

AUGSBURG UNIVERSITY

Department of Physician Assistant Studies
Student Handbook
Academic Year 2020-2021
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**Augsburg University
Department of Physician Assistant Studies
(Augsburg University PA Program)**

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INTRODUCTION TO THE AUGSBURG UNIVERSITY PA PROGRAM STUDENT HANDBOOK

The PA Program Student Handbook is intended to provide students, faculty, and staff with guidelines regarding the Augsburg University PA Program. The Department of PA Studies policies contained in this Student Handbook do not exhaust the rules and policies of Augsburg University. The policies contained herein represent those most pertinent to your career goals as a future PA. The provisions of the PA Program Student Handbook do not constitute a contract, expressed or implied, between students, prospective and/or matriculated, and Augsburg University.

Each PA, upon entering the medical profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. You can find the [Guidelines for Ethical Conduct for the PA Profession](#) at the American Academy of Physician Assistants website. All students, upon acceptance into the Program, are expected to meet these guidelines.

All students are required to be familiar with procedures and guidelines outlined within this handbook. Written acknowledgement by each student of PA Program and University policies will be required and can be found at the end of this handbook.

Although every effort has been made to make this handbook as complete and up-to-date as possible, it should be recognized that circumstances will occur that the handbook does not cover. These circumstances are reviewed on a case-by-case basis by the University and/or PA Program. This handbook is updated annually and when deemed necessary by the PA Program. Students will be notified of any changes or additions to this handbook in writing.

The Augsburg University Mission Statement

Augsburg University educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. The Augsburg experience is supported by an engaged community that is committed to intentional diversity in its life and work.

The Augsburg University PA Program Mission Statement

The mission of the Augsburg University PA Program is based on a foundation of respect and sensitivity to persons of all cultures and backgrounds and is oriented towards providing care to diverse and underserved populations. Students are well educated in current medical theory and practice, and graduates are encouraged to work in primary care settings. The program promotes dedication to excellence in performance, with the highest standards of ethics and integrity, and commitment to lifelong personal and professional development.

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Program Faculty & Staff

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AUGSBURG UNIVERSITY POLICIES

The Department of PA Studies follows Augsburg University policies. This handbook is a supplement to Augsburg University policies in order to provide further clarification specific and unique to the Department of PA Studies. The PA handbook is published online and applies to all prospective students, current students, principal faculty and the program director (A3.01, A3.02). Included below are links to specific policies and resources that frequently apply to the PA Program and may be useful to the PA applicant, student, faculty, and staff.

GRADUATE CATALOG

The [Augsburg University Graduate Catalog](#) is an official publication of Augsburg University; it should answer most questions students have about the University and its curriculum. Note: While information was current at the time of the Catalog's publication, it is subject to change without notice. Information includes, but is not limited to, detail on Admissions (Undergraduate Day and Adult Undergraduate, Graduate and other programs), Academic Policies and Procedures (e.g. registration, withdrawal from university, petition process, military call to active duty, readmission and transfer credit), Graduation Requirements, and information on Evaluation and Grading. Printed catalogs are available from the Office of Admissions; more information is available on the [Catalog website](#).

OFFICIAL NOTICES/EMAIL

A University-provided email account shall be an official means of communication with students, faculty, and staff of Augsburg University. Students, faculty, and staff are responsible for all information sent to them via the University provided email account. Students should regularly check their email account. If a student, faculty or staff member chooses to forward their Augsburg email, they are responsible for all information and attachments sent to the forwarded email account. Students will also receive official notices via the A-Mail online publication and should routinely review the A-Mail.

ACADEMIC AND NON-ACADEMIC MISCONDUCT

Plagiarism, sexual harassment, cheating, etc. are referred directly to the Office of Student Affairs as outlined in the [Augsburg University Student Guide](#).

ACADEMIC HONESTY POLICY

A University is a community of learners whose relationship relies on trust. Honesty is necessary for functioning of the Augsburg University community and dishonesty is, therefore, abhorred and prohibited.

It remains the responsibility of students to have read and understood these definitions and policies. Students who do not understand these definitions and policies should seek assistance from their professors or the Offices of the Vice President of Academic Affairs, appropriate Dean of the University, or Chief Student Success Officer. A link is provided here: [Academic Honesty Policy](#).

ACADEMIC GRIEVANCE

An [academic grievance](#) may be initiated when a student believes he/she/they has/have been treated unfairly, unjustly or inequitably with respect to the academic personnel or programs of the university. A student in the process of filing a grievance should seek the appropriate

forms in the office of the Academic Dean. This is a time-limited process. Information about the grievance process can be found in the [Augsburg University Student Guide](#).

FINANCING YOUR EDUCATION COSTS

The Board of Regents approves the costs for the academic year. The board reviews costs annually and makes changes as required. Augsburg reserves the right to adjust charges should economic conditions necessitate.

For the most up-to-date information on both tuition and fees, please refer to the [Augsburg University Graduate Catalog \(A3.12f\)](#)

Financial Aid

Financial assistance awarded through Augsburg may be a combination of grants and loans. The University cooperates with federal, state, church, and private agencies in providing various aid programs.

Further information about financial aid, including loans, grants, and discounts can be found online at www.augsburg.edu/studentfinancial. Specific details on the PA Program tuition and fees can be found at <https://www.augsburg.edu/pa/tuition/>

INTERNATIONAL STUDENTS

Augsburg University graduate programs encourage qualified applicants from other countries to apply. An F-1 student is a nonimmigrant who is pursuing a “full course of study” to achieve a specific educational or professional objective at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (Student and Exchange Visitor Information System). A student acquires F-1 status using form I-20, issued by a DHS-approved school through SEVIS. Additional Information on requirements can be found on the [Augsburg University International Admissions](#) page. [English Proficiency Requirements for International Graduate Applicants](#) are available on the Augsburg University Admissions website.

AUGSBURG UNIVERSITY PA PROGRAM

PA Program Goals, Benchmarks, and Outcomes are posted on the [Augsburg Physician Assistant Program website](#) (A3.12b, A3.12c).

Augsburg University PA Program Learning Outcomes

Competence of the Augsburg PA Learning Outcomes for each student is assessed across the program curriculum and confirmed through summative evaluation (End of Curriculum Exam and OSCE) prior to graduation. These are the program required competencies for entry level practice, consistent with the competencies as defined by the PA profession (A3.12g).

1. Medical Knowledge:

Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care. In addition, students are expected to demonstrate an investigative and analytic thinking approach to clinical situations.

2. Interpersonal and Communication Skills:

Demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the healthcare system.

3. Clinical and Technical Skills:

Demonstrate patient care and education that is effective, safe, high quality, equitable and focuses on disease prevention.

4. Professional Behaviors:

Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.

5. Clinical Reasoning and Problem Solving Abilities:

Demonstrate the ability to compile, appraise and integrate evidence based medicine outcomes and apply to diagnostic studies, clinical interventions and therapeutic effectiveness.

MAP OF ASSESSMENT OF AUGSBURG PA PROGRAM LEARNING OUTCOMES								
	Written Exams	OSCE	Practical Exams	Research Project	H&Ps Submitted to Faculty	Oral Presentations	Preceptor Evaluation	Student Self-Evaluation
Medical Knowledge	X	X	X	X	X	X	X	X
Interpersonal Skills		X	X			X	X	X
Clinical and Technical Skills	X	X	X		X	X	X	X
Professional Behaviors		X	X			X	X	X
Clinical Reasoning Problem Solving		X	X	X	X	X	X	X

Accreditation (A3.12a)

At its **June 2019** meeting, the Accreditation Review Commission on Education for the Physician Assistant Inc. (ARC-PA) placed the **Augsburg University Physician Assistant Program** sponsored by **Augsburg University** on **Accreditation-Probation** until its next review in **June 2021**.

Probation is a temporary status of accreditation conferred when a program does not meet the *Standards* and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

Chair and Program Director (Dr. Alicia Quella, phone #612-330-1325 and/or email quella@augsborg.edu)

Read the program's [response](#) to the accreditation status.

About PAs

As defined by the American Academy of Physician Assistants:

“PAs are medical professionals who diagnose illness, develop and manage treatment plans, prescribe medications, and often serve as a patient’s principal healthcare provider. With thousands of hours of medical training, PAs are versatile and collaborative.

PAs practice in every state and in every medical setting and specialty, improving healthcare access and quality. Scroll down to learn more about the PA profession and its commitment to improving and expanding health care.”

PA Licensure

In the state of Minnesota, a PA is licensed with the Board of Medical Practice. In Minnesota, and most other states, the PA must be NCCPA (National Commission on Certification of Physician Assistants) certified and hold a delegation agreement with a licensed physician. All PA applicants and matriculants are expected to meet the [Minnesota Medical Board of Practice Qualifications and Requirements for Licensure](#).

PA PROGRAM GENERAL INFORMATION, FACILITIES, AND SAFETY

This section includes a general description of PA Program communications, the campus facilities that the PA Program frequently utilizes, including some specific information, policies, and safety procedures. This section also addresses policy and procedures for off-campus sites of instruction but detailed policies related to international learning, off-campus and clinical sites can be found in the [Clinical Phase Policies and Procedures](#) section.

GENERAL INFORMATION

Student Contact Information

Students need to ensure their contact information is updated at all times through their Augnet accounts. If students have a permanent change of name or address, they must notify the PA program and the Registrar's office.

Communication and Announcements

As per University policy, all electronic communication must be conducted using your assigned Augsburg University email account. Faculty and staff will not answer inquiries sent on personal emails. PA Program students are expected to check their emails daily to ensure the timely receipt of information. It is also the expectation that students will reply to faculty, staff, and clinical rotation sites within 2 business days (or sooner if requested for emergent reasons).

- **Moodle and Augsburg email are the primary methods of communication between faculty/staff and students. Class announcements, documents, and other pertinent information will either be posted on Moodle or sent via email.**
- Program Updates – Time is scheduled each semester as an opportunity for an exchange of information between the class, faculty and staff. It is the expectation that students attend Program Update as essential information may be communicated. If absent, it is the student's responsibility to obtain the information missed.

PA Program Facilities

Location:

Riverside Park Plaza Building
701 25th Avenue South
Minneapolis, MN 55454

Program Hours

The PA Program hours are 8:30 – 5:00 p.m. Monday through Friday.

Riverside Park Plaza building hours are Monday- Friday 5:30am - 7:30pm. Closed on the weekend.

SAFETY

Augsburg University publishes their annual safety reports in compliance with the Student Right to Know and Campus Security Act (Clery Act) on their website: [Augsburg Annual Safety Report](#). Affiliation Agreements between Augsburg University and clinical training partners outline personal safety and security responsibilities. Augsburg PA Program requires clinical training partners and PA students to review and acknowledge appropriate security and personal safety measures at individual sites of instruction in the First Day of Clinical Rotation Checklist (A1.03g).

Riverside Park Plaza Building Security

- All classrooms, conference rooms, and student lounge are keypad protected and should remain closed for safety. Keypad codes should never be distributed or shared.
- IN AN EMERGENCY DIAL 911. Minneapolis Police respond to all emergencies.
- Any non-emergent safety concerns should be reported to PA Program personnel so they can be addressed.
- Fairview security does patrol the building but will not respond to private program spaces.

- Emergency procedures and phone numbers are posted in all areas of instruction and office spaces.

Augsburg Alerts

Go to Inside Augsburg, <https://augnet.augsburg.edu/>

Log in with your Augsburg username and password. Select “Emergency Notification” from Augnet Services listings on the left side. Enter contact information according to the manner in which you would like to receive Augsburg Alerts.

Augsburg University Minneapolis Campus Safety Policies and Procedures

Minneapolis Campus: Safety Policies and Procedures can be found posted on the University website: [Augsburg University Department of Public Safety](#) and additional on and off campus safety is offered through the 911Shield Public Safety App.

911Shield Public Safety APP

The Augsburg Department of Public Safety offers a free safety app to serve as an additional communication tool for our students, staff and faculty. The 911Shield app offers four major features — emergency calling, submit a tip, safety check and student emergency procedures.

Weather Related Closing

In the event of poor weather, check the Inside Augsburg webpage for a possible closing. Please note that while the PA program follows the University closing, there have been occasions in which the PA program has closed while the University remained open. For students on supervised clinical practice experiences (clinical rotations), students must follow their site-specific instructions regarding inclement weather.

DEDICATED PA PROGRAM SPACES IN RIVERSIDE PLAZA

Faculty/Staff Offices: Fifth Floor Suite 505

Faculty and staff are available to assist students with academic needs and students are welcome in the Administrative Suite 505 office waiting area and in faculty and staff offices, when they are present. While in common areas or open office spaces, please be respectful of others who are working and limit non-professional conversation.. Staff can be available to assist students with copier, fax, or any other equipment needs; please do not operate any of the office equipment on your own. Please plan ahead and check with faculty/staff for their availability if you need assistance. The Suite 505 Conference Room is for faculty and staff use only. The administrative suite conference room is reserved for faculty and staff use only; it is not designated for routine student use.

Lecture and Clinical Skills Classrooms: Ground Level

Food is prohibited from the classroom except when specified by an instructor (i.e. brown bag lunch meeting). Please keep the classrooms orderly and clean. Assistive devices (stand up desks, chairs other than what the university has supplied) must be approved as an accommodation and obtained through the [CLASS Office](#).

Ground-Level Conference Room

The Ground-level conference room is utilized as a small group classroom space, additional lounge space for students, and as a meeting space for all of Augsburg University faculty and staff. With its many uses in mind, please keep this space orderly, clean and free of personal

belongings. To formally reserve the space, please contact the PA Program administrative assistant.

Student Mailboxes.

Student mailboxes are located inside the main classroom. They are for distribution of program related materials only (i.e. handouts, grade reports, program correspondence).

Student Lounge.

There is a student lounge for both studying and downtime located on the ground floor across from the lecture classroom. Please respect and allow the other tenants and visitors of the building to use the public spaces outside of the classroom. The public space, including sink, microwave and tables are shared by the entire building.

Students should utilize the PA student lounge space for breaks, studying, and to promote self-care. The ground-level conference room is also typically available for lounge and study space. It is suggested that a student-generated schedule be kept to maintain the lounge on a weekly basis. The microwaves and refrigerator need to be cleaned periodically as well. Please remove perishable food from lockers and the refrigerator during academic calendar breaks.

Stocking the student lounge with eating utensils, coffee supplies, condiments, etc. is the responsibility of the students. A building cleaning crew performs routine housekeeping. Any significant spills, damage, or issues should be reported to the PA program administrative assistant immediately.

Computer lab.

Three public desktops, one program printing station, and laptop computers are available to students during regular business hours. Laptops can be signed out through the program office.

Lockers.

PA students are provided lockers in the student lounge to store equipment, reference books, food, and other items students wish to have on hand during the day, during the academic phase. It is the student's responsibility to provide a lock. The program is not responsible for lost/stolen items.

Clinical Skills Lab Classroom Policies.

The Clinical Skills Lab is where students practice physical exam techniques and technical skills including suturing, IV access, casting, splinting, and ultrasound. All cohorts use this classroom for a variety of purposes. It is important that this room be kept clean, well-supplied, and in compliance with Occupational Safety & Health Administration (OSHA) guidelines to prevent environmental and bloodborne exposures (**A3.08a**). In addition, food and drink are prohibited in the exam bays of this classroom. Students are responsible for maintenance of their own work areas. The following is a list of tasks that need to be completed each time the room is used.

Maintenance Checklist:

- ✓ Clean table paper on table
- ✓ Tray beside each table
- ✓ Stool beside each table
- ✓ Clean gown and sheet (paper or cloth) in the top side drawer of each exam table
- ✓ Working light at each exam table
- ✓ Large tables clean
- ✓ All trash in proper receptacles
- ✓ All sharps properly disposed in appropriate containers

- ✓ All hazardous materials (blood & body fluid stained materials) in biohazard bags
- ✓ Sink and surrounding area clean
- ✓ All supplies put away
- ✓ Please notify the course instructor if there are items that need to be replaced.

OSHA guidelines to be observed in the Exam Classroom (substitute “program” for “employer” and “student” for “employee”):

(d)(1) General. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

(d)(2)(iii) Employers shall provide handwashing facilities, which are readily accessible to employees.

(d)(2)(v) Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

(d)(2)(vi) Employers shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

(d)(2)(vii) Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in paragraphs (d)(2)(vii)(A) and (d)(2)(vii)(B) below. Shearing or breaking of contaminated needles is prohibited.

(d)(2)(ix) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

(d)(2)(xi) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

d) (2) (xiii) Specimens of blood or other potentially infectious materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage, transport, or shipping.

(d)(3)(iii) Accessibility. The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

(d)(3)(ix) Gloves. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and nonintact skin; when performing vascular access procedures except as specified in paragraph (d)(3)(ix)(D); and when handling or touching contaminated items or surfaces.

(d)(4)(ii) All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

(d)(4)(iii)(A)(1) Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

[a] Closable;

[b] Puncture resistant;

[c] Leak Proof on sides and bottom; and

[d] Labeled or color-coded in accordance with paragraph (g) (1) (i) of this standard.

Augsburg University Campus Facilities:

Please refer to the [Augsburg University Graduate Catalog](#) or the Augsburg University [website](#) for information related to campus facilities. Please check specific hours for buildings that are posted at the entrances and online.

International Travel Safety

All Augsburg University PA Program-related international travel should be arranged in conjunction with the [Augsburg University Center for Global Education](#). All PA students are advised to consult this website on a regular basis for insurance, health and safety information related to their travel. Prior to departure, students must review the [Emergency Management Plan](#) published by Augsburg University.

Clinical Rotation Sites and Additional Sites of Instruction

Prior to any clinical exposure, all students must successfully complete the first day orientation checklist that specifically addresses security, safety and occupational health. Safety and security at any additional sites of instruction will be reviewed with the students prior to being on site. Students must be identifiable as PA students at all times by wearing the appropriate ID badge. Further details can be found in the [Clinical Phase Policies](#) section of this handbook and individual course syllabi.

PROGRAM CURRICULUM

The Physician Assistant program at Augsburg is 27 months long* with studies beginning each year in the summer semester (May). The program accepts up to 33 students for each new class. Graduates will receive a Master of Science in Physician Assistant Studies conferred by Augsburg University. **In the event of natural disaster or pandemic, there may be a possibility of a longer duration of education.*

Approximately 15 months of the program is didactic, or classroom work, including courses in human gross anatomy, pathophysiology, clinical medicine, pharmacotherapy, clinical practice seminar, history and physical exam skills, research, and professional issues. The academic phase of the program also includes development of practical skills through the use of case studies, simulated patients, and technical skills workshops (i.e. suturing, casting/splinting, bedside ultrasound).

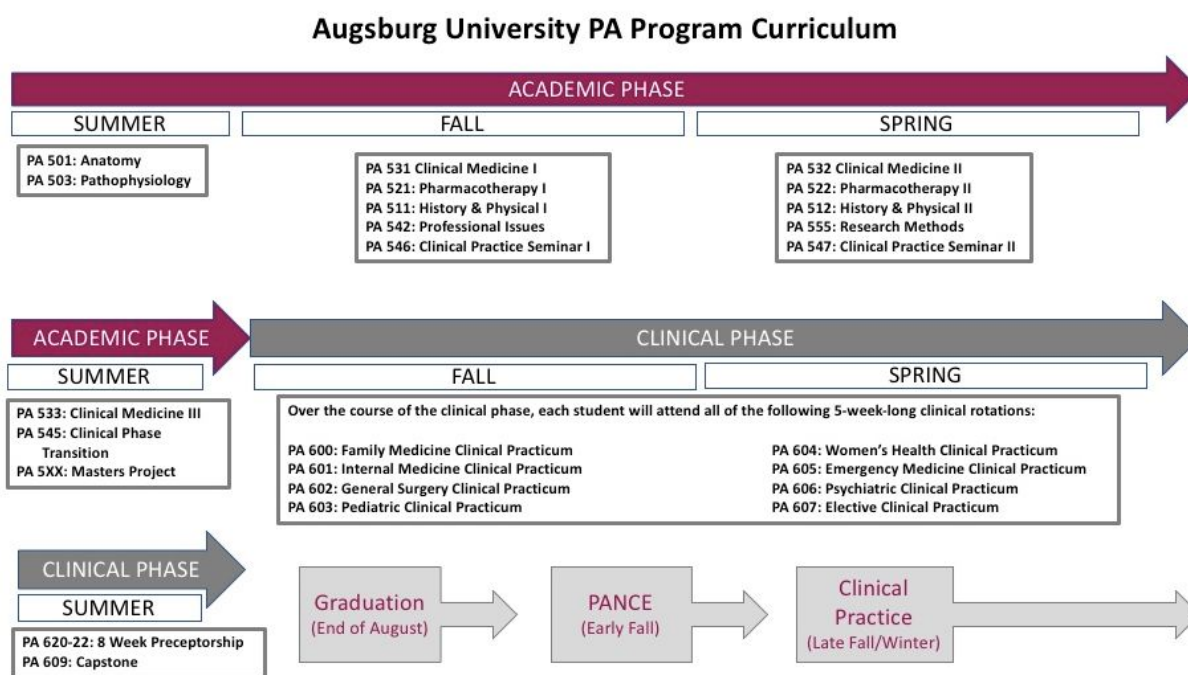
The clinical phase is completed in approximately 12 months. The clinical phase of the program is designed to effectively train students for practice by providing them with rotation experiences in different specialties and a variety of practice settings. To that end, each student will be required to complete rotations outside the metropolitan area. Each student will gain clinical experience in required rotations in family medicine, pediatrics, women's health, behavioral health, emergency medicine, internal medicine, surgery. Additional elective experiences are completed in various specialties. The clinical phase will culminate with a preceptorship that is designed to solidify the

student's skills. Clinical instructors primarily include Physicians and PAs but can also include other health care providers on the medical team.

Official Course Titles and Descriptions can be found at Augsburg University [Academic Catalogs](#), Master of Physician Assistant Studies on the dropdown menu.

The Augsburg PA program includes time away from the program at varying times which may or may not differ from the traditional breaks at Augsburg University; these breaks contribute to the overall 27-month length of the program. In general, the PA Program follows the Augsburg University Registrar's [Academic Calendar](#), however this and the PA Program calendar are subject to change.

PA Program Calendar (Subject to Change)



YEAR ONE:

Summer	PA 501 Human Anatomy and Neuroanatomy (8 semester credits) PA 503 Pathophysiology (4 semester credits)
Fall	PA 531 Clinical Medicine I (8 semester credits) PA 521 Pharmacotherapy I (5 semester credits) PA 511 History & Physical Exam I (7 semester credits) PA 542 Professional Issues (2 semester credits) PA 546 Clinical Practice Seminar I (2 semester credits)
Spring	PA 532 Clinical Medicine II (10 semester credits) PA 522 Pharmacotherapy II (5 semester credits) PA 512 History & Physical Exam II (7 semester credits) PA 555 Research Tools for the PA (2 semester credits) PA 547 Clinical Practice Seminar II (2 semester credits)

YEAR TWO:

- Summer PA 533 Clinical Medicine III (4 semester credits)
 PA 545 Clinical Phase Transition (2 semester credits)
 Written Master's Project – Choose one option:
 1. PA 599 Independent Study (3 semester credits)
 2. MAL/MBA Leadership/Experiential Learning (3-4 semester credits)
- Fall Three (3) Clinical Phase Practicums (4 semester credits each, total 12 credits)
- Spring Three (3) Clinical Phase Practicums (4 semester credits each, total 12 credits)

YEAR THREE:

- Summer Two (2) Clinical Phase Practicum (4 semester credits each, total 8 credits)
 Preceptorship – Choose one option:
 1. PA 620 Primary Care Preceptorship (6 semester credits)
 2. PA 621 General Medicine Preceptorship (6 semester credits)
 3. PA 622 General Surgery Preceptorship (6 semester credits)
 PA 690 Capstone Course (2 semester credits)

Anticipate Graduation August-September

Augsburg University utilizes a semester credit system. The entire PA program is approximately 27 months, equivalent to 111 semester credit hours. Required curricular components and credits are listed below (**A3.12d, A3.12e**).

STUDENT RESOURCES, ACADEMIC, AND SUPPORT SERVICES

The PA program will provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program (**A3.10**). This section outlines the various student resources, academic and support services available to students. These services are often available online and/or in person on campus (**A1.02g, A1.02j, A1.02k, A1.04**).

Academic Advising

Academic advising is conducted at a minimum of once per semester throughout the academic phase and twice during the clinical phase year. Each student is assigned an academic advisor from the PA faculty and will formally meet with that advisor to discuss their academic progression, meeting technical standards and professional competencies, as well as discussing time management, study skills, and referral to any additional student services that may be needed. Students are encouraged to meet with their academic advisors more frequently if needed.

The program faculty believes that failure to participate in the advising process is inconsistent with the professional behavior of a successful PA student. Advising serves as an assessment of the program's expected PA professional behaviors for each student.

Student Responsibilities:

1. Honestly discuss areas of strengths and areas for improvement with the advisor.
2. Honestly complete the self-evaluation form.
3. Help plan a course of action to remediate deficiencies and capitalize on strengths.
4. Meet with your advisor at least once per semester and twice during the clinical phase year, at a mutually arranged time.

5. Meet with your advisor on an as needed basis when problems arise.
6. Make an honest effort to follow the plans devised from the session.

Advisor Responsibilities:

1. Honestly discuss areas of strengths and areas for improvement with the student.
2. Guide and assess students in their development of expected PA professional behaviors.
3. Help plan a course of action to remediate deficiencies and capitalize on strengths.
4. Meet with academic phase student at least once per semester and twice during the clinical phase year, at a mutually arranged time.
5. Meet with student on an as needed basis when problems arise.
6. Make written records of meeting events for student advising and professionalism file.
7. Provide referral to services addressing personal, academic or professional issues which may impact the student's progress in the program.

The Advisor Will Not:

1. Act as a medical provider or mental health counselor. It is inappropriate for any of the program faculty to provide students with health care or medical advice.

Tutoring

Augsburg University's Academic Skills office offers one-on-one appointments on the main campus to discuss study skills, test taking strategy, time management, academic coaching, etc. PA Faculty are available by appointment to discuss course-specific content. Referral for private PA curriculum tutoring, outside of the program faculty, is available however there may be additional expense to the student.

Academic Skills Office Contact: 612-330-1291 or email academicskills@augsborg.edu
 PA Program Associate Program Director, Vanessa Bester, for additional resources: email besterva@augsborg.edu

Career Services

Job search tools, resume preparation, interview preparation and additional services are offered by Augsburg University's Stommen Center for Meaningful Work, both on the main campus and online. Contact: 612-330-1148 or email: careers@augsborg.edu

Financial Aid

Financial aid services are available online, by phone and in person on the main campus. Financial Aid Appointments can be made here: <http://www.augsburg.edu/studentfinancial/>

PA Program Library

Books from the program's reference library (located in the PA Program Administrative Office, Suite 505) are available to be checked out for 48 hours. There is at least 1 copy of each required text available on a first-come, first-served basis. Additional reference books are available and should be signed out on the same form used for the reference library.

Lindell Family Library (Augsburg Minneapolis Campus).

Houses a collection of almost 400,000 books, more than half of which are ebooks that can be read online or downloaded. Students also have access to millions of journal articles, over 60,000 streaming videos, nearly 200 databases, and a wide assortment of movies on DVD or VHS.

Lindell Library offers an interlibrary loan (ILL) service free of charge. Augsburg PA students can borrow any type of research material - books, journal articles, videos, music scores, and more - from almost any library in the world.

Lindell Library also offers access to online publications and journals as well as medical reference resource, UpToDate. You can access the online resources here: <https://library.augsburg.edu/>

There are ten group study rooms available on the top floor of Lindell Library, and can be reserved up to two weeks in advance. The lower level is a designated quiet study space for those who prefer to work alone. Whether working on individual research or a large group project, Augsburg students can check out all sorts of equipment from the Library's Circulation Desk, including laptops, cameras, microphones, and other AV equipment.

If your research takes you off campus or you just want to explore the Twin Cities, you can check out a bike or a MetroTransit Go-To Card for use on buses and the light rail. Both are available at no cost.

library.augsburg.edu

refdesk@augsburg.edu

612-330-1604

Research Support

Research help is always available, either online or in person, at Lindell Library's Learning Commons. Our research guides, available on the library's website, provide access to key research materials on topics as wide-ranging as health and physical education, film studies, computer science, or music therapy. Students can set up individual research consultations with a librarian at Lindell's Learning Commons desk, by phone at 612-330-1604, by email at refdesk@augsburg.edu, or chat with an expert 24/7 through our Ask-A-Librarian service at library.augsburg.edu.

Information Technology Services

Augsburg University has built a reputation as a leader in its commitment to provide students with relevant and timely access to information technology and training. Visit the Student Technology website, inside.augsburg.edu/techdesk, for more on Information Technology at Augsburg.

Writing Lab

Written and oral communication is important both in the PA profession as well as during the academic and clinical phases of the PA Program. Students often find written assignments especially challenging. Even students with experience writing papers in college may find that the professional writing style required for the technical papers of the PA Program is a specialized skill.

Augsburg University has an excellent writing lab with tutors available to help students identify and correct problem areas. The earlier the student identifies problems, the easier it becomes to write papers of professional quality. The PA Program faculty encourages students to visit the writing lab early and frequently. There are graduate writing workshops offered throughout the academic year. To learn more visit their website:

<http://www.augsburg.edu/writinglab/index.html>

Computing

Augsburg PA students must purchase a laptop computer and are expected to bring it to class to facilitate the learning environment. Additionally, Augsburg PA has 8 laptops available for

short-term loan (ie. when a student's personal laptop is not operational) as well as a computer lab and printing station in the student lounge. Augsburg University offers [Tech Desk Support](#) to faculty and students. There is also an Academic Liaison for Computing to the PA Program and is available to students, faculty, and staff for routine and emergent computing questions if the Tech Desk Support is unavailable or recommends further trouble shooting by the liaison. Please contact the PA program administrative assistant to facilitate connecting with our Liaison.

On the Augsburg Minneapolis Campus, students have access to more than 250 on-campus computers. Both PC and Macintosh desktop computers are available in the Lindell Library Learning Commons and computer lab, and in the 24-hour Urness computer lab. The University has four computer classrooms, 40+ technology-enhanced classrooms and one video conferencing-enabled classroom. The circulation desk in Lindell Library has 40 laptops available for use in the library.

Title IX Support

The Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." More information about the Title IX officer is in Section II (A) of the Sexual Misconduct Policy in the Augsburg University [Student Guide](#) or by contacting Title IX Officer, Katie Bishop, Memorial Hall Room 118A, at telephone number 612-330-1117, or bishopc@augsborg.edu.

Lactation Room

In compliance with the Patient Protection and Affordable Care Act and in support of students, staff, faculty and visitors who choose to breastfeed, Augsburg University offers two private lactation rooms located in the Christensen Center, 2nd floor women's restroom. Additional information can be found in the Augsburg University [Student Guide](#).

Please contact the PA Program Associate Program Director for more information on lactation facilities in the Riverside Park Plaza Building.

Disability Services: Center for Learning and Accessible Student Services (CLASS)

The [Center for Learning and Accessible Student Services \(CLASS\)](#) provides individualized accommodations and academic support for students with documented learning, attention, psychiatric, sensory, and physical disabilities, as well as those with temporary disabilities. CLASS has been recognized as a leader in its field, helping these students gain access to the curriculum. Its mission is a reflection of Augsburg's commitment to providing a rigorous and challenging, yet supportive, liberal arts education to students with diverse backgrounds, preparations, and experiences.

Each term, Disability Specialists work directly with students to develop a plan for ensuring they have equal access to Augsburg courses, programs, activities, and facilities. Students are encouraged to meet regularly with their specialist, and discussions may include:

- Accommodations for testing and coursework (e.g., extended time, note-taking)
- Referrals to other campus resources (e.g., tutoring, student technology assistance, academic advising, counseling, financial aid)
- Training and use of assistive technology through the Groves Accommodations Laboratory
- Coaching on academic, organizational, and time management skills
- Campus living accommodations

The Disability Specialists may also consult with instructors, academic advisors, and other members of the faculty, staff, or administration as they work to facilitate equal access for each student. Taking advantage of these accommodations and services, however, remains the student's responsibility.

Any Augsburg student who wants to establish eligibility for accommodations and services should schedule a meeting with a Specialist to discuss their needs, as well as appropriate documentation of their disability. CLASS also provides informal screenings for students who suspect they may have a learning-related disability. These screenings are meant only to help students determine whether they should seek a thorough evaluation by a qualified professional.

Academic accommodations are intended to ensure access to educational opportunities for students with disabilities and may not fundamentally alter the basic nature or essential components of an institution's courses or programs.

The services and technology provided by CLASS are enhanced by the generous support of the Gage family and Groves Foundation. For further information, call 612-330-1053.

Student Health Services

All PA students need to have personal health insurance. Augsburg University contracts with [People's Center and Clinic](#), a neighborhood family practice clinic, to provide a wide range of health care services year-round for uninsured Augsburg students. The People's Center also accepts most insurances. Students with insurance should contact their insurance customer service number to confirm that People's Center is in their provider network.

Uninsured Augsburg students may see a family physician at People's Center for a \$5 co-pay (on showing their Augsburg identification card). Some other services at People's Center (such as some lab work) are included in the Augsburg contract, others are not. Students using the Augsburg contract at People's Center should thoroughly read the contract below to familiarize themselves with what is, and is not, covered. Call the Center for Wellness & Counseling if you have questions about what is covered, or if you think you have been billed in error (612-330-1707).

NOTE: Principal faculty (those faculty members working at least half-time at the program), the program director and the medical director will not participate at any time as the health care providers for students in the program, except in an emergency situation (**A3.09**).

Center for Wellness & Counseling

To succeed as a student, it's important to stay healthy in body, mind, and relationships. The CWC offers the following services:

- Free, confidential personal counseling. Counseling services at CWC are available during fall and spring semesters. During the summer, free or low-cost counseling services are available in the community.
- After-hours urgent phone counseling
- Relaxation Room with massage chair, relaxing music, and guided imageries
- Low-cost medical services at our neighborhood family practice clinic, [People's Center](#) (\$5 co-pay for uninsured Augsburg students)
- Wellness activities and self-help information

- The CWC staff is committed to providing services that are culturally informed, inclusive and honoring of spiritual and religious perspectives, and LGBTQIA affirmative.

Medical Care and Insurance

Routine, non-emergent care is the responsibility of the student. PA students are required to maintain their own health insurance coverage and this is a stipulation of student malpractice insurance and ability to participate in clinical rotations. If you would like to learn more about plans through Augsburg University, please contact the [Center for Wellness and Counseling](#) at (612) 330-1707.

Disability Insurance

Short and long-term disability insurance are not provided for the student. If an individual student wishes to obtain disability coverage, they should make the necessary arrangements on their own.

International Travel Insurance

All Augsburg University PA Program-related international travel should be arranged in conjunction with the [Augsburg University Center for Global Education](#). All PA students are advised to consult this website on a regular basis for insurance, health and safety information related to their travel. Prior to departure, students must review the [Emergency Management Plan](#) published by Augsburg University.

AUGSBURG UNIVERSITY PA PROGRAM POLICIES AND PROCEDURES

This section outlines the PA Program's overarching policies and the policies specific to the academic phase and clinical phase of the curriculum. This section includes PA technical standards, competency requirements, and the academic progression policies and procedures for the PA Program. The policies outlined in this section apply to **both** academic and clinical phases, and align with the Augsburg University Student Guide and Graduate Catalog policies.

All PA students must meet the minimum technical standards, professional PA competencies, and academic phase and clinical phase requirements outlined in this handbook to be eligible to successfully progress through the program. Failure to meet any of these requirements at any stage in the program will result in a formal review process with the student progression review committee (PRC).

HEALTH REQUIREMENTS AND GUIDELINES

One of the goals of the PA Program is to provide the student with patient contact early in the professional phase of his/her training. In order to ensure student and public health and to meet accreditation and clinical affiliation requirements, in compliance with the Advisory Committee on Immunization Practices (ACIP) and CDC guidelines for health care workers, the program has developed the following health guidelines for all students.

Please note: Student health records are confidential and are not accessible to or reviewed by program, principal or instructional faculty or staff *except* for immunization and tuberculosis screening results which may be maintained and released with written permission from the student. The PA program will verify and document that each student has met institution and program health screening and immunization requirements (**A3.17b**). IT IS THE STUDENT'S

RESPONSIBILITY TO UPDATE, MAINTAIN, AND RETAIN A COPY OF ALL RELEVANT PERSONAL HEALTH RECORDS.

Health Insurance

All PA students are required to obtain and maintain their own health insurance coverage throughout their enrollment in the Augsburg University PA Program. Students will be required to provide proof of health insurance upon request by individual clinical sites and by Augsburg University's malpractice insurance carrier on a monthly basis. Augsburg University does not offer a student health insurance plan, however, information regarding carriers who offer student rates can be found at the [Center for Wellness and Counseling](#) website. All costs related to personal health care and health insurance are the responsibility of the PA student.

Immunizations

Per the Center for Disease Control (CDC) [Healthcare Personnel Vaccination Recommendations](#) and state specific mandates, students are required to document certain immunizations: Tdap, MMR, hepatitis B, varicella, and influenza. Tuberculosis screening is also required, and must be verified annually. Disease status verification with associated antibody titers are required if there is no record of immunization for certain diseases (measles, mumps, rubella, hepatitis B, and varicella) or an inadequate number of vaccinations. The vaccinations, titers or screening tests must be completed at the time of enrollment or in the first fall semester (influenza and TB screening) and may need to be repeated prior to entering and/or during the Clinical Phase of the curriculum so that the student remains current throughout their enrollment and to meet requirements of our clinical sites. Proof of immunization must be submitted on the Augsburg University Department of Physician Assistant Studies Student Medical Clearance and Immunization Form and is reviewed by the PA Program Medical Director (**A3.07a**).

Physical Examination and Documentation of Immunizations

Prior to enrollment in the PA Program, all students must have had a physical exam within the past year and have a qualified medical provider document and sign the Medical Clearance and Immunization Form.

Students must be certified that they are in satisfactory health to perform duties of a Physician Assistant clinical training program and no health problems exist which might endanger the health and well-being of patients, clinical facility or other students. The PA Program Technical Standards should be used by the screening provider as a reference to the duties of a PA.

1. The Medical Clearance and Immunization Form will be kept on file at the program offices. The student will sign a form stating the program will have the authority to release health records to a clinical affiliate, if required for student placement.
2. The Medical Clearance and Immunization Form will be kept confidential, except upon request from a clinical affiliate for credentialing/screening documentation.
3. Health Requirements: Please make sure that you bring this form, and a copy of the PA Program Technical Standards, along with you to your appointment so that your health care provider can **completely** and accurately fill out the Medical Clearance and Immunization Form. Your provider must **transcribe your immunizations onto this form**. Do not provide a copy of your immunizations. If this form is not completed, you will have to return to your provider for another visit.

Health Requirements

1. Physical Exam within the past year
2. Record of basic immunization series

- a. MMR (measles, mumps, and rubella)
- b. Varicella (chicken pox)
- c. HBV (Hepatitis B virus)
3. Measles, Mumps and Rubella status
 - a. This can be provided with dates of 2 MMR vaccinations OR laboratory evidence of Measles, Mumps and Rubella immunity (titers)
4. Hepatitis B Virus status
 - a. This can be provided with dates of 3 HBV vaccinations OR laboratory evidence of HBV immunity (titer).
5. Varicella status
 - a. This can be provided with dates of 2 varicella vaccinations OR laboratory evidence of varicella immunity (titer).
6. Current tetanus immunization (Tdap)*
 - a. Tdap is the only tetanus immunization accepted.
 - b. Include only the most recent tetanus vaccination date.
 - c. Tdap must be given after the student is age **19 years or older**.
 - d. Tdap must be completed within the previous 8 years of starting the PA Program.
7. Influenza vaccination and verification form due annually each fall
8. Tuberculosis screening and verification form due annually each fall.

International Travel

Once a student determines that s/he will participate in an international travel experience, the student is advised to determine the appropriate health screening and immunization needs a minimum of 12 weeks prior to travel to ensure the ability to comply with the requirements. Vaccinations and medications necessary will vary depending on the location of the international experience.

For the current immunization recommendations and requirements for international travel, it is the student's responsibility to review and comply with the Center for Disease Control (CDC) guidelines at: <http://wwwnc.cdc.gov/travel/content/vaccinations.aspx> (**A3.07b**). It is recommended that a student consult their personal health care provider for individualized recommendations regarding international travel. Forms required for travel by the Augsburg University Center for Global Education will be distributed to the student during the application process. It is the student's responsibility to ensure the form(s) are completed correctly.

Safety information and notices related to travel through the [Augsburg University Center for Global Education](#) website. Students are advised to consult this website on a regular basis for health and safety information related to their travel.

BACKGROUND CHECK, DRUG SCREENING AND FINGERPRINT POLICY

All students must undergo national and state background checks, drug screening and fingerprinting at least 2 times while enrolled in the program. PA students will have direct contact with patients, including simulated patients, throughout their academic and clinical phases. Augsburg University and its clinical affiliates will require annual drug screening and background checks for all students. Additional screening and background checks may be required based on clinical affiliate requirements for credentialing and supervised clinical rotation placement.

The national background check will include: Social Security Number trace, county criminal check for the prior 7 years, national criminal check with national sexual offender registry, statewide MN Bureau of Criminal Apprehension check, which will include fingerprinting. This background check is completed to ensure that all students are eligible to be in direct contact with patients and complete their expected scope of activities.

The PA program director will use the MN State Statute 245C.15 to determine if any criminal activity in the student's history would be considered a disqualifying event. In the case of a disqualifying event, the student will be counseled that the past event may prevent them from being in contact with patients or obtain state licensure, and therefore may be advised to withdraw from the program. For the complete statute please see the link here:

https://www.revisor.mn.gov/revisor/pages/statute/statute_chapter_toc.php?year=2007&chapter=245C

It is the student's ongoing responsibility to report to the program director any arrests or criminal charges while enrolled. Falsifying information about past or current criminal history may be grounds for dismissal.

PA PROGRAM ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS (A3.13e)

All PA students must possess those intellectual, ethical, physical, and emotional capabilities necessary to undertake and achieve levels of competence in the full curriculum required by the faculty. A stated intention to only practice in a narrow field of medicine does not alter the requirement that all students take and achieve full competence across the entire curriculum.

Essential characteristics and abilities prescribed here are requisite for admission, promotion and graduation from the program. All matriculates, students and graduates must meet all prescribed essential characteristics and abilities, either with or without reasonable accommodations.

The physician assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

Candidates for a master of physician assistant studies degree offered by the PA Program at Augsburg University must have, with or without reasonable accommodation, multiple abilities and skills including: perception/observation, communication, motor/tactile function, cognition, and behavioral and social attributes.

Perception/observation

Students must be able to perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations

- Large-group lectures
- One-on-one interactions
- Demonstrations (physical exam maneuvers)
- Patient encounters (at a distance and close at hand)
- Written material (powerpoints, textbooks, and readings)
- Audiovisual material (slides, medical videos, online learning)

Communication

Students must be able to skillfully communicate (in English) verbally and in written form. These communication skills must enable the candidate to obtain a medical history in a timely fashion from a wide variety of patients, and to communicate effectively, efficiently and sensitively with faculty, fellow students, all members of the health care team, other professionals, patients and their families. The student must be able to produce a written write-up in the clinical rotations, which includes patient history, physical exam and assessment. Also, the candidate must be able to comprehend written material sufficiently well to understand common medical records, laboratory reports, and pharmacological prescriptions.

Specifically, students are expected to:

- Received communication
- Observe changes in mood, activity and posture
- Perceive nonverbal affective and gesture communication
- Elicit information
- Convey information
- Clarify information
- Create rapport
- Develop therapeutic relationships
- Demonstrate competencies

Motor/tactile function

Students must have sufficient motor function and tactile ability to meet the competencies required for graduation and to:

- Attend (and participate in) classes, groups, and activities which are part of the curriculum
- Communicate in a written format
- Dissect cadavers
- Examine gross specimens in gross anatomy and pathology laboratories
- Prepare microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states (e.g., streak plates, perform gram stains and use a microscope) necessary for such studies
- Observe gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell
- Perform a complete physical examination, including observation, palpation and percussion and auscultation
- Use instruments such as, but not limited to, a stethoscope, an ophthalmoscope, an otoscope, and a sphygmomanometer
- Perform basic laboratory tests, using a calculator and a computer, placing electrodes and reading an EKG, and interpreting common imaging tests
- Function in outpatient, inpatient, and surgical venues (standing in a sterile environment and gown while actively assisting the surgical team)
- Move in the clinical setting so as to act quickly in emergencies

- Perform clinical procedures such as, but not limited to, the following: pelvic examination, genital examination, digital rectal examination, drawing blood from veins and arteries and giving intravenous injections, basic cardiopulmonary life support, spinal puncture, suturing and wound care, casting/splinting, and simple obstetrical procedures

Cognition

Students must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, medical literature and individual teaching settings and in clinical settings.

Students must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Conceptualization
- Analysis of information
- Synthesis of information
- Organization of information
- Representation (oral, written, diagrammatic)
- Appreciate three dimensional spatial relationships among structures
- Appreciate logical sequential relationships among events
- Memory
- Application
- Clinical reasoning (form and test hypotheses in order to enable effective and timely problem-solving in diagnosis and treatment of patients)
- Ethical reasoning
- Sound judgment

Behavioral and Social Attributes (Professionalism)

Students must possess the emotional health and maturity required for the full utilization of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and 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 patients. In summary, PA students must be able to:

- Consistently display integrity, honesty, empathy, caring, fairness, respect for self and others, diligence, and dedication
- Promptly complete all assignments and responsibilities attendant to the diagnosis and care of patients
- Develop mature, sensitive, and effective relationships, not only with patients but with all members of the Augsburg community and healthcare teams
- Tolerate physically, emotionally, and mentally demanding workloads
- Function effectively under stress, and proactively make use of available resources to help maintain both physical and mental health
- Take responsibility for themselves and their behaviors
- Positively represent the Augsburg University PA Program and the PA Profession

COMPETENCIES FOR PHYSICIAN ASSISTANT PRACTICE

The Augsburg University PA Program will teach specific knowledge, interpersonal, clinical and technical skills, professional behaviors, clinical reasoning and problem solving abilities required for PA practice. These educational experiences will prepare the physician assistant student to develop the requisite “Competencies for the PA Profession,” as adopted by the American Academy of Physician Assistants (AAPA), the Accreditation Review Commission of Education for the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the National Commission on Certification of Physician Assistants (NCCPA).

All students and practicing PAs are expected to work toward achieving all competencies, understanding that while every competency will be addressed while enrolled in the Program, some of them will not be fully developed until after graduation.

Medical Knowledge

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

Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine
- scientific principles related to patient care
- etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
- signs and symptoms of medical and surgical conditions
- appropriate diagnostic studies
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities
- interventions for prevention of disease and health promotion/maintenance
- screening methods to detect conditions in an asymptomatic individual
- history and physical findings and diagnostic studies to formulate differential diagnoses

Interpersonal & Communications Skills

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the healthcare system.

Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective communication skills to elicit and provide information
- adapt communication style and messages to the context of the interaction
- work effectively with physicians and other healthcare professionals as a member or leader of a healthcare team or other professional group
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety

- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

Patient Care

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

Physician assistants are expected to:

- work effectively with physicians and other healthcare professionals to provide patient-centered care
- demonstrate compassionate and respectful behaviors when interacting with patients and their families
- obtain essential and accurate information about their patients
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
- develop and implement patient management plans
- counsel and educate patients and their families
- perform medical and surgical procedures essential to their area of practice
- provide health care services and education aimed at disease prevention and health maintenance
- use information technology to support patient care decisions and patient education

Professionalism

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

Physician assistants are expected to demonstrate:

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

Practice-based Learning & Improvement

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

Physician assistants are expected to:

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

Systems-based Practice

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

Physician assistants are expected to:

- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
- partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of healthcare and patient outcomes
- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- apply medical information and clinical data systems to provide effective, efficient patient care
- recognize and appropriately address system biases that contribute to health care disparities
- apply the concepts of population health to patient care

CONFLICT RESOLUTION

Both academic and personal issues can arise during PA School. Students should use the following guidelines in dealing with any problem:

1. Attempt to resolve the problem with the individual directly.
2. Discuss it with your faculty advisor.
3. If unable to resolve for any reason, students should contact the Academic Coordinator, Clinical Coordinator, Associate Program Director, or Program Director.
4. If a student is uncomfortable addressing an issue directly with a member of the program personnel, they should consult the [Augsburg University Student Affairs Website](#) for assistance in navigating and solving the problem.

DISCRIMINATION, BIAS AND SEXUAL HARASSMENT

The Augsburg PA Program does not tolerate acts of discrimination, bias, or sexual harassment. The PA Program follows all [Augsburg University Policies](#) related to this topic (A1.03j).

To report discrimination or a bias-incident please use the following link to connect to our online reporting form. If you would like more details on the reporting process and the reporting options you have, click [here](#).

For more information on Augsburg Sexual Harassment policies or to report sexual harassment, please click [here](#).

ACADEMIC POLICIES

The following information and policies are applicable to both the academic phase and clinical phase of the PA program. These policies are a supplement and in addition to the Augsburg University Student Guide and Augsburg University Graduate Catalog. This is to address the complex nature of the PA professional training cohort model and Augsburg University PA Program's moral and ethical responsibility to the public.

Course Registration

Students are responsible to register for courses each term through their Augnet accounts with the university registrar. Registration opens approximately three weeks before the end of each term, continuing until the last day of final exams.

Any student who is not registered for the appropriate coursework will not be allowed to attend class or clinic until such time as the student has rectified the situation in the Augsburg University Enrollment Center/Registrar. Failure to register could result in a significant delay in the completion of the program and therefore graduation.

During the clinical phase, rotation sites (and therefore courses) may be changed after registration has occurred. It is the student's responsibility to update the registrar's office by completing a student petition to appropriately reflect their coursework for that semester. The student petition form and directions can be found on the [Augsburg University Registrar's Office](#) website.

Summer and fall registration: usually around April 15-May 3.

Spring registration: usually around November 25-December 15

Attendance and Absences

Due to the rigorous nature of the coursework, attendance and participation in all classes, labs, seminars, small group discussions, clinical experiences, and any other activities designated by the program faculty is required. Excessive tardiness and absences will be reflected in the students' professionalism grade for the course(s) involved. The student is responsible for any missed content. These experiences may include extended hours of instruction, including evenings, nights, and weekends.

Certain required and mandatory curriculum components, such as workshops, standardized patients, clinical experiences, and end of rotation days can not be rescheduled. In these cases, the student may not receive credit for the missed activity, and this may affect the ability of the

student to advance in the PA program. In the event a student is not able to participate in a required component, the cost required to make up this activity will be incurred by the student.

Attendance and promptness to class and clinic will be addressed as this reflects professional behavior. This can take place in the Student Advising Session, with a separate faculty-student discussion, or a formal Level Review. A pattern of poor attendance and/or failure to participate fully in program experiences, in order to gain appropriate knowledge and skills for clinical practice, will impact the student's ability to progress in the program.

If a significant amount of time will be missed, the student will need to notify the applicable faculty member: academic coordinator, clinical coordinator, medical director, associate program director, and/or program director.

Academic Phase Attendance

Attendance is mandatory, in person and online. Students must email the course director (for the class session missed) at least 24 hours prior to the absence or as soon as possible. The student is responsible for contacting the faculty member to follow up on any missed content or concepts. It is not the program's responsibility to provide notes or record lectures.

Outside employment is *never* considered an excused absence or reason for tardiness.

Clinical Phase Attendance

Refer to the clinical phase policies and procedures for absence and attendance policies under [Clinical Phase Attendance Policy and Clinical Hours](#).

Conduct in the Classroom

Proper conduct includes timely attendance, full attention, preparation for each class, and courteous behavior. The program faculty and staff expect students to treat all instructors in a professional manner, including use of proper address of the instructor, refraining from entering or leaving the classroom during lectures, refraining from eating and drinking during lectures, refraining from the inappropriate use of technology in the classroom not necessary for lectures, and refraining from talking during lectures. Failure to comply with this conduct code may result in the student being excused from the class and undergo a level review.

Dress Code

Augsburg PA students, faculty and staff are issued both Augsburg identification. Augsburg PA students *must* be clearly identified in the clinical setting by always wearing their Augsburg PA Program Student ID and any clinical site issued identification in order to distinguish them from physicians, medical students and other health professions students and graduates. Program-issued short white coats are expected during any anticipated patient contact, including SIM patients, unless otherwise directed.

Professional or business casual attire is expected at all times. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot. Open-toed shoes are never acceptable in a clinical environment.

The PA Program will transition to online curriculum as needed due to events like natural disasters or pandemics. The Moodle Cohort sites, live conferencing, and email will be the primary means of communication. Teaching will be accomplished through:

- 1) Using synchronous and asynchronous learning through maintaining class times and lecture schedules as posted on the Google Calendar and Moodle course pages/syllabi.
- 2) Each course chair determines the class schedule and the alternative form of instruction.
- 3) Each course chair communicates with students about expectations of “live” class via Zoom or to view pre-recorded lectures prior to class time.
- 4) Academic Honesty and Integrity are expected during any online testing scenario.
- 5) Hands on experiences identified by the PA Program as essential to the students’ education will be made up at a later date.

Students, Faculty, and Staff are expected to:

- 1) Be present at the scheduled starting time, logged in and ready to go
- 2) Have their webcam and microphone on at all times and
 - a) Be dressed appropriately
 - b) Behave professionally
 - c) Participate and engage with class
 - d) Ask questions when appropriate
 - e) Use the Q&A time and forum on Moodle to ask questions
 - f) Limit disruptions to the group (be in a quiet area during class time)
 - g) Be seated and focused and engaged in class. Do not be walking around or multi-tasking other items.

Physical Exam Practice

Physical exam techniques are practiced in the History and Physical Exam Skills I, History and Physical Exam Skills II, and Clinical Medicine courses as well. Students are expected to report to the Lab classroom for practice sessions dressed in a way that they can be easily and correctly examined by fellow classmates. Students should wear shorts and tee shirts during practice sessions.

Any student unable to participate according to the physical exam practice dress code because of religious or other reasons should discuss those issues with the instructor prior to class so that appropriate accommodations can be made.

Simulated Patients

The PA Program utilizes simulated patients from the community to assist students in practicing their history and physical exam skills. During these practice sessions with simulated patients, students are required to dress in professional attire and to wear a short white student lab coat with their Augsburg Physician Assistant Student name tag. Jeans, open-toed shoes, tennis shoes, are not acceptable. Students in unprofessional attire will not be allowed to see patients.

Students as Instructional Faculty

PA students are not required to work for the program (**A3.04**). Students will not be required to assist and may not be the primary instructor or instructor of record for any component of the

curriculum. PA students must not substitute for or function as instructional faculty, clinical, and/or administrative staff (**A3.05a; A3.05b**). Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills.

Employment (A3.15e)

We strongly discourage outside employment while enrolled in the Physician Assistant Program. Faculty does recognize that employment may be an issue that some students will face. However, program obligations and academic expectations will not be altered due to a student's work obligations. It is further expected that work obligations will not interfere with the physician assistant students' learning progress or responsibilities while in the program. Outside employment is *never* considered an excused absence. Employment will not be accepted as an excuse for academic failures.

Shadowing

Students currently enrolled in the PA program are prohibited from participating in any shadowing experiences outside of program-sanctioned functions (those developed by PA program core faculty and listed in course syllabi). This is a liability and malpractice issue. Shadowing is defined for the Augsburg University Physician Assistant program as “the process by which a PA student follows a physician, PA or other health care provider in the clinical setting with the intent of learning about the patient/provider interaction, with or without actual direct contact with the patient”. The PA curriculum is specifically designed to meet the needs of the student with respect to learning about various aspects of the patient/provider interaction. The curriculum has very specific components of patient interaction at times appropriate for the students’ knowledge.

Professional Communication and Social Media Policy

Students are acting as an ambassador for the Augsburg PA Program and the PA profession as well. A student’s professional behavior will leave an impression with guest lecturers, clinical instructors, and clinical sites. Poor professional behavior could negatively impact partnerships with clinical sites, colleagues, and patients. This can result in a loss of clinical training sites and loss of trust in the PA profession.

Students will not post, publish, or communicate in a way that would embarrass or negatively impact the reputation of Augsburg University, the PA Program, faculty, staff, fellow students, clinical preceptors or patients. This applies to communication in any form - verbal, written, electronic (email and social media), visual, or otherwise.

Social media is a powerful and far-reaching means of communicating that, as an Augsburg PA Program PA student, can have a significant impact on professional reputation and status. Examples of social media include, but are not limited to, Facebook, Twitter, LinkedIn, Instagram, YouTube, WhatsApp and Snapchat. Students are liable for anything they post to social media sites and the same laws, professional expectations, and guidelines are expected to be maintained as if you were interacting in person. Consider social media posts a written record of your professional behavior.

Social Media Standards of Conduct

Any violation of the social media standards of conduct below may be cause for a disciplinary review, probation and/ or dismissal.

1. All laws governing copyright, fair use of copyrighted material, FERPA, and HIPAA must be followed. Posting and/or sharing lectures, videos or course/program materials from Augsburg PA on any external platform, such as, but not limited to, Google docs, YouTube, Facebook, Twitter, Dropbox or other sites, is strictly prohibited. Personal blogs or social media posts describing experiences with Augsburg PA program, the faculty/staff, clinical instructors, is strictly prohibited.
2. Incomplete, inaccurate, inappropriate, threatening, harassing, or profane postings are strictly prohibited. The Augsburg University code of conduct also applies to all social media platforms.
3. Social networking is permanently timed and tracked. Social networking during class, program activities, and clinical time is strictly prohibited.
4. The use of the internet in general, and social media sites in particular by students as a venue for discussing any aspect of the anatomy lab donor or donor dissection is strictly prohibited. Cell phones and cameras are not allowed in the cadaver lab. Taking or posting pictures or videos in the cadaver lab will result in immediate dismissal from the program.
5. HIPAA laws apply to all social networking so it is of utmost importance to protect patient privacy. Sharing patient information or photographs is strictly prohibited.
6. The use of social media is prohibited while performing direct patient care activities. It is strictly prohibited for students to search patient names and other identifying information on any search engine or device outside of the medical record. This is a direct violation of HIPAA. Students should limit their use of social media in hospital and clinic settings to rest or meal breaks. Some clinical settings prohibit the use of any personal electronic devices and use. Additionally, you must follow the social media and personal electronic device regulations of each clinical rotation site.
7. Students are prohibited from posting about rotational experiences (including location, patients, diagnoses, treatment, preceptors, staff, etc.). Names of supervisors, comments or criticism about sites or information about what is occurring at sites is also prohibited.
8. If you choose to use 'Augsburg', 'Augsburg PA' or 'Augsburg PA Program' in your group posting name, you must post a disclaimer on the page stating that your views are that of your own and do not reflect the views of the Augsburg PA Program.
9. While enrolled in the program, connecting on personal social media with program faculty, staff, guest lecturers, clinical preceptors is strongly discouraged. Do not 'friend' or connect with faculty, staff, guest lecturers or clinical preceptors in a non-professional venue, your request will be denied.

Infectious and Environmental Exposure Policy (Blood Borne Pathogens)

Upon matriculation into the program, all students must take the designated bloodborne pathogen exposure training implemented by the PA Program. This training provides students education on methods of prevention of exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk (**A3.08a**). Students will be required to take additional training at the discretion of a clinical rotation site, as their policies and procedures warrant. This policy is written to outline the process to be followed for covered exposures to blood and body fluids by students.

Infectious and Environmental Hazards (Occupational Health) (A3.08b)

The general procedure to follow for any Blood Borne Pathogen Exposure is:

1. Seek medical attention from the nearest appropriate facility immediately.
2. Report the exposure to the appropriate person (see setting below) within 24 hours.
3. Follow up with your primary care provider to determine future laboratory evaluation and care.

Note: The students' personal health insurance plan is ultimately responsible for coverage for any incident (A3.08c). If a student is out of compliance and does not have insurance, they should be referred to an Augsburg University affiliated community clinic and reference the general CDC guidelines listed below. All costs related to occupational exposure incurred are the financial responsibility of the student.

Setting:

If an occupational exposure occurs during the academic phase setting, notify the PA faculty in attendance of the incident immediately. The student and faculty member must also notify the PA Program Medical Director and Program Director within 24-hours of the incident. An incident report will be filed by the program with Augsburg University.

If an occupational exposure occurs during a clinical rotation setting, notify your preceptor and immediately follow the procedures established at the clinical facility where the exposure occurred. The student must also notify the PA Program Medical Director and Program Director within 24-hours of the incident. An incident report will be filed by the program with Augsburg University. The student should notify the PA Program within 24-hours of the exposure. Students should follow the guidelines set by the facility in which the exposure occurred, however, if no guidelines are in place, please see the [General CDC Occupational Exposure Guidance website](#).

EVALUATION AND ASSESSMENT POLICIES

Evaluation of Students in the Academic Phase

Students are evaluated by various methods to facilitate learning and professional development and assess progress toward the PA Competencies for the Profession. All forms of evaluation fall under the Augsburg University Academic Honesty and Integrity Policies.

These evaluations include but are not limited to:

1. Tests and Quizzes(multiple choice, essay)
3. Problem Specific Physical Exam Practicals
4. Group Projects oral presentations
5. Simulation with and without standardized patients
6. Performance of clinical and technical procedures
7. Patient SOAP notes
8. OSCEs or Graded Case Studies
9. Evaluations from clinical instructors at CPT and clinical sites
10. Clinical Case Conferences
11. PA Professional Behavior Assessments (including academic advising)
12. Summative Academic Phase Examination
14. Oral Patient Case Presentations
15. Written Assignments, including the Masters Paper
16. Student journals, reflections, and discussion posts

Evaluation of Students in the Clinical Phase

Clinical year students are evaluated by the health professionals (preceptors/ clinical instructors) who teach and supervise them in the clinical settings, as well as by the program. The preceptor will rate the student based on items of clinical knowledge, skills and attitudes. Input for the student's evaluation may be obtained (by the designated clinical instructor) from other

physicians, physician assistants, nursing or other associated staff members. Copies of the clinical instructor evaluations forms are available on Moodle course sites.

In conjunction with the Clinical Instructor's evaluation of student performance, the program will evaluate the student throughout the clinical phase. The following instruments and processes may be used in this effort:

1. Electronic Exams
2. Oral Presentation
3. SOAP Note Assignment
4. Patient Education Assignment
5. Kaplan Test Bank Questions
6. Article Review
7. Faculty Advising
8. Practical Exams
9. Professionalism Evaluation
10. Preceptor/Student Evaluations
11. Student Self-Assessment
12. Student Encounter Logs

Physician Assistant Comprehensive Assessments

All PA students will be required to take an oral, written, and/or practical comprehensive examination at the completion of the academic phase (the Summative Academic Phase Examination or SAPE) and the clinical phase (the End of Curriculum Examination and end of program OSCE) The purpose of these examinations is to assess student preparedness to begin future academic, clinical and career activities.

Physician Assistant Program Evaluations

The Physician Assistant Program is a dynamic entity. The program faculty are consistently engaged in activities that provide evaluation data relative to the program's effectiveness. Student input is a vital part of this process. Efforts are made to assure that students play a continuing role in the development of the Augsburg University PA Program.

Methods of program evaluation that employ student input:

1. Course and Faculty Evaluations
2. Instructor Evaluations
3. Student Evaluation of Rotation and Preceptor
4. Graduate Exit Surveys
5. Alumni Surveys
6. Direct Student Feedback
7. Student Society Meetings

All Physician Assistant students are obligated to participate in ongoing program evaluation efforts. This process includes attending conferences, filling out evaluations and surveys, etc.

Testing Policy

The majority of written exams in the academic and clinical phase are computer-based. Augsburg PA students are required to have a laptop computer and are expected to bring it to class and scheduled exams.

In the academic phase, ExamSoft is the testing platform utilized by the program. For more information: <https://examsoft.force.com/etcommunity/s/>

In the clinical phase, the Physician Assistant Education Association (PAEA) written End of Rotation Examinations and End of Curriculum Examinations are utilized in the program. For more information: <https://paeaonline.org/assessment/end-of-rotation/content/>

Scheduling

All exams in the academic and clinical phase must be taken on the scheduled date and time. If there are extenuating circumstances, such as an illness or emergency, and the student is unable to take an exam, it is the student's responsibility to notify the course faculty member of the absence prior to the exam date/time. These requests will be considered on a case-by-case basis.

Being late to the start of an exam is not acceptable PA professional behavior. Students late to an exam will not be permitted to enter the examination room. This is to minimize disturbances for test takers. The late student will need to report directly to the program offices and will be referred for a level 1 review.

Assessment and Examination Conduct

During written exams, each student will be allowed to bring their laptop, two number two pencils, and their student ID to the exam. Scratch paper may be provided by the program. All personal items are to be removed from the classroom prior to starting the exam. Food and beverages are not allowed in the classroom during the exam. Students are not allowed to wear hats or coats during exams.

Please utilize the facilities prior to the start of an examination. Restroom breaks are highly discouraged, as they distract fellow test takers. If a restroom break is needed, only one student will be permitted to leave the room at a given time.

Once a student has completed his/her exam, the student will leave the classroom as quietly as possible. No student will be allowed admittance once the exam has started unless previously arranged with the program.

Unless there is a formatting error, no questions are to be asked during exams. The proctor will not answer content-based questions.

Remote Testing

In the event of the need for remote testing, all testing and academic integrity policies apply. Testing times will be adjusted based upon the number of test questions and type of test. Replicating, reproducing, taking pictures, or taking screenshots are actions subject to the University's Academic Honesty and Integrity policy, including consideration for dismissal.

Post-Exam Review

In the academic phase, once the exam has been taken by all students and then it has been graded and reviewed by faculty, the student will receive their score usually via the Moodle course gradebook.

After students have received their exam scores, they are encouraged to review their performance. The purpose of this self-review is to determine which concepts are difficult for the student so that

the student can continue to study those concepts or seek assistance from the course faculty member regarding clarity of the concept.

Exam review will be scheduled to review unit and final exams from Anatomy, Pathophysiology, Clinical Medicine, History and Physical Exam and Pharmacotherapy, in order to determine areas to study for future assessments. Students will review an individualized report that provides the questions answered incorrectly along with the correct answer. Students will then complete an assessment review form to help identify areas for growth. Faculty will utilize the information students record on their assessment review form to guide student learning and facilitate Level Reviews and remediation efforts. All forms must be turned into program personnel at the end of the exam review period. Students are welcome to make an appointment with the course chair to review specific questions on content to clarify knowledge, this is not an opportunity to challenge a question or request extra points.

All exams are the property of the PA program, and will remain in the programs' possession. Students may not photograph, photocopy, or otherwise duplicate examination questions at any time, including during test review. Students may not use any electronic device (cell phone, computer, etc.) to reproduce or make any written notes of the exam questions. Sharing the content of PA program assessments is strictly prohibited. Providing or accepting such information will be subject to the University's Academic Honesty and Integrity policy.

Review of exams completed remotely/online: Students can contact the course chair to arrange an online review.

The Clinical Phase End of Rotation Exam scores and performance summary will be released directly to the student from PAEA. There is no further review of the material beyond this report.

PROGRESSION POLICIES AND PROCEDURES

Successful progression through and completion of the Augsburg University PA Program is based upon academic achievement and professional qualities required for the practice of medicine as a physician assistant (PA). The PA program assesses individual student progress across the curriculum through documentation of student performance while enrolled, remediation efforts and outcomes, summaries of any formal academic/behavioral disciplinary action taken against a student, and that the student has met requirements for program completion (**A3.17c, A3.17d, A3.17e, A3.17f**). This section outlines these academic and professional standards, policies and procedures.

Required Academic Standards (A3.15a)

The following Academic Standards must be met in order for a student to progress and complete the PA Program.

1. The student must pass all traditionally graded courses with a grade of B- or better.
2. The student must pass all Pass/No Pass (P/N) graded courses with a grade of "P."
3. The student must pass PA 501 (Human Anatomy and Neuroanatomy) and PA 503 (Human Pathophysiology) in order to progress and continue in the program. These two foundational courses are prerequisite to all other courses in the program. Failure of either course will result in dismissal from the PA program. The student will be advised of their options as a component of the Level Review Process.

4. The student must successfully complete and pass the required graduate masters project(s).
5. The student must pass all summative assessments given at the end of the academic phase and at the end of the program.
 - SAPE with a C+ or greater (80%) at the end of the academic phase.
 - End of Curriculum exam and end of program OSCE with a “P” (83% or greater) at the end of the program.

Evaluation of *academic performance* is based on letter grades using an A - F scale.

Explanation of grades:

Grade	Grade Points	Percentage (Approximate)
A	4.00	93-100%
A-	3.67	90-92.99%
B+	3.33	87-89.99%
B	3.00	83-86.99%
B-	2.67	80-82.99%
C+	2.33	<79.99% (Failure)
P	0.00	Pass*
N	0.00	No Pass

*The letter equivalent of a P grade is a B / 3.0 / 83% or higher for graduate courses.

Unsatisfactory Academic Performance

In the event of unsatisfactory academic performance, a Level 1, 2 or 3 review will be initiated.

Unsatisfactory academic performance is defined as:

1. Students who receive a C+ or lower (<79.99%) on any major course assessment in the academic phase (as defined by the course syllabus).
2. Failure of any summative program exam, including the Summative Academic Phase Exam (SAPE) with a C+ or lower (<79.99%) and the End of Curriculum exam and end of program OSCE with a 82.99% or lower.
3. Repeated failure of examinations in any one term or multiple terms in the academic phase.
4. Failure of any major clinical phase course assessment (EOR exam and Preceptor Final Evaluation of Student) lower than 83% (EOR z-score of greater than -1.0).
5. Students who receive a C+ or lower in any program course or an “N” in a clinical phase course.

Required Technical Standards and Competencies for the PA Profession

The Technical Standards and Competencies for the PA Profession are directly from national PA professional organization consensus (AAPA, ARC-PA, PAEA, and NCCPA). *They are the minimum professional and ethical expectations for PAs.*

Throughout the PA Program, students are expected to continually build upon their academic, clinical, and professional skills.

1. Meeting the technical standards is requisite to being a PA student.

2. Consistent application and practice of the Competencies for the PA Profession should be achieved by the completion of the program.
3. Evaluation of ***technical standards and Competencies for the PA Profession*** is based on the following supporting evidence:
 - a. Feedback from faculty, staff, peers and clinical instructors,
 - b. Academic and Clinical Advising forms,
 - c. Level Review Documentation,
 - d. Performance in oral and written assignments, examinations, labs or instructor evaluation,
 - e. Adherence to all University and PA Program Policies.

Unsatisfactory Demonstration of Technical Standards and PA Competencies

(Formerly referred to as Professional Performance)

If the PA Program identifies a student who is repeatedly unable or unwilling to demonstrate these standards and competencies, there is an ethical responsibility of the program to remediate the student. Should repeat remediation and guidance be unsuccessful, the program will formally evaluate the unsatisfactory progress that the student is making toward completion of the program and becoming a responsible and qualified PA. This process can include:

1. A student who does not conduct themselves in a manner that meets University and/or PA Program policies or fails to meet academic requirements, whether in the classroom and/or clinical setting, will be subject to a Level 1, 2 or 3 review, dependent upon the conduct involved.
2. Any and all complaints about a PA student's behavior will be referred to the academic or clinical coordinator, whichever is appropriate for the student in question. Students, preceptors, faculty or staff should address complaints regarding a student to the appropriate coordinator. If any Augsburg campus office receives a complaint directly, it will be referred to the appropriate coordinator for evaluation.
3. Upon receipt of a complaint, the coordinator will initiate an investigation of the complaint within seven calendar days of receipt of the complaint, by speaking with the student and the person(s) directly involved with the complaint.
4. After investigation of the complaint, the coordinator will initiate the level of review appropriate to the seriousness of the unprofessional conduct, including the Program Director, Associate Program Director, and Medical Director.
5. A student may be dismissed from the classroom or clinic immediately, if their action or behavior is deemed egregious by law enforcement, the University, PA Program, or clinical partner. The student will be notified immediately either in person or by phone call (if at a clinical site).
6. During the time of removal from the program of study, the student will be responsible for any material covered in class and may be required to make-up lost clinical time upon return to the program. The Progression Review Committee will discuss with the student the reason for temporary removal from the program and a written copy of the reason will be placed in the student's academic record.
7. Any student who has violated University or PA Program policies sufficient to warrant temporary removal from the program of study will undergo a level 3 review.

Examples of failure to demonstrate Technical Standards and PA Competencies:

- Threatening, disparaging, or disrespectful language in the classroom or clinic setting.
- Repeat absences or tardiness to class or clinic.
- Failure to show to clinic without timely notification.

- Requesting medical advice or prescriptions from faculty or preceptor.
- Misrepresentation (claiming to be a certified PA, MD, or other health professional).
- Practicing outside of the scope of a student.
- Seeing patients or providing medical advice without a supervising preceptor.
- Unauthorized access, reproduction, and/or printing HIPAA related information.
- Unauthorized access, reproduction, and/or printing FERPA related information (including student clinical rotation schedules).
- Setting up clinical rotations without PA Program written approval and guidance.
- Falsifying clinical rotation data.
- Inappropriate relationships with colleagues or patients.
- Repeat clinical evaluations citing deficiency in medical knowledge, interpersonal and communication skills, patient care skills, professionalism, practice-based learning and improvement, and/or systems-based practice.

Progression, Completion Deadlines and Requirements (A3.15b)

All Program Requirements must be completed within a three year period, unless a written exception has been made. These include:

1. All students must obtain a minimum of B- in each course in order to register for the courses for next semester in the academic phase.
2. All students must obtain a grade minimum of B- in the academic phase, and “P” (pass) in the clinical phase for each course in the PA curriculum.
3. All students are required to pass the Summative Academic Phase Exam (SAPE) at the end of the academic phase in order to move on to the clinical phase.
4. Students are required to pass the End of Curriculum Examination and End of Program Objective Structured Clinical Examination (OSCE) given at the end of the program in order to graduate.

Level Review Process

Throughout the academic and clinical phases, student progress is continually followed to ensure they are meeting the technical standards, ethical guidelines, program policy, and academic requirements set by the PA Program and outlined in this student handbook. Students will meet with their advisors at regular intervals during academic phase I, academic phase II, and the clinical phase to check in on their individual progression through the program. These meetings are documented in the student’s file as an advising session and intended to support the student’s success.

Any student identified as having difficulty in meeting the technical standards, ethical guidelines, program policy, and/or academic requirements will be recommended for a formal Level Review. Faculty, clinical affiliates and preceptors, and program staff will share pertinent information with each other for the administrative purpose of identifying student issues and enhancing problem solving about the concerns. The information will be shared only with the individuals that need to be involved in the particular situation, per FERPA regulations.

In general, Level Reviews are intended to:

- Acknowledge an identified challenge a student may be having
- Discuss reasons this challenge may be occurring
- Identify ways to best support the student in overcoming that challenge
- Outline a corrective action plan to take moving forward

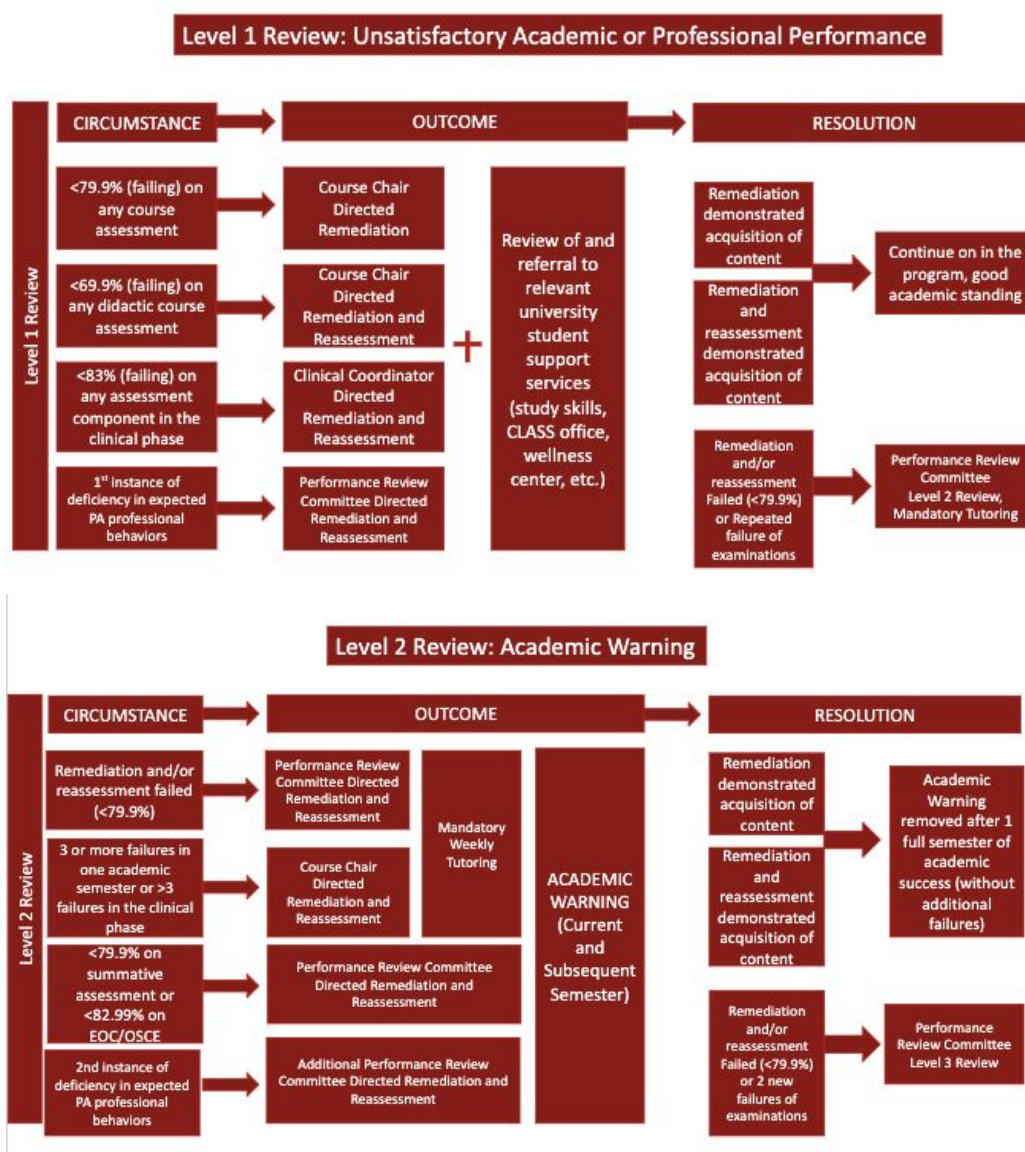
Levels of Review

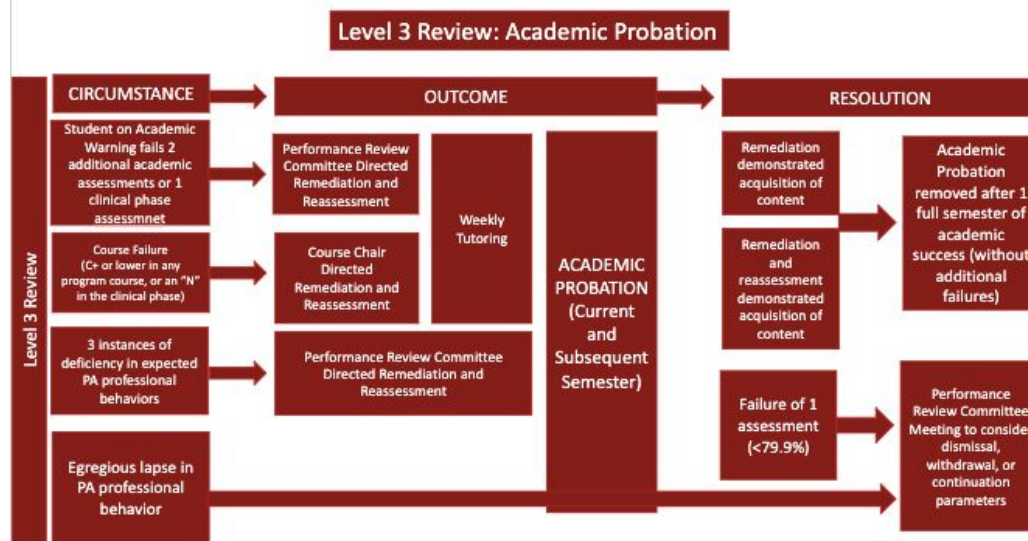
Normally, the student will progress through the levels of review in sequential order. However, an instance may arise where the incident is determined to be serious enough to warrant an immediate Level 2 or 3 review.

Formal Referral to the Dean of Professional Studies for review

In some instances, depending on the nature of the problem, a consultation or referral to the Dean's Office may be initiated. If a referral is made to the Dean's Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the appropriate Dean's Office include scholastic dishonesty, hazing, racial or sexual harassment, alleged violations of the Student Conduct Code, and conduct that endangers the health or safety of any University student, employee, or campus visitor.

Figures Illustrating Levels of Review. Please see written policies following illustrations for detail/clarification.





Level 1 Review: Unsatisfactory Academic or Professional Performance.

The purpose of Level 1 Review meetings are to review assessment and professional performance in order to identify opportunities for remediation and/or reassessment that will assure a student will acquire the knowledge, interprofessional skills, clinical and technical skills, professional behavior, and/or clinical reasoning and problem solving as measured by the failure.

Circumstances defined as unsatisfactory performance (Level 1 Review):

- Students who receive a C+ or lower (<79.99%) on any major course assessment in the academic phase (as defined by the course syllabus). This requires remediation of the content with the course chair.
- Failure of any major academic phase course assessment lower than 69.99%. This requires remediation and reassessment of the content to demonstrate competency. (see Remediation and Reassessment Policy Section below for details).
- Failure of any major clinical phase course assessment (EOR exam and Preceptor Final Evaluation of Student) lower than 83%. This requires remediation and reassessment of the content to demonstrate competency. (see Remediation and Reassessment Policy Section below for details).
- One instance of deficiency in expected PA professional behaviors documented on assessment rubrics, during advising, or expressed by clinical instructors.

Possible Outcomes of Unsatisfactory Performance (Level 1 Review):

- Students who successfully pass a reassessment (>80%) (or >83% in clinical phase) will receive a score of 80% in the academic phase and 83% in the clinical phase on the original assessment and remain in good academic standing.
- Students who are not successful in remediation and/or reassessment will be referred to the Performance Review Committee for a Level 2 Review.
- Repeated failure of examinations (3 or more) in any one semester are referred to the Performance Review Committee for a Level 2 Review (see below).
- Students who fail 3 or more assessments across 2 semesters in a row during the academic phase are referred for mandatory tutoring until satisfactory academic performance is achieved.

- Students who fail 3 or more assessments across the clinical phase are referred to the Performance Review Committee for a Level 2 Review (see below).

Level 2 Review: Academic Warning.

Students who receive a Level 2 Review will be placed on Academic warning. The purpose of Level 2 Review meetings are to outline academic or professional goals and outcomes expected by the program that will assure a student will continue to be successful in acquiring the knowledge, interpersonal skills, clinical and technical skills, professional behaviors, and/or clinical reasoning and problem solving as required by the PA profession in order to become a competent medical provider. Academic warning does not go on the permanent academic record.

Circumstances that will result in Academic Warning (Level 2 Review):

- Failure of remediation and/or reassessment.
- Failure of 3 or more assessments in any one semester (Remediation and Reassessment Policy applies).
- Failure of 3 or more assessments across clinical phase (Remediation and Reassessment Policy applies).
- Failure of any summative program exam
 - Summative Academic Phase Examination (SAPE) with a C+ or lower (<79.99%).
- End of Curriculum exam and end of program OSCE with a 82.99% or lower
- Two instances of deficiency (or one instance warranting direct level 2 review) in expected PA professional behaviors documented on assessment rubrics, during advising, or expressed by clinical preceptors.

Possible Outcomes of Academic Warning (Level 2 Review):

- Students placed on Academic Warning will remain on academic warning for the following semester. A student will be taken off academic warning after 1 full semester of academic success (without additional failures).
- Students in the academic phase who fail up to 2 assessments in the following semester while on academic warning are referred to the Performance Review Committee.
- Students in clinical phase who fail a major clinical phase assessment while on academic warning are referred to the Performance Review Committee.
- Students cannot be on academic warning for more than 2 full semesters. Any student in this situation will be referred to the Performance Review Committee for Level 3 review.
- Students who are on academic warning may need to repeat one of more rotations and/or experience a delay in future rotations which will delay graduation.

Level 3 Review: Academic Probation

Students who receive a Level 3 Review will be placed on Academic probation. The purpose of Level 3 Review meetings are to review the academic or professional performance of a student who has had repeat or continued failures while on academic warning. Recurrent and/or significant deficiencies in academic and/or professional performance do not support success in the PA Program or the PA profession and will result in academic probation. ***Academic probation is recorded on the student's permanent academic record and must but reported and detailed on forms related to PA state licensure.*** Academic goals and outcomes expected by the program are also outlined during a Level 3 review.

Circumstances that will result in Academic Probation

- A student on academic warning will be placed on academic probation with the failure of two additional assessments in the current or subsequent semester in the academic phase.
- A student on academic warning while in clinical phase will be placed on academic probation with the subsequent failure of any major clinical phase assessment in the current or subsequent semester.
- Students who are on academic probation may need to repeat one of more rotations and/or experience a delay in future rotations which will delay graduation.
- Students who receive a C+ or lower in any academic phase course, or an “N” in the clinical phase.
- Deficiencies in expected PA professional behaviors documented in assessment rubrics or during advising while on academic warning.
- A significant or egregious lapse in PA professional behavior that compromises the safety, privacy, or dignity of patients, that impacts the legal and professional relationships established with clinical and community partners and Augsburg University, and/or violates state or federal laws.

Possible Outcomes of Academic Probation:

- Students placed on Academic Probation will remain on Probation for the following semester. A student will be taken off academic probation upon successfully passing all assessments in the following semester (conditions for continuance).
- Failure of 1 assessment while on academic probation will result in referral to the PA Performance Review Committee Meeting to consider dismissal, withdrawal, or continuation parameters (see Dismissal (Academic Probation Hearing) below).

Students must be notified of any PRC decision in writing within five calendar days of the level 2 or 3 review. It is the responsibility of the program director to communicate the decision of level 3 reviews to the student.

Remediation and Reassessment (Retesting) Policy (A3.15c)

Students who meet the definition of unsatisfactory academic performance must participate in a level review and will be required to complete remediation activities. Remediation and reassessment are tailored to optimize the success of each individual student. The PA Program strives to ensure an equitable process by outlining options for remediation and repeat assessment to guide faculty and course syllabi.

Academic Phase

1. If a student earns <70% on any graded curricular component, remediation and retesting will be mandatory. The student must earn >80% on the retest. The original grade will remain as the final grade. The reassessment grade will be recorded in the student’s file to document competence.
2. If a student earns between 70% and 80% on any one (1) graded curricular component, remediation will be mandatory. Retesting will be considered and outlined as a component of the Level Review Process. The original grade will remain as the final grade.
3. If a student earns <80% in a course and successfully remediates and retests, their final grade for the course will be the minimum passing of 80%, regardless of the grade earned on retest(s).

Clinical Phase

Clinical Phase Coursework and Capstone graded curricular components must be passed with 83% or better (see syllabus for explanation of grading parameters).

1. If a student earns less than 83% on any graded curricular component, remediation and reassessment will be mandatory. The student must earn 83% or better on the reassessment. The student will incur the cost of the EOR retake assessments.
2. If a student earns <83% on an assessment and successfully remediates and retests, their final grade for the assessment will be the minimum passing of 83%, regardless of the grade earned on retest.
3. End of Curriculum exam and end of program OSCE must be passed with 83% or better. If a student earns less than 83% on either component, remediation and retesting will be mandatory. **Retesting of the End of Curriculum Exam can not be done until 60 days after the original test date.** The student must earn a passing grade on the retest. Failure of the reassessment will result in Level 3 Review for consideration of dismissal. The student will incur the cost of the retake assessment and will likely have a delay in graduation.

In some circumstances, students may receive an incomplete (I) or X grade with the registrar, during the remediation process. If a student fails the remediation process, they will be subject to a higher level review consistent with the Progression Process and Level Review policy.

Definition of Remediation

The PA Program has adopted the definition of remediation as the process of correcting faulty study habits, knowledge deficits, or other deficiencies in PA students with the goal of training competent medical providers (adapted from Riebschleger & Haftel, 2013).

Remediation Activities are tailored to each students' situation (learning style, specific deficiency, course content) and may include one or more of the following: exam review and completion of test analysis form, additional assignments, 1:1 faculty/student meetings, tutoring, study groups, writing lab, or referral to the Center for Wellness & Counseling, Writing Center, Study Skills, or the Center for Learning & Accessible Student Services Office.

Repeat Assessment or Rewriting (Reassessment/Retest)

If exam score(s), assessment grades, or assignment grade(s) is (are) below the minimum passing score, the student must complete remediation activities, and then complete a Repeat Assessment for the failed exam(s) material or resubmit the written assignment(s).

Evaluation Tools for Repeat Assessments will be selected based on the type and depth of knowledge deficit and may include repeat exams (oral or written), written case studies, prescription writing, rewriting a paper, or giving an oral presentation. Results of the repeat assessment or paper rewrite are documented in the student's advising file.

For the End of Rotation and End of Curriculum exams in the clinical phase, the student must cover the cost for the retest and associated administrative expenses at the current price set by PAEA. This must be paid prior to the scheduled retest date.

Intensive Remediation Procedures

In rare circumstances, a student may be referred for intensive remediation. Entering into an Intensive Remediation Program requires the approval by the PA Program members of the Performance Review Committee (PRC). Intensive Remediation is typically developed as a part of a Level 2 or 3 review and done in coordination with the Course Chair (s), Academic Coordinator (AC), and Associate Program Director (APD).

Leave of Absence

A Leave of Absence is a generalized term referring to a rare, extenuating circumstance in which a student needs to step away from their coursework in the PA Program. These requests are considered by the Program Director, in consultation with Augsburg University Administration, on an individual basis. Any request for a leave of absence should be directed to the Program Director in writing and include the following:

- General reason for extenuating circumstances
- First Date of Absence
- Anticipated Date of Return
- A summary of outstanding coursework
- Proposal of how the coursework will be made up

A leave of absence will be granted for no more than one year from the date of departure, unless it is related to military orders. An approved leave of absence may require an X grade or an I grade with the registrar, depending on the timing of the absence and the PA curriculum. In those cases, Augsburg University policy supersedes any previous agreement made with the PA Program. Students are encouraged to consider all academic, financial, and personal factors that will be impacted by a leave of absence prior to making a request (including tuition, loan repayment, and financial aid).

All program requirements during a leave of absence and dates of return to the program will be outlined in writing to the student by the Program Director. The student will be asked to sign his/her understanding of these requirements prior to the granting of the leave.

Deceleration (A3.15c)

In rare instances, it may be necessary for a student to have a decelerated rate of education within the program. Reasons for deceleration may involve personal, academic or professional issues. The process for deceleration is:

1. Student will meet with his/her advisor to discuss ongoing issues. Most likely a plan of remediation will have been instituted and not met.
2. The student will meet with the Performance Review Committee at which time the determination will be made that the student's issues have merit for continuation in the program, but not at the normal pace. Determination will be made by the PRC if the student is to continue in the program at that time or withdraw until such time as the student can return to the program.
3. The student will have outlined ways in which to remediate the deficiencies during the temporary leave from the program, if appropriate.
4. The student will have outlined the courses which will need to be retaken--due to prior failure, audited—because the student has already passed the stated course but due to time away from the program it is in their best interest to re-learn the material, and/or taken for the first time. Course work will be combined in such a way that the student is gaining

the most from the integration of the courses and will follow a sequential format to allow the student the best chance to progress.

5. In general, deceleration is not used during the supervised clinical experience phase of the program, but only in extreme circumstances as determined by the PRC.

Withdrawal (A3.15d)

A student may initiate voluntary withdrawal from the Augsburg University Physician Assistant Program after submission of a letter to the Program Director requesting withdrawal. In the letter, the student should outline the circumstances and reasons for withdrawal. Students will be requested to conduct an exit interview with the Program Director prior to leaving the program. All students are further advised to follow the university catalog procedure for withdrawal from the University.

Policies and Procedures for withdrawal from individual courses is based upon Augsburg University Registrar Policies. Please review official withdrawal deadlines on the registrar website for questions on tuition refunds.

Dismissal (A3.15d)

As a part of the Level Review 3 process, dismissal from the program may be considered in some circumstances. The decision for dismissal is not made lightly. The decision for dismissal is made by the PRC, in coordination with the Dean's Office and the Office of Academic Affairs.

In rare, but serious, circumstances a student may be referred immediately to a Level 3 Review. This includes but is not limited to an egregious professional lapse, a violation of PA Program or University policy, and/or violation of local, state or federal laws. The student will be contacted by a University official (PA Program Director, Medical Director, Associate Director, Dean, Provost) and schedule a Level 3 Review.

The process for dismissal of a student on academic probation based on academic technical standards is typically as follows:

1. Academic Probation Hearing: The PRC and student will meet to discuss their progress while on academic probation. The student will be invited and notified in writing that the meeting will be taking place. If the formal conditions for continuance are not met within the designated time frame:
 - a. The student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may return.
 - b. The student will be provided an opportunity to discuss the documentation. This will not be a meeting to present new information or documentation.
 - c. The PRC will openly listen to the student's statements.
 - d. The PRC will meet privately to take into consideration the provided documentation and the student's statements, in addition to any additional program or University precedents.
 - e. The PRC will then vote on the dismissal of the student from the program. The majority of the PRC is required to dismiss the student.
2. Dismissal: If the decision is made to dismiss the student, the student will be verbally notified and will be provided a certified letter of the decision in writing within five calendar days of the decision. The PA Program will notify the appropriate University departments, including, but not limited to, the Dean, registrar, and financial aid. It is the

responsibility of the program director to communicate the decision to the student verbally and in writing.

GRIEVANCES AND APPEALS

Student Mistreatment, Grievance, and Appeals (A3.15f, A3.15g)

Augsburg University is committed to a policy of treating fairly all members of the University community in regard to their personal and professional concerns. However, times do occur in which students think they have been mistreated. This procedure is provided in order to ensure that students are aware of the way in which their problems with faculty members can be resolved informally and to provide a more formal conciliation process when needed. Each student must be given adequate opportunity to bring problems to the attention of the faculty with the assurance that each will be given fair treatment. The faculty member must be fully informed of the allegations and given an opportunity to respond to them in a fair and reasonable manner.

Definition of Grievance (A3.13f)

A grievance is defined as dissatisfaction occurring when a student believes that any conduct or condition affecting them is unjust or inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to a violation, misinterpretation, or inequitable application of an academic rule, regulation, or policy of the University or prejudicial, capricious, or manifestly unjust academic evaluation.

Detailed procedures for grievances can be found in the [Augsburg University Student Guide](#).

Appeals

A student may appeal a program's dismissal decision using the University's program dismissal appeals process. Appeals are limited to procedural errors that the student can demonstrate negatively affected the outcome.

Appeal Process (A3.15g)

The student initiates the appeal process by submitting a hard copy of a statement of appeal to the Provost (email is not acceptable). The statement must provide evidence that there were procedural errors in the program's dismissal process that negatively affected the outcome. The statement of appeal will be the only basis for the student's appeal. The Provost must receive the student's statement of appeal within 10 days of the date on the department's written notification of dismissal (time limits will include only business days M-F).

Detailed procedures for the dismissal appeals process can be found in the [Augsburg University Graduate Catalog](#).

Re-admission

Readmission to the PA Program after withdrawal or dismissal from the program will be considered only under extremely unusual circumstances. Students may request readmission after voluntary withdrawal by reapplying to the PA Program. The process of applying for Readmission is the same process for general admission into the PA Program through the Central Application Service for Physician Assistants (CASPA) and the Augsburg University Supplemental Application. Additionally, at the time of application, the applicant must submit a letter outlining the reason for requesting readmission directly to the PA Program Director. Augsburg University PA Program does not offer advanced placement to any student.

CLINICAL PHASE POLICIES AND PROCEDURES

The policies outlined in this section apply specifically to the clinical phase, and align with the Overarching PA Program Policies and Procedures, as well as the Augsburg University Student Guide and Graduate Catalog policies.

Clinical Rotation Placement

Supervised clinical practice experiences will be arranged by the PA Program Clinical Phase Team. **While the program attempts to take individual student requests into consideration, we can not guarantee that requests will be honored in terms of location or clinical specialty setting. Our focus in clinical phase placement is in ensuring students gain sufficient experience in order to meet Program Competencies.**

Student Initiated Rotation (SIR) Guidelines

Prospective and enrolled students are not required to provide or solicit clinical sites or preceptors **(A3.03)**. In fact, students are NOT allowed to establish their own clinical practice rotations and should NOT reach out to sites where they do not already have contacts. Examples include providing dates of rotation or requirements to a preceptor or site. However, students may recommend a possible new clinical site or instructor. This is done so under the Student Initiated Rotation (SIR) guidelines listed below. A SIR is defined as any in-state or out-of-state rotation not previously utilized by the program with which the student has had previous contact. Because of the length of time necessary to process a SIR, the student must notify the Clinical Phase Faculty, who will determine if the timing is feasible.

Steps to completing a SIR

1. Submit in writing to the Clinical Phase Faculty the following information about the potential clinical site or instructor: name of site, name of instructor, contact information (direct phone number OR direct email address, and site address), and student relationship to site. If all of the information requested is not provided, the SIR form will be considered incomplete and the rotation will not be arranged.
2. Any arrangements for room and board must be made by the student, at the student's expense.
3. Proposed instructors or clinical sites must meet the following criteria:
 - Provide opportunities for clinical learning and provide instruction within the framework of the rotation objectives.
 - Make all necessary arrangements for credentialing requirements and a signed affiliation agreement with the new site and Augsburg University is required.
 - Allow students to actively become involved and participate in the assessment and management of patients
 - Provide regular feedback to the student regarding clinical performance.
 - Complete a mid-rotation and end-of-rotation evaluation of the student's clinical performance.
 - Maintain clean and safe facilities able to accommodate both staff and student
 - There must be a possibility for a sustained relationship for future Augsburg PA students.

The SIR can be obtained through contacting a member of the clinical phase team or on Moodle.

NOTE: The student will not take any actions toward establishing or changing their own clinical practice rotations without written permission from the Clinical Phase Faculty, including providing dates of rotation or requirements to preceptors or sites. Doing so will be considered a violation of the Behavioral & Social Attributes Technical Standards, which will result in disciplinary actions, possible failure of the rotation, and delay of graduation.

ONBOARDING GUIDELINES

Onboarding Paperwork

This is required by a number of sites prior to starting a clinical rotation and will be communicated to you either by the credentialing specialist or the site. The credentialing specialist will coordinate the process between the site and the student and will maintain copies of required paperwork. It is the student's responsibility to be mindful of the deadlines for submission, as incomplete paperwork will result in either a delay or cancellation of the rotation.

Malpractice Insurance

Liability (malpractice) insurance is provided by Augsburg University for the student while at an approved clinical rotation site as long as the student is actively maintaining their own health insurance. When requested, written confirmation of the malpractice coverage is provided to each clinical instructor/affiliate. The coverage is 1 million/incident and 3 million/aggregate.

Stipend Policy

The Augsburg University PA Program prohibits its students from soliciting a stipend from any clinic while the student is enrolled in the PA Program. Should a student solicit a stipend from a clinic, that student will be subject to sanctions from the PA faculty, as well as Augsburg University, which may include dismissal from the PA Program.

Stipends, when offered by the clinic to the student, may be considered provided the student complies with the following guidelines:

- The student will notify their faculty advisor immediately upon receiving an offer of a stipend to be paid to the student while enrolled in the PA Program.
- The faculty advisor and/or PA Program Director with the student will discuss the details of the stipend with the clinic manager prior to any contract being issued.
- The faculty advisor and/or PA Program Director will discuss with the Student Financial Office how this stipend may affect the student's financial aid package.

All clinical rotation sites are an extension of Augsburg University and therefore fall under the same guidelines and policies as the campus. Any student enrolled at Augsburg University is compelled to follow all behavioral, ethical and academic policies in place by the University and the Program.

Changes to Clinical Rotation Schedule

Once a rotation is confirmed, student requests for changes to the scheduled rotation will not be accepted. Due to unforeseen circumstances, the clinical phase team reserves the right to change a student's confirmed clinical rotation schedule at any time, with as much notice as possible.

Rotation Geography and Setting

Clinical training sites include locations in Minnesota, South Dakota, North Dakota, Iowa, and Wisconsin. To provide a well-rounded clinical experience and equity across clinical rotation assignments, students will be assigned to several rotations outside of the seven-county metro area

in MN. The program will discuss opportunities with students for clinical rotations outside of the 5-state area and international rotations prior to confirming placement.

Housing

It is the student's responsibility to secure their own arrangements for housing during both the Academic and Clinical Phases of the PA Program.

The Clinical Lead Specialists may provide helpful suggestions for housing opportunities if they are available. Clinical sites that offer free or reduced room and board do so as a courtesy to students. Final arrangements are to be made between the clinical site and the student.

Communication with Confirmed Rotation Sites

It is the student's responsibility to contact the clinical instructor (CI) or the site's designated primary contact to determine what time, place, and to whom the student should report on the first day of the rotation. Point of contact information for clinical placements is available within the New Innovations database. Contact should be made **two weeks prior** to the start of the rotation to ensure no other training or details are needed prior to your arrival. Please contact the Clinical Phase Staff with any problems contacting sites or clinical instructors.

The CI determines the student's schedule and clinical activities (inpatient rounds, outpatient clinic, surgical cases, etc.) throughout the assigned clinical rotation, which may include weekends, evenings, nights, holidays and on-call. This is established on the first day of the clinical rotation through completion of the First Day of Clinical Rotation Checklist. Any student who fails to fully comply with the designated schedule or fails to complete the program's minimum requirements established for a clinical rotation will receive a failing grade for the rotation, and will be reviewed in accordance with the Progression Policy.

Site-Specific Orientation

Prior to any clinical exposure, all students must successfully complete the First Day Orientation Checklist and verify completion on Moodle for each clinical rotation (course). Student participation in clinical rotation site-specific orientation programs is mandatory at the facility's specified time and is considered an excused absence from the current rotation. These trainings are mandatory and failure to comply will be considered a violation of professional behavior, which will result in a Level Review and may result in a delay or cancellation of rotation.

Dress Code and Identification

Professional attire is expected of students during the clinical phase. Augsburg PA students *must* be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners by always wearing their Augsburg PA Program Student ID and any clinical site issued identification (**A3.06**).

Required/Graded Components

Active participation and attendance on the clinical rotation, and completion of all paperwork, assignments and evaluation forms is mandatory. Students are required to be on campus for every EOR Day. Failure to complete any of these components may result in delay of starting subsequent rotations and/or delay of graduation, a failing grade for the rotation and/or a review in accordance with the Progression Policy.

Data Logging

Students are expected to log their clinical hours, patients, diagnoses and procedures accurately and consistently throughout the clinic rotation via New Innovations. Students are responsible for maintaining their own encounter logs for credentialing as it may be required for future employment (download and save data logs for personal records **prior to graduation**). Augsburg PA will not supply encounter logs to students after graduation.

ROTATION EXPECTATIONS

Clinical Phase Attendance Policy and Clinical Hours

Students on clinical rotations must be prepared to work any and all hours designated by their clinical preceptor or education coordinator, with the expectation of at least 40 hours per week. At a minimum, students should work the same hours as their preceptor. Students should also work with other providers and healthcare professionals at the same location for more experience, as able. Notify your clinical phase advisor if you are not able to work at least 40 hours per week. If you are working greater than 80 hours per week notify your clinical phase advisor. These hours are based upon ACGME guidelines.

Holidays

Students must follow the preceptor's clinical schedule, regardless of holiday. Failure to do so will be considered unprofessional behavior and subject to level review.

Clinical Phase Absences and Clinical Rotation Attendance Policy:

The clinical phase is designed to provide sufficient patient exposure so the student is able to meet all program expectations and objectives. In PA school, as in clinical practice, absences should be a rare occurrence. This minimizes the negative impact upon your colleagues, preceptor, and patients.

1. Pre-arranged absences: Each student is allowed 1 Personal Day during the clinical phase for a pre-arranged absence. This must be requested to the clinical phase advisor at least one month prior to the absence in writing. To request an absence use the electronic Clinical Phase Request Form on the Clinical Phase Moodle page. There are rotations or circumstances during which an absence may not be approved. Examples of circumstances in which a student may choose to use their personal day include attending a wedding or family event, or a planned visit to a doctor or dentist. Pre-arranged absences may not occur on an End of Rotation day.
2. Unplanned absences: If you are going to be late and/or are unable to be present at your rotation on any given day, you must take **both** steps I and II:
 - I. Notify the clinical preceptor by phone/text/email ASAP
 - II. Notify your clinical advisor by email ASAP
 - III. Examples of unplanned absences include unsafe travel conditions or acute illness preventing contact with patients and staff.
 - IV. If there is a circumstance where a student feels it is necessary to schedule an absence for an **acute** need, and there is not time on the current rotation, you **must** work with your clinical phase advisor to schedule this absence so as to minimize disruption with the clinical schedule.
 - i. Many rotations have some down time or evening and weekend hours in place of daytime hours. It is best to schedule appointments when you are not scheduled to be at your clinical site.
3. Extended absence: If a student is absent for more than 2 consecutive days, you must work with your clinical advisor to determine a plan to make up the time and experiences.

Missed time from a clinical rotation, in general, will need to be made up. This should be arranged in coordination with both your clinical advisor **and** your preceptor. Time away from a clinical rotation may put students at risk for delayed graduation due to insufficient rotational experiences. Failure to follow the attendance policies will be considered unprofessional behavior and subject to a level review.

End of Rotation Day Attendance Policy

There are no prior approved absences for End of Rotation days. End of Rotation days are required.

AAPA or MAPA Conferences

If a student wishes to attend the AAPA or MAPA conference, a request to the clinical advisor must be made at least three months prior to the event. Permission to miss time from a rotation will be at the discretion of the clinical faculty. Clinical instructor(s) must also approve any absence.

AUGSBURG PA PROGRAM STUDENT SOCIETY

The role of student societies can be invaluable. Student societies provide support structures for PA students, opportunities for promoting the profession, networking, and educational and social programming. They also provide a means for students to have a voice in their profession. Student societies are important bodies within the Student Academy of the American Academy of Physician Assistants (SAAAPA), and SAAAPA is a strong voice within the AAPA. It is through this voice that the issues and concerns of the student are heard.

Eligibility for Office

It is suggested that student society officers be elected from the first year/junior year PA class (didactic year of PA training). When officers have completed their terms of office and have begun the second year/senior year (clinical year of PA training), it is expected that they will provide continuity and assistance in leadership to new first year/junior year officers. However, participation from all students in the program is encouraged and appreciated.

Term of Office

Each officer will serve for a one-year term commencing immediately upon election and terminating after the new officers for the next year have been elected and oriented.

PROFESSIONAL AGENCIES AND REGULATORY BODIES

American Academy of Physician Assistants (AAPA)

Founded in 1968, the American Academy of PAs is the national professional society for PAs. It represents a profession of more than 131,000 PAs across all medical and surgical specialties in all 50 states, the District of Columbia, U.S. territories, and the uniformed services.

AAPA advocates and educates on behalf of the profession and the patients PAs serve. We work to ensure the professional growth, personal excellence and recognition of PAs. We also enhance their ability to improve the quality, accessibility and cost-effectiveness of patient-centered healthcare.

Student Physician Assistant Societies are an integral part of the AAPA and make up a body referred to as the Student Academy of the American Academy of Physician Assistants (SAAAPA). The Student Academy meets yearly at the national spring conference to elect officers and representatives. The Augsburg University Physician Assistant Program encourages each of you to take an active interest in this process. Release time to attend the national conference held in May of each year can be requested in writing to the Academic Coordinator or the Clinical Coordinator depending on the student's stage in the program.

Minnesota Academy of Physician Assistants (MAPA)

The MAPA is the state constituent Chapter of the AAPA. Currently 50 states have similar chartered constituent chapters. The state Physician Assistant Society works in concert with the national American Academy of Physician Assistants to further issues concerning all physician assistants. Student membership is available in the MAPA Society. As a student attending a Minnesota school, all students are encouraged to join MAPA. Membership benefits include reduced student rate for both Continuing Medical Education conferences, eligibility to become a student member on the MAPA board of directors, and the recipient of the state newsletter - ImPAct.

National Commission on Certification of Physician Assistants (NCCPA)

The National Commission on Certification of Physician Assistants (NCCPA) endeavors to assure the public that certified physician assistants (PAs) meet professional standards of knowledge and skills. Additionally, NCCPA attempts to ensure that the PAs it certifies are upholding appropriate standards of professionalism and ethics in practice.

All graduates of Physician Assistant Programs accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) are eligible to sit for the national boards offered by the NCCPA (PANCE). Once certified through the NCCPA, each graduate must obtain and report 100 hours of CME every two years. Recertification examinations (PANRE) are also required every ten years in addition to the CME requirement.

PAEA – Physician Assistant Education Association

PAEA is the only national organization representing physician assistant educational programs in the United States. Currently, all of the accredited programs in the country are members of the Association. PAEA provides services for faculty at its member programs, as well as to applicants, students, and other stakeholders.

The Association was founded in 1972 as the Association of Physician Assistant Programs. Member programs voted to adopt the current name in 2005.

PAEA facilitates the Packrat, End of Rotation, and End of Curriculum examinations.

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

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

The ARC-PA is an independent accrediting body authorized to accredit qualified PA educational programs leading to the professional credential, Physician Assistant (PA). Accreditation is a process of quality assurance that determines whether the program meets established standards for function, structure and performance. The ARC-PA does not accredit any academic degree awarded by the sponsoring institution of the PA program.

The ARC-PA encourages excellence in PA education through its accreditation process by establishing and maintaining standards of quality for educational programs. It awards accreditation to programs through a peer review process that includes documentation and periodic site visit evaluation to substantiate compliance with the Accreditation Standards for Physician Assistant Education. The accreditation process is designed to encourage sound educational practices and innovation by programs and to stimulate continuous self-study and improvement.

State Registration

The majority of states have state regulations governing physician assistants. Each student who is considering employment in a specific state should review the regulations so they are familiar with them.

Most states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application.

Appendix

Required Forms for Augsburg University and Augsburg University PA Program

1. Acknowledgement of Essential Functions and Technical Standards (Signed upon acceptance to Augsburg PA)
2. Augsburg University Media Authorization and Consent
3. Acknowledgment of Academic Honesty Policy
4. Clinical Phase Acknowledgement of Academic Honesty Policy
5. Release Authorization Background Check & Fingerprints
6. Release of Medical Information Authorization Form
7. Acknowledgement of Receipt and Understanding of the Augsburg University PA Program Student Handbook
8. Medical Clearance and Immunization Form
9. Release Authorization of Proof of Health Insurance Coverage
10. Confirmation of Acceptance Letter



Acknowledgement of Essential Functions and Technical Standards

The Augsburg University Physician Assistant (PA) Program is committed to the education of all qualified individuals, including persons with disabilities who, with or without reasonable accommodation, are capable of performing the essential functions/technical standards of the program. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

It is the policy of Augsburg University and the PA Program to comply with the sections of the Rehabilitation act of 1973 and the Americans with Disabilities Act of 1990, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competent individual with a disability shall be denied access to or participation in services, programs, and activities solely on the basis of the disability.

Essential Functions/Technical Standards for Graduate Enrollment

In accord with federal regulations established by the Americans With Disabilities Act, the following standards are described to assist each candidate in evaluating his/her/their prospect for academic and clinical success. Technical standards for the Augsburg University PA Program are followed by additional standards that apply to the professional discipline and training (see additional standards below). When a candidate's ability to perform is compromised, the candidate must demonstrate alternative means and/or abilities to perform the essential functions described. It is important that each student reads each standard carefully.

By signing below, the student is indicating that they have read and understood these standards.

PA Program Essential Functions and Technical Standards

All PA students must possess those intellectual, ethical, physical, and emotional capabilities necessary to undertake and achieve levels of competence in the full curriculum required by the faculty. A stated intention to only practice in a narrow field of medicine does not alter the requirement that all students take and achieve full competence across the entire curriculum.

Essential characteristics and abilities prescribed here are requisite for admission, promotion and graduation from the program. All matriculates, students and graduates must meet all prescribed essential characteristics and abilities, either with or without reasonable accommodations.

The physician assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. They must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

Candidates for a master of physician assistant studies degree offered by the PA Program at Augsburg University must have, with or without reasonable accommodation, multiple abilities

and skills including: perception/observation, communication, motor/tactile function, cognition, and behavioral and social attributes.

Perception/observation

Students must be able to perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations
- Large-group lectures
- One-on-one interactions,
- Demonstrations (physical exam maneuvers)
- Patient encounters (at a distance and close at hand)
- Written material (powerpoints, textbooks, and readings)
- Audiovisual material (slides, medical videos)

Communication

Students must be able to skillfully communicate (in English) verbally and in written form. These communication skills must enable the candidate to obtain a medical history in a timely fashion from a wide variety of patients, and to communicate effectively, efficiently and sensitively with faculty, fellow students, all members of the health care team, other professionals, patients and their families. The student must be able to produce a written write-up in the clinical rotations, which includes patient history, physical exam and assessment. Also, the candidate must be able to comprehend written material sufficiently well to understand accurate common medical records, laboratory reports, and pharmacological prescriptions.

Specifically, students are expected to:

- Received communication
- Observe changes in mood, activity and posture
- Perceive nonverbal affective and gesture communication
- Elicit information
- Convey information
- Clarify information
- Create rapport
- Develop therapeutic relationships
- Demonstrate competencies

Motor/tactile function

Students must have sufficient motor function and tactile ability to meet the competencies required for graduation and to:

- Attend (and participate in) classes, groups, and activities which are part of the curriculum
- Communicate in a written format
- Dissect cadavers
- Examine gross specimens in gross anatomy and pathology laboratories
- Prepare microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states (e.g., streak plates, perform gram stains and use a microscope) necessary for such studies
- Observe gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell
- Perform a complete physical examination, including observation, palpation and percussion and auscultation

- Use instruments such as, but not limited to, a stethoscope, an ophthalmoscope, an otoscope, and a sphygmomanometer
- Perform basic laboratory tests, using a calculator and a computer, placing electrodes and reading an EKG, and interpreting common imaging tests
- Function in outpatient, inpatient, and surgical venues (standing in a sterile environment and gown while actively assisting the surgical team)
- Move in the clinical setting so as to act quickly in emergencies
- Perform clinical procedures such as, but not limited to, the following: pelvic examination, genital examination, digital rectal examination, drawing blood from veins and arteries and giving intravenous injections, basic cardiopulmonary life support, spinal puncture, suturing and wound care, casting/splinting, and simple obstetrical procedures

Cognition

Students must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, medical literature and individual teaching settings and in clinical settings.

Students must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought
- Measurement
- Calculation
- Conceptualization
- Analysis of information
- Synthesis of information
- Organization of information
- Representation (oral, written, diagrammatic)
- Appreciate three dimensional spatial relationships among structures
- Appreciate logical sequential relationships among events
- Memory
- Application
- Clinical reasoning (form and test hypotheses in order to enable effective and timely problem-solving in diagnosis and treatment of patients)
- Ethical reasoning
- Sound judgment

Behavioral and Social Attributes (Professionalism)

Students must possess the emotional health and maturity required for the full utilization of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and for the development of effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and 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 patients. In summary, PA students must be able to:

- Consistently display integrity, honesty, empathy, caring, fairness, respect for self and others, diligence, and dedication
- Promptly complete all assignments and responsibilities attendant to the diagnosis and care of patients
- Develop mature, sensitive, and effective relationships, not only with patients but with all members of the Augsburg community and healthcare teams
- Tolerate physically, emotionally, and mentally demanding workloads

- Function effectively under stress, and proactively make use of available resources to help maintain both physical and mental health
- Take responsibility for themselves and their behaviors
- Positively represent the Augsburg University PA Program and the PA Profession



**ACKNOWLEDGEMENT OF ESSENTIAL FUNCTIONS AND TECHNICAL
STANDARDS CERTIFICATION STATEMENT**

(Please return this page only by March 15, 2019)

As an accepted applicant for this program, I certify that I have read and understand the Essential Functions and Technical Standards for Augsburg University and the Master of Science in Physician Assistant Program. I believe to the best of my knowledge that I meet each of these standards, with or without reasonable accommodation(s). Further, I understand that should I need accommodation(s) due to disability, it is my responsibility to meet with the Center for Learning and Accessible Student Services to discuss and determine that.

Print Student Name

Student Signature

Date

**Mail form to:
Augsburg University
Physician Assistant Program
Campus Box 149
2211 Riverside Ave. S.
Minneapolis, MN 55454**



Media Authorization and Consent Form

Introduction: Participants in Augsburg University-sponsored programs may be written about, photographed, videotaped, and/or interviewed for use in Augsburg University's promotional and educational materials, owned and social media, and to distribute as news.

Permission is Not Required in Augsburg University Common Spaces: Permission to photograph and videotape students generally is not required in common spaces on the Augsburg University campus. Common spaces on campus normally include those spaces and events that generally are open to members of the public such as:

- Augsburg University-hosted events (speakers, celebrations, etc.) in Hoversten Chapel, Oren Gateway Center, Sateren Auditorium, the Commons, and other locations.
- Augsburg University-hosted sporting events whether in Kennedy Center, the Dome, Parade Stadium, or other venues.
- The Quad and other indoor and outdoor common spaces on campus.

Much of campus is considered an Augsburg University common space unless an event has been registered for alcohol service, or reserved by an outside entity for a meeting.

Permission is Required in Augsburg University Private Spaces: Permission to photograph and videotape students is not permitted without written permission in Augsburg University private spaces. Private spaces include:

- Classrooms in Active Use
- Residence Halls
- Locker Rooms

Through my signature below, I hereby grant Augsburg University permission to use my image, voice, performance, and comments: Augsburg University has right and permission to record me – my image, voice, performance and comments – for use in any of its programs or publications in conventional and electronic media, including but not limited to print, the Internet, social media, video and future media, with or without use of my name. In some instances, the information gathered may be submitted to news media.

Augsburg University has permission to edit, exhibit, give, sell, transfer, publish, copyright, or use the finished pictures or sound, or any portion thereof, in any way they may deem proper.

My appearance/performance is voluntary: My agreement to appear and/or perform is voluntary, and I hereby waive all personal claims, causes of action, liabilities, or damages against Augsburg University and its employees and designees, arising from or in connection with my performance or appearance.

Printed Name: _____

Signature: _____

Date: _____ **Student ID Number:** _____

Signature of parent/guardian if less than 18 years of age:

Signed forms should be returned to:

Marketing and Communication Office

Anderson Residence Hall, Suite 25, 2211 Riverside Avenue, Minneapolis, MN 55454



ACKNOWLEDGEMENT OF ACADEMIC HONESTY POLICY

A university is a community of learners whose relationship relies on trust. Honesty is necessary for functioning of the Augsburg University community and dishonesty is, therefore, abhorred and prohibited.

Section II: Sanctions and Procedures

1. At the beginning of each course, professors will spend some class time explaining any areas of the Augsburg University Academic Honesty Policy which have particular relevance to a specific application in the course. The professor will offer students the opportunity to ask questions about the application of the policy in the course. At the beginning of the academic and clinical phase students will receive a form which will carry the following statement: "I have read and understand the policies of Augsburg University regarding academic honesty. I understand how they apply to the courses listed below, and I pledge myself to abide by the policies and work to create an atmosphere of academic integrity on the campus and in my clinical activities."

Student Name Printed

Student Signature

Date

**Clinical Phase Acknowledgement of Academic Honesty Policy**

I have read and understand the policies of Augsburg University regarding academic honesty. I understand how they apply to the courses listed below during the clinical phase of the Augsburg PA Program, and I pledge myself to abide by the policies and work to create an atmosphere of academic integrity on the campus and in my clinical activities.

Summer 2020 – Summer 2021

PA 600

PA 601

PA 602

PA 603

PA 604

PA 605

PA 606

PA 607

PA 608

PA 620 – PA 622

PA 690

Student Name Printed

Student Signature

Date



RELEASE OF BACKGROUND CHECK AND FINGERPRINTS

RELEASE AUTHORIZATION

I, _____, authorize the program to release my background check and fingerprint information to any of my assigned clinical sites during my enrollment. I understand that information will be sent as a composite only to those facilities requiring the documentation. The following forms and information will remain on file in the program and will be released as stated above:

BACKGROUND CHECK & FINGERPRINTS

Several of the clinical sites utilized by the program require documentation of confidential information for the students that will be rotating through those sites. In order for the program to provide the required information to the sites, student permission is needed to permit the program to release necessary information to the clinical sites.

Printed Name

Signature

Date



Release of Medical Information

RELEASE AUTHORIZATION

I, _____, authorize the program to release my medical records and confidential information to any of my assigned clinical sites during my enrollment. I understand that information will be sent as a composite only to those facilities requiring the documentation. The following forms and information will remain on file in the program and will be released as stated above:

- Student Medical Clearance and Immunization Form & subsequent Update Forms**
- TB Screening Form**
- Influenza Verification Form
- Drug Test Report

Several of the clinical sites utilized by the program require documentation of confidential information for the students that will be rotating through those sites. In order for the program to provide the required information to the sites, student permission is needed to permit the program to release necessary information to the clinical sites.

Printed Name

Signature

Date

**Accreditation Standard A3.21 Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and tuberculosis screening results which may be maintained and released with written permission from the student.



**Acknowledgement of Receipt and Understanding of the Augsburg University PA Program
Student handbook**

By signing below, I acknowledge:

1. I have received the Augsburg PA Program Student handbook.
2. I have read, understand, and agree to abide by the policies and procedures outlined in the Department of PA Studies Student handbook. I understand that I will be held accountable for all stipulated academic requirements and for adhering to all policies put forth in this document, or its subsequent versions.
3. I understand any changes will result in an updated Student handbook being posted on the cohort community Moodle page with notification from the Augsburg PA Program.

Student Name Printed

Student Signature

Date

Appendix

ARC-PA Accreditation Standards, 5th Edition Addressed:

[A1.02g](#), [A1.02j](#), [A1.02k](#),

[A1.04](#)

[A3.01](#)

[A3.02](#)

[A3.03](#)

[A3.04](#)

[A3.05a](#), [A3.05b](#)

[A3.06](#)

[A3.07a](#), [A3.07b](#)

[A3.08a \(2nd citation\)](#), [A3.08b](#), [A3.08c](#)

[A3.09](#)

[A3.10](#)

[A3.12a](#), [A3.12b](#), [A3.12c](#), [A3.12d](#), [A3.12e](#),
[A3.12f](#), [A3.12g](#)

[A3.13e](#), [A3.13f](#)

[A3.15a](#), [A3.15b](#), [A3.15c \(2nd citation\)](#),

[A3.15d \(2nd citations\)](#), [A3.15e](#), [A3.15f](#),
[A3.15g](#)

[A3.17b](#), [A3.17c](#), [A3.17d](#), [A3.17e](#), [A3.17f](#)