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 matriculation 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. This handbook is reviewed annually by the beginning of the fall semester.

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 the Augsburg University policies. This handbook is supplement to Augsburg University policies, in order to provide further clarification specific and unique to the Department of PA Studies. Included below are 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 and Dean of the University or Vice President of Student Affairs.

Section I: Definitions

1. Plagiarism
Plagiarism is probably the most common and obvious form of academic dishonesty. Plagiarism is defined in the Student's Book of University English by Squire and Chitwood (Encino, California: Glencoe Publishing Co., 1975) as follows:
Plagiarism is the use of facts, opinions, and language taken from another writer without acknowledgment. In its most sordid form, plagiarism is outright theft or cheating; a person has another person write the paper or simply steal a magazine article or section of a book and pretend to have produced a piece of original [work]. Far more common is plagiarism in dribs and drabs; a sentence here and there, a paragraph here and there. Unfortunately, small-time theft is still theft, and small-time plagiarism is still plagiarism. For your own safety and self-respect, remember the following rules - not guidelines, rules:

a. The language in your paper [or oral presentation] must either be your own or a direct quote from the original author.
b. Changing a few words or phrases from another writer's work is not enough to make the writing 'your own.' Remember Rule 1. The writing is either your own or the other person's; there are no in-betweens.
c. Footnotes acknowledge that the fact or opinion expressed comes from another writer. If the language comes from another writer, quotation marks are necessary in addition to footnote. Other methods of indicating use of a direct quotation, such as indentation, are acceptable if they are commonly recognized.
d. A writer may not avoid a charge of plagiarism simply because the work from which material has been used is included in a citation somewhere in the writing. Each occurrence of the use of another person's work must be cited.

2. Other Forms of Academic Dishonesty include the following:

a. Using external assistance in the completion of course assignments and examinations unless such assistance has been specifically authorized by the instructor. Such activities as the use of "crib sheets" or "cheat sheets," looking at another student's answers during a test, and bringing examination books with notes or answers already written in them are forbidden. Assistance requiring authorization might include but is not limited to use of technology (e.g., a calculator, or internet), use of books or notes during an examination, using professionally prepared materials, or having another person make specific suggestions for changes and corrections on an assignment. It is, for example, acceptable for a reader to suggest that a paragraph is unclear or needs more detail; it is unacceptable to offer specific rewording or details for inclusion. Use of official University tutors or the Writing Lab for assistance is not ruled out by this section unless specifically forbidden by the instructor.
b. Handing in material for course assignments that has been, in large part, used to meet requirements in other courses without gaining previous permission by the instructor.
c. Presenting as one's own work what has been done wholly or in part by another person or a professional service without gaining the previous permission of the instructor. This prohibition includes but is not limited to allowing another person to conduct research or select written materials that will be used to complete an assignment, using a paper or assignment prepared by another student as an assignment in a previous course, or purchasing professionally prepared papers that may be handed in as purchased or used as the basis of a rewritten paper.
d. Failing to acknowledge that work which has not been assigned as collaborative work has been done with the inappropriate help of others. The prohibition is not intended to discourage legitimate cooperative or collaborative work. Nevertheless, legitimate collaboration must be distinguished from illegitimate collaboration. Unless the professor has instructed otherwise, it is dishonest to work with others on a single assignment that will be multiplied and turned in separately as if it were the work of
each individual alone. All who cooperated on a project should be identified. Students need not be concerned about work that is assigned to be done collaboratively and follows the specific instructions of the professor.

e. Fabricating research in the completion of assignments. This prohibition includes but is not limited to entirely or partial fabricating scientific research results or inventing information or citations for use in completing assignments.

f. Interfering with the work of another student. It constitutes academic dishonesty to hinder the work of another student by stealing, destroying, changing, or otherwise interfering with their accomplishment of academic assignments. This prohibition involves but is not limited to such things as stealing or mutilating library materials or other academic resources.

g. Knowingly assisting another student to engage in academic dishonesty itself constitutes a form of academic dishonesty. Assisting in academic dishonesty includes but is not limited to such things as permitting another student to complete an assignment where such assistance is not authorized by the instructor, giving another access to a completed assignment which that student will submit as their own work, allowing another student to copy during an examination, and/or offering information to another student during an examination.

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 or the policy will be detailed in the syllabus. It is assumed that students know and understand the Academic Honesty Policy. If you have questions, it is your responsibility to get information from the faculty member. Professors may or may not have you sign a statement acknowledging your understanding of the statement at one or more times during the term. The statement reads: "I have read and understand the policies of Augsburg University regarding academic honesty. I understand how they apply to this course, and I pledge myself to abide by the policies and work to create an atmosphere of academic integrity on the campus."

2. Even the first occurrence of academic dishonesty by a student may result in a severe penalty, but normally a student's previous record will be considered by the faculty member in determining the appropriate penalty. The definitions above rather than any consideration of the student's intentions will be the determining factor in a judgment of academic dishonesty. Intention may be considered in determining the penalty.

3. A faculty member who makes a determination of academic dishonesty shall meet secretly with the student involved to discuss the charge and the penalty. This meeting is intended to give the student the opportunity to understand the reason for the determination and to learn from the experience. It is also intended to give the professor the opportunity to gain information that may be useful in understanding the student's behavior and in deciding upon the penalty. In the event that such behavior occurs after the completion of classes (e.g., a term paper handed in near the end of classes), the professor may notify the student in writing.

4. Penalties imposed by the professor may include a "zero" or failing grade on the assignment or examination which involved the dishonesty, other academic penalties as outlined in the syllabus for the course or other statement of policies distributed by the professor, forced withdrawal from the course, or failure in the course.

5. The faculty member shall inform the Assistant Vice President of Academic Affairs
in writing of a determination of academic dishonesty. This report shall include the name of the student involved; a brief description of the event, including supporting documentation, such as a research paper with plagiarized passages; and a description of the penalty. This material will be kept on file in the Dean's Office under the student's name. Faculty members, in the process of determining a penalty for an occurrence of academic dishonesty, should contact the Dean's Office for information on previous occurrences.

6. A single serious infringement of academic honesty or recurrent incidents of dishonesty may result in temporary or permanent dismissal from the University or withholding of the degree. Such penalties will be determined by the Assistant Vice President of Academic Affairs/Dean of Arts and Sciences in consultation with the faculty member(s) involved and the Dean of Students.

Section III: Appeals
A student who thinks that a determination of academic dishonesty has been made incorrectly or that a penalty has been too severe may appeal the decision or the penalty through the regular grievance process described in the Student Guide.
Approved by: Executive Committee of the Board of Regents July 20, 1992 Updated by Augsburg University Faculty, May 1993.

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 Website.

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.

The Free Application for Federal Student Aid (FAFSA) helps determine the amount of assistance for which a student is eligible. This analysis takes into account such family financial factors as current income, assets, number of dependent family members, other educational expenses, retirement needs, and special considerations.

Further information about financial aid, including loans, grants, and discounts can be found online at www.augsburg.edu/studentfinancial
Payments:
Semester Charge
Prior to the start of each semester, a statement of estimated charges showing charges and financial aid credits designated by the Student Financial Services Office is sent to the student via email. All statements are available online through AugNet’s Records and Registration site. Payments can be made online at www.augsburg.edu/studentfinancial/make-a-payment. Augsburg may charge late fees and interest on delinquent accounts. Review the full policy regarding past due balances online at www.augsburg.edu/studentfinancial/disclosure.

Payment Options
Augsburg University offers payment plan options for all students. Information about payment plans is available online at www.augsburg.edu/studentfinancial/payment-plans-and-discounts.

Payment Policy
Students at Augsburg University are obligated to pay Term Fees and additional charges when they register for each academic term. “Term Fees” include tuition, room and board charges and other fees initiated during your time as a student. Students are responsible to pay for all of these charges regardless of whether financial aid is received or employers or other third parties pay as agreed. “Term Fees” are subject to refund only to the extent allowed under the Augsburg University Tuition Refund Policy.

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
To meet Augsburg University admission requirements, you must provide evidence of a sufficient command of both written and spoken English to study college courses conducted entirely in English. Below is a list of the tests and programs Augsburg University accepts as evidence for English proficiency.

- TOEFL (Test of English as a Foreign Language) www.toefl.org
  - Score report of 80 on the Internet-based TOEFL (iBT) with a sub-score of 20 on the written and 20 on the speaking sections. (The Augsburg University TOEFL code is 6014.)
- IELTS (International English Language Testing System) www.ielts.org
  - Score report of 6.5.
- MELAB (Michigan English Language Assessment Battery) www.cambridgemichigan.org/melab
  - Score report of 80, and score report must be accompanied by an official letter from the testing coordinator.
- Successful completion of a previous undergraduate or graduate degree at an accredited college or university in the US, the United Kingdom, Ireland, English-speaking Canada, New Zealand, or Australia.
Score reports must be sent to Augsburg directly from the testing center. Score reports must not be more than two years old.

**Foreign Credential Evaluation**

Augsburg requires foreign credential evaluation for any transcript(s) from an institution outside of the United States. This evaluation should include the following:

- Analysis of credentials to determine if your degree is equivalent to an accredited US bachelor’s degree.
- Verification the degree is equivalent, at a minimum, to a four-year US bachelor’s degree is required.
- Course-by-course evaluation to show your complete course listing with credit values and grades received for each course, may also be required for specific programs.
- Calculation of grade point average to demonstrate your cumulative grade point average using the standard US grading system, i.e., A=4.0, B=3.0, C=2.0, D=1.0, F=0.0.
- Translation to English (if applicable)
- The evaluation report must be sent directly to Augsburg’s Office of Admissions. Refer to World Education Services at www.wes.org or member of the National Association of Credential Evaluators (NACES) at www.naces.org for information on how to obtain a foreign credential evaluation.
AUGSBURG UNIVERSITY PA PROGRAM

PA Program Goals
The Augsburg PA Program will educate students to:

- Work in primary care (family medicine, general internal medicine, geriatrics, pediatrics and women’s medicine).
- Possess the foundational knowledge required to support strong clinical and leadership skills.
- Work with underserved and diverse populations of patients.
- Practice collaboratively in a patient-centered team with a high degree of competence and professionalism.
- Develop and maintain our alumni and community partner networks.

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

Continued Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next comprehensive review of the program by ARC-PA will be Spring 2019.

About PAs
As defined by the American Academy of Physician Assistants:

“PAs are health professionals licensed, or in the case of those employed by the federal government, credentialed to practice medicine in association with designated collaborating physicians. PAs are qualified by graduation from an accredited PA educational program and/or certification by the National Commission on Certification of Physician Assistants... Within the physician-PA relationship, PAs provide patient-centered medical care services as a member of a healthcare team. PAs practice with defined levels of autonomy and exercise independent medical decision making within their scope of practice.”

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.

PA PROGRAM GENERAL INFORMATION, SAFETY, AND FACILITIES
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. The PA Program students, faculty, and staff utilize facilities on both the Luther Seminary Campus and the Augsburg Minneapolis Campus on a regular basis. As of Fall 2019, the primary location of the program will be located adjacent to the Augsburg main campus in the Park Plaza Building in Minneapolis. 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.

**Student Contact Information**
Students need to ensure their contact information is updated at all times. If students have a permanent change of name or address, they must notify the program staff 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 – This hour is scheduled about 2 times a semester and it is a time for an exchange of information between the class, faculty and staff. An agenda will be posted to Moodle prior to the Program Update. 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.

**Program Hours**
The PA Program hours are 8:30 – 5:00 p.m. Monday through Friday. The primary PA classrooms for Summer 2019 are located in Northwest Hall, rooms 230-231. Starting Fall 2019, the PA program will be located in the Park Plaza Building, 701 25th Avenue South, adjacent to the Augsburg University main campus.

**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 inclimate weather.

**Faculty/Staff Offices**
Faculty and staff are available to help you and therefore you are welcome in the office area in Northwestern 320 (and in Park Plaza Suite 500 starting Fall 2019) when faculty and staff are present. Please be respectful of others who may be in meetings or on the telephone when you are in the hallway. Staff will assist you with copier, fax, or any other equipment needs, please do not operate any of the office equipment on your own.

**Classrooms**
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, etc.) must be approved by and obtained through the CLASS Office.
Luther’s Emergency Text System
Please sign up for emergency text alerts for Luther Seminary. This is a separate alert system than one you may have previously enrolled in for the main Augsburg campus. To enroll, text: luthersemalerts to 79516

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.

Luther Campus Safety Policies and Procedures
- Campus Watch staff are responsible for conducting rounds on campus and buildings, locking/unlocking buildings, and providing escorts. They are considered campus security authorities (CSAs).
- Routine patrols by local Saint Paul police as well as vigilance by on-campus residents are utilized to maintain safety and security. All exterior locations are lighted during hours of darkness. Students should lock their cars.
- IN AN EMERGENCY, TELEPHONE 9-911 from any on-campus phone OR DIAL 911 FROM A CELL. Saint Paul Police respond to all emergencies.
- Any non-emergent safety concerns should be reported to PA Program personnel so they can be addressed
- Emergency procedures and phone numbers are posted in all areas of instruction and office spaces

Luther Seminary publishes their annual safety reports in compliance with the Student Right to Know and Campus Security Act (Clery Act) on their website: The Luther Seminary Annual Safety Report

Luther Campus Facilities
Please check specific hours for buildings that are posted at the entrances.

-Northwestern Hall - Houses the PA Program two primary classrooms and the PA Program Library/Reception Office on the 2nd floor, a student lounge on the first floor, and the program administrative office on the 3rd floor. Additional faculty and staff offices are located throughout the building. There are also Augsburg University sponsored computer labs and printing stations in the common study area next to the classrooms on the 2nd floor.

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

Student Lounge. It is a privilege to have access to a student lounge and shared kitchen space, as not all departments on the Augsburg main campus have one. Out of courtesy to your fellow students and visitors, please keep it orderly and clean. Unattended dirty dishes and utensils will be thrown away (including those left for extended periods in the refrigerator or over breaks). We suggest that a schedule be kept assigning students to maintain the lounge on either a weekly or monthly basis. The microwaves and refrigerator need to be cleaned periodically as
well. When you are gone for breaks at the end of each term, please remove perishable food from your locker and the refrigerator.

**Computer lab.** 4 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 assigned a locker in the ground floor of the Park Plaza building which to store equipment, reference books, food, and other items students wish to have on hand during the academic phase. It is the student’s responsibility to provide a lock. The program is not responsible for lost/stolen items.

**Student Lounge.** There is a student lounge for both studying and downtime located in the same space as student lockers, located on the ground floor. We encourage students to utilize this space for breaks and to promote self-care.

**Exam Classroom Policies.** The Olson PA Exam Classroom is where students practice physical exam techniques and technical skills including suturing, IV access, casting, splinting, etc. All classes 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. 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.

-Gullixson Hall- Location of the Luther Seminary Library with quiet study areas and desks. This is also the location for testing accommodations (within the library).
For off-hours studying, we recommend the Augsburg main campus library (hours posted online) or other public library, coffee shop, etc.

**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](https://www.augsburg.edu/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.

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

Minneapolis Campus Facilities

Please check specific hours for buildings that are posted at the entrances and online.

Admissions Office—The Office of Admissions is located on the lower level of Christensen Center.

Center for Wellness and Counseling—The Center for Wellness and Counseling, located in Anderson Hall, offers programs and services that enhance student learning by promoting personal development and well-being.

Christensen Center (1967)—The University Center includes the Admissions Office, a student lounge, the Strommen Center for Meaningful Work, the Commons dining facility and Einstein Bros. Bagels, two art galleries, the copy center and mailroom, Events and Conference Planning, the Center for Global Education and Experience, International Student and Scholar Services, Latin@ Student Services, American Indian Student Services, Pan-Afrikan Student Services, Pan-Asian Student Services, Campus Activities and Orientation, LGBTQIA Student Services, and the Auggie’s Nest, a meeting place for student organizations.

Hagfors Center for Science, Business, and Religion (2018)—The Hagfors Center brings together the study of global business, advanced science and technology, and religious dialogue into a first-of-its-kind education center.

Kennedy Center (2007)—Completed in 2007 as a three-story addition to Melby Hall and named for Dean (’75) and Terry Kennedy, it features a state-of-the-art wrestling training center, fitness center, classrooms for health and physical education, and hospitality facilities.

The James G. Lindell Family Library (1997)—This library and information technology center houses all library functions and is located on the corner of 22nd Avenue and 7th Street. It houses the TechDesk and User Support team in IT and the Gage Center for Student Success: the Deidre Middleton Office of Academic Advising, the Academic Skills Office, the Center for Learning and Adaptive Student Services (CLASS), and TRIO/Student Support Services.

Old Main (1900)—Home for the Department of Art and the Department of Languages and Cross-Cultural Studies, with classrooms used by other departments. Extensively remodeled in 1980, Old Main combines energy efficiency with architectural details from the past. It is included on the National Register of Historic Places.

Oren Gateway Center (2007)—OGC houses the Barnes & Noble Augsburg Bookstore, Nabo Café, Gage Family Art Gallery, and the Johnson Conference Center.

Sverdrup Hall (1955)—Named in honor of Augsburg’s fourth president, it contains the Enrollment Center (Registrar’s Office and Student Financial Services), the Women’s Resource Center, the Honors Desk, classrooms and computer labs, and the departments of Education and Computer Science.
Sverdrup-Oftedal Memorial Hall (1938)—Built as a residence hall and named in honor of Augsburg’s second and third presidents, it contains the President’s Office, Human Resources, the Academic Affairs Office, and Student Affairs Offices.

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, occupational health, harassment prevention policies and procedures, conflict resolution process. Safety and security at any additional sites of instruction will be reviewed with the students prior to being on site. 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 (late May or early June). The program accepts up to 33 students for each new class. Graduates will receive a Master of Science in Physician Assistant Studies and a PA certificate.

Approximately 15 months of the program is didactic, or classroom work, including courses in human gross anatomy, pathophysiology, clinical medicine, pharmacotherapy, 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).

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 family medicine, pediatrics, women’s health, behavioral health, emergency medicine, internal medicine, surgery, and various specialties. The clinical phase will culminate with a preceptorship that is designed to solidify the student’s skills. Clinical instructors include Physicians, PAs and other health care providers.

A student will be required to complete the clinical phase at site(s) determined by the Augsburg PA Program to provide the student with the best educational experience. Clinical rotation sites will be located throughout the state of MN, locations in the 5 state area, and potentially beyond.

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.

PA Program Sample Calendar
**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.

**Official Course Titles and Descriptions**

**Academic Phase Courses**
- PA501 Human Anatomy and Neuroanatomy
8 Semester Credits

This course takes a regional approach to the study of human anatomy. The course uses lecture, demonstration, discussion and dissection of human cadavers. The intention is to give the students a foundation for Clinical Medicine.

Prerequisite(s): None

PA503 Human Pathophysiology
4 Semester Credits

The course uses lecture, detailed objectives/study guide, quizzes and exam, discussion and case studies to learn and review basic human physiology and pathophysiology involving fluids and electrolytes; acid/base disturbances; cellular adaptations; immunity, hypersensitivity, inflammation, and infection; hematology; pulmonary; cardiovascular system; gastrointestinal system; renal; nervous system; and musculoskeletal system. The intention is to give the students a foundation for Clinical Medicine.

Prerequisite(s): None

PA501 History and Physical Exam Skills I
7 Semester Credits

This is the first in a series of lecture-discussion-laboratory courses designed to demonstrate and apply techniques and skills essential to interviewing and physical examination of patients across organ systems. Basic genetics and preventative health care are introduced. Units are coordinated with Clinical Medicine I, Pharmacotherapy I, and Clinical Practice Seminar I.

Prerequisite(s): PA501(Human Anatomy and Neuroanatomy), PA503(Human Pathophysiology)

PA512 History and Physical Exam Skills II
7 Semester Credits

This is the second in a series of lecture-discussion-laboratory courses designed to demonstrate and apply the techniques and skills essential to interviewing and physical examination of patients across organ systems. Units are coordinated with Clinical Medicine II, Pharmacotherapy II, and Clinical Practice Seminar II.

Prerequisite(s): PA511(History and Physical Exam Skills I)

PA521 Pharmacotherapy I
5 Semester Credits

This is the first in a series of courses that will cover pharmacology and pharmacotherapy related to disease processes across organ systems. This course will include discussion of drug mechanism of action, indications, adverse effects, contraindications, monitoring, and patient education. Units are coordinated with the Clinical Medicine I, History and Physical Exam Skills I courses, and Clinical Practice Seminar I.

Prerequisite(s): PA501(Human Anatomy and Neuroanatomy), PA503(Human Pathophysiology)

PA522 Pharmacotherapy II
5 Semester Credits
This is the second in a series of two courses that will cover pharmacology and pharmacotherapy related to disease processes across organ systems. This course will include discussion of drug mechanism of action, indications, adverse effects, contraindications, monitoring, and patient education. Units are coordinated with the Clinical Medicine II, History and Physical Exam Skills II courses, and Clinical Practice Seminar II.

**Prerequisite(s):** PA521(Pharmacotherapy I)

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**PA531 Clinical Medicine I**

*8 Semester Credits*

This is the first in a series of courses that provides background in the epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of common and serious disorders across organ systems. This course builds on the foundation laid in Anatomy and Pathophysiology. Units are coordinated with concurrent courses in History and Physical Exam Skills I, Pharmacotherapy I, and Clinical Practice Seminar I.

**Prerequisite(s):** PA501(Human Anatomy and Neuroanatomy), PA503(Human Pathophysiology)

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**PA532 Clinical Medicine II**

*10 Semester Credits*

This is the second in a series of courses that provides background in the epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, and treatment of common and serious disorders across organ systems. Geriatrics medicine will be explored and integrated throughout the semester. Students will complete a service-learning experience with an older adult from the community. Units are attempted to coordinate with concurrent courses in History and Physical Exam Skills II, Pharmacotherapy II, and Clinical Practice Seminar II.

**Prerequisite(s):** PA531(Clinical Medicine I)

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**PA533 Clinical Medicine III**

*4 Semester Credits*

This is the third and final in a series of 3 courses and will provide a background in the epidemiology, etiology, pathophysiology, clinical presentation, diagnosis, treatment, and prevention of common and serious disorders in pediatrics, women's health, and acute, emergent, and inpatient care.

**Prerequisite(s):** PA532(Clinical Medicine II)

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**PA542 Professional Issues**

*2 Semester Credits*

This course is a seminar designed to introduce the physician assistant (PA) student to various professional topics and medical ethics that affect the practicing physician assistant. The course focus is on the medical and non-medical aspects of the profession such as: history of the Physician Assistant (PA) profession, laws and regulations governing physician assistant practice, education, professional behavior and some of the most important ethical issues in medicine, public health, and caring for diverse communities.

**Prerequisite(s):** None

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**PA545 Clinical Phase Transition**
2 Semester Credits

This course incorporates experiential learning to prepare the student for clinical practice. It will also facilitate the transition of knowledge and skills from the academic phase into the clinical phase. The focus will be on written and verbal communication, professionalism and interpersonal skill development relating to the application of knowledge. Students will be placed in a clinic or hospital setting for the semester. In-class time will be used to discuss these experiences and work on skills essential for clinical practice.

Prerequisite(s): PA532(Clinical Medicine II)

PA546 Clinical Practice Seminar I
2 Semester Credits

This course is designed to integrate and apply concepts and knowledge gained through the Clinical Medicine, History and Physical Exam and Pharmacotherapy series. It will help the student become a critical thinker, introduce the concepts of clinical decision making, and apply other course content to patient cases. It will be administered in a small group format and will generally be case based and emphasize common themes/concepts encountered in clinical practice. Semester I will focus on clinic-based patient cases. Groups will consist of 5-10 students.

Prerequisite(s): PA501(Human Anatomy and Neuroanatomy), PA503(Human Pathophysiology)

PA547 Clinical Practice Seminar II
2 Semester Credits

This course is designed to integrate and apply concepts and knowledge gained through the Clinical Medicine, History and Physical Exam and Pharmacotherapy series. It will help the student become a critical thinker, introduce the concepts of clinical decision making, and apply other course content to patient cases. It will be administered in a small group format and will generally be case based and emphasize common themes/concepts in clinical practice. Semester II will focus on more complex patient cases and include acute care settings (emergency room and hospital admissions). Groups will consist of 5-10 students.

Prerequisite(s): PA546(Clinical Practice Seminar I)

PA555 Research Tools for the Physician Assistant
2 Semester Credits

The course emphasizes research as a tool at all levels of physician assistant (PA) practice and education; identifies the linkages between research, theory, and medical practice, and the responsibility of the PA to expand their knowledge base. Information literacy in relationship to medical literature is integrated throughout the course.

Prerequisite(s): None

PA599 Directed Study
3 Semester Credits
This course provides a practice-oriented approach to the information literacy methods used in health care. Students will develop a topic, complete a full review of the literature and produce an analytic paper in consultation with supervising professor.  
**Prerequisite(s):** PA555(Research Tools for the Physician Assistant)

**Clinical Phase Courses**

**PA600 Family Medicine Clinical Practicum**  
4 Semester Credits  
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and conditions unique to the clinical practice of family medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.  
**Prerequisite(s):** None

**PA601 Internal Medicine Clinical Practicum**  
4 Semester Credits  
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and conditions unique to the clinical practice of internal medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.  
**Prerequisite(s):** None

**PA602 General Surgery Clinical Practicum**  
4 Semester Credits  
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and surgical conditions unique to the clinical practice of General Surgery. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.  
**Prerequisite(s):** None

**PA603 Pediatric Clinical Practicum**  
4 Semester Credits  
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and surgical conditions unique to the clinical practice of Pediatrics. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.  
**Prerequisite(s):** None
plans utilizing evidence based medicine as determined by review and analysis of current medical literature.

Prerequisite(s): None

PA604 Women's Health Clinical Practicum
4 Semester Credits
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and surgical conditions unique to the clinical practice of Women’s Health. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.

Prerequisite(s): None

PA605 Emergency Medicine Clinical Practicum
4 Semester Credits
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of systemic diseases and surgical conditions unique to the clinical practice of Emergency Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.

Prerequisite(s): None

PA606 Psychiatric Clinical Practicum
4 Semester Credits
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of Psychiatric diseases and conditions unique to the clinical practice of Psychiatric Medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans utilizing evidence based medicine as determined by review and analysis of current medical literature.

Prerequisite(s): None

PA607 Elective Clinical Practicum I
4 Semester Credits
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of diseases and conditions unique to the clinical practice of Medicine. Students are allowed to choose, in consultation with the clinical coordinator, the area of medicine in which they would like to study as their elective.

Prerequisite(s): None

PA 608 Elective Clinical Practicum II
4 Semester Credits
A required rotation which emphasizes the pathophysiology, evaluation, diagnosis, and management of diseases and conditions unique to the clinical practice of Medicine. Students are allowed to choose, in consultation with the clinical coordinator, the area of medicine in which they would like to study as their elective.

**Prerequisite(s):** None

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**PA620 Primary Care Preceptorship**  
6 Semester Credits

The final rotation of the clinical phase, which can be completed in family, internal, geriatric, pediatric or women’s medicine. This course provides students a final opportunity to develop skills unique to the clinical practice of medicine to include performing proper data collection, formulating accurate problem lists and investigation strategies, and developing treatment plans that incorporate evidence based medicine.

**Prerequisite(s):** None

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**PA621 General Medicine Specialty Preceptorship**  
6 Semester Credits

A required rotation at the completion of the clinical phase. This course provides the student a final opportunity to develop the skills unique to the clinical practice of medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans incorporating evidence based medicine as determined by review and analysis of current medical literature. Can be completed in PA621 General Medicine Specialty or PA622 Surgical Specialty.

**Prerequisite(s):** None

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**PA 622 Surgical Specialty Preceptorship**  
6 Semester Credits

A required rotation at the completion of the clinical phase. This course provides the student a final opportunity to develop the skills unique to the clinical practice of medicine. Inclusion of proper data collection through history and physical examination, formulation of accurate problem lists, thorough investigation, and development of treatment plans incorporating evidence based medicine as determined by review and analysis of current medical literature. Can be completed in PA621 General Medicine Specialty or PA622 Surgical Specialty.

**Prerequisite(s):** None

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**PA690 Capstone**  
2 Semester Credits

This course provides each student the opportunity to present results of their individual research topic and to synthesize previous study and work experience in preparation for graduation and clinical practice. The student will demonstrate an understanding of the program’s and profession’s principles.

**Prerequisite(s):** None
Student Resources, Academic, and Support Services

This section outlines the various student resources, academic and support services available to students. These services are often available online, at the Luther Campus and/or at the Minneapolis Campus.

Academic Advising. Academic advising is conducted at a minimum of once per semester throughout the PA Program. Each student is assigned an academic advisor 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. These meetings are conducted on Luther Seminary Campus. 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 behavior of a successful health profession student. Lack of participation will be documented in the student's file.

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 advisor approximately once per semester at a mutually arranged time.
5. Meet with 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. Help plan a course of action to remediate deficiencies and capitalize on strengths.
3. Meet with student approximately once per semester at a mutually arranged time.
4. Meet with student on an as needed basis when problems arise.
5. Try to apprise students of their options during a level review.
6. Make written records of meeting events for student file.
7. Provide timely access and/or referral to services addressing personal, academic or professional issues which may impact the student’s progress in the program.
   (A3.10)

The Advisor Will Not:
1. Solve your problems. That is up to you. They will discuss your problem, help you clarify options and help you devise a plan of action for remediation.
2. Act as your medical provider. It is inappropriate for any of the program faculty to provide you with health care or advice. (A3.09)
3. Act as a counselor. If you have problems that require counseling, you need the help of a professional counselor. Your advisor will be happy to make a referral to the Center for Wellness and Counseling. (A3.09)

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. 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@augsburg.edu
PA Program Academic Affairs, Vanessa Bester, for possible tutoring resources: email besterva@augsburg.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@augsburg.edu

Financial Aid. Financial aid services are available online, by phone and in person on the main campus. Financial Aid representatives are also scheduled to attend PA Program update sessions on the Luther Campus to provide general information to our students. Financial Aid Appointments can be made here: http://www.augsburg.edu/studentfinancial/

PA Program Library (Luther Campus). Books from the program’s reference library (located in the Northwestern 252, Luther Campus) 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 books in the student lounge area and classrooms should be returned on the honor system.

Gullixson Library (Luther Campus). Interlibrary loan free delivery of requested texts to Gullixson Library through Augsburg Lindell Library site. Gullixson also offers study space in and private study rooms.

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 and these materials will be delivered directly to Lindell Library or Luther Seminary Library at no cost.

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 are 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 adjacent to the classrooms in Northwestern Hall on the 2nd floor. 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 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.** Augsburg University’s Title IX officer and VP of Student Affairs, Ann Garvey, is available through arrangement with the PA Program to meet on Luther campus regarding any student affairs or title IX concern. An example would be accommodations for personal protective equipment related to pregnancy. Ann Garvey| Vice President of Student Affairs| Memorial Hall Room 118G| 612-330-1168| garvey@augsburg.edu. More information about the Title IX officer is in Section II (A) of the Sexual Misconduct Policy in the Augsburg University Student Guide.

**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 the Christensen Center, 2nd floor women’s restroom. Additional information can be found in the Augsburg University Student Guide.
Luther Seminary offers a lactation room on the first floor of Northwest Hall. Please contact the PA Program Associate Program Director for more information.

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.

For students without insurance, Augsburg University contracts with a neighborhood clinic to provide a wide range of healthcare services year-round for Augsburg students. Students without insurance are responsible for a $5 co-pay at the time of their visit under the Augsburg Student Health Service Agreement.

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. (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 semester. 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, Smiley’s ($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. Many clinical sites will not allow the student on the premise without personal health insurance coverage. 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, 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 committee.

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) 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. 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 may be required to provide proof of health insurance upon request by individual clinical sites. 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, 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. 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.

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 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 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 the Center for Disease Control (CDC) guidelines at: [http://wwwnc.cdc.gov/travel/content/vaccinations.aspx](http://wwwnc.cdc.gov/travel/content/vaccinations.aspx). 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 a background check, 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.

This background check will include: SSN 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 counseled 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**

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 accurately 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 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.

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 are not be able to 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 of unforeseen circumstances, such as a medical emergency, and a student is not able to participate, the cost required to make up certain activities 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 academic coordinator, medical director, associate program director, and/or program director.

Academic Phase Attendance
Students shall provide an email to the course director regarding the reason for an absence a minimum of 24 hours prior to the absence, unless not possible due to the circumstance of the absence.

If an absence is determined to be unexcused by the course director the ability to complete missed assignments is not guaranteed.

Examples of excused absences may be:
- Illness or healthcare appointments for acute matters.
- Special circumstances resulting in an absence, e.g. bereavement leave, jury duty.

Outside employment is never considered an excused absence.

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 and Luther 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 profession 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.

Physical Exam Practice
Physical exam techniques are practiced routinely in History and Physical Exam Skills I and History and Physical Exam Skills II, but occasionally in other courses as well. Students are expected to report to the exam 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 come in 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 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. Students will not be required to assist and may not be the primary instructor or instructor of record for any component of the curriculum. Students must not substitute or function for clinical or administrative staff during supervised clinical practical experiences. Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills.

Employment
We strongly discourages 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 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 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 student 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.

**Blood Borne Pathogen and Occupational Health Exposure Policy**

Upon matriculation into the program, all students must take the designated bloodborne pathogen exposure training implemented by the PA Program. Students may 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.

Student expenses for medical care are covered by the student personal health insurance for blood and bodily fluid exposures in the following contexts:

a) Academic phase students who sustain a break in their skin with a contaminated surgical instrument or needle or sustain eye contamination with blood or body fluid during a program approved course.

b) Clinical phase students who sustain a break in their skin with a contaminated surgical instrument or needle or sustain eye contamination with blood or body fluid during a program scheduled clinical rotation.

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

a) Seek medical attention from the nearest appropriate facility immediately
b) Report the exposure to the appropriate person within 24 hours
c) Follow up with your primary care provider to determine future laboratory evaluation and care.
Specifically:

**If an occupational exposure occurs during the academic phase**, 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.

The students’ personal health insurance plan is ultimately responsible for coverage for any incident. Students without insurance should be referred to an Augsburg University affiliated community clinic and reference the general CDC guidelines listed below.

**If an occupational exposure occurs during a clinical rotation**, 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.

Unless covered by the clinical rotation site, the students’ personal health insurance plan is ultimately responsible for coverage for any incident occurring within the clinical setting. 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 guidelines listed below.

**General CDC Occupational Exposure Guidance**

1. Clean the Wound: Clean the wound with soap and water. Don't pinch or squeeze blood out of the wound or apply bleach. If the injury is sustained in the OR while assisting with a procedure, cleanse the site with either iodine or isopropyl alcohol.
2. Testing: It is critical that you and the source get tested for HIV, hepatitis B, and hepatitis C as soon as possible. Post-exposure prophylaxis may be recommended depending upon the severity of the exposure.
3. Report the Incident: In order to maintain needlestick safety, ALWAYS report the needle stick with an incident report.
4. Retesting: Please discuss with the health care provider or visit the CDC for up to date recommendations on retesting

**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. Didactic Tests (multiple choice, essay)
2. Problem Specific Physical Exams
3. Group Projects and presentations
4. Observation by program faculty during H&P sessions
5. Performance of clinical procedures
6. Patient SOAP notes
7. Graded Case Studies
8. Discussion with clinical instructors at CPT and clinical sites
9. Clinical Case Conferences
11. Behavioral Performance Evaluation
12. Summative Academic Phase Exam
13. Faculty Advisory Reviews
14. Oral Patient Case Presentations
15. Written Assignments, including the Masters Paper
16. Student Journals

**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 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 during End of Rotation Call Back Days. The following instruments and processes may be used in this effort:

1. Written/Electronic Exams
2. Practical Exams
3. Oral Presentations
4. SOAP notes
5. Article Reviews
6. Educational Presentations, including Oral Case Presentation
7. Faculty Advisory Reviews and Clinical Site Visits
8. Written Assignments and papers

**Physician Assistant Comprehensive Exams**
All PA students will be required to take an oral, written, and/or practical comprehensive examination at the completion of each phase of the curriculum. 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 Physician Assistant Program.

Methods of program evaluation that employ student input:
1. Course and Faculty Evaluation
2. Instructor Evaluation
3. Student Self-Evaluation
4. Admission Process Evaluation
5. Student Evaluation of Rotation
6. Graduate Exit Surveys
7. Alumni Surveys
8. Direct Student Feedback
9. 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/](https://examsoft.force.com/etcommunity/s/)

In the clinical phase, the Physician Assistant Education Association (PAEA) written End of Rotation Examinations are utilized in the program. For more information: [https://paeaonline.org/assessment/end-of-rotation/content/](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 an illness or emergency, and 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 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 contact the course faculty member and academic coordinator to request consideration for a make-up exam. Making the request does not guarantee a makeup exam.

**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.
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 his/her 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. Electronic exam reviews will be conducted on ExamSoft. During the exam review session, the student will be provided the password for the electronic review and any modifications made to the exam key on a powerpoint slide. Due to timing of some exam reviews, the student may not have their score at the time of review.

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. Students may not share exam or electronic review passwords with students who do not attend the exam review sessions.

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). This section outlines these academic and professional standards.

Required Academic Standards
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. 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 (with 80% or greater) all summative examinations given at the end of the academic phase and at the end of the program.
Evaluation of *academic performance* is based on letter grades using an A - F scale.

Explanation of grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Percentage (Approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
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<td>90-92.99%</td>
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<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89.99%</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86.99%</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82.99%</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>&lt;79.99% (Failure)</td>
</tr>
<tr>
<td>P</td>
<td>0.00</td>
<td>Pass*</td>
</tr>
<tr>
<td>N</td>
<td>0.00</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

*The letter equivalent of a P grade is a B / 3.0 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 major academic phase course test lower than 70% requires remediation and retest of the content to demonstrate competency (see Remediation and Reassessment Policy Section below for details).
3. Failure of any summative program exam (SAPE, OSCE, and End of Program Summative Examination) with a C+ or lower (<79.99%).
4. Repeated failure of examinations in any one term or multiple terms in the academic phase (see Remediation and Reassessment Policy Section below for details).
5. Obtaining a grade of less than 83% (z score -1.0 on End of Rotation Exam) on evaluation components in the clinical phase (based on the Augsburg pass/fail grading scale).
6. Students who receive a C+ or lower in any program course, or an “N” in the clinical phase.

**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 aggregious 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 coordinator 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 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.

Completion Deadlines and Requirements

All Program Requirements must be completed within a three year period, unless 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.
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 Program Summative Examination and 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.

As noted, 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 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.

Processes outlined for Levels 1-3 may be used to address these concerns.

1. Level 1

A Level 1 review involves a faculty member and the student. If a faculty member has concerns about the student meeting technical standards, ethical guidelines, program policy, and/or academic requirements, that faculty member will:

a. Acknowledge an identified challenge a student may be having
b. Discuss reasons this challenge may be occurring
c. Identify ways to best support the student in overcoming that challenge: a shared responsibility of the student and the program Outline a corrective action plan to take moving forward
d. Document (in writing) dates and topic(s) and corrective action plan discussed with the student. Documentation will be kept in the student’s advising file and emailed to the student

In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to further reviews.

2. Level 2

A Level 2 review will be initiated when the student is not meeting technical standards, ethical guidelines, program policy, and/or academic requirements or when concerns have not been resolved from the Level 1 review.

A Level 2 review typically involves 3 people:

- The student
- The student’s advisor/faculty advocate
- One of the following: Academic Coordinator, Clinical Coordinator, Medical Director, Associate Program Director, or Program Director
- In the case of academic failure, the faculty member directing the course may also be present

The faculty member or advisor will meet with the appropriate coordinator to discuss the issue and determine that a Level 2 review needs to be conducted. If a problem arises in the clinical setting, the Clinical Coordinator, Medical Director, Associate Program Director, or Program Director will contact the clinical preceptor for input before meeting with the student.
This process is designed to assist students in dealing with identified concerns that have a significant impact on their performance and progression in the program. The people involved in this meeting will:

a. Acknowledge the significant or continuing challenge a student may be having
b. Discuss reasons this challenge may be occurring
c. Identify ways to best support the student in overcoming that challenge: a shared responsibility of the student and the program
d. Outline a corrective action plan to take moving forward
e. The faculty members involved will also assess the student’s situation to determine if it is necessary to conduct a more comprehensive review, pursuant to Level 3
f. Document (in writing) dates and topic(s) and corrective action plan discussed with the student. Documentation will be kept in the student’s advising file, emailed to the student, and a paper copy mailed to the student’s address of record

Examples of outcomes from a Level 2 Review include:

- No action. In these situations, the concern has been addressed and no further action by the student or program is required.
- **Academic Warning**: In these situations, a clear remediation plan will be developed with clear goals and outcomes. Academic warnings are not reflected in the students permanent academic record.
- Referral for a Level 3 Review. In these situations, the Level 2 review identified additional or more concerning issues with the students progression in the program which warrant further expertise and consultation.

3. **Level 3**
A Level 3 review involves the Performance Review Committee (PRC), the student, and the student’s advisor or advocate.

The PRC is typically comprised of the:
1. PA Program Director
2. PA Program Medical Director
3. PA Program Associate Program Director
4. PA Program Academic and/or Clinical Coordinator

The Program Director is the chair of the PRC. Generally, this level review is called when repeated patterns are identified with students, failure to meet progression standards, or when the issues are serious enough to require immediate attention.

When a Level 3 review is initiated, the Program Director will review the material from the Level 2 review (if one was conducted), determine the nature of the problem, and identify alternatives for its remediation. Additional faculty to be involved in a review will include but are not limited to those who have direct knowledge of and experience with the student, including clinical preceptors.

The student will be notified in writing and by certified mail of the concerns to be addressed. The meeting date and time will be included in the notification, with at least 3 business days for the student and program to prepare for and attend the meeting.
After the Level 3 Review meeting has occurred, the PRC will make written recommendations regarding the student. The student will be informed of the decision, which can include one or more of the following actions:

1. **Continue the student in the program with no conditions.** In these situations, the concern has been addressed and no further action by the student or program is required.

2. **Academic Warning:** In these situations, a remediation plan will be developed with clear goals and outcomes. Academic warnings are not reflected in the student’s permanent academic record.

3. **Academic Probation:** In these situations, the PRC will outline formal conditions for the student’s continuance in the program. In these situations, specific conditions must be met in order for the student to return to or remain in the program. These are developed on an individual basis, and provided to the student in writing via certified mail. **Academic Probation is reflected on the student’s permanent academic record and must be reported on state licensure verification forms and credentialing verifications completed by the program.** A Level 3 Review Final Determination Meeting will be scheduled for a future date to review the students’ progress on meeting the specific conditions established as a part of the Level 3 Review.

4. **Dismissal:** In some situations, including violation of PA Program, University policy, or local, state, or federal law, it will be recommended that the student no longer continue in the PA Program. If appropriate, the student may be counseled to withdraw from the program. If that does not occur, the student will be dismissed from the program. In either case, the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which he or she may return.

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

**Remediation and Reassessment (Retesting)**

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. Failure of the retest will result in Level 3 Review for consideration of dismissal.

2. If a student earns between 70% and 80% on any one (1) graded curricular component, remediation will be mandatory and retesting will be considered and outlined as a component of the Level Review.

3. If multiple graded components are failed in any one (1) course, remediation and retesting will be mandatory. The student must earn >80% on the retests. Failure of any retest will result in Level 3 Review for consideration of dismissal.
4. 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.

Clinical Phase:
1. Clinical Phase and Capstone graded curricular components must be passed with 83% (z-score = -1.0 on End of Rotation Exam) or better (except End of Program Summative Examination and OSCE, see #2 below.) If a student earns less than 83% (z-score -1.0 on EOR Exam) on any graded curricular component, remediation and retesting will be mandatory. The student must earn 83% or better on the retest. Failure of the retest will/may result in Level 3 Review for consideration of dismissal. The student will incur the cost of the retake assessment.
2. End of Program Summative Examination and OSCE must be passed with 80% or better. If a student earns less than 80% on either component, remediation and retesting will be mandatory. The student must earn 80% or better on the retest. Failure of the retest will/may result in Level 3 Review for consideration of dismissal. The student will incur the cost of the retake assessment.

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, 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 exams in the clinical phase, the student must cover the cost for the retest and associated administrative expenses at $50 per exam. 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
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/Academic Affairs (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**

At times, 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

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

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.

In rare, but serious, circumstances a student may be referred 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 process for dismissal of a student on academic probation based on academic technical standards is typically as follows:

1. **As a Component of a Level 3 Review Final Determination:** 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 he or she 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 student will be excused from the meeting room.
   e. 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.
   f. 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.
   g. The student will be invited back into the meeting room and be given the PRCs final decision.

2. **Dismissal:** If the decision is made to dismiss the student, the student will be verbally notified at the meeting and will be provided a certified letter of the decision in writing within five calendar days. 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

Grievance

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: 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: 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.

Supervised Clinical Practicum Experiences/Rotations

After successful completion of the academic phase, students will begin the clinical experience organized into 8 five-week rotations. These include:

- **Family Practice (PA 600)** 5 weeks
- **Internal Medicine (PA 601)** 5 weeks
- **General Surgery (PA 602)** 5 weeks
- **Pediatrics (PA 603)** 5 weeks
- **Women’s Health (PA 604)** 5 weeks
- **Emergency Medicine (PA 605)** 5 weeks
- **Psychiatry (PA 606)** 5 weeks
- **Elective (PA 607)** 5 weeks

Preceptorship

After successful completion of the clinical rotations, students will complete their educational experience with an eight (8) week Preceptorship in Primary Care Medicine (PA 620), General Medicine Specialty (PA 621), or Surgical Specialty (PA 622).

Clinical Rotation Placement

Supervised clinical practice experiences described above 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 and PA Professional Competencies.

Student Initiated Rotation (SIR) Guidelines

Students are NOT allowed to establish their own clinical practice rotations, 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. 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 form 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. Doing so will be considered a violation of the Behavioral & Social Attributes Technical Standards, which will result disciplinary actions, possible failure of the rotation, and delay of graduation.

Credentialing Guidelines

Credentialing 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.

Drug Screening, Fingerprinting and Background Checks
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.

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. 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 most often used are divided into two categories: inside the seven-county metro area and outside the seven-county metro area. The seven-county metro area includes Anoka County, Carver County, Dakota County, Hennepin County, Ramsey County, Washington County, and Scott County. To provide a well-rounded clinical experience and equity across clinical rotation assignments, students will typically be assigned to several rotations outside of the seven-county metro area. This includes locations in Minnesota, South Dakota, North Dakota, Iowa, and Wisconsin. This is due to the complex nature of clinical education placements and the ever-changing healthcare environment we work in. 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 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 generally 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.

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 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 profession students and graduates.

Required/Graded Components
Active participation and attendance on the clinical rotation, and completion of all paperwork, assignments and evaluation forms is mandatory. Failure to complete any of the following 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.

Methods of Evaluation
Written assignments (SOAP note, patient education assignment), Kaplan Test Bank questions, End of Rotation examination, Preceptor/Student Evaluations, Professionalism evaluation by faculty, Patient Encounter Logs, site visit (once per year), and advising (once per semester).

End of Rotation (EOR) Day
Students are required to be on campus for every EOR Day.

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 logs for credentialing as it may be required for future employment (download and save data logs for personal records prior to graduation).

Preceptor Évaluations
During each rotation, the clinical instructor will complete two evaluations in New Innovations (a mid-rotation evaluation and a final rotation evaluation). Students should encourage discussion of the evaluations and facilitate completion by the clinical instructors. Students should provide advanced notice to their clinical instructor and allow ample time for completion. A copy of all evaluations are available for download from Moodle should technical issues arise (notify clinical advisor). The student is required to complete an evaluation of the clinical site and the preceptor. Please refer to the New Innovations packet on Moodle for complete submission process.
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 40 hours per week. Notify your clinical phase advisor early in the rotation if you think your hours will be less than 160 hours per the 5 week rotation. 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

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. The form to request an absence is on the Clinical Phase Moodle page. There are rotations or circumstances during which an absence may not be approved. Pre-arranged absences may not occur on an End of Rotation day. 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.

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 greater 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 Conférences**
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.

**Clinical Phase Communication and Conflict Resolution**
The clinical phase faculty is available by phone or email if problems or concerns arise while on rotations. Unless it is an emergency, faculty and staff are available during regular business hours. Unless a concern is urgent, students should allow up to 2-3 business days for faculty or staff to respond to questions or requests.

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

1. Attempt to resolve problem with the individual directly.
2. Discuss it with the clinical instructor or contact person.
3. If unable to resolve for any reason, students should contact their clinical phase advisor.
4. If the clinical phase advisor is not available, and IT IS AN EMERGENCY, please contact another clinical phase faculty member.

**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)
The AAPA is the national professional organization of Physician Assistants. Its membership includes graduate and student physician assistants as well as affiliate membership for physicians and physician assistant educators. The Academy provides a wide range of services for its members from representation before federal and state governments and health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance.

As an AAPA member you also receive multiple publications, free record keeping and reporting of CME requirements, and are entitled to membership discount for the annual spring conference. 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.

The national organization represents you and as such deserves your support during your student years and as a graduate physician assistant. Membership to professional organizations is another benefit also routinely covered by employers.

The AAPA can be contacted at (703) 836-2272; their website is www.aapa.org.

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. MAPA can be contacted at (651) 400-9390; their web site is www.minnesotapa.org/.

National Commission on Certification of Physician Assistants (NCCPA)
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 National Commission on Certification of Physician Assistants (NCCPA). The national board exam is administered during various blocks of time throughout the year. Most states require graduates to take and successfully pass the national boards to continue employment.

Once certified through the NCCPA, each graduate must obtain and report 100 hours of CME every two years. Recertification exams are also required every six years in addition to the CME requirement.

The NCCPA can be contacted at (770) 734-4500; their website is www.nccpa.net.
PAEA – Physician Assistant Education Association
“PAEA is the only national organization in the United States representing physician assistant (PA) education programs. Its mission is to pursue excellence, foster faculty development, advance the body of knowledge that defines quality education and patient-centered care, and to promote diversity in all aspects of physician assistant education.”

PAEA can be contacted at (703) 548-5538; their web site is www.paeaonline.org

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 encourages excellence in PA education through its accreditation process by establishing and maintaining minimum 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.
In addition to establishing educational standards and fostering excellence in PA programs, the ARC-PA provides information and guidance to individuals and organizations regarding PA program accreditation.”

Students may review the current accreditations guidelines document on the ARC-PA website of www.arc-pa.org.

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.

The Minnesota Board of Medical Practice can be contacted at (612) 617-2130; their web site is http://www.bmp.state.mn.us/.
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 of Background Check and Fingerprints
6. Release of Medical Information
7. Acknowledgement of Receipt and Understanding of the Augsburg University PA Program Student handbook
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 accurately 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

____________________________________