation of the issue(s) and assistance with resources, (2) demonstrate consistent use of appropriate resources to support academic performance in light of the issues, and (3) inform their Academic Advisor and the Associate Director of the PA Department that the student is working with Student Services. A student does not have to identify the nature of the circumstances beyond their discussion with the Student Service Center, but the three points in this paragraph

must be documented prior to poor academic performance before consideration of such circumstances on academic performance issues.

7. A student dismissed from the PA program can make an appeal within 5 business days of official notification to the Dean of the School of Health Professions. A student can only appeal dismissal once for nonacademic issues and once for academic issues.
8. The Dean is expected to notify the student of a decision on an appeal within 5 business days. If the Dean determines that dismissal is not supported, the Dean will consult with the Program Director to develop a remediation plan. If the dismissal is upheld, the student is dismissed.
9. Appeals are handled in accordance with UNTHSC Academic and Non-academic Complaint/Grievance Policy

RELATED INFORMATION

UNTHSC Student Affairs Policy Manual, section: UNTHSC Academic and Non-academic Complaint/Grievance Policy
Physician Assistant Graduation Requirements

DEFINITIONS

1. Academic Probation. "Academic probation" serves as notice to the student that their continued enrollment is in jeopardy.
2. Academic Concern: "Academic Concern" serves as notice to the student that their continued enrollment is in jeopardy due to poor academic performance and does not alter academic standing.
3. Dismissal. "Dismissal" means disenrollment from the curriculum. A dismissed student is not eligible for graduation.

4. Satisfactory Standing. "Satisfactory standing" in the didactic and clinical portions of the program requires accumulation of acceptable course grades.

5. Remediation. "Remediation" refers activities designed to remedy a failed course grade.

FORMS/ONLINE PROCESSES

None

HISTORY

The definition "Academic Concern" was expanded upon.

Effective Date: August 01, 2021

ADMINISTRATIVE AUTHORITY

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C

Dean and Professor

School of Health Professions

University of North Texas Health Science Center at Fort Worth

3500 Camp Bowie Blvd. Met 320D

Ft. Worth, Texas 76107

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PA Studies Procedure 17- DEFERRED MATRICULATION



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Physician Assistant Deferred Matriculation Procedure</p>	<p>EFFECTIVE DATE (R*) July 1, 2021</p>	<p>PROCEDURE NUMBER (R*) PAS-17</p>
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<p align="center">PROCEDURE STATEMENT (R*)</p> <p>The University of North Texas Health Science Center at Fort Worth (UNTHSC) Physician Assistant (PA) Studies Program has a general preference to avoid deferral of matriculation. However, some circumstances may warrant a request to defer admission to the subsequent year. Deferred admission requests are considered by the PA Studies Admissions Committee on a case-by-case basis.</p>

<p align="center">REASON FOR PROCEDURE (O*)</p> <p>The purpose of this procedure is to establish a procedure on deferred matriculation of accepted applicants to the UNTHSC PA Studies Program.</p>
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<p align="center">AREAS OF RESPONSIBILITY (R*)</p>	
<p>Responsible Party</p> <p>Applicant Office of Admissions and Recruitment PA Studies Admissions Committee</p>	<p>Procedure Detail Section</p> <p>1-2,6 3,5,7 4</p>

PROCEDURE DETAILS (R*)

1. Accepted applicants who wish to request deferral must submit a written petition (i.e., postal mail, faxed copy, or email with an attached copy) to the Office of Admissions and Recruitment indicating the rationale for the request and describing activities that are planned for the year. Applicants should address their letter to the Office of Admissions and Recruitment, Division of Student and Academic Affairs, UNT Health Science Center, 3500 Camp Bowie Boulevard, Fort Worth, TX 76107. Petitions requesting deferral for longer than one (1) year will not be considered.
2. All requests for deferral must be submitted prior to July 1 of the summer preceding the original matriculation date.
3. The Office of Admissions and Recruitment will forward the letter to the PA Studies Admissions Committee for review.
4. The PA Studies Admissions committee will review and decide to either accept or reject the applicant's request for deferred matriculation. The recommended decision will be forwarded to the PA Studies Director for final approval.
5. If granted, the Office of Admissions and Recruitment will provide a written commitment to hold a place for the student in the next entering class.
 - a. Note: the applicant is not considered to be a physician assistant student and should not represent himself or herself as such for personal or professional gain (e.g., scholarships, scholarly, and/or clinical activity). Additionally, the applicant is not eligible for school resources, including malpractice insurance, student health or mental health services, financial aid, academic preparation, or curricula content.
6. The applicant is expected to provide a written commitment to attend as scheduled and to refrain from applying to other physician assistant programs. Receiving a deferred admission is not intended to be used to secure a spot in the

UNTHSC Physician Assistant Studies Program while continuing applications with other programs in the subsequent year. In doing so, the deferred admission will be rescinded.

7. If denied, the Office of Admissions and Recruitment will provide a written notification to the accepted applicant. The applicant may choose to matriculate with the entering cohort or deny the offer of admission to the program.

RELATED INFORMATION (O*)

None

DEFINITIONS (O*)

“Deferred matriculation” is the matriculation of an applicant who has accepted an offer of admission and intends to enroll but has elected to change their original matriculation term to a future term.

FORMS/ONLINE PROCESSES (O*)

None

HISTORY (R*)

Revision Date(s): n/a

<p>ADMINISTRATIVE AUTHORITY (R*) Program Director of Physician Assistant Studies</p> <p>RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*) J. Glenn Forister, PhD, PA-C Dean and Professor School of Health Professions University of North Texas Health Science Center at Fort Worth 3500 Camp Bowie Blvd. Met 320D Ft. Worth, Texas 76107</p>	<p>PolicyTech, the institutional policy repository, is updated regularly. In order to ensure a printed copy of this document is current, please access it online at https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/</p>
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***R = Required *O = Optional**

PA Studies Procedure 18- PROFESSIONALISM VIOLATION



OFFICIAL INSTITUTIONAL PROCEDURE

PROCEDURE NAME (R*)	EFFECTIVE DATE (R*)	PROCEDURE NUMBER (R*)
Physician Assistant Studies Program Student Professionalism Violation Procedure	Aug 1, 2021	PAS-18

PROCEDURE STATEMENT (R*)

Students enrolled in the Physician Assistant Studies (PAS) Program must meet the academic and professional standards established by the PAS Program in order to progress through the didactic and clinical phases of the program. Physician Assistant Studies (PAS) students who do not meet the professionalism standards by committing a professionalism violation must successfully remediate their behavior to otherwise remain eligible to continue in the PAS Program.

REASON FOR PROCEDURE (O*)

The purpose of this procedure is to provide guidelines on remediation of a professionalism violation for all students enrolled in the PAS Program

AREAS OF RESPONSIBILITY (R*)

Responsible party

Procedure detail section

PAS Student	1, 6, 7
Associate Program Director (APD)	2
Director of Clinical Education (DCE)	2
Program Director	6, 7
Course Director (CD)	2
PASPC	3
Student Affairs	5

PROCEDURE DETAILS (R*)

7. Any PAS student receiving a professionalism violation must remedy that violation.
8. The CD, DCE or APD will establish a remediation plan and timeline with guidance from the PASPC, DAE or DCE as needed.
9. The PASPC will monitor student progress during the remediation process.
10. A remediation plan may include, but is not limited to:
 - i) Written assignment using a department-approved structure and grading rubric
 - ii) Literature review with presentation
 - iii) Professionalism modules through Student Affairs
 - iv) Mandated professionalism mentoring by the CD, APD or DCE.
11. Potential violations of the UNTHSC Student Code of Conduct and Discipline will be referred to the Student Affairs Office and may be reported to the Texas Medical Board (TMB).
12. A PAS student who commits a professionalism violation, except for minor lapses, will be reviewed and may result in academic concern, academic probation, or other sanctions.
13. A PAS student who does not successfully remediate a professionalism deficiency will be subject to dismissal.

RELATED INFORMATION (O*)

Physician Assistant Studies Program Graduation Requirements
Physician Assistant Studies Program Promotion, Probation, and Dismissal Manual
Physician Assistant Studies Program Course Remediation Procedure
UNTHSC Student Code of Conduct and Discipline
Competencies for the Physician Assistant Profession (NCCPA, AAPA, PAEA, ARC-PA)

DEFINITIONS (O*)

1. Professionalism Violation. "Professionalism Violation" refers to any behavior that is deemed unprofessional by the standards established by the PA Studies department, the HSC or the *Competencies for the Physician Assistant Profession*.
2. Remediation. "Remediation" refers to activities designed to remedy a failed course grade due to academic or professionalism violation.
3. Academic Probation. "Academic probation" serves as notice to the student that their continued enrollment is in jeopardy.
4. Academic Concern. "Academic concern" serves as notice to the student that their continued enrollment is in jeopardy and does not alter academic standing.
5. Successful professionalism remediation. "Successful professionalism remediation" means completion of all assigned remediation activities within the established timeline.
6. Unsuccessful professionalism remediation. "Unsuccessful professionalism remediation" means failure to complete all assigned remediation activities within the established timeline.

FORMS/ONLINE PROCESSES (O*)

PA Studies Remediation Contract

HISTORY (R*)

Revision Date(s): August 1, 2021

ADMINISTRATIVE AUTHORITY (R*)

Program Director of Physician Assistant Studies

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

J. Glenn Forister, PhD, PA-C

Dean and Professor

School of Health Professions

University of North Texas Health Science Center at Fort Worth

3500 Camp Bowie Blvd. Met 320D

Ft. Worth, Texas 76107

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***R = Required *O = Optional**

Acknowledgement and Receipt

I have read the PAS Student Handbook and received answers from PAS faculty or staff to any questions that I may have had. I understand that I may contact PAS faculty and staff in the future should additional questions arise. I recognize that it is my responsibility to understand and comply with the policies and procedures contained in this handbook and any revisions made to it in the future. I know where to find the PAS Student Handbook on the PA Studies Website will reference the handbook when PAS program questions arise. I understand that this information applies to me while on or off campus when acting in my role as a PAS student.

PAS Student Signature

PAS Student Name (Printed)

Date

Appendix A

Advice from Successful PAS Students

- Study every day.
- Discuss what you learned with others.
- There is nothing wrong with getting help, CAP has a lot of good resources.
- Figure out what works for YOU. It may not be the same as what is best for your friends in the class, so do not study with them if it is not conducive to your learning.
- Study in the morning.
- Preview!
- Find different classmates that excel in different areas and learn what and how they study.
- Organize your studying. Keep a planner and write down what you are going to study and when.
- You must study on your own to benefit from what your peers have to offer. Once you know the information, study in groups, bounce ideas off each other for clarity, compare “important points”, and go to labs (OSCE and anatomy) with different people.
- Do not expect your classmates to teach you what you have not studied. Do not copy your peer’s work because you do not have time to do it yourself. Do not do exactly what everyone else in the class does.
- Give yourself breaks. Spend a couple of hours each day with family or friends and do not even think about studying! Set an alarm on your phone when it is time to go back to studying.
- Get your sleep! Staying up too late only makes everything worse!
- Choose what attitude you will have. People that are optimistic have much less stress.