



Physician Assistant Studies

COLLEGE OF HEALTH & WELLNESS

PA Student Handbook

Class of 2027

**Johnson & Wales
University**

WELCOME

We are pleased to welcome you to the **Physician Assistant Studies Program** at Johnson & Wales University's College of Health & Wellness.

Your time here is a partnership shared with students, faculty, and staff. We build this partnership to help you to be successful in your endeavors and develop into a successful PA. Our expectations are that each member of our community will be honest, respectful, accountable, and committed to excellence. This depends on the sharing of constructive feedback and full participation in the learning process. Students must be reflective in learning and practice, adhere to standards, and understand all of the rights and responsibilities of being a student in the PA Program. Staff will provide support for admissions, data collection, and day-to-day programmatic support. Faculty must endeavor to guide the acquisition of knowledge leading to the ultimate graduation of a competent PA.

As part of these responsibilities, you are required to be familiar with the *Physician Assistant Studies Handbook*. Our goal is to provide you with the tools to be the best you can be – exceptionally competent PAs.

Please familiarize yourself with the information in this handbook as well as the university wide policies that are referenced here. We encourage you to stretch your minds as you take in new ideas and experiences over the coming months. Please ask questions when you have them. Chances are you are not the only one who is stumped. Our department thrives on respect and open communication. We will ask for your feedback frequently as it helps us move towards excellence.

You have all completed rigorous undergraduate programs and met stringent requirements. We are confident that you have what it takes to succeed in your work here so you can take your place in the global community of **Physician Assistant Studies Program** promoting well-being and participation. We are glad you are here!

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Program Director

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Table of Contents

WELCOME	2
I. GENERAL INFORMATION	7
A. INTRODUCTION.....	7
B. PROGRAM FACULTY AND ADMINISTRATION.....	8
C. ACCREDITATION STATUS	9
D. PHYSICIAN ASSISTANT PROGRAM MISSION STATEMENT	9
E. PHYSICIAN ASSISTANT PROGRAM GOALS.....	9
F. PHYSICIAN ASSISTANT GRADUATE OUTCOMES AND PROGRAM COMPETENCIES.....	9
G. TECHNICAL STANDARDS:	10
1. Active Participation in the PA Program.....	11
2. Observation.....	11
3. Communication.....	12
4. Sensory and Motor Coordination and Function	12
5. Intellectual Ability, Conceptualization, Integration, and Quantitation.....	13
6. Behavioral and Social Skills; Abilities and Aptitudes.....	13
H. PROGRAM CURRICULUM.....	14
I. PROGRAM SCHEDULE (CLASS OF 2027)*	16
J. VOLUNTEER OPPORTUNITIES.....	18
K. PROGRAM ASSESSMENT IN THE PURSUIT OF EXCELLENCE	18
L. HISTORY OF THE PHYSICIAN ASSISTANT PROFESSION	19
II. PHYSICIAN ASSISTANT PROGRAM – RULES AND REGULATIONS	19
A. INTRODUCTION.....	19
B. PROGRAM REQUIREMENTS.....	19
1. Background Checks / Drug and Alcohol Testing	19
2. Policy on Immunizations and Physical Examination (ARC-PA Std 3.07a).....	20
3. Malpractice Insurance.....	20
4. Textbooks and Online Resources.....	20
5. Supplies	21
6. Medical Equipment (Subject to change)	21
7. Information Technology Requirements.....	22

8.	<i>Required Training and Certifications</i>	23
C.	ACADEMIC PERFORMANCE POLICY AND PROCEDURES (ARC-PA Std 3.15a-d)	23
1.	<i>Policy Statement</i>	23
2.	<i>Graduation Requirements</i>	23
3.	<i>Grading</i>	24
4.	<i>Methodology for Determining Student’s Academic Standing</i>	24
5.	<i>Academic Review Process: (ARC-PA Std A3.15c, d)</i>	25
6.	<i>Remediation</i>	26
7.	<i>Repeat of Failed Courses</i>	27
8.	<i>Deceleration</i>	27
9.	<i>Academic Dismissal & Appeal Process</i>	28
10.	<i>Satisfactory Academic Progress – Financial Aid</i>	28
11.	<i>Advanced Placement (ARC-PA Std A3.13c)</i>	29
12.	<i>Prior Work Experience</i>	29
13.	<i>Transfer Credit (ARC-PA Std A3.13c)</i>	29
14.	<i>Refund Policy (ARC-PA Std A1.02i)</i>	29
D.	CLASSROOM AND CLINICAL SITE POLICIES	29
1.	<i>Attendance Policy</i>	29
2.	<i>Cellphones</i>	31
3.	<i>Examination Protocol (may be modified for remote exams)</i>	31
4.	<i>Needle Stick/Bodily Fluids Exposures (ARC-PA Std A3.08b, c)</i>	33
E.	Clinical Rotation Placement Policy (ARC-PA Std A3.03)	33
F.	DRESS CODE POLICY	34
1.	<i>Classroom Attire and Appearance</i>	34
2.	<i>Clinical Attire (ARC-PA Std A3.06)</i>	35
G.	IDENTIFICATION POLICY (ARC-PA Std A3.06)	35
H.	Student Employment while in the PA program (ARC-PA Std A3.04, A3.05, A3.15e)	36
I.	STUDENT MISCONDUCT	36
1.	<i>Student Code of Conduct</i>	36
2.	<i>Academic Misconduct</i>	37
3.	<i>The Physician Assistant Program’s Standards of Professional Conduct.</i>	37
III.	GENERAL UNIVERSITY RULES AND REQUIREMENTS	37
A.	ACADEMIC POLICIES	37
1.	<i>Withdrawal</i>	37
2.	<i>Readmittance</i>	38
B.	ACADEMIC RESOURCES (ARC-PA Std A1.04)	38
1.	<i>Academic Advising</i>	38
2.	<i>Academic Success Center</i>	38

3.	<i>Students with Disabilities</i>	38
C.	HEALTH AND WELLNESS	38
1.	<i>Faculty Serving as Healthcare Providers for Students (ARC-PA Std A3.09)</i>	38
2.	<i>Health Insurance</i>	38
3.	<i>Student Health Services and Student Counseling Services (ARC-PA Std. A1.04, A3.10)</i>	39
4.	<i>JWU's Bridge for Diversity, Equity & Social Justice</i>	39
5.	<i>Recreational Facilities</i>	39
6.	<i>Coping with Stress</i>	39
7.	<i>Smoking Policy</i>	40
8.	<i>Drug and Alcohol Policy</i>	40
9.	<i>Campus Safety and Security (ARC-PA Std A1.02g)</i>	40
D.	OTHER INSTITUTIONAL POLICIES	40
1.	<i>Communication</i>	40
2.	<i>Inclement Weather</i>	41
3.	<i>Change of Address</i>	41
4.	<i>Transportation and Housing</i>	41
5.	<i>Discrimination and Harassment Policy (ARC-PA Std A3.15f)</i>	41
6.	<i>Complaints and Grievances (ARC-PA Std A3.15g)</i>	41
7.	<i>Leave of Absence Policy</i>	41
8.	<i>Involuntary Medical Withdrawal Policy</i>	42
	SECTION IV – APPENDIX A	43
	<i>Physician Assistant Studies Program Standards of Professional Conduct</i>	43
I.	<i>OVERVIEW</i>	43
II.	<i>DISCIPLINARY PROCEDURE</i>	43
III.	<i>STANDARDS OF PROFESSIONAL CONDUCT FOR PHYSICIAN ASSISTANT STUDENTS</i>	44
	SECTION V – APPENDIX B	47
	<i>Competencies for the Physician Assistant Profession</i>	47
	<i>PAEA: Core Competencies for New Physician Assistant Graduates</i>	47
	<i>AAPA: Guidelines for Ethical Conduct for the PA Profession</i>	47
	SECTION VI – APPENDIX C	48
	<i>Waiver of Liability</i>	48
	<i>Needle Stick/Bodily Fluids Exposure Guidelines</i>	49
	<i>Student Exposure Form</i>	50

DISCLAIMER:	52
STUDENT SIGNATURE SHEET	53

I. GENERAL INFORMATION

A. INTRODUCTION

For brevity, certain abbreviations and acronyms appear throughout this Handbook. The term “university” refers to Johnson & Wales University. “JWU” also refers to Johnson & Wales University. The “MSPAS program,” the “Physician Assistant program,” the “PA program”, and “program” refer to the Master of Science Physician Assistant Studies Program.

Students in the MSPAS program should use this Handbook in conjunction with:

1. JWU [Catalog, Graduate](#)
2. JWU [Student Handbook](#) (applicable to all students)
3. MSPAS Program **Clinical Education Manual**

Together these resources provide students with information that will assist them in their academic endeavors at the university: services available to students, policies, an outline of the curriculum, and guidelines to prepare for this challenging academic experience.

By enrolling at Johnson & Wales University, students agree to conform to the rules, codes, and policies as outlined in this publication, in the catalog, and in all applicable student handbooks, including any amendments. Students must abide by all the rules, codes, and policies established by the university both on and off campus. The program-specific policies are in addition to university policies listed in the JWU Student Handbook. All catalogs and handbooks are available [online](#) and at Student Academic & Financial Services. The JWU Student Handbook, catalog, and other publications contain important policies, procedures, and rules that are not included in this document. ***Please note, in the event that this handbook conflicts with and/or is more restrictive or specific than the JWU Student Handbook, the provision in this handbook shall apply.***

If a student has questions that cannot be answered by these sources, the student should discuss them with the program director. Students are required to sign the attestation statement on the last page of this handbook as condition for participation in the program.

Please read these sources carefully and thoroughly. Ignorance of the rules does not excuse infractions. The program and the university reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure, or to add new rules, policies, and procedures at any time and without prior notice.

B. PROGRAM FACULTY AND ADMINISTRATION

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C. ACCREDITATION STATUS

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **September 2027**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Where required or appropriate, the policies and procedures herein have been derived from the “Accreditation Standards for Physician Assistant Education” Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA). As applicable, ARC-PA accreditation required policies are indicated in parentheses next to the policy.

D. PHYSICIAN ASSISTANT PROGRAM MISSION STATEMENT

The mission of the JWU Physician Assistant program is to educate students to become collaborative practitioners with the respect, empathy, and trust inherent to patient-centered humanistic health care.

E. PHYSICIAN ASSISTANT PROGRAM GOALS

1. To recruit and matriculate students who meet or exceed our admissions requirements, resulting in successful completion of Physician Assistant medical education.
2. Offer an integrated didactic curriculum that provides the knowledge, skills, and humanistic principles required for the clinical year.
3. Provide Supervised Clinical Practice Experiences (SCPE) in a variety of clinical environments/settings, ranging from community to tertiary care facilities, increasing student exposure to diverse populations and care levels while supporting our Mission of graduating humanistic and culturally competent PAs.
4. To graduate physician assistants who are prepared to enter clinical practice, employ lifelong learning, utilize and apply evidence-based medicine (EBM) in decision-making and demonstrate clinical skills and humanistic qualities such as rapport and cultural sensitivity.

F. PHYSICIAN ASSISTANT GRADUATE OUTCOMES AND PROGRAM COMPETENCIES

The graduates of the JWU Physician Assistant program shall demonstrate they can achieve the graduate outcomes in the following domains.

Clinical and Technical Skills

1. Develop rapport and an atmosphere of trust with patients and families while providing patient

centered humanistic care.

2. Recommend and perform clinical procedures for common medical disorders.

Clinical Reasoning and Problem-solving Abilities

3. Utilize and apply evidence-based medicine principles and skills to guide decision making in clinical practice.
4. Engage and employ lifelong learning skills through on-going self-reflection, active engagement, and professional development.

Interpersonal Skills

5. Utilize effective interpersonal skills in oral and written communication with patients and families and work collaboratively with members of the health care team.

Medical Knowledge

6. Accurately elicit a medical history, perform a physical examination, formulate a differential diagnosis, and appropriately select and interpret diagnostic studies to diagnose medical conditions.
7. Develop and manage appropriate treatment plans for preventative, acute, chronic, and emergent disorders of patients across the lifespan.

Professional Behaviors

8. Conduct oneself in a professional and ethical manner consistent with the role and responsibilities of a physician assistant.

G. TECHNICAL STANDARDS:

To participate in the PA program at Johnson & Wales University, each student, with or without reasonable accommodations, must be able to safely and effectively meet certain technical standards. Technical standards, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities that a student must be able to perform in order to be admitted, to progress satisfactorily, and to graduate from the PA program and subsequently enter clinical practice.

As further detailed below, all students must possess aptitude, ability, and skills in the following six (6) areas:

1. Active participation in the PA program
2. Observation
3. Communication
4. Sensory and motor coordination and function
5. Intellectual ability, conceptualization, integration, and quantitation
6. Behavioral and social skills; abilities and aptitudes

The functions described below are critically important and must be autonomously performed by the student. It should be understood that these are standards for minimum competence in the PA program:

1. Active Participation in the PA Program

Students must be able to actively participate in all components of the PA program.

This means that students must be able to

- Attend and participate in all required classroom activities.
- Complete all academic requirements of the PA program, including but not limited to academic papers, exams, presentations, meetings, and labs. Some of these academic requirements, like papers and exams, will test the student's ability to receive, understand, and incorporate the subject matter. Other academic requirements, like presentations and meetings, reflect industry practices that a graduate of this program will be required to demonstrate.
- Communicate effectively and appropriately with faculty, staff, and fellow students in person, orally, and via written and electronic correspondence.
- Lift and transport a minimum weight of 25 lbs.
- Maneuver safely in classroom, laboratory, and clinical settings.
- Utilize industry-specific equipment.
- Maintain their own health and safety. This includes not posing a risk to other students, instructors, and others present during all educational experiences and components of the PA program.
- Understand and implement all safety and security policies and procedures, including but not limited to those related to fires and evacuation proceedings.
- Participate in all required components, including clinical rotations.

2. Observation

The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences.

The student must also be able to directly and accurately perceive a patient at a distance and close at hand, with or without standard medical instrumentation. A student must be able to perceive a patient's demeanor, observe a patient's physical condition, obtain a medical history, and perform a physical examination correctly on the patient. The student must be able to integrate the information derived from these perceptions and develop an accurate diagnostic and treatment plan.

Furthermore, a student must be able to

- Acquire information from written documents.
- Perceive and interpret information as presented in images from paper, films, slides, or video
- Interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as ECGs) with or without the use of assistive devices.
- Competently use diagnostic instruments, including, but not limited to, an otoscope, ophthalmoscope, stethoscope, and microscope.

3. *Communication*

Students must be able to relate effectively to patients while conveying compassion and empathy. They must be able to clearly communicate with patients in order to elicit information, accurately describe changes in mood, activity, and posture of patients, and understand verbal as well as nonverbal communication.

Communication includes not only speech but reading and writing. PA education presents exceptional challenges in the volume and breadth of reading required to master subject areas and impart the information to others. Students must be able to communicate quickly, effectively, and efficiently in oral and written English in the classroom and with patients and all members of the healthcare team.

Students must be able to communicate in a way that achieves the following:

- Rapidly and clearly communicate with the complete healthcare team on rounds or elsewhere.
- Elicit an accurate history from patients.
- Communicate complex findings in appropriate terms to patients and to various members of the healthcare team. Students must be able to learn to recognize and promptly respond to emotional cues, such as sadness or agitation, and accurately and legibly record observations and plans in official documents, such as the patient record.
- Accurately enter patient data into an electronic medical record or other database.
- Prepare and communicate concise, complete summaries of both limited patient encounters and complex, prolonged encounters, including hospitalizations. Students must be able to complete forms in a timely fashion and according to directions.

4. *Sensory and Motor Coordination and Function*

Students must possess sufficient sensory and motor function to perform physical examinations using palpation, auscultation, percussion, and other diagnostic maneuvers. This requires sufficient exteroceptive sense (visual, auditory, touch, olfactory, and temperature), coordination to manipulate patients, and adequate motor skills to operate diagnostic instruments.

Students must be able to

- Evaluate various components of the voice, such as pitch, intensity, and timbre.
- Accurately differentiate percussive notes and auscultatory findings, including but not limited to heart, lung, and abdominal sounds.
- Accurately discern normal and abnormal findings using instruments, including but not limited to tuning forks, stethoscopes, and sphygmomanometers.
- Execute physical movements needed to provide general care and emergency treatment to patients. Students, therefore, must be able to respond promptly to emergencies within the hospital or practice setting and not hinder the ability of their co-workers to provide prompt care.
- Learn to perform basic laboratory tests such as wet mount and urinalysis, as well as diagnostic/therapeutic procedures such as venipuncture or placement of catheters and tubes. The administration of intravenous medications requires a certain level of dexterity, sensation, and visual acuity. Additionally, students must possess the manual dexterity to safely handle

- needles, tongue blades, gynecologic speculum, and scalpel.
- Measure angles and diameters of various body structures using a tape measure or other devices to measure blood pressure, respiration, and pulse, and interpret graphs describing biologic relationships.
- Assure transportation to a variety of clinical rotation settings in a timely manner.

5. *Intellectual Ability, Conceptualization, Integration, and Quantitation*

Problem-solving is a critical skill demanded of PAs that often requires rapid intellectual function, especially in emergency situations. These intellectual functions include numerical recognition, measurement, calculations, reasoning, analysis, judgment, synthesis, visual-spatial conceptualization, and application. Students must be able to identify significant findings in the patient's history, physical examination, and laboratory data, provide a reasoned explanation for likely diagnoses, and choose appropriate medications and therapy.

Students must be able to order diagnostic laboratory and imaging modalities based on sound clinical necessity coupled with fiduciary consideration.

It is essential that the student is able to incorporate new information from many sources toward the formulation of a diagnosis, and plan and recall information in an efficient and timely manner. Professionally sound and evidence-based judgment in patient assessment and diagnostic/therapeutic planning is also essential. When appropriate, students must be able to identify and communicate the extent of their knowledge to others.

6. *Behavioral and Social Skills; Abilities and Aptitudes*

Students must possess the emotional and mental capacity required for full use of their intellectual abilities, the exercise of professional judgment, the prompt completion of all responsibilities associated with the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships in the diagnosis and care of patients. Students must demonstrate the integrity, excellence, compassion, altruism, respect, empathy, and service inherent to learning the practice of humanistic medicine. Students must be able to monitor and react appropriately to their own emotional needs. For example, students need to maintain a balanced demeanor and good organization in the face of long hours, fatigued colleagues, and dissatisfied patients.

Students must be able to develop appropriate professional relationships with their colleagues and patients, provide comfort and reassurance to patients, and protect patients' dignity and confidentiality. Students must be able to monitor changes in class and rotation schedules and be on time for all scheduled classes, clinical rotations, and other scheduled expectations and responsibilities. Students must possess the endurance to tolerate physically taxing workloads and to function effectively under stress. All students may be required to work for extended periods of time, occasionally with rotating schedules. Students must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the practice of medicine. Students must be able to accept suggestions and criticisms, and if necessary, to respond by modifying their behavior.

The above technical standards are essential to the PA program and also reflect industry requirements and standards.

Completion of this program requires that each student independently demonstrates these capabilities continuously throughout enrollment. Surrogates cannot be used to accomplish the essential requirements. Students may not have undue dependence on technology or trained intermediaries.

H. PROGRAM CURRICULUM

The PA program reserves the right to modify this curriculum at any time and to require on-ground learning, remote learning, or a combination of the two; among other things, the university may change course format and structure at any time. The university, like other schools, is subject to factors outside of its control, including, but in no way limited to, applicable federal, state, and local guidance and law related to the COVID-19 pandemic and any other epidemics, pandemics, or matters of health and safety. Changes are always possible and within the university's discretion; learning environments are always subject to change, as are modes of delivering the university's educational and other programs.

YEAR 1

	Course Titles	Credits
SUMMER	PAS 5110 Applied Anatomy	4
	PAS 5200 Foundations of Medicine	4
	PAS 5325 Patient Care I	4
	PAS 5345 Professional and Health Policy Issues I	2
	Totals	14.0
FALL	PAS 5425 Patient Care II	3
	PAS 5456 Professional and Health Policy Issues II	1.5
	PAS 5470 Intro to Evidence-Based Practice	1
	PAS 5480 Food is Medicine I	1
	PAS 5515 Clinical Hematology	1
	PAS 5525 Clinical HEENT	2
	PAS 5540 Clinical Pulmonology	3
	PAS 5560 Clinical Dermatology	1
	PAS 5575 Clinical Behavioral Medicine	1
	PAS 5580 Clinical Cardiology	4
	PAS 5810 Clinical Nephrology and Urology	3
	Totals	21.5
SPRING	PAS 5736 Patient Care III	3
	PAS 5767 Professional and Health Policy Issues III	1.5

PAS 5782 Food is Medicine II	1
PAS 5825 Clinical Orthopedics and Rheumatology	3
PAS 5860 Clinical Endocrinology	2
PAS 5830 Clinical Gastroenterology	2
PAS 5840 Clinical Neurology	2
PAS 5880 Clinical Gynecology and Obstetrics	3
PAS 5870 Clinical Infectious Disease	1
PAS 5891 Clinical Pediatrics	2
PAS 5960 Surgical Principles	1
PAS 5950 Clinical Geriatrics	1
PAS 5910 Emergency Medicine	2
PAS 5930 Problem-Based Learning	2.5
Totals	27.0

Year 1 Total Credits	62.5
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YEAR 2: Sequencing of Courses is at Programmatic Discretion.

	Course Titles	Credits
SUMMER	PAS 6200 Family Medicine Clinical Course	4.5
	PAS 6250 Internal Medicine Clinical Course	4.5
	PAS 6800 Master's Course*	NC
	Totals	9.0
FALL	PAS 6300 Pediatric Medicine Clinical Course	4.5
	PAS 6350 Women's Health Clinical Course	4.5
	PAS 6400 Emergency Medicine Clinical Course	4.5
	PAS 6450 Behavioral and Mental Health Clinical Course	4.5
	PAS 6800 Master's Course*	NC
	Total	18.0
SPRING	PAS 6500 Surgery Clinical Course	4.5
	PAS 6600 Clinical Elective Course I	4.5
	PAS 6700 Clinical Elective Course II	4.5
	PAS 6800 Master's Course*	1
	Totals	13.5

Year 2 Total Credits

41.5

Total Curriculum Credits

104

* This course spans the clinical year, but credit is awarded only in the spring semester.

** Rotation order is different for each student. Clinical course order listed above is for demonstration purposes.

I. PROGRAM SCHEDULE (CLASS OF 2027)*

Please Note: The [PA Program Academic Calendar](#) does not necessarily align with the published JWU Academic Calendars. Semester start-, stop-, and other dates differ. Students should consult with the Directors of Didactic or Clinical Education (as appropriate) prior to scheduling non-program activities.

Orientation *Thursday – Friday, May 29-30, 2025*

Year One (Didactic Year)

Summer Semester (11 weeks)

Classes begin: Monday, June 2, 2025
No Class: Thursday, June 19, 2025 (Juneteenth Holiday)
No Class: Friday, July 4, 2025
Classes end: Friday, August 15, 2025

Intersession Break *Saturday, August 16 – Sunday, August 24, 2025*

Fall Semester (16 weeks)

Classes begin: Monday, August 25, 2025
No Classes: Monday, September 1, 2025 (Labor Day)
No Classes: Tuesday, November 11, 2025 (Veterans' Day)
Thanksgiving Break: Wednesday, November 26 – Sunday, November 30, 2025
Classes End: Friday, December 12, 2025

Intersession Break *Saturday, December 13, 2025 – Friday, January 2, 2026*

Spring Semester (20 weeks)

Classes begin: Monday, January 5, 2026
No Class: Monday, January 19, 2026 (Martin Luther King, Jr. Holiday)
Spring Break: Monday, March 2 – Friday, March 6, 2026
No Class: Friday, April 3, 2026 (Spring Holiday)

Classes end: Friday, May 15, 2026

Intersession Break Saturday, May 16 – Sunday, May 31, 2026

Year Two (Clinical Year)

Summer Semester

Orientation (Required) Monday, June 1 – Thursday, June 4, 2026

White Coat Ceremony Friday, June 5, 2026

Clinical Rotation Schedule

Rotation 1 Monday, June 8 – Friday, July 10, 2026

Back to Campus 1 Thursday, July 9 – Friday, July 10, 2026

Rotation 2 Monday, July 13 – Friday, August 14, 2026

Back to Campus 2 Friday, August 14, 2026

Fall Semester

Rotation 3 Monday, August 17 – Friday, September 18, 2026

Back to Campus 3 Friday, September 18, 2026

Rotation 4 Monday, September 21 – Friday, October 23, 2026

Back to Campus 4 Friday, October 23, 2026

Rotation 5 Monday, October 26 – Tuesday, November 24, 2026

Back to Campus 5 Tuesday, November 24, 2026

Thanksgiving Holiday Wednesday, November 25 – Sunday, November 29, 2026

Rotation 6 Monday, November 30, 2025 – Friday, January 9, 2026

Holiday Break Friday, December 25, 2026 – Friday, January 1, 2027

Back to Campus 6 Friday, January 8, 2027

Rotation 7 Monday, January 11 – Friday, February 12, 2027

Back to Campus 7 Thursday – Friday, February 11 – 12, 2027

Rotation 8 Monday, February 15 – Friday, March 19, 2027

Back to Campus 8 Friday, March 19, 2027

Summative Testing Monday, March 22 – Friday, March 26, 2027

Week (on campus)

Rotation 9 Monday, March 29 – Friday, April 30, 2027

Back to Campus 9 *Thursday – Friday, April 29-30-, 2027*

Graduation Saturday, May 1, 2027 (Subject to change)

Final Callback Days *Monday, May 3 – Wednesday, May 5, 2027*

Degree Conferred Friday, May 14, 2027

***Schedule is subject to change**

J. VOLUNTEER OPPORTUNITIES

Students are not required to perform any clerical or administrative work or teaching on behalf of the PA program. On occasion, the faculty or staff of the PA program may make students aware of volunteer opportunities in the university or community. Students are not obligated to volunteer and shall not be financially compensated for this activity. Student employment through the university work-study program will be governed by university policies.

K. PROGRAM ASSESSMENT IN THE PURSUIT OF EXCELLENCE

Consistent with its accreditation review process, the PA program is committed to the pursuit of excellence and will, therefore, collect, review, and analyze program and student quantitative and qualitative data as part of its ongoing self-assessment for continuous quality improvement and accreditation purposes. The following are examples of some of the data collected:

- Performance evaluations, written examination, OSCEs (Objective Structured Clinical Examinations), practical examinations, projects, and presentations
- Instructor/lecturer/preceptor surveys and evaluations
- Course evaluations
- Professionalism assessment
- Clinical rotation logs
- Clinical site evaluations
- PA Education Association (PAEA) End-of-Rotation Examinations (EOR)
- Town Hall meeting notes
- Exit survey results
- PA Clinical Knowledge Rating and Assessment Tool (PACKRAT) scores
- PA National Certifying Examination (PANCE) scores
- Graduate survey results
- Research projects

L. HISTORY OF THE PHYSICIAN ASSISTANT PROFESSION

We encourage you to review the history of the PA profession by visiting the [PA History Society website](#). It will provide an exceptional overview of the PA profession, which started its journey in 1965 and continues to advance.

II. Physician Assistant Program – Rules and Regulations

A. INTRODUCTION

This section contains rules and regulations for students seeking admission to or enrolled in the PA program. These rules and regulations are designed to promote standards for academic competence, professional behavior, integrity, conduct, and personal responsibility. Section II represents the parameters of achievement and behavior the PA program faculty expect of students as future health practitioners who will be serving the public. It is the responsibility of all students to be knowledgeable about program rules and regulations. The rules and regulations are applied to all aspects of the student's academic progress and conduct for as long as the student is enrolled in the PA program.

B. PROGRAM REQUIREMENTS

1. Background Checks / Drug and Alcohol Testing

Background Checks and Drug Screens

Continued enrollment in the PA program is based upon satisfactory results on background checks and drug screenings. Upon admission but prior to enrollment, all Physician Assistant students are subject to a university-mandated background check that must be completed by March 1st of the matriculation year; failure to satisfy this deadline may result in forfeiture of the student's seat in the class.

In the event a student has an unsatisfactory finding on a background check or a positive drug screen for a non-prescribed controlled substance, such information will be forwarded to the university's background check review committee. A student may be denied enrollment depending on the circumstances regarding the offense or, if already enrolled, suspended or removed from the PA program or the university and suspended or removed from clinical experiences; students may also be subject to disciplinary proceedings. Failure to submit to a background check will result in denial of admission to or dismissal from the PA program.

Other Screenings

A clinical site may request repeat or further testing, such as additional background checks (including fingerprint screens) and drug screening, in which the student agrees to participate and for which the student will be held financially responsible.

2. Policy on Immunizations and Physical Examination (ARC-PA Std 3.07a)

All PA Program students are **absolutely required** to meet both university and current [Centers for Disease Control and Prevention \(CDC\)](#) health and immunization requirements before engaging in any clinical activities. This includes the following, subject to change:

- A current physical examination.
- Before the didactic year: a negative tuberculosis skin test. Before the clinical year: a negative two-step tuberculosis test within 12 months. (Those known to have had tuberculosis infection or disease in the past will NOT be tested but instead will need to provide documentation from their health care provider and a negative chest x-ray performed after the date of the positive PPD documentation.)
- Three doses of hepatitis B vaccine and proof of a protective titer showing immune status.
- Two doses of MMR vaccine and proof of a protective titer showing immune status.
- Completion of the varicella (chicken pox) vaccine series and proof of a protective titer showing immune status.
- Meningococcal Vaccine.
- Up-to-date annual influenza vaccination.
- Up-to-date COVID-19 vaccination, including annual boosters as available.
- Tdap vaccination within past 10 years.
- A color blindness test (Ishihara).
- Respiratory fit testing (Prior to the clinical year).

Failure to meet any of these requirements will result in a Health Services hold being placed on the student's account, which prohibits the student from registering/reinstating at the university. All requisite documents must be submitted to Health Services before a hold will be removed.

Students are also required to meet the physical examination and immunization requirements of their clinical education sites which may include requirements not listed above. The cost of all testing is the responsibility of the student.

3. Malpractice Insurance

The university shall enroll students in malpractice insurance while they are matriculated in the PA program. For information on this policy and to understand its coverage and limits, please contact the director of clinical education.

4. Textbooks and Online Resources

All course syllabi include a list of required texts and other resources and/or supplies which must be purchased by the student. Students can plan on spending approximately \$2,000 for these **required** items over the two years of the PA program, although prices are subject to change. The PA program will make a list of required texts available as soon as possible prior to the start of classes. In addition, each course syllabus includes a list of recommended texts and resources which students are not required to purchase but may wish to have as important reference materials. The JWU library provides access to many online

textbooks, some of which are the required texts for courses. If an online required course text is available, purchase of a hard text is optional. All students are required to have a laptop capable of accessing these electronic materials (see item 7 below). For those texts not available online, students are expected to have the required text by the beginning of class for each semester.

5. ***Supplies***

The following supplies must be procured by the student:

Scrubs: Students must wear surgical scrubs during the summer Anatomy course and may find them useful to wear during other labs throughout the year. Given the rapid pace of the course, the program strongly suggests having two sets of scrubs. Students may choose the color of scrubs. Cost of scrubs is estimated at \$60 for the required two sets.

Short White Clinical Coat: Students are required to have a short, long-sleeved, white clinical coat. A clinical coat ends at the upper thigh/top of inseam. A clinical coat that ends lower than this (at mid- thigh) is too long. White jackets are the required dress code for all clinical experiences because they signify “student” status. As part of the first-year medical equipment fee, the PA program provides one coat with a JWU patch at the beginning of the didactic year and an additional one prior to the clinical year.

Nametags and Patches: For each white jacket/coat, students are required to have a JWU PA program patch. Extra ones are available through the University Bookstore at an estimated cost of \$10. A JWU PA program nametag will be provided during PA program orientation and must always be worn on the white coat. If lost, students must pay for a replacement name tag.

Required Shoes for Anatomy and Food is Medicine:

Shoes need to be graded as NON-SLIP and should have a "closed back" (no open heel or strap backs). Many shoe retailers will have "professional / work" shoe sections, we suggest looking there for work clogs. If using amazon, we strongly recommend the search term(s):
"Non slip shoes", "ASTM certified"

6. ***Medical Equipment (Subject to change)***

The following is a list of the required and recommended equipment (in addition to what is indicated above):

Required Equipment	Estimated Cost – Included in first-year equipment fees (subject to change)
Oto-Ophthalmoscope set (Welch Allyn full size/3.5 volt diagnostic set with traditional coaxial ophthalmoscope). Panoptic ophthalmoscopes are not acceptable unless the Panoptic device also includes a coaxial option. Also, an insufflation bulb.	\$570
Stethoscope (Littman Cardiology IV or better)	\$189
Reflex hammer	\$2
Tuning forks-128 Hz and 512 Hz	\$10 each

Sphygmomanometer (blood pressure cuff)	\$200
Penlight	\$7
Snellen eye chart	\$0
Metric tape measure	\$3
EKG calipers	\$5
Examination gown ("johnnie") that ties in the back	\$7
Examination drape (flat twin sheet, white)	\$7
Recommended Equipment	Estimated Cost
Medical Bag	\$34
Total Approximate Costs	\$1050

The cost of the above medical equipment is included in the first year Medical Equipment Fee. Before the didactic year begins, the PA program will connect students with a sales representative who are aware of the specifications of the supplies required.

7. Information Technology Requirements

It is the student's responsibility to have a fully functional computing environment in order to achieve program success. Students must have a notebook or laptop computer with reliable wireless internet access. Note that an iPad or similar tablet device will not work on all platforms and does not have all of the necessary capabilities. Both the PA program and the university use e-mail as the primary method of communication. Additionally, coursework may be fully on-line or hybrid, necessitating reliable wi-fi of sufficient speed to support large file streaming and other forms of electronic transfer. Students must be able to access ulearn, the university's online course management system, for class materials and grades; ExamSoft Exemplify,* a computer- based secure testing platform; and CORE, a web-based system for evaluations and patient logging that will be used during the clinical year. JWU Information Services recommends Chrome software for some online applications. Students must also have software that allows them to prepare PowerPoint presentations, Word documents, videos, and other communication modalities, along with up-to-date virus/malware protection.

To accomplish the above, the following are specific laptop/notebook requirements (adapted from the requirements for ExamSoft; no tablet computers or virtual operation systems will meet these requirements):

ExamSoft Exemplify requirements can be found: [Exemplify Minimum System Requirements](#)

Software

The following software programs are available to students and should work on computers that are only two to three years old. However, especially with Adobe products, the more up-to-date and the faster the computer, the better the programs will work. Software for students is available via [jwuLink](#).

Please note: All students are required to comply with the university's [Computer and Technology Use Policy](#).

8. Required Training and Certifications

Basic Life Support (BLS) Training: Prior to enrollment, all students must complete a *Basic Life Support for Healthcare Providers* course (BLS) from the American Heart Association or Red Cross that remains in effect for the two years of the PA program. Students are responsible for the cost of this training. Students will receive ACLS training, for which BLS is required prior to the clinical year as part of the Clinical Skills course.

Health Insurance Portability and Accountability Act (HIPAA): Once matriculated, all students must complete HIPAA training, which may require updating or re-certification prior to starting clinical rotations. The PA program provides this training.

Occupational Safety and Health Administration (OSHA) Precautions (ARC-PA Std A3.08a): Working in a clinical setting can expose the student to a wide variety of health risks, including infectious disorders, including but in no way limited to COVID-19. Health care professionals and students can also act as vectors for infectious illnesses to patients who are already ill and sometimes immuno-compromised. Safety of the student, patients, and other health care providers is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Therefore, all students will complete OSHA training and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures while on clinical rotations. The PA program will provide this training.

Failure to comply with this section is a violation of the *Health and Safety* Section of the Physician Assistant Program Standards of Professional Conduct and is subject to disciplinary review. (See Appendix [A](#).)

C. ACADEMIC PERFORMANCE POLICY AND PROCEDURES (ARC-PA Std 3.15a-d)

1. Policy Statement

Students are ultimately responsible for their own academic performance. Students are in the best position to truly understand their level of comprehension and are encouraged to reach out to faculty members with questions or to seek instruction, advice, and resources. The university has a number of resources to assist students experiencing academic challenges, including academic advisors and the Learning Centers.

Students must demonstrate satisfactory academic performance in order to remain enrolled in the PA program. The PA program has developed the following procedures regarding satisfactory academic performance. Students who fail to maintain the appropriate grade point average will be placed on academic probation. With failure to improve, such students may be dismissed.

2. Graduation Requirements

To successfully graduate from the PA program, students must:

1. Complete the entire program within three (3) academic years; and

2. Successfully complete and pass all required courses, rotations, and program requirements with a grade of C or better **and** have a minimum cumulative grade point average (GPA) of 3.00.

3. Grading

The Physician Assistant program requires a minimum 3.0 term and cumulative GPA. While a passing score may be lower, scores below 80% are considered less than expected performance in the PA program. The grading system for the PA program is defined below.

Students must complete and pass all semester courses before they can progress to the next semester of the PA program. Successful academic performance in the PA program is demonstrated by passing all required courses, rotations, and other program requirements with a grade of C or better and having a minimum term and cumulative GPA of 3.00.

In general, students may not appeal final grades. However, in the case of clerical or mathematical errors in the calculation or recording of a grade, PA program students may appeal the grade, in writing, to the pertinent faculty member within five (working) days of that grade being posted; appeals not in writing or outside of this time period will not be considered. This policy supersedes the JWU grade appeal process. For more information, please see [Grade Appeals](#).

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94.99	A	4.00
87–89.99	A-	3.70
83–86.99	B+	3.30
80–82.99	B	3.00
77–79.99	B-	2.70
73–76.99	C+	2.30
70–72.99	C	2.00
Below 70	F	0.00
Withdrawal	W	0.00
Withdrawal/Fail	WF	0.00
Withdrawal/Pass	WP	
Incomplete	I	
No Credit	NC (non-punitive withdrawal)	
Grade Pending	GP	
Audit	AU	
Satisfactory/Unsatisfactory	S/U	
No Grade	NG	

4. Methodology for Determining Student's Academic Standing

Each student within the PA program must maintain a minimum 3.0 (4.0 scale) term and cumulative GPA

to maintain good standing in the PA program. Student progress in the PA program will be discussed continually by the PA program faculty at regularly scheduled faculty meetings and at the conclusion of each semester.

Academic Standing Standards

Status at Start of Semester	Cumulative or Term GPA	Status at Semester Completion
Good Standing	3.0-4.0	Good Standing
Good Standing	2.0-2.99	Academic Probation
Good Standing	0.0-1.99	Academic Dismissal
Probation	3.0-4.0	Good Standing
Probation	0.0-2.99	Academic Dismissal
Academic Warning	3.0-4.0	Good Standing
Academic Warning	0.0-2.99	Academic Dismissal

- A grade of “C” or higher is required for all required courses within the PA program. If a student receives an “F” in a course required by the program in the didactic year, the student will be dismissed from the program. If a student received an “F” in a clinical rotation course in the clinical year, the student will be placed on Academic Probation and must repeat the entire clinical rotation course. PA program students will be allowed a maximum of two (2) opportunities to successfully pass a clinical rotation course. They will be permitted to repeat a failed clinical rotation course only as part of a detailed remediation plan. Failure to pass a clinical rotation course on the second opportunity will result in academic dismissal from the program. The opportunity to repeat a clinical rotation course is limited to once during the program. A second failure of a clinical rotation course will result in dismissal from the program. During the clinical year, repeated courses will result in a delay in graduation.
- If a student is placed on Academic Probation a second time, either for low cumulative GPA or failure of a course, the student will be automatically dismissed from the PA program and the university.

5. Academic Review Process: (ARC-PA Std A3.15c, d)

a. At-Risk

A holistic assessment of a student who demonstrates a negative trend in grades or demonstrates a high degree of variability in academic performance over a given time period may, at the discretion of the PA program, be deemed “At-Risk.” The student’s GPA may still be in the 3.0-4.0 range when deemed “At-Risk.” As such, they will be counseled by their faculty adviser and referred for tutoring or alternate options in an effort to support the student’s academics. Mitigating circumstances should be brought to the attention of the student’s faculty advisor and elevated to the director of the PA program as deemed necessary. Documentation of a plan for academic improvement should be developed and filed on a program Encounter Form. It is ultimately the student’s responsibility to actively participate in their own academic success which includes self-awareness of worsening academic performance and a capacity for self-reflection about potential mitigating circumstances leading to a degradation of their typical academic performance.

At-Risk status places the student at higher risk of being placed on Academic Probation but is not a required step for being placed on Academic Probation.

b. Academic Probation

Students may be placed on probation if they fail to maintain a cumulative or term GPA of 3.0 or to attain a C or better in all program requirements. Students on probation risk permanent dismissal from the university if they are unable to attain Good Standing by the end of the following semester. **For further information, please see the [Academic Standing](#) handbook page.**

c. Academic Warning

Students who are reinstated into the university will be placed on Academic Warning. These students risk permanent dismissal from the university if they are unable to meet academic standing guidelines. The warning designation is sometimes used to override academic standing decisions at the end of the semester due to mitigating circumstances.

d. Academic Recovery

Academic Recovery is a collaborative process between the student and their assigned advisor/academic advisor to explore and address the circumstances that may have led to their probation status. Students not in good academic standing will not be able to register until they have met with their assigned academic advisor. At this meeting, the academic recovery plan will be reviewed. An academic agreement outlining the grades needed to return to good academic standing will also be developed and the schedule hold will be removed. Students are urged to make an appointment with their assigned academic advisor at the beginning of their probation semester.

Academic probation may affect a student's ability graduate.

6. Remediation

Remediation is a program-defined process for addressing and correcting deficiencies for students in the Program who either have not met an academic standard and are still active in the program, taken a leave of absence, or have decelerated. Remediation is an opportunity to correct unsatisfactory academic performance, academic progress, and/or professional conduct issues in the program. An opportunity for remediation is not automatic and may not be offered.

Remediation may occur at the program-level for a failed course, for a student returning from a non-academic leave of absence, or for violations of professionalism and/or behavioral policies.

Remediation inside a course is triggered for a non-passing grade on a critical assessment as identified in the course syllabus and required for progression in the program. The critical assessments in the program include didactic course exams, end-of-didactic year OSCE, clinical year end-of-rotation exams, and all of the components of the program summative evaluation. Failure of any of these key assessments would require remediation before progressing in the program. The number of times a student may remediate critical assessments is limited to two times per didactic semester and two times during the clinical year.

Further remediation would require approval by the PA program director upon recommendation of the faculty.

After considering all pertinent circumstances in each case, including but not limited to the student's demonstrated dedication to learning, active participation in the educational program, overall academic/clinical performance, regular attendance, individual initiative, professionalism, and utilization of available resources, individual faculty members, in consultation with the student's advisor, the course coordinator, and/or the PA program director, may recommend a remediation plan including a timeline for completion and criteria for successful remediation. Copies of the remediation plan and outcomes of remediation are maintained in the student's individual program file. Students who fail to meet these requirements will be subject to dismissal from the PA program.

7. Repeat of Failed Courses

If granted the opportunity to remediate as described above, PA program students may be allowed to repeat a failed clinical rotation course only as part of a detailed remediation plan. This may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. Failure to pass a clinical rotation course on the second opportunity results in academic dismissal from the program.

8. Deceleration

Deceleration is the loss of students from their entering cohort. Under extraordinary circumstances, students may be permitted to decelerate. Deceleration occurs when students are granted permission to disengage from their entering cohort and join the following year's cohort. A student requesting deceleration must communicate the request in writing with the Director of the PA program. The Director of the PA program will present the request to the faculty for discussion and recommendations and make a final decision. Any student who is granted deceleration and joins the following year's cohort will be held responsible for meeting the policies, procedures, and curricular requirements as defined by the *PA Student Handbook* for that class. This may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Prior to rejoining the program from a deceleration or extended leave of absence, the program may require the student to demonstrate previously learned knowledge and skills. This will be documented as part of a detailed remediation plan.

Deceleration may occur only once. Deceleration will not be granted to avoid dismissal from the program. The student must meet the following criteria to be considered for deceleration:

Current minimum cumulative GPA of 3.0 in PA Program **Note: if a request occurs during the first semester of the PA Program, student must have sufficiently demonstrated the commitment, dedication, and academic aptitude needed to be successful in the PA Program.*

Demonstration of behavior, attitude, and ethics consistent with professional demeanor expected of a PA student, as determined by director of the PA program in their sole discretion.

9. Academic Dismissal & Appeal Process

Dismissed students may no longer matriculate in the PA program at the university. If a student is dismissed from a program, the program director will send a letter of dismissal to the student, registrar, Director of Student Academic Services, and Dean of the College of Health & Wellness (CH&W).

The grounds for appeal are:

- 1) incorrect calculation of grade point average;
 - 2) misapplication of standards for academic performance and satisfactory progress by the appropriate college; and
 - 3) circumstances which had not been known which might be relevant to the dismissal.
-
- a) Students who wish to appeal a program dismissal must send a letter to the Associate Dean (cc'ing dean and program director), The Dean's office will coordinate a hearing by an appeal panel. The student must submit an appeal request detailing the basis of appeal, any supporting information, and a proposed outcome. The student may also submit a letter of support from faculty members or academic advisors along with the request. The student will have five business days after receipt of the dismissal letter to submit and the appeal request and any ancillary documentation to the Associate Dean (or designee) The student shall be offered the opportunity to present their case to the appeal panel virtually or in person within five business days of receipt of appeal documents or some other reasonable period within the discretion of the university. The student is highly encouraged to meet with the appeal panel, either virtually or in person, but it is not mandatory. If the student does not present any additional information, or chooses not to meet, the appeal panel will make a decision based on the information submitted by the student.
 - b) The appeal panel's decision will be presented to the Dean within two business days of convening. The decision must include relevant details and grounds of denial or acceptance. The Dean will review and make the final determination, in the Dean's sole discretion, sending a letter to the student, program director, registrar, and Student Academic Services within ten (10) business days of appeal. The letter will include the outcome of the appeal and the grounds for the decision. The Dean's decision with respect to a student's appeal shall be final.
 - c) The program director will discuss next steps with the student based on the results of the appeal.

10. Satisfactory Academic Progress – Financial Aid

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. Satisfactory Academic Progress measures a student's completion of coursework toward a degree. JWU evaluates SAP at the end of each term/semester, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional and other aid). Students will be notified of the decision both verbally and in writing. Failure to achieve satisfactory academic progress may result in a remediation or other plan that may necessitate additional course work and/or delay graduation. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees. This additional cost may not qualify for financial aid.

11. Advanced Placement (ARC-PA Std A3.13c)

There is no advanced placement in the PA program.

12. Prior Work Experience

The PA program does not provide academic credit for any prior work experience.

13. Transfer Credit (ARC-PA Std A3.13c)

The PA program does not accept any transfer credits.

14. Refund Policy (ARC-PA Std A1.02i)

Information on the university's refund policy is available at the [Refund Policies](#) catalog page.

D. CLASSROOM AND CLINICAL SITE POLICIES

1. Attendance Policy

Attendance is essential to student success. Attendance at all assigned classes, labs, seminars, testing sessions, interprofessional activities, and other program activities is considered an aspect of professional responsibility and individual dependability. During the didactic year, students are required to be available Monday through Friday 8 a.m. to 5 p.m. and should schedule appointments during semester breaks if at all possible. During the clinical year, students are required to work the schedule assigned to them by the clinical site and must meet clinical hour minimums listed in the course syllabus. The student is expected to be in attendance and on-site daily and, when asked or requested, to be available for evenings and/or weekend hours. In addition, students are not permitted to arrive late to a PA program activity or leave early without the permission as discussed below.

Promptness is another professionalism behavior the healthcare practitioner must display. Students are expected to arrive 5-10 minutes early to be ready for class on time. Repeated tardiness is considered unprofessional conduct and at the discretion of the faculty member and/or director of didactic education, a tardy student may be referred to their assigned faculty advisor and/or the director of the PA program.

Students are not permitted to take "vacations" during the academic or clinical year. Students must adhere to the schedule of the academic and clinical year.

Approved and other types of absences in the Didactic Year:

Anticipated absences:

Request for an anticipated absence must be made in advance (at least four weeks or as soon as possible) in writing ([Program Time-off Request Form](#)) and by email to the director of didactic education AND the principal faculty course coordinator. Students are limited to two approved absence days per didactic semester. Approved absences may be utilized for personal reasons including key life events and routine medical appointments (although preference is for appointments to be scheduled during breaks). Any partial day will be counted as a half day. Make-up work must be completed for all excused absences. These

assignments might differ from the work missed. For any anticipated absences for medical appointments beyond two days, the student is required to provide a medical note to the director of didactic education from a medical provider (who cannot be a family member or friend) indicating the necessity of the frequency of appointment.

Subsequent absences will be considered unapproved, and no make-up work will be accepted. Failure to notify the appropriate individuals in a timely manner may result in conduct sanctions. Unapproved absences are considered a reflection of unprofessional conduct and may result in referral to the faculty advisor and/or director of the PA program. Any student requiring more frequent absences must discuss the need with the director of the PA program for approval.

Students may request to be excused for religious holidays; however, these dates must be discussed and approved by the director of didactic education. These holidays will not count against the two approved absence maximum.

Unexpected absences:

In the event of illness or other unexpected reason for absence, the student must notify the director of didactic education AND the principal faculty course coordinator by e-mail or telephone as soon as possible. The student must complete the [Program Time-off Request Form](#) as soon as possible after unexpected illness or emergency has occurred. A routine doctor's appointment is not unexpected and would fall into the anticipated absences above. For an absence due to illness of more than one "work day," the student is required to provide a medical note to the director of didactic education from a medical provider (who cannot be a family member or friend) who saw, examined, and treated the student in an office/clinic or hospital setting. Make-up work will be assigned as appropriate. For unexpected absences greater than once within a semester, the program may require a medical note even if only one day is missed.

Return after breaks:

Students should plan to arrive back locally 24-48 hours prior to resumption of class after scheduled breaks (e.g., spring break, semester break, holiday break). Any missed class days after break due to travel delays will be considered unexcused.

Absences in the Clinical Year: See the Clinical Year Manual for the complete policy

Students are not permitted to take "vacations" during the clinical year. Students must adhere to the schedule of the rotation/site/preceptor during the clinical year.

Requests for time off for non-urgent personal reasons should be for *major life events only* and are **NOT** guaranteed to be approved by the clinical year team. A Request for Time Off form must be submitted through CORE six weeks prior to the expected absence. This request is subject to approval or denial by the director of clinical education or the clinical coordinator(s). If the clinical year team approves the request, student may then inform the preceptor of the approved absence. **Students are not to request time off from a preceptor or clinical site without first seeking approval from the clinical year team.** Students are required to make up all missed time. Failure to notify the appropriate individuals in a timely manner may result in conduct sanctions.

Absences of three (3) or more consecutive “workdays” from required activities

Three or more consecutive workdays missed constitutes significant missed content/activities in the didactic year and significant time in the clinical year. As above, the student will be required to make up all missed activities. If this cannot be achieved during the semester or clinical rotation block, the PA program may require the student to complete the activities at other times. This may in turn delay the student’s graduation from the PA program or result in deceleration to the next cohort. A delayed graduation could involve additional time enrolled as a student and additional tuition and fees.

Failure to comply with this section is a violation of the *Attendance, Promptness, Preparedness, and Initiative* Section of the Physician Assistant Program Standards of Professional Conduct and the [IWU Code of Conduct](#). When an attendance or tardiness problem cannot be resolved at the PA program level, the student may be referred to the Office of Community Standards and Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the PA program and university.

(See [Appendix A](#).)

2. Cellphones

Communication devices such as cellphones and pagers may not be used in the PA program classrooms, clinical skills lab, or gross anatomy lab without the permission of the appropriate faculty member.

Students will place all electronic communication devices (pagers, cell/smart phones) in the **OFF** mode, set to vibrate, or otherwise render devices inaudible while at clinical sites. Use of social media (Facebook, X, GroupMe, etc.) is **not** permitted in the classroom or while at the clinical site. Students are prohibited from recording, discussing, uploading, sharing, or transferring any data, images, videos, or any information related to their clinical experiences without the express written permission of the clinical site and the director of the PA program. Students are required to comply with site policies regarding the use of cell/smart phones within the facility.

Student use of cell/smart phones, iPads, tablets, and/or use of the facility site computer for clinical site work, program business, or program-related research **must be approved by the preceptor**. Students are required to comply with site policies regarding the use of cell/smart phones within the clinical facility.

Failure to comply with this section is a violation of the *Respect and Civility, Integrity, and Confidentiality* Sections of the Physician Assistant Program Standards of Professional Conduct, subject to disciplinary review. (See [Appendix A](#).)

3. Examination Protocol (may be modified for remote exams)

The following rules apply to all students during an examination:

1. Students are required to be present for all scheduled examinations.

2. A student who arrives late to an examination will not be given additional time to complete the examination. If a student arrives 15 or more minutes late from the exam start time, it is the prerogative of the Principal Faculty Course Coordinator to determine if the student will be permitted to take the examination or whether the examination will be rescheduled for that student. If the examination is rescheduled, the examination will cover the same subject material as covered by the original examination; however, it may be modified from the original examination. Furthermore, any student arriving after other students have completed the examination and left the testing area will not be allowed to start the examination.
3. A student who is unable to attend a scheduled examination for any reason must notify both the Principal Faculty Course Coordinator AND the Director of Didactic Education (in person, via phone, or via e-mail) as soon as possible **prior** to the start of the exam. The Principal Faculty Course Coordinator and the Director of Didactic Education will determine whether the student will be permitted to make up the missed examination. They may require a health provider note for absences due to illness.
4. If the student is granted a make-up examination, the Principal Faculty Course Coordinator and the Director of Didactic Education will determine the time and date. Students who miss an examination must contact the Principal Faculty Course Coordinator and the Director of Didactic Education to discuss the scheduling of the examination upon their return to campus. If the examination is rescheduled, the exam will cover the same subject material as covered by the original examination; however, it may be modified from the original examination.
5. Failure to make up the examination within the specified time period will result in a grade of zero for that examination.
6. If a student fails to appear for an examination and fails to notify the Principal Faculty Course Coordinator and the Director of Didactic Education prior to the examination, formal documentation will be placed in the student file. In addition, the student will receive a grade of zero for the examination, and no make-up examination will be offered. Such behavior violates the PA Program Standards of Professional Conduct.
7. All examinations remain property of the PA program. No student is permitted to retain a copy or any part of an examination. Possession of an examination outside of a classroom constitutes theft under the Student Code of Conduct.
8. Upon entry into the examination site, students must place all books, notes, study aids, coats, and personal possessions on the floor at the front of the room. No talking is allowed once an examination begins. Any student engaging in disruptive behavior or inappropriate conduct during an examination is subject to disciplinary action. Obtaining a copy of the examination or a previous year's exam or questions and/or getting help from another student during the examination are considered cheating and may result in disciplinary action related to Academic Integrity.
9. The following items are prohibited in the seating area of the testing room. Possession of any of these items will result in expulsion from the examination and a score of zero for the examination. Students may also face disciplinary actions related to Academic Integrity.

- Watches with an alarm, computer, or memory capability
- Headphones or ear buds of any kind
- Cellular phones
- Paging devices
- Recording/filming devices
- Personal digital assistants of any kind
- Reference materials
- Backpacks, briefcases, and coats
- Food/drink items except for water bottles
- Students may not wear hats of any kind, sweatshirt hoods, or sunglasses during examinations.

4. Needle Stick/Bodily Fluids Exposures (ARC-PA Std A3.08b, c)

Exposure to bodily fluids and/or inadvertent needle sticks represent a health and safety concern.

If an exposure occurs during the didactic year, the student should instantly cleanse the affected area and report the exposure to the director of didactic education ***immediately***. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or with the student's primary care provider, at the discretion of the director of didactic education or program director. Any and all expenses for the care and treatment are the responsibility of the student.

If an exposure occurs at a clinical site, the preceptor or supervisor must be notified **IMMEDIATELY**. The protocol at the clinical site may govern the medical approach to that exposure. Immediate medical care and lab work will be done at either the nearest appropriate emergency department or at the rotation site. Additional care and follow up may be with the student's primary care provider. ***Clinical sites are under no obligation to provide the student with free medical care.*** Any and all expenses for the care and treatment are the responsibility of the student.

Students must also notify the director of clinical education as soon as possible of the exposure and complete the *Student Exposure Form* located in [Appendix C](#) of this handbook. Any and all expenses for the care and treatment are the responsibility of the student. Please see *Needle Stick/Bodily Fluids Exposure Guidelines* in [Appendix C](#).

E. Clinical Rotation Placement Policy (ARC-PA Std A3.03)

Clinical rotation placement for each student is the responsibility of the director of clinical education and the clinical coordinator(s) and the PA program. The program makes all decisions regarding student placement. Students are not required to find their own rotation sites or preceptors.

The PA program will work diligently to create a positive match between a student's interests and learning needs with the attributes and availability of each experiential site. Specific requests for placement locations are considered, but not guaranteed. All placements will be made geographically accessible to the student's location. Every attempt will be made to place the student within 60 miles from the university location for those living on or near campus. Considerations will be made for students who wish to move to another state/location during their full-time placements. In this case, their provided local address will be used. Once a placement is confirmed, students will not be able to change their placement unless a hardship arises with the student or site.

The program develops and maintains many clinical education sites and educates clinicians who work with the Program to provide clinical experience and training to meet the required clinical rotation outcomes. For this reason, student placement in these sites is required for the core rotations. Students have the opportunity to request new sites and/or preceptors for elective rotations only through the Rotation Placement Preference Form. However, they may not independently develop or arrange their own clinical sites or clinical schedule.

Once the rotation schedule has been set, rotation site assignments are non-negotiable. The PA program is not required to take into account the personal circumstances of a student in making assignments to sites. While personal considerations are respected when possible, the primary focus of rotation assignments is to give each student a well-rounded clinical experience. Therefore, students are required to attend each site to which they are assigned. Students may not switch rotation assignments with other students or arrange their own rotations.

F. DRESS CODE POLICY

As a representative of Johnson & Wales University, the College of Health and Wellness, and the Center for PA Studies, the image you project must be a professional one. Students must dress professionally at all times. Revealing, inappropriate, or offensive clothing is not permitted in the classroom or clinical setting. Along with a neat and tidy appearance, students are expected to maintain appropriate personal hygiene. Students who are participating in any clinical experience (during the didactic year on hospital visits or in the clinical year on rotations) are required to wear clinical attire at all times.

The following apply to both didactic and clinical years. Clinical year may impose additional dress code requirements based on clinical site placement (see Clinical Year Handbook).

1. Classroom Attire and Appearance

Appropriate attire and grooming in the didactic setting includes: clean and neat clothing and hair (including facial hair), fingernails trimmed short, minimum jewelry, and minimum or no fragrances. Please note that long, acrylic, and/or gel fingernails interfere with performing physical examination and diagnostic skills and are prohibited during the didactic and clinical years.

The required professional dress is considered business casual. Jeans, shorts, athletic wear, tee shirts, hats, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. Students are not to wear hospital-

specific attire, such as scrubs, unless told to do so. Students are expected to wear appropriate footwear while attending class. The following should be avoided: plunging or revealing necklines, midriff exposures, strapless or strapped blouses, cropped tops, tank tops, mini-skirts, prominent slogans or images that may cause offense, and clothing of any kind with tears, holes, or rips.

Clinical skills, anatomy, and Food is Medicine laboratory attire depends upon the anticipated laboratory assignment. Laboratory attire may include: in the clinical skills lab—gym and/or swim apparel and hospital gowns; in the anatomy lab—individually purchased scrubs, student lab coat and closed toe shoes.

Required Shoes for Anatomy and Food is Medicine

Shoes need to be graded as NON-SLIP and should have a "closed back" (no open heel or strap backs).

2. Clinical Attire (ARC-PA Std A3.06)

When in the clinical setting, students should be well groomed and appropriately dressed for working with patients and other health-care professionals. Students not meeting these standards of dress and grooming may be denied access to clinical settings and to patients.

- Full professional attire is required to properly identify PA students in a clinical setting and includes a short white lab coat with a JWU PA program logo and JWU PA name tag.
- Students shall dress in business attire consistent with office/clinic standards and appropriate to the given clinical rotation. Students are not to wear scrubs unless told to do so.
 - The following should be avoided: plunging or revealing necklines, midriff exposures, strapless or strapped blouses, cropped tops, tank tops, mini-skirts, prominent slogans or images that may cause offense, and clothing of any kind with tears, holes, or rips.
- Back to campus attire: When clinical year students return to JWU for Back to Campus Days, they should dress professionally in business casual.

Clinical supervisors, preceptors, and PA program faculty reserve the right to remove any student from a clinical site/experience who is not appropriately dressed.

G. IDENTIFICATION POLICY (ARC-PA Std A3.06)

Physician assistant students must be clearly identified while in any clinical setting by wearing the PA-program-issued white coat with the JWU PA logo and JWU nametag. At minimum, students will introduce themselves as physician assistant students and sign all documentation with their legible full signature followed by 'PA-S' or 'PA student.' At no time should a student misrepresent themselves as being other than a physician assistant student. While in the PA program, students may not use previously earned titles (e.g., RN, MD, DC, PhD, etc.). Failing to identify oneself appropriately or misrepresenting oneself will result in immediate dismissal from the PA program.

Failure to comply with this section is a violation of the *Behavior and Professional Image* Sections of the Physician Assistant Program Standards of Professional Conduct and is subject to disciplinary review. (See

[Appendix A.\)](#)

H. Student Employment while in the PA program (ARC-PA Std A3.04, A3.05, A3.15e)

Students are strongly discouraged from having outside employment while in the PA program. PA program expectations, assignments, deadlines, and responsibilities will not be altered or adjusted to accommodate working students. Student employment must not interfere with the student's learning experience.

Students are not required to work for the PA program. Students may not substitute for or function as instructional faculty. Students with specific prior knowledge, experiences, and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills; however, these students will never be asked or permitted to serve as the primary instructor or instructor of record for any component of the curriculum.

Students who choose to volunteer or to be paid employees during the course of their physician assistant training cannot use their affiliation with the program in any aspect of that employment. Any activity undertaken by the student independent of the program is not covered by the liability insurance offered for clinical work associated with physician assistant training.

Clinical rotations are an educational experience for the physician assistant student. At no time during the clinical experiences should the student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where an individual is asked to perform in a role other than that of student or to substitute for a staff member, the student should contact the clinical faculty for guidance.

I. STUDENT MISCONDUCT

Student misconduct falls into one of three categories: behavioral misconduct (see Student Code of Conduct below), academic misconduct, and behavior that violates the Physician Assistant Program's Standards of Professional Conduct.

1. *Student Code of Conduct*

The Johnson & Wales University (JWU) Student Code of Conduct and the Conduct Review Process are designed to support the university in maintaining a safe, healthy and positive campus community and online environment for learning, living and working where individuals act lawfully and in compliance with university policies and procedures, and with civility, honesty, integrity and respect for themselves and others. Any behavior inconsistent with these goals, whether on or off campus, is prohibited and constitutes a violation of the Student Code of Conduct. For more information please review the [Student Code of Conduct](#).

2. Academic Misconduct

[Academic integrity](#), which JWU defines as the commitment to honest behavior in academic life, for student physician assistants. The great responsibility JWU graduates will have with patients, clients, and colleagues in healthcare and other settings requires a high level of integrity. The treatment of sources in academic writing (for example through American Psychological Association (APA) format) is part of the content of coursework, for which the students are assessed. For these reasons, the program takes such allegations very seriously and provides extensive teaching and feedback in this area.

- Examples of violations of academic integrity include: turning in another person's work as your own, not citing sources of information in written work or presentations, copying and pasting from a source without citing it. You are also not allowed to use an artificial intelligence service like Chat GPT to complete an assignment or help you complete an assignment or test, etc.

All suspected incidents of academic misconduct will be referred to the [JWU Conduct Review Process](#) through the office of Community Standards and Conduct.

3. The Physician Assistant Program's Standards of Professional Conduct.

PA students are required to conduct themselves consistently in a professional manner commensurate with the role and responsibility of a health care professional. The standards of such behavior are set forth in the PA Program's Standards of Professional Conduct. The standards are in effect at all times, apply to all students while enrolled in the PA program, and cover all student conduct, whether that student is on or off campus. The Standards of Professional Conduct are found in [Section IV, Appendix A](#).

III. GENERAL UNIVERSITY RULES AND REQUIREMENTS

The following section contains information on policies that are of particular importance to the PA program. However, please note that students are responsible for reviewing and understanding all provisions of the [Student Handbook](#) (generally applicable to all students).

A. ACADEMIC POLICIES

1. Withdrawal

Students may withdraw from a course or a semester, or the university. Prior to withdrawing, students must meet with the program director and Student Academic & Financial Services to address the impact of withdrawal on their status. Students may be denied a withdrawal from a course. The student must notify Student Academic & Financial Services of any courses that they wish to drop from their schedule, as well as any intent to leave the university. Discontinuing attendance or notifying an instructor does not constitute an official course or university withdrawal.

Withdrawal from any course will generally extend a student's time to graduate from the program.

For information on [withdrawals](#).

2. Readmittance

The PA program adheres to the university [Readmittance Policy](#).

B. ACADEMIC RESOURCES (ARC-PA Std A1.04)

1. Academic Advising

All students are assigned a faculty advisor. Students must meet with their faculty advisor at least once each semester during their didactic year and as determined by the faculty at Back to Campus Day(s) during their clinical year. Faculty advisors schedule required student advising meetings. The purpose of these meetings is to review the student's progress and to discuss any problems the student may be experiencing. Students are encouraged to meet with their Faculty Advisors more frequently if they are having academic problems or if they would like to strengthen their experience. The PA program director will not be assigned advisees except under special circumstances.

2. Academic Success Center

The [Academic Success Center](#) (ASC) offers both peer and professional tutoring in a variety of subjects as well as academic success coaching. The [university's 24/7 tutoring platform](#) also offers writing support and tutoring in a variety of subjects.

Students should also feel free to contact their professors about any challenges with course work. Services through the Academic Success Center are free for all students.

The Academic Success Center employs tutors specifically for the PA program. Referral by faculty advisor or the director of didactic education is required.

3. Students with Disabilities

JWU provides reasonable accommodations to allow students with learning, physical or other disabilities to succeed in their academic pursuits. All students should refer to the program [technical standards](#) and contact [Accessibility Services](#) for assistance with reasonable accommodations to meet those standards.

C. HEALTH AND WELLNESS

1. Faculty Serving as Healthcare Providers for Students (ARC-PA Std A3.09)

The PA program principal faculty, the program director, and the medical director must not participate as health care providers for students in the PA program, except in an emergency situation.

2. Health Insurance

While matriculated in the PA program, students are responsible for the costs associated with any routine or non-routine medical care.

All students are required to have health insurance coverage while enrolled in the program. If students have acceptable health insurance coverage (e.g., parent's health insurance or an employer program), they do not have to enroll in the JWU student health insurance plan. They can opt out of the university plan by submitting the online waiver form to demonstrate evidence of coverage. Students must submit a new waiver form each academic year. Students who do not waive the JWU plan will be enrolled in and charged for it. The online waiver form and details of the plan, including the full brochure and benefit flyer, can be found on the [University Health Plans website](#).

3. *Student Health Services and Student Counseling Services (ARC-PA Std. A1.04, A3.10)*

The University maintains two [Health Services](#) offices where health care is provided to students — one at Wales Hall for the Duncity campus and one at the Harborside Academic Center for the Harborside campus. Students may visit either office.

In addition, the university offers voluntary, confidential counseling services to assist students with their mental and emotional well-being. Services provided include brief, short-term individual counseling, crisis intervention, consultation, and referrals to off campus services as needed. Students can make an appointment by calling the office at 401-598-1016 or by coming to the office located on the Duncity campus, in Wales Hall on the 2nd floor. If a student is experiencing a mental health related emergency after business hours, they can reach the on-call counselor by calling 1-888-222-4805 or by contacting Campus Safety and Security at 401-598-1103. Further information can be found on the [Counseling Services](#) webpage.at.

Students may make their own appointments or may be referred by their faculty advisor, course coordinators, or the PA program director in a timely manner as deemed necessary. All student health records will be kept confidential as required by applicable law and will be maintained in Student Health Services and Counseling Centers except as otherwise consistent with applicable law.

Duncity Health Services
Wales Hall, 3rd floor
401-598-1104

Harborside Health Services
Harborside Academic Center
401-598-1151

4. *JWU's Bridge for Diversity, Equity & Social Justice*

[The Bridge](#) advances a university wide campus culture of supporting all students.

5. *Recreational Facilities*

Students enrolled in the PA program may take advantage of the [fitness programs](#) available on campus. There are two fitness centers: the Wildcat Center Gym & Fitness Center on the Harborside campus and Wales Hall Fitness Center Duncity. Wales Hall Fitness Center may be closed during summer semester.

6. *Coping with Stress*

The PA program is an intensive and rigorous program of academic and experiential learning. The PA program requirements can be highly demanding and stressful, alone or in combination with other events

in students' personal lives. We strongly encourage students to utilize the resources available to them on campus, including Student Health Center, the counseling centers, the Learning Center, and recreational facilities.

In addition, we encourage students to inform their faculty advisors in the event they experience problems or stresses that might affect their academic obligations. Students **must** inform their faculty advisors in the event they are unable to maintain patient care responsibilities. The faculty advisor will endeavor to work with the student to try to arrive at a solution in which both the student's and patients' needs are met, within the parameters of the academic program.

7. *Smoking Policy*

The PA program adheres to the university's [Tobacco-Free Policy](#).

8. *Drug and Alcohol Policy*

The PA program adheres to the university's [Drug and Alcohol Policy](#).

9. *Campus Safety and Security (ARC-PA Std A1.02g)*

Campus Safety & Security promotes the safety and well-being of JWU students, faculty, staff, and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 401-598-1103. In any emergency situation, students should dial 911. Please also follow up with a call to Campus Safety & Security at 401-598-1103. Officers are available to respond at any time, 24 hours a day, 365 days a year.

Please make sure doors close behind you when you are entering and leaving any building.

For further information, please refer to the Campus Safety & Security [catalog page](#) or [webpage](#).

D. OTHER INSTITUTIONAL POLICIES

1. *Communication*

E-mail is the official method of communication to university students. Students are required to check their university e-mail on a daily basis. The PA program is not responsible if students have inaccurate or missed information because they do not routinely read, check, and clear their e-mail accounts. E-mail from accounts other than the student's JWU e-mail will not be accepted or used for any communication. Students are expected to keep their JWU e-mail inboxes accessible to PA program communications. If a student's e-mail is returned due to a "full" account, the returned e-mail will not be resent, and the student will be responsible for the content of the returned e-mail.

JWU's learning management system, ulearn, is the official source of information about courses. Students are expected to check ulearn frequently for course updates and materials.

2. *Inclement Weather*

The PA program adheres to the university's [Class Cancellations](#) policy.

3. *Change of Address*

Throughout the program, students are required to notify the program director or academic coordinator immediately when there is a change in their address or phone number. This is in addition to following required university policies for [updating your information](#).

4. *Transportation and Housing*

Students are required to secure their own reliable transportation to class, laboratory, on- or off-campus interprofessional experiences, etc.

Many placements will require travel. Students are responsible for all costs associated with these educational experiences, including but not limited to travel, parking, and living expenses.

5. *Discrimination and Harassment Policy (ARC-PA Std A3.15f)*

The PA program adheres to the university's [Prohibited Discrimination and Harassment \(including Sexual Harassment\) Policy](#). This policy includes contact information for the nondiscrimination officer and how to file a complaint.

6. *Complaints and Grievances (ARC-PA Std A3.15g)*

It is the intention of Johnson & Wales University to resolve complaints and grievances quickly, informally and as close as possible to the point of origin. The complaint and grievance process set forth below is not intended to be a forum to challenge university policy, but rather a means by which individuals can seek a timely and fair review of their concerns. For information on this procedure, please review the [Complaints and Grievances](#) handbook page.

7. *Leave of Absence Policy*

JWU recognizes that, from time to time, a student may derive educational and personal value from taking a personal leave of absence from their studies. Students contemplating personal leaves are strongly encouraged to carefully consider their individual situations, including progress toward degree completion and whether circumstances dictate that they should temporarily interrupt their course of study at JWU.

Students wishing to take a personal leave from JWU may do so, with the approval of a program director and communication with Student Academic Services. A personal leave of absence functions as a withdrawal from the university, during which time the student is not enrolled at JWU. If a student intends to take a personal leave from JWU, they should review associated information in the student handbook,

meet with their program director, and complete the online University Withdraw Form. Reinstatement is at the discretion of the program and students must meet with the program director and obtain written permission from the program director prior to reenrolling. Students should see individual program policies pertaining to this process as they may be required to retake courses as part of the conditions for their return to the program.

8. *Involuntary Medical Withdrawal Policy*

The PA program adheres to the university's [Involuntary Medical Withdrawal Policy](#).

Section IV – APPENDIX A

Physician Assistant Studies Program Standards of Professional Conduct

I. OVERVIEW

Both professional conduct and academic progress are important in determining a student's success in the PA program and assessing readiness for entry into clinical practice. The PA program encourages students to strive for academic, professional, and personal excellence in all things. Success requires certain behavioral attributes including empathy, discipline, honesty, integrity, the ability to work collaboratively and effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. Additional qualities and characteristics include civility, accountability, commitment, demeanor, and appearance displayed by the students to faculty, staff, preceptors, clinical site staff, peers, patients, and colleagues in health care, other educational settings, and the public.

In addition to adhering to the JWU Student Code of Conduct, PA students are expected to conduct themselves in a professional manner commensurate with the role and responsibilities of a health care professional, i.e., demonstrating respect, compassion, integrity, and sensitivity to others. Students must meet the PA program technical standards on a continual basis, and demonstrate emotional resilience, stability, flexibility, and tolerance of ambiguity and anxiety. Such conduct is defined in Section III below, which may be modified from time to time by the university.

II. DISCIPLINARY PROCEDURE

The Physician Assistant Faculty Committee investigates suspected violations of these Standards of Professional Conduct. The Committee reviews and discusses the relevant circumstances and, if appropriate and necessary, meets with the student, other students, the Faculty Advisor, the Clinical Preceptor, or other individuals to obtain additional information. Upon a review of all facts, the Faculty Committee suggests a course of action to the PA program director. The PA program director will determine the appropriate outcome.

When a problem related to the above cannot be resolved at the program level, the student will be referred to JWU Student Affairs and the Director of Student Conduct. This office will review the case and make a determination that could include probation, suspension, or dismissal from the PA program and university. Probation and/or suspension may be appealed to the Office of the Provost. Dismissal can be appealed to the Deans Appeals Committee.

Students who are found to have violated these Standards of Professional Conduct are subject to disciplinary outcomes, including but not limited to suspension (which may delay graduation and increase costs to the student) or dismissal from the PA program. The PA program is required to provide all information related to such proceedings to any credentialing body, which may negatively impact the student's ability to obtain or retain a job.

The PA program retains primary jurisdiction over disciplinary matters involving violations of the Standards of Professional Conduct and may impose the sanctions discussed in this Handbook, following the procedures discussed, separate and independent from Student Conduct.

III. STANDARDS OF PROFESSIONAL CONDUCT FOR PHYSICIAN ASSISTANT STUDENTS

A. Behavior and Professional Image

Students are expected to behave in a mature, responsible, reliable, and dependable manner that engenders the humanistic qualities of compassion, trust, integrity, and openness. Student must project a professional image in manner, dress, grooming, speech, and interpersonal relationships consistent with being a medical professional.

While engaged in academic activities, students are required to adhere to the dress code identified in the PA Program Handbook.

While engaged in clinical experiences, students must wear a short white clinical jacket while at all clinical sites unless instructed not to do so by the clinical site or the PA program. Students must always wear their official nametags while at clinical sites. If they are instructed not to by their preceptor, they must immediately contact the PA program for further guidance.

B. Attendance, Promptness, Preparedness, and Initiative

Students are required to attend all program-sponsored activities and remain through the duration of the activity. Student must be on time. Repeated tardiness is a violation of these Standards.

Students are responsible for taking an active part in their education and experiential activities and for demonstrative initiative and an eagerness to learn. Students are responsible for following up in areas for which they need further review or explanation. Students are responsible for completing missing work.

Clinical experience: It is the responsibility of the student to report to clinical sites promptly at assigned times designated by the Preceptor and to comply with the clinical site and the PA program defined policies regarding attendance, tardiness, and absence. Students are obligated and required to contact BOTH the preceptor and the Director of Clinical Education prior to their report time in case of absence. Students must report to clinical sites fully prepared for work with all necessary equipment (e.g., stethoscope).

C. Respect and Civility

Students are expected to treat all individuals whom they encounter during their academic and clinical experiences with respect (thoughtfulness and politeness) and civility (courtesy, good manners, and consideration). Students are expected to be sensitive and tolerant of diversity including but not limited to socioeconomic status, physical stature, body size, marital status, sexual orientation, gender identity, and political beliefs. Conflicts should be resolved in a diplomatic and reasoned manner. The program does not tolerate incivility. Examples of incivility include rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

Other forms of prohibited discrimination are addressed in the university's Prohibited Discrimination and Harassment Policy.

D. Integrity

Integrity is the quality of consistent and steadfast adherence to a defined code of principles, conduct, and ethics. It includes truthfulness, honor, and reliability. Students are expected to demonstrate integrity by following all policies and procedures defined by JWU, the Graduate School, the PA program, and their clinical rotation sites. In addition, the student is expected to demonstrate integrity in regard to academic requirements and ethical standards commensurate with those expected of a future health care professional.

E. Accountability and Commitment

PA students are expected to exemplify the qualities of accountability and commitment. Accountability includes accepting responsibility, being reliable and dependable, and completing tasks and responsibilities as defined and expected. Examples of commitment include offering to assist others, willingness to stay longer than required, or taking extra steps to resolve a difficult situation.

F. Flexibility and Resilience

PA training, like clinical practice, involves unpredictability. At times, lectures, classes, examinations, or clinical rotation placements or schedules may need to be modified on short notice. The ability to adapt and adjust to change (i.e., demonstrate flexibility) and manage the ambiguity and anxiety these changes may create (i.e., demonstrate resilience) are critical to navigating PA studies successfully and ultimately success as a health care provider.

G. Confidentiality

Students must respect the confidentiality of patients and fellow students. Academic assignments and presentations must not include patient identifying data, including name, initials, date of birth, or facility. Students must not discuss patients by name outside the clinical encounter, nor discuss other students with preceptors.

Students must not discuss, record, upload, share, or transfer any information, issues, images, videos, or other information on social media (or any other technology) without the express written permission of the director of the PA program.

H. Health and Safety

Students must not engage in any activities that threaten the health, safety, well-being, or property of any individual, including self. This includes refraining from behaviors, activities, or actions that may result in mental, intellectual, and/or physical impairments to self or others, such as the excessive use of alcohol, use of non-prescribed drugs, injurious behavior, or carrying a concealed weapon. Effective self-care is a critical component of the provision of effective medical services.

I. Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures

The student must meet all procedural requirements of the PA program, including but not limited to clinical schedules, patient logs, rotation deliverables, and evaluations. The student must follow all policies, regulations, and procedures set forth by the clinical locations, including any additional training and/or testing required by the facility.

J. Standard of Care / Due Regard for Student Function

PA students must always identify themselves as PA students to patients and site staff and **never** present themselves as physicians, residents, medical students, or graduate PAs. While in the PA program, students may not use previously earned titles (e.g., RN, DC, Ph.D.) for identification purposes.

Students must adhere to the generally approved practices for PA students. Students at clinical sites must always work under the supervision of a clinical preceptor. Students may not function in the place of an employee or assume primary responsibility for a patient's care. Students must seek advice when appropriate and may not evaluate or treat patients without supervision from and direct access to a supervising clinical preceptor at all times.

Unusual or abnormal physical findings must be confirmed by a licensed provider. Students shall perform only those procedures authorized by the preceptor. Students must adhere to all regulations of the PA program and the clinical sites. The student is to contact the PA program immediately with any questions or concerns about the student role at a site. Students shall not treat and discharge a patient from care before the patient is seen by the clinical preceptor. All patients must be seen by a licensed provider prior to leaving the facility.

K. Communication

Timely and appropriate written and oral communication is key to the professional work of a PA and paramount during the educational process of becoming a medical professional. Students must check their JWU e-mail accounts daily as any and all communication to and from the PA program will be through the University e-mail system. Student should empty e-mail mailboxes regularly to ensure space for incoming message from the PA program, staff, and faculty. "Not checking my e-mail" is not an allowable excuse for missing a PA program event or notification. Student must respond to PA program e-mails within 24 hours. Communication is also critical while on rotation site between the student, the preceptor, the site staff, and the PA program. The student and preceptor should communicate on a regular basis to discuss expectations, goals, and performance.

Section V – APPENDIX B

Competencies for the Physician Assistant Profession

(Adopted 2005, reaffirmed 2010, 2018, amended 2013, 2021)

PAEA: Core Competencies for New Physician Assistant Graduates

(Originally adopted 2019 by the PA Education Association)

AAPA: Guidelines for Ethical Conduct for the PA Profession

(Adopted 2000, reaffirmed 2013, amended 2004, 2006, 2007, 2008, 2018)

Section VI – APPENDIX C

Waiver of Liability

In full recognition of the risks identified in this handbook related to health (including infectious diseases and the possible consequences therefrom; needle sticks/bodily fluid exposures and the possible consequences therefrom; and criminal background checks and drug screenings and the possible consequences therefrom) and in consideration of being permitted to participate in the Physician Assistant program, the student releases, waives, and forever discharges the “University Parties” (defined to include the university and its past, present and future accountants, administrators, advisors, affiliates, agents, assigns, attorneys, consultants (including subconsultants), contractors (including subcontractors), corporations, directors, employees, faculty insurers and third-party administrators, invitees, joint venturers, law firms legal representatives, managers, members, officers, parents, partners, predecessors, principals, representatives, subsidiaries, successors or successors-in-interest, trustees or the Board of Trustees, and all other persons acting on University’s behalf) from and against any and all liability for any claims (defined to include any and all actions, arbitrations, causes of actions [at law, in equity, or otherwise], charges, claims [including but not limited to claims for contribution or indemnity], counterclaims, cross-claims, damages [whether from personal, property, or other alleged harms or injuries], defenses, demands, emotional injuries, injunctions, lawsuits, liabilities, losses, losses of consortium [or companionship or service], obligations, personal and physical injuries [up to and including death], property damages, rights, subrogations, or suits) of any nature related to the student’s direct or indirect participation in the PA program (including clinical training and patient care or contact), the student’s past, present, or future drug use, and the student’s current or future criminal history and the student’s inability, as a result of such use or history, to, among other things:

Meet the eligibility requirements for a clinical site;

Find a desirable or proximate clinical site;

Meet one or more state licensure requirements; and/or

Obtain a job as a physician assistant.

The student assumes all risk related to their direct or indirect participation in the PA program, drug use, and criminal history. The student further covenants not to sue any of the University Parties with respect to any of the foregoing.

In signing this handbook, student acknowledges and represents that student has fully informed themselves of the content of the foregoing Waiver of Liability and Assumption of Risk and that they understand its contents.

Needle Stick/Bodily Fluids Exposure Guidelines

Students who believe they have been exposed to bodily fluids or experienced a needle stick must:

1. **Immediately** cleanse the affected area:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile fluids

2. **Immediately** report the exposure to:

Didactic year: Academic Coordinator

Clinical year: Supervising physician or other supervisor

3. **Immediately** seek medical evaluation and treatment. If there is no established protocol at a given site, seek treatment at the closest Emergency Department.

4. If an exposure occurs at a clinical rotation site, the student must notify the Director of Clinical Education as soon as possible.

5. Complete and submit the *Student Exposure Form* to the Director of Didactic Education (didactic year) or Director of Clinical Education (clinical year) within 24 hours.

Student Exposure Form

This form is to be complete if there has been a needle stick or bodily fluid exposure to a student. Students must directly report the exposure incident to the Clinical Coordinator (Office 401.598.4886) as soon as possible of the exposure. Submit this form via CORE or e-mail to the Clinical Coordinator (kkruzel@jwu.edu) within 24 hours of the exposure.

Date: _____

Name of Student: _____

Date and Time of Exposure: _____

Rotation #: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Rotation Type: ☐ Internal Med. ☐ Family Med. ☐ Pediatrics ☐ Emergency Med.

☐ Women's Health ☐ Behavioral Health ☐ Surgery ☐ Elective

Name of Clinical Site: _____

Name of Person Notified at the Site: _____

Date and Time of Notification: _____

Please provide a brief description of incident, including how the exposure occurred, and location (body part).

Continue to next page

Did you receive medical evaluation and/or treatment? ☐ Yes ☐ No

Did you notify the PA program (Clinical Coordinator or Program Director)? ☐ Yes ☐ No

Name of person notified at the PA program: _____

Date and Time of Program Notification: _____

Signatures:

Student: _____

Clinical Coordinator/ Faculty: _____

Disclaimer:

All information in this handbook is presented in good faith to inform the specific entering class of the university and PA program current policies and procedures. The PA program is responsible for graduating competent PAs who will be serving the public. As such, the PA program maintains the right to refuse to matriculate or graduate a student deemed by the faculty to be academically or professionally incompetent, a student who does not meet the PA program technical standards, a student who has violated university codes, policies, procedures, regulations, or rules or applicable legal requirements, or a student otherwise unfit or unsuited for continued enrollment. In addition, the PA program reserves the right to make changes in the codes, policies, procedures, regulations, and rules of the program, its academic calendar, admission policies, degree requirements, and standards necessary for successful completion of the PA program in its sole discretion. Change may include, but is not limited to, changes in course content, scheduling of courses offered, and canceling of scheduled classes and/or other program-related activities.

STUDENT SIGNATURE SHEET

I attest that I have received, read, fully understand, and agree to comply with all policies and procedures set forth in the JWU Physician Assistant Studies Student Handbook Class of 2027. In particular, I have read and understand the waiver of liability set forth in Appendix C.

Student Signature

Date

Student Name (Print)

Parent/Legal Guardian, if student is under the age of 18 years old:

Parent Signature

Date

Parent Name (Print)

This form is due back to the Physician Assistant Office by noon on Friday, May 30, 2025.