**Definition of a Physician Assistants:**
Physician Assistants are certified by the National Commission on Certification of Physician Assistants (NCCPA) –a mark of professional accomplishment—and state-licensed. They are health professionals who practice medicine as members of a team with their supervising physicians. PAs deliver a broad range of medical and surgical services to diverse populations in rural and urban settings. As part of their comprehensive responsibilities, PAs conduct physical exams, diagnose and treat illnesses, order and interpret tests, counsel on preventive health care, assist in surgery, and prescribe medications. The PA’s responsibilities depend on the type of practice, his or her experience, the working relationship with physicians and other health care providers, and state laws.

**Welcome**

Welcome to the inaugural class of Frostburg State University (FSU) Master of Medical Science in Physician Assistant Studies program. We are so excited to have you! You join a cohort of 25 students and will be the group known to FSU as the trailblazers and first graduating class of the new Physician Assistant Program at FSU.

This 24 month program provides a strenuous, challenging and rigorous educational experience that will prepare you to enter the PA profession knowledgeable and equipped with the skills sets you need to practice in a variety of settings. This program embraces innovation, interprofessional education and a commitment to community in our program design. It will provide students exposure to the complex and changing field of medicine with a particular focus on training providers who wish to live and serve in rural and/or medically underserved areas, particularly in western Maryland. You were selected for this program based on your academic accomplishments and alignment with our program’s vision and mission.

Over the next two years you will be challenged beyond what you could have possibly imagined. However, our faculty, staff, preceptors and the entire university are here to help you meet this challenge. Your success is important to us and we are looking forward to making history with you at FSU as we begin this new program.

Sincerely,

Beth Smolko, DMS, PA-C  
PA Program Director
Contents

Program and Student Resources .................................................................................................................. 6

Program Faculty/ Contacts ......................................................................................................................... 6

Important FSU University Offices/Resources .......................................................................................... 6

Important USMH Offices/Resources ......................................................................................................... 7

Institution and Program Overview .............................................................................................................. 8

Program Background ................................................................................................................................ 8

About FSU and University System of Maryland - Hagerstown ................................................................. 9

University Accreditation ........................................................................................................................... 9

PA Program Accreditation ......................................................................................................................... 9

Program Organizational Chart ................................................................................................................ 10

Handbook Revision Policy ....................................................................................................................... 10

General Program Information ..................................................................................................................... 12

University Mission ................................................................................................................................... 12

PA Program Vision ................................................................................................................................... 12

PA Program Mission ................................................................................................................................... 12

PA Program Goals ................................................................................................................................... 12

Program Admission Requirements .......................................................................................................... 13

Competencies ......................................................................................................................................... 20

New Student Information ........................................................................................................................... 22

Orientation .............................................................................................................................................. 22

Background Checks and Drug Screens .................................................................................................... 22

Email Account ......................................................................................................................................... 23

Health Insurance Requirements ............................................................................................................... 23

Health Requirements .............................................................................................................................. 23

Required Supplies, Materials & Equipment, Books ................................................................................ 25

Important Dates and Deadlines .............................................................................................................. 27

General Overview of Program Design ......................................................................................................... 28

Program Overview ................................................................................................................................... 28

Clinical Education Experiences (SCPEs) ................................................................................................. 28

Program Progression ................................................................................................................................ 29

Requirements for Graduation .................................................................................................................... 32
Program and Student Resources

Program Faculty/Contacts

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Phone</th>
<th>Cell</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>Beth Smolko, DMS, PA-C</td>
<td>240.527.2732</td>
<td>240.609.5862</td>
<td><a href="mailto:brsmolko@frostburg.edu">brsmolko@frostburg.edu</a></td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>Douglas Brown, PA-C</td>
<td>240.527.2753</td>
<td>240.522.4659</td>
<td><a href="mailto:dhbrown@frostburg.edu">dhbrown@frostburg.edu</a></td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Ken Pardoe, PA-C</td>
<td>240.527.2710</td>
<td>410.733.3436</td>
<td><a href="mailto:kipardoe@frostburg.edu">kipardoe@frostburg.edu</a></td>
</tr>
<tr>
<td>Principal Faculty</td>
<td>Carrie McMahon, PA-C</td>
<td>240.527.2711</td>
<td>TBD</td>
<td><a href="mailto:camcmahon@frostburg.edu">camcmahon@frostburg.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Vichuda Wachs</td>
<td>240.527.2732</td>
<td>TBD</td>
<td><a href="mailto:vwachs@frostburg.edu">vwachs@frostburg.edu</a></td>
</tr>
<tr>
<td>Clinical/Lab Support</td>
<td>Cameron Dennison</td>
<td>240.527.2738</td>
<td>TBD</td>
<td><a href="mailto:cddennison@frostburg.edu">cddennison@frostburg.edu</a></td>
</tr>
</tbody>
</table>

Important FSU University Offices/Resources

Administration
President’s Office

Provost Office
Academic Affairs

Dean’s Office
College of Liberal Arts and Sciences, Interim Dean, Dr. Dorothy Campbell, Compton Center 241C

Administrative Offices
Academic Computing
ADA Compliance Office
Administrative Services
Bookstore
Career Services
Center for International Education
Counseling Services
FSU PAWS Help Desk
Financial Aid
Graduate Services
Health Services
Lane Center and Student Activities
Library
Office of Graduate Services
Office of the Registrar
Office of University Billing
Residence Life
Student and Educational Services
Student Diversity Center
University System of Maryland - Hagerstown Center
University Police
- emergencies: 301.687.4222, all other calls: 301.687.4223
Veterans Affairs

6
## Important USMH Offices/Resources

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>USMH Ex. Director</td>
<td>Mark Halsey</td>
<td>2727</td>
<td><a href="mailto:mchalsey@hagerstown.usmd.edu">mchalsey@hagerstown.usmd.edu</a></td>
</tr>
<tr>
<td>Student Outreach Coordinator</td>
<td>Katie Hershey</td>
<td>2722</td>
<td>k <a href="mailto:hershey@hagerstown.usmd.edu">hershey@hagerstown.usmd.edu</a></td>
</tr>
<tr>
<td>IT Support</td>
<td>Scott Thomas</td>
<td>2758</td>
<td>sct <a href="mailto:thomas@hagerstown.usmd.edu">thomas@hagerstown.usmd.edu</a></td>
</tr>
<tr>
<td>Front Desk</td>
<td></td>
<td>2061</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Heather Elliott</td>
<td>2723</td>
<td></td>
</tr>
<tr>
<td>Police :Non-Emergency</td>
<td>USMH Building</td>
<td>240-527-2762</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>Main Station</td>
<td>301-790-3700</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dial 911</td>
</tr>
</tbody>
</table>
Institution and Program Overview

Program Background
FSU fulfills a unique role in public and community service in the region and has the distinction of offering academic programs to meet the needs of both students and employers of the state, in particular those in the western Maryland region and surrounding areas. Founded in 1898 to prepare teachers, the University today is a public, comprehensive, co-educational institution offering a wide array of programs at the undergraduate, graduate, and doctoral levels.

Within FSU’s regional service area, the health care industry accounts for the largest employer in the three most western counties in Maryland (Garrett, Allegany and Washington County) and is the third largest employer in Frederick County, Maryland (http://commerce.maryland.gov/). FSU is committed to growing programs which will meet the needs of these employers and the communities. As part of the overall strategic plan of the institution to meet workforce demands in the health care industry, the university has focused in recent years on development of health science programs.

In early 2013, a group of local health care providers, industry leaders and state-wide health officials requested FSU to consider developing a Physician Assistant program. The impetus for this request was the stress caused by current and expected future health care provider shortages in the region. The shortage has been caused by a variety of issues including an aging physician population, increased demands for access as the region’s population ages, increased managed health care, and the implementation of the Affordable Health Care Act which has expanded access to health coverage.

The increased demand for health care, coupled with our nation’s limited capacity to produce the required number of physicians has had an impact on the regional health care provider community and has limited access to health care, particularly in rural and underserved areas that are challenged with recruiting providers who want to live and work in rural communities. This constraint, coupled with the need to be more efficient and effective in providing health care, has resulted in the need to increase the number of Physician Assistants to help fill the gap, particularly in the western Maryland region.

In response to this pressing issue and our commitment to serving the workforce needs of the region, FSU began work to develop a PA program. With the help and support of FSU’s leadership, faculty and staff; University System of Maryland Board of Regents; University System of Maryland Hagerstown (USMH); local health systems and leaders (Meritus, Western Maryland Health System, Frederick Memorial Hospital, and Garrett Hospital); Physicians, Physician Assistants, and Nurse Practitioner communities in the region; local, state and regional political leaders, Appalachian Regional Commission: and several regional philanthropists, FSU is joining only two other Physician Assistant programs in Maryland, admitting the first class of PA students in summer 2019.
About FSU and University System of Maryland - Hagerstown

Frostburg State University has provided pathways to success for students for well over a century. Founded in 1898 to prepare teachers, the University today is a public, comprehensive, co-educational institution offering a wide array of programs at the undergraduate, graduate, and doctoral levels. As the only constituent University of Maryland System (USM) institution west of the Baltimore-Washington corridor, FSU serves as the premier educational and cultural center for western Maryland.

FSU’s main campus is located in the Appalachian highlands of western Maryland, in the heart of the city of Frostburg, MD. The main campus covers 260 acres within the town. FSU also offers both undergraduate and graduate programs at the University System of Maryland – Hagerstown’s (USMH) Regional Education Center located in the heart of downtown Hagerstown at 32. W. Washington Street. USMH is located approximately a 75 minutes west of the FSU main campus.

The PA program will be housed at the USMH Regional Education Center in a state-of-the-art facility. Our beautiful new 8,000 sq. ft. facility is located on the 3rd floor of the Agnita Stine Schreiber Health Sciences Center located at 24 Walnut St., Hagerstown, , approximately two blocks from the USMH main administrative building.

Full access to all USMH campus resources and facilities to include the library, classrooms, computer labs, student areas, and student services will be available to all students in the PA program. The services and offices of the FSU main campus to include admissions, student services, health services, Veterans services, financial aid and billing, library and more are also available and accessible to students in the PA program.

University Accreditation

Frostburg State University is one of 12 universities and 2 Regional Education Centers within the University of Maryland System and is accredited by the Middle States Commission on Higher Education, an institutional accrediting agency recognized by the US Secretary of Education and the council for Higher Education Accreditation.

PA Program Accreditation

Programs that educate PAs are accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), which serves as the only accrediting body for PA programs in the country. Seven national medical organizations cooperate with the ARC-PA to establish, maintain and promote appropriate standards of quality for entry level education of PAs. A PA graduate is not eligible to take the national certifying exam unless the PA graduated from a program that is accredited by the ARC-PA. A Physician Assistant graduate must pass the national certifying exam in order to practice in all states, the District of Columbia and all American territories.
Frostburg State University is the sole sponsoring institution of the Physician Assistant program. We have applied for Accreditation-Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). **Frostburg State University** anticipates matriculating its first class in **May 2019**, pending achieving Accreditation-Provisional status at the **March 2019** ARC-PA meeting. Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. More information on ARC-PA accreditation can be found at [http://www.arc-pa.org/](http://www.arc-pa.org/).

**Program Organizational Chart**

The Department of Physician Assistant Medicine (DPAM) is one of 19 departments within FSU’s College of Liberal Arts and Sciences (CLAS). The Chair of the DPAM department reports directly to the Dean of the CLAS.

![Program Organizational Chart Diagram]

**Handbook Revision Policy**

The information contained in the FSU PA Student Handbook is an extension of current graduate policies and procedures of FSU found in the Graduate Catalog ([https://www.frostburg.edu/admissions-and-cost/graduate/online-graduate-catalog-2018-2020.php](https://www.frostburg.edu/admissions-and-cost/graduate/online-graduate-catalog-2018-2020.php)). Since the implementation of the curriculum remains dynamic and therefore subject to continuous review and improvement, the provisions listed are directive in nature and subject to change without prior notice. The FSU Physician Assistant Program reserves the right to
modify/edit the student handbook including policy and procedure additions, deletions, and modifications at any time. Students will be notified of any such changes in writing in the form of an addendum or new handbook (electronic or hard copy format) and are then under the jurisdiction of the new/modified material. Students will sign an acknowledgement form when presented with the changes. All revisions apply to all enrolled students at time of notification.

Program activities for the FSU Physician Assistant program are implemented through a structure of committees that meet regularly to identify and discuss program issues, determine action plans and evaluate outcomes. The following committees make up the committee structure of the Department of Physician Assistant Medicine.

- PA Program Committee
- Admissions Committee
- Curriculum Committee
- Academic and Professionalism Progress Review Committee
- Assessment Committee
- Policy and Procedure Committee
General Program Information

University Mission
Frostburg State University is a student-centered teaching and learning institution featuring experiential opportunities. The University offers students a distinctive and distinguished baccalaureate education along with a select set of applied master’s and doctoral programs. Frostburg serves regional and statewide economic and workforce development; promotes cultural enrichment, civic responsibility, and sustainability; and prepares future leaders to meet the challenges of a complex and changing global society.

PA Program Vision
Frostburg State University’s Physician Assistant Studies program will educate a Physician Assistant workforce committed to excellence, compassion, and patient-centered care to serve rural and medically underserved areas in Maryland and beyond.

PA Program Mission
The Mission of the Frostburg State University’s Physician Assistant Program is to educate students in compassionate patient-centered care. Students will learn best practices, use innovative technology, and work in interprofessional teams to deliver quality care, particularly in rural and medically underserved areas in Maryland and beyond. Frostburg State University Physician Assistant graduates will have a commitment to excellence, inclusivity, and community service.

PA Program Goals
Goal 1: Prepare Physician Assistant students with the core medical knowledge and skills to deliver quality healthcare, achieving first time PANCE scores at or above the national average and aggregate scores at 100%.

Goal 2: Prepare students in the use of technology and interprofessional education opportunities to improve access to care and physical exam and diagnostic skills in all clinical setting.

Goal 3: Prepare graduates to evaluate clinical data and research and make evidence based decisions to provide safe, quality care for all patients.

Goal 4: Prepare graduates to meet the healthcare needs of rural and medically underserved populations
Program Admission Requirements

Summer 2019 Admission Cycle

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASPA opens</td>
<td>Anticipated August 2018</td>
</tr>
<tr>
<td>Application completed and e-submitted to CASPA*</td>
<td>No later than <strong>December 15</strong></td>
</tr>
<tr>
<td>Supporting application materials due to program or CASPA</td>
<td>January 15 (CASPA verification date)</td>
</tr>
<tr>
<td>Interview top candidates</td>
<td>August - February</td>
</tr>
<tr>
<td>Acceptance invitation to those selected</td>
<td>September - March</td>
</tr>
<tr>
<td>Commitment response due</td>
<td>Two weeks after admissions letter is received</td>
</tr>
<tr>
<td>Classes start</td>
<td>May 2019</td>
</tr>
</tbody>
</table>

Summer 2020 and Beyond Admission Cycle

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASPA opens</td>
<td>April 2019</td>
</tr>
<tr>
<td>Application completed and e-submitted to CASPA*</td>
<td>No later than <strong>November 1, 2019</strong></td>
</tr>
<tr>
<td>Supporting application materials due to program or CASPA</td>
<td>December 1, 2019 (CASPA verification date)</td>
</tr>
<tr>
<td>Interview top candidates</td>
<td>August - January</td>
</tr>
<tr>
<td>Acceptance invitation to those selected</td>
<td>September - January</td>
</tr>
<tr>
<td>Commitment response due</td>
<td>Two weeks after admissions letter is received</td>
</tr>
<tr>
<td>Classes start</td>
<td>May 2020</td>
</tr>
</tbody>
</table>

Admission requirements

Phase I – Academic Requirements

The FSU Physician Assistant Program is open to applicants who have earned, or will earn, by the end of the spring semester prior to summer semester entry, a baccalaureate degree from a regionally accredited institution of higher education. Applicants must have a GPA of 3.0 on a 4.0 scale, or higher, at the time of application and before matriculation into the program. Prerequisites, with the exception of one required non-science prerequisite course, must be completed for letter grade with at least a grade of C or higher at the time of application. Therefore, students are encouraged to complete all prerequisites by the end of the summer prior to the year of matriculation.

The following requirements must be met unless otherwise noted in order to be considered a qualified candidate to be moved to the interview phase of the application process. Please note...
that not all qualified candidates will be extended an interview. Candidates will be invited for interviews on a rolling basis. Admission will also be determined on a rolling basis with a final admission decision deadline of no later than April 1, 2019 for the first year of the program. The final admission notification deadline in subsequent years will be no later than February 15.

- Completed CASPA application (www.caspaonline.org) received and verified by the deadline date of December 15, 2018 with CASPA verification by January 15, 2019. After the program’s initial class of 2019 is determined, the application deadline will be November 1 with CASPA verification of December 1 of the year prior to summer matriculation. A complete application includes all three letters of recommendation, health care experience information, short essay, personal statement, test scores and all official transcripts confirming all prerequisite courses have been completed by the time of application, please note that only one non-science required prerequisite can be outstanding at the time of application. Students can have one outstanding prerequisite at the time of application; however, all required science prerequisites must be complete.

- An earned bachelor’s degree with an overall cumulative grade-point average (GPA) of 3.0 on a scale of 4.0 as calculated on the CAPSA application. If the GPA is not calculated as a 3.0 or higher by CASPA, students will not be considered. GPA will not be rounded up (students can be considered if the student is completing only one prerequisite, not including the required science prerequisites). Official transcripts are required and should be sent directly to CASPA. Transfer credits included on a transcript must include grades if earned; if not, an official transcript from the original school must be submitted. Transcripts must be sent from the issuing school in a sealed envelope and contain the appropriate signatures and seals to be considered official.

- All repeated course grades are counted in the CASPA GPA calculation. For information on how CASPA calculates GPAs, please go to their Frequently Asked Questions on the Web page at https://portal.caspaonline.org/caspaHelpPages/frequently-asked-questions/

- As a policy, FSU Master of Medical Science in Physician Assistant Studies program does not round-up any grades, including our own course examination scores and course GPAs. This also applies to prospective applicant cumulative science and prerequisite GPAs. However, if your cumulative undergraduate total GPA is below 3.0 on a 4.0 scale, and specifically only for the cumulative overall undergraduate GPA, we are mindful that some students do poorly in their freshman year but then excel in their remaining undergraduate years. Here in the PA Program, we view this as a sign of academic and emotional maturity. If you are such a student, and only once your application has been completed and verified by CASPA, you may email our Admissions Committee Chair, Dr. Vickie Mazer (vmmazer@frostburg.edu) and request that the Program reevaluate your transcripts. If approved, the Program may then recalculate your overall GPA based on your Junior and Senior course grades at a 4-year regionally accredited college or university. Courses completed at a community college and courses taken alone (i.e., not with a full semester course load) will not be included in this recalculation. It is important to understand that this is done on a case-by-case basis and the program decision regarding permitting the recalculation and the results of the recalculation are final and not open to
consideration for appeal. Regardless of the outcome, all applicants must still have a cumulative prerequisite and cumulative science grade point average of 3.0 or higher as noted above. Students requesting this exception may be asked to provide more information related to the reasons for academic performance.

- Prerequisites
  - A minimum average of 3.0 on a scale of 4.0 in required pre-requisite courses. Pass/Fail grades in prerequisite courses will not be accepted. All courses must have a letter grade.
  - A minimum of 3.0 average on a 4.0 scale in the sciences as figured by Central Application Service for Physician Assistants (CASPA)

Completion of Prerequisite Courses: All but one non-science prerequisite must be completed at the time of application or by January 15 prior to the summer of matriculation. Please also note that all prerequisite courses must have been taken within the previous ten years with the exception of Anatomy and Physiology and Microbiology which must be taken within the last 5 years. Applicants who have remained clinically active in the health care arena or content specific field may request consideration of waiver of the time limitation.

- General Biology I and II – may be completed as AP courses in high school with score of 4 or 5 on AP exam
- Anatomy and Physiology I and II with lab (must be completed within 5 years of application. Waiver may be considered if evidence of using content)
- Microbiology with lab (must be completed within 5 years of application)
- Medical Terminology
- General Chemistry I and II – may be completed as AP courses in high school with score of 4 or 5 on AP exam; also blended General Chemistry courses will be considered depending on course description
- Organic Chemistry I
- Psychology 101 (or similar entry-level psychology course) - may be completed as AP courses in high school with score of 4 or 5 on AP exam
- Introduction to Statistics - may be completed as AP courses in high school with score of 4 or 5 on AP exam
- Recommended but not required – Genetics, Physics, Biochemistry I, Lifespan and Developmental Psychology or Developmental Psychology

All courses must be completed at a regionally accredited college or university
Any courses completed at an institution using a quarter credit system, must be converted to semester credit hours using the following formula:
one semester credit hour is equivalent to .67 quarter credit hours; 1 quarter credit hour/1.5=.67 credit hours.

- Completion of the GRE. Send GRE from ETS directly to FSU using code (5402). Do not send scores directly to CASPA. MCAT tests will be accepted in lieu of GRE. GRE scores must be current within five years of the date of application and received by the application deadline. Existing master’s degree or higher will waive the GRE requirement. MCAT test scores can be accepted in lieu of the GRE test scores. There is no minimum score required; however, a score of 40% or higher in both the quantitative and the verbal portion of the GRE is recommended and will be given preference when evaluating applications.

Phase II – Other Requirements

Frostburg performs a holistic review of each student’s application. The program does not allow students to waive courses, nor does it admit students with advanced standing. However in some cases, students who have withdrawn or who have been dismissed from the program may be readmitted with advanced standing.

Increasingly, clinical facilities require that students seeking placements undergo various criminal background checks, child abuse clearances, and/or drug screens prior to placements. Therefore, students should be prepared to participate in these screenings. Applicants who are unable to pass these clearances may be denied admission into the program.

- Health Care Experience Hours (minimum of 500 hours of paid employment or volunteer hours). These hours must be completed by the time of application. Patient Contact Experience must be reported on the CASPA application and may be randomly checked for verification of hours. Patient Contact Experience cannot be updated once the CASPA application has been completed. It is recommended that these contact hours also include 8 hours of shadowing a Physician Assistant. The experience hours can be paid, volunteer or shadowing a PA, NP or MD as well. Examples of the most useful direct patient contact hours include CNA, EMT, Scribe, Medical Assistant, Respiratory Therapist, Radiology Technician, Military Medical Corpsman, Paramedic, RN and shadowing a PA, MD or NP. Other health care experience is equally acceptable as long as the clinical experience is hands-on in nature. It is important that the PA applicant is familiar with the medical care environment and the role of a PA, and have exposure to a patient care environment. Paid or volunteer experience is acceptable. This information is required to be entered into the CASPA application. Hours should be documented by a supervisor but official documentation does not need to be provided as part of the application but may be requested by the Program as part of the admission process.

- Service /Leadership Hours or Related volunteer experience. While service/volunteer experience is not a requirement, this information is helpful in providing more information about the applicant.
• Submission of 3 letters of recommendation (Acceptable references include: MD, DO, PA, or NP, academic advisor or faculty member able to verify your potential for academic success, and individuals (professional or academic) who can attest to your commitment to leadership and service). It is the applicant’s responsibility to ensure that all three letters of recommendation are received by CASPA or the application will be considered incomplete and ineligible for consideration.

• Short Essay Response – embedded within CASPA application

• Personal Statement – embedded within CASPA application

• Technical Standards - Along with other Program prerequisites, all candidates must be able to independently, with or without reasonable accommodation, meet our Program specific technical standards of general and specific abilities and behavioral and social attributes, and continue to meet these standards throughout the entirety of their program. The technical standards have been developed in consideration of the demands of didactic and clinical training in graduate health sciences and clinical practice as a physician assistant.

• Applicants will be screened and will move to the pre-qualified applicant stage. After a full review of pre-qualified applicants, students will be invited for a full day face-to-face interview. Please note that not all pre-qualified candidates will be invited for an interview.

• Those students who are invited to an interview will be asked to submit a supplemental application using the FSU website and pay $45.00 supplemental application fee.

Foreign Medical Graduate and International Students
• All foreign-educated applicants must have transcripts of all higher education institutions attended evaluated by World Education Services (WES) or Educational Credential Evaluators (ECE) prior to submitting the CASPA application. All foreign transcripts must be evaluated (course-by-course with GPA evaluation is required) by one of these organizations listed above; no other evaluation services will be accepted. Please be advised that this process may take several months and must be submitted with the completed CASPA application by the application deadline. All prerequisite courses must be taken in the US.

• English Fluency
International students who have not graduated from an accredited college or university in the United States and whose native language is not English, must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL) of 100 ibit or IELTs test 7.5. Scores must be current within two years from the time of application.

Phase III - Interview

Interviews are conducted by the PA program admissions committee which is made up of FSU PA faculty, university faculty at large, and university staff. Current students, alumni, and community partners/health care providers may take part in some of the activities of the interview
day but the final admission decisions will be the responsibility of the Admissions committee. Both individual and group interviews and activities are utilized. Notification of interviews are sent to the email submitted on the CASPA WebADMIT system by the applicant. The program will send interview notification at least two weeks prior to interview dates.

After application review, the FSU Program Admissions Committee will select applicants for an interview. Interviews will be offered on a rolling basis. Not all qualified candidates are extended an interview. The tentative 2019 Admissions Cycle Interview Dates are:

- September
- October
- November
- December
- January
- February (pending open cohort seats)

Please note that in subsequent admission cycles beyond 2019, the interview dates will begin in April and end in November of the year prior to admission.

**Phase IV - Admission**

Following the interview, faculty will use a holistic approach to determine which students will be offered admission to the program. Students will be offered conditional admission pending completion of the following items before matriculation.

- Completion of a satisfactory background check, comprehensive drug screen, and documentation of required immunizations prior to matriculation. The PA program requires students adhere to the [Center for Disease Control and Prevention Recommended Vaccines for Healthcare Workers](https://www.cdc.gov/vaccines/). Documentation of the above will also be required prior to matriculation. The PA program will provide detailed information on the required process to meet this requirement at the time of admission.

  *Contraindications to the above will be considered on a case-by-case basis, only with documentation from a medical provider, and must be discussed prior to matriculation. Personal/Religious reasons for declining immunizations will be considered on a case by case basis and must be discussed prior to matriculation. It is important to understand that participating in some clinical experiences may be prohibited from some institutions/practices without completion of immunization requirements. Declining immunizations could impede clinical rotation requirements and therefore delay or prevent successful completion of the program.*

- Please note that admitted students may also be required to complete a second drug screening and background check prior to the start of their clinical phase of the program. Students are responsible for any associated costs.
- Demonstration to program principal faculty of ability to meet the following technical standards:
  - Sufficient capacity for observation in academic, clinical, and other medical settings; functional vision, hearing, and tactile sensation sufficient to observe a
patient’s condition and perform procedures regularly required during a physical examination
  o Effective written and verbal communications skills sufficient to both academic and healthcare settings
  o Sufficient motor function to carry out movements necessary for patient diagnosis and care; for free movement in patient care and between facilities and buildings in academic and healthcare environments; physical stamina to complete didactic and clinical coursework
  o Sufficient intellectual ability to measure, calculate, reason, analyze, and synthesize, in the context of medical problem-solving and patient care
  o Sufficient emotional health and stability required for exercising good judgment and promptly completing all academic and patient care responsibilities

- Students will be required to carry personal malpractice coverage. Information on this can be found at https://www.cmfgroup.com/professional-liability-insurance/physician-assistant-student-insurance/ Evidence of malpractice insurance will be required prior to matriculation?
- Health Insurance is required for all students in the PA program and must be secured prior to the first day of class and continued throughout the program. Students are encouraged to check for competitive health insurance rates via the federal government’s official ACA website - healthcare.gov (you may be eligible to enroll out of the typical enrollment period) - or the healthcare.org general health insurance marketplace website - or any other vendor.

FSU Physician Assistant program provides preference to:
  a. Students with a western Maryland Heritage (FSU alumni, resident of western Maryland regional area (100 mile radius of FSU), one or more parent is a resident of western Maryland regional area, graduate from high school or college/university other than FSU located in regional area
  b. Heritage of living in a rural or medically underserved area
  c. Veteran
Competencies

Upon completion of the FSU PA Program, graduates are expected to be competent in the following areas with an emphasis on rural and medically underserved populations:

Medical Knowledge

MK1 Demonstrate an understanding for the medical, behavioral and social knowledge necessary to evaluate and manage patients across all ages and patient populations in both primary care and specialty settings.

Interpersonal Skills and Communication:

IPSC1 Elicit an accurate medical history from patients.
IPSC2 Perform a detailed physical exam relevant to the medical history.
IPSC3 Document a clinical encounter in the patient record.
IPSC4 Deliver accurate patient education that encompasses verbal, non-verbal and written forms of information to the patient and their care team that considers disease prevention and health awareness.
IPSC5 Provide an oral presentation of a clinical encounter.
IPSC6 Give or receive a patient handover to transition care responsibly.

Clinical Problem Solving:

CPS1 Demonstrate an ability to formulate a differential diagnosis following a clinical encounter.
CPS2 Demonstrate an ability to recommend and interpret appropriate diagnostic studies to assist in the evaluation and treatment of the patient.
CPS3 Demonstrate the ability to develop and implement an appropriate therapeutic management plan, either pharmacological or non-pharmacological, based on the patient’s medical history, physical exam and diagnostic study findings.
CPS4 Recognize a patient requiring urgent or emergent care, and initiate evaluation and management.
CPS5 Demonstrate an ability to make informed decisions about the care of patients consistent with up-to-date scientific evidence, patient preferences, and sound clinical judgment.
CPS6 Identify system failures and contribute to a culture of safety and improvement.

Technical Skills:

TS1 Demonstrate the ability to obtain informed consent and perform clinical procedures common to primary care to include: venipuncture, intravenous access, joint injections and aspirations, wound management, laceration repair, casting and splinting, strep screening, urinalysis, catheterization, performing pelvic exams, and interpretation of radiographic images, pulmonary function tests and ECGs.
TS2  Effectively utilize telemedicine equipment and demonstrate the ability to discern conditions that are appropriate for treatment using telemedicine/telepsychiatry.

**Professionalism:**

PROF1  Demonstrate professionalism with high ethical principles, sensitivity, and responsiveness to all patients, their care teams, and members of the healthcare team.
New Student Information

Orientation
Prior to the start of the first semester, new PA students are required to attend new student orientation. This program gives students the opportunity to meet their peers, the faculty, and the staff with whom they will be interacting and studying with for the duration of the twenty-four month program. Students are given an overview of the curriculum and schedule for the program, a tour of the facility and introduction to campus resources and student services, and a review of pertinent policies and procedures. The orientation date and time will be emailed to students following their admission. Typically, the orientation is held during the week prior to the start of classes and will likely span the weekend; however, the PA program reserves the right to schedule the orientation any time prior to the beginning of the semester. The orientation is mandatory for all new students. Due to the nature of this program and the importance of students beginning this program, understanding the full expectations of the program is important. Students who are not able to attend the orientation may be withdrawn from the program.

Background Checks and Drug Screens
Prior to matriculation, students offered a seat in the program must complete a criminal background check and drug screen via Castle Branch services. Thereafter, students may be required by clinical sites to undergo repeat drug screening and criminal background checks, prior to beginning clinical rotations. Students are responsible for all expenses related to meeting drug screening, student health requirements and background documentation. Students who at any point in the program delay or decline to participate in a requested alcohol and/or drug screen will have that action considered equivalent to taking and failing a drug/alcohol screen.

Applicants accepted into the FSU PA Program who answered "no" to questions relating to criminal background in their CASPA application and who are found to have a subsequent positive criminal background check are likely to be dismissed from the program on the basis of misrepresentation. In the event of a reported incident, a determination about the applicant’s/student’s continued progress in the academic program will be made by FSU in accordance with University procedures. Applicants who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding eligibility may be obtained from appropriate credentialing boards. Clinical rotation sites may not permit participation in the clinical experience. This should be considered seriously by the candidate prior to application and matriculation.

Applicants are advised that results of criminal background checks and other required background screening will be released to third parties involved in their clinical education. Criminal offenses occurring after the student matriculates may result in the student’s dismissal from the program; if this occurs, tuition and fees will not be refunded. For detailed information
related to this issue please refer to the FSU PA Program Drug Screen Policy (Appendix A) and Student Criminal Background Check Policy (Appendix A.1)

**Email Account**

All students are assigned an FSU email account at the time of admission to the program. It is mandatory that students check their FSU e-mail account daily (including weekends). The FSU e-mail is considered the official University email and the only account that the PA Program uses to communicate with students. Likewise, students should only use their FSU e-mail account for email correspondence with the program as this prevents identification problems related to outside email. Faculty and staff will not respond to students who utilize outside email addresses. Many PA program faculty and staff use e-mail as an important means for distributing information. The program is not responsible if a student has inaccurate or missed information due to failure to routinely check, read and clear his/her e-mail account.

**Health Insurance Requirements**

Students are required to maintain personal health insurance during enrollment in FSU’s Physician Assistant Program. Proof of insurance coverage must be provided prior to orientation. Students are responsible for all personal health care costs incurred while enrolled in the PA program. These costs may include but are not limited to: immunizations, illness, PPD testing, health evaluation post exposure to a communicable disease, or other accidental injuries sustained during program mandated training activities.

Due to the potential for exposure to potentially infectious materials, insurance should cover screenings, diagnostics, treatments, and short and long term disability compensation that may result from any potential exposure. All screening, treatment, or disability maintenance costs that insurance does not cover will be the sole responsibility of the student. All covered, uncovered, or related costs are the exclusive responsibility of the student and not the responsibility of Frostburg State University (see **Student Health Policy** in Appendix B).

**Health Requirements**

The FSU PA Program has an ongoing immunization policy that is based on the Centers for Disease Control and Prevention (CDC) immunization recommendations for health-care personnel (https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html). Students who require one or more multiple dose vaccine series to meet immunization requirements must provide medical documentation that they have initiated the process by May 1st prior to the first day of orientation. They must also provide medical documentation of completion of the process according to established CDC immunization timelines. Students failing to do so will be dismissed from the program.

Students are financially responsible for the cost of health insurance and all health care services they may be required while enrolled in the program, including any health care services required as a result of their participation in scheduled program activities (e.g. TB testing, immunizations, treatment of injuries, pathogen exposure evaluation and treatment).
1. **Tuberculosis:** One of the following completed within the past 12 months is required:
   - 2 step TB skin test (administered 1-3 weeks apart)
   - OR
   - QuantiFERON Gold blood test (lab report required)
   - OR
   - If positive results, submit a clear chest x-ray (lab report required)

2. **Immunizations:** Students must be current on all required immunizations. Either record of immunization or serologic proof of immunity must be provided for all listed conditions recommended by the Centers for Disease Control and Prevention for health care personnel, to include, but may not be limited to:
   - **Hepatitis B:** BOTH of the following are required:
     - 3 vaccinations AND
     - A positive antibody titer (lab report required)
     - If your titer was negative or equivocal, you must repeat the series and provide a 2nd titer
   - **Measles, Mumps & Rubella (MMR):** One of the following is required:
     - 2 vaccinations: The first vaccination MUST be administered AFTER the age of 1 regardless of vaccination type. Vaccinations can be a combined MMR vaccination, however if individualized vaccinations are submitted you MUST submit 2 vaccinations for Mumps and Measles and 1 vaccination for Rubella
     - OR
     - Positive antibody titer (lab report required) for all 3 components. If your titer was negative or equivocal, you must receive 1 booster vaccine (administered after your titer) and provide a 2nd titer.
   - **Varicella:** One of the following is required:
     - 2 vaccinations OR
     - Positive antibody titer (lab report required) If your titer was negative or equivocal, you must repeat the series.
   - **Tdap (Tetanus/Diphtheria/Pertussis):** One of the following is required:
     - Documentation of a Tdap (Tetanus, Diphtheria & Pertussis) vaccination administered within the past 10 years
     - OR
     - Documentation of a Tdap vaccination administered from any time AND a Td (Tetanus & Diphtheria) booster administered within the past 10 years. Renewal will be set for 10 years from the most recent vaccination. Upon renewal, a Td booster is required.
   - **Influenza:** Students will be required to obtain influenza immunization annually while enrolled in the program.
**Other Immunizations:** Students may occasionally be involved in patient care activities that require additional immunizations or disease prophylaxis (e.g. international rotations). It is the responsibility of the student to consult with the PD/Clinical Coordinator to determine if any additional precautions are necessary.

3. Historical documentation without primary source evidence of tuberculosis screening, immunizations and/or serologic proof of immunity will not satisfy the program’s documentation requirements.

The following qualify as legitimate proof of immunization/TB testing status:

- Copies of the applicant’s medical record(s) on which administration and results of tuberculosis screening data is recorded.
- Copies of the applicant’s medical record(s) on which administration of the immunization series is documented by the immunization provider (including immunization cards signed by the administering health care professional/agency).
- Copies of the laboratory report(s) documenting results of serologic testing for immunity (antibody test results).
- Copies of the applicant’s medical record(s) or a letter from the applicant’s health care provider documenting immunization non-conversion and explaining the process by which that conclusion was reached.

Immunization records must be submitted to the CastleBranch compliance tracking system, **NOT to the FSU Department of Physician Assistant Medicine (DPAM).**

The PA program will access CastleBranch to ensure completion of required immunizations and TB screening of all students. Students will be provided access to CastleBranch online files. Program Director, principal program faculty, medical director, or program staff **WILL NOT** participate as health care providers for students enrolled in the program and **WILL NOT** have access to any student health information other than that defined in this policy.

For further details please refer to the Student Health Policy found in Appendix B.

**Required Supplies, Materials & Equipment, Books**

**Required Supplies and Educational Equipment**

- Wrist watch with second hand
- A personal laptop computer with wireless Internet access and a cable and adapter to connect to Ethernet port
- **Short** White Lab Coat with FSUPA Studies Patch. *Do not purchase this in advance. We want everyone in the same type of coat and will provide information at orientation.* The FSU patch will be available to order as well.
• Two pairs of surgical scrubs. **Do not purchase scrubs in advance. We want everyone in the same type of scrubs. Information will be provided at orientation.**

• **Computer/Internet Access:** Students are expected to have a laptop computer and access to the Internet. The curriculum incorporates computer-assisted instruction, so your computer must be able to interface with the FSU email system and download program instructional materials from the program’s website. Specifications for the computer requirements will be distributed to admitted students prior to orientation.

**Required Medical Equipment and Miscellaneous Items**

Depending on the exact equipment model and/or style you choose, the average cost of your medical equipment will be $750 to $1,000. You may purchase your equipment prior to your arrival. However, FSU will provide you a recommended list of vendors. See the Diagnostic Equipment checklist below.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrist Watch</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>White jacket (Short, finger-tip length )</td>
<td>$20.00 - $40.00</td>
</tr>
<tr>
<td>FSU student PA patch</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>PA program identification badge</td>
<td>$10.00</td>
</tr>
<tr>
<td>Percussion hammer</td>
<td>$2.00 - $10.00</td>
</tr>
<tr>
<td>Pocket pen light</td>
<td>$2.00</td>
</tr>
<tr>
<td>Smart Phone or Personal Digital Device (PDA)</td>
<td>$90.00 - $400.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>$100.00 - $150.00</td>
</tr>
<tr>
<td>Visual acuity card</td>
<td>$3.00</td>
</tr>
<tr>
<td>Bag</td>
<td>$50.00 - $100.00</td>
</tr>
<tr>
<td>Otoscope Insufflator</td>
<td>$7.00</td>
</tr>
<tr>
<td>Rechargeable diagnostic set</td>
<td>$360.00 - $750.00</td>
</tr>
<tr>
<td>Sphygmomanometer</td>
<td>$42.00 - $200.00</td>
</tr>
<tr>
<td>Tuning Forks</td>
<td>$7.00</td>
</tr>
<tr>
<td>Protective Eyewear</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tape Measure</td>
<td></td>
</tr>
</tbody>
</table>

Note: Students are encouraged to wait on the purchase of the above equipment. FSU will provide more information and specific requirements at the time of orientation.
Books

Many textbooks required for the program will be available online through the Library database and at no charge to enrolled students. Any required text not available online must be purchased by the student. Online electronic data (texts, video, etc.) will be available through the FSU Library and include the following medical resources: Access Medicine and UpToDate. Information regarding these resources will be provided at orientation. It is anticipated that students will have required texts that are not available on the university online database no later than the first day of class.

Important Dates and Deadlines

All-important University dates and deadlines such as registration, drop/add, graduation filing, commencement, holidays, and finals weeks can be accessed at: https://www.frostburg.edu/about-frostburg/academic-affairs/#ac or electronically at https://www.frostburg.edu/academics/calendar.php. Be aware that PA Program dates may differ from the FSU calendar for semester start and stop dates and holiday time. For specifics, consult the Physician Assistant Program calendar which will be available and continuously updated. Students should not assume there is time off from school, during or between semesters unless it is specifically noted as a break in the PA Program Calendar. Students should check with the Program Director, Academic Coordinator or Clinical Coordinator if there is any question regarding attendance.
General Overview of Program Design

Program Overview
The Master of Medical Science in Physician Assistant (PA) Studies Program at Frostburg State University (FSU) is a professional degree program intended to prepare students academically and professionally for responsibilities, services, and leadership as a Physician Assistant. This graduate education program consists of two phases spanning 24 months to include intersessions and summers with a total of 117 credits. Phase I (didactic phase) represents the pre-clinical year and spans the first 13 months, representing 74 program credits. Phase II (clinical field education phase) represents 43 program credits including ten diverse supervised clinical field experiences (Supervised Clinical Practice Experience or SCPEs) and a four credit summative capstone course over a period of 11 months. Categorical learning domains include human anatomy, basic medical sciences, clinical medicine, clinical assessment and diagnostics, clinical patient care skills and interventions, professional development, research, and multiple field practice experiences. The program reserves the right to modify the curriculum sequence as deemed appropriate. The program additionally reserves the right to add additional courses after obtaining the approval of the University’s curriculum change process committees.

Clinical Education Experiences (SCPEs)
Each of the Supervised Clinical Placement Experiences (SCPE) spans a 4-week period, with the exception of one SCPE which will be three (3) weeks, and begin and end over the course of the second phase of the program (clinical field education). All PA students advance through the seven required SCPEs and three elective SCPEs during the second phase of the program. Only students deemed to be in good academic standing by the program are permitted to complete an elective. Specific SCPEs may be assigned to students deemed at risk by the clinical coordinator in place of an elective. Students may submit a request for a particular discipline with the understanding that the sequence of clinical placements is determined by the Clinical Coordinator (CC). Whenever possible, students are placed at clinical sites within a 150-mile radius of USMH and considered part of the western Maryland region. However, due to changes in availability of individual clinical sites, it is sometimes necessary for a student to travel further than this distance. In accordance with our mission, the program will also strive to assure that students are placed in one to three sites considered to be a rural area or which serves a large population of medically underserved patients.

It is the responsibility of the PA Program and not the students to identify and schedule sites used for the SCPEs. (ARC-PA standard A3.03). It may be possible for a student to suggest a clinical site for his or her use that is or is not part of the established clinical network of preceptors. Such sites must meet all of the established educational goals for the clinical experience and must agree to become legally affiliated with the FSU PA Program during the time the student is attending the site. The priority will be focused on established local sites and establishing new local sites. However, no student is permitted to contact a potential preceptor directly. All contact information must be provided to the PA program’s clinical coordinator to make contact with preceptors. Students are prohibited from contacting and making arrangements for their own
clinical placement sites. Failure to follow this protocol can result in dismissal from the program. It is the discretion of the PA Program to utilize student-identified sites and not all students may be placed at sites which they identify/request.

Students will be required to have reliable transportation and are responsible for the costs incurred for transportation and housing during all SCPEs whether placed there by their choice or by the program.

**Program Progression**

Students accepted to the Frostburg State University (FSU) Master of Medical Science (MMS) in Physician Assistant Studies must become familiar with the program and degree requirements and academic regulations and procedures as stated in the FSU Graduate Catalog, PA Program Policies, and PA Student Handbook.

Progression and continuance in the FSU PA Program is based upon successful completion of all instructional objectives in didactic and clinical coursework by demonstrating proficiency in the expected learning outcomes and competencies in the areas of Medical Knowledge; Interpersonal Skills and Communication; Clinical Problem Solving, Technical Skills and Professionalism.

Students who do not successfully complete all course requirements for each semester will not progress to the next semester without approved remediation and approval of the Academic and Professionalism Progress Review Committee (see Academic Performance, Professionalism and Progress Policy in Appendix C). Failure to successfully complete remediation will result in dismissal. At the course director's discretion, an "Incomplete" may be assigned for reasons of illness or other unavoidable conditions. A student will be granted a reasonable timeline, not later than the end of the following semester, to remove an incomplete grade. Any incomplete grades remaining at the end of the following semester will become an F and result in dismissal from the program.

Students who must leave the program due to personal reasons and have not failed a course or evaluation may be considered for a leave of absence or otherwise may apply for readmission in subsequent available cohorts. Students who are readmitted to the program or return from an approved leave of absence may be required to repeat some or all courses as determined by the Program Director in consultation with the Academic Coordinator. Students who are requesting a leave of absence must follow the procedures outlined in the Academic Performance, Professionalism, and Progression Policy found in Appendix C.

Students who request and are granted a leave of absence must submit a request to return to the program by submitting a letter to the Program Director and the Chair of the Academic and Professionalism Progress Review Committee, not to exceed more than 12 months from the date of leaving the program. The letter must indicate the causative issue(s) have been resolved and what steps the student has taken to assure future success in the program. The student must also meet readmission criteria for the university as stated in the FSU Graduate Catalog and PA Program Handbook.
Students who have been granted a leave of absence for personal reasons and leave at the end of a semester after completing all coursework with an “A” or “B”, may be allowed to reenter the program at the point at which they left, reentering in the semester required for continuity of program sequence. However, the student may also be required to repeat any courses deemed necessary by the Program Director or Academic Coordinator. The student will be responsible for meeting all readmission requirements and for all tuition, fees and expenses incurred for readmission.

Students who have been granted a leave of absence who leave the program for personal reasons prior to successfully completing the semester, the student must, at the least, restart the program at the beginning of the semester in which they left and repeat all coursework of the semester maintaining continuity of program sequence. However, the student may also be required to repeat any courses deemed necessary by the Program Director or Academic Coordinator. The student will be responsible for meeting all readmission requirements and all tuition, fees and expenses incurred for readmission.

**Required Academic Standards**

Attendance and participation requirements are outlined in the Student Attendance, Participation, and Inclement Weather policy.

Students enrolled in the FSU Physician Assistant Studies program must maintain adherence to the program standard of academic performance and professionalism.

**Requirements for Progression**

1. After admission notification and prior to matriculation, students must meet the following to progress to the didactic phase:
   - Successfully complete the admission requirements including submission all required immunizations and proof of health insurance
   - Successfully complete the FSU PA Program Orientation.

2. Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. Students must successfully complete all courses in the didactic phase before they may progress into the clinical phase of the program. Any exceptions to this must be approved by the Academic Performance and Professionalism Progress Review Committee.

3. Supervised Clinical Practice Experiences offered during the clinical phase of the program do not follow the semester calendar. Due to timing, as well as complexity of evaluative measures incorporated, student performance is assessed by the Clinical Coordinator at the completion of each Supervised Clinical Practice Experience to determine progression to the next rotation.
4. At the conclusion of each semester, in both the didactic and clinical year, the Academic and Professionalism Progress Review Committee reviews each student’s academic and professional performance. Students must be recommended for progression by the Academic and Professionalism Progress Review Committee to be eligible to take courses in the subsequent semester and continue their progression through the program. In the event a student is identified to be at risk for Academic/Professionalism probation or dismissal at any time during the program, including Supervised Clinical Practice Experiences, the Academic and Professionalism Progress Review Committee may convene more frequently to determine appropriate academic/professionalism intervention.

Guidelines used to determine progression from semester to semester include the following:

Semester to Semester Progression - Didactic Phase:
- Achieve a minimum overall 3.0 GPA
- No more than one (1) course grade below a “B” within the semester
- No course grades below “C”
- Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs
- Achieve minimum established score for all formative and summative evaluations/examinations
- Documented demonstration of professionalism

Progression from Didactic Phase to Clinical Phase:
- Achieve a minimum overall 3.0 GPA
- No more than two (2) course grades below a “B”
- No course grade below “C”
- Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs
- Achieve minimum established score for all formative and summative evaluations/examinations
- Documented demonstration of professionalism

Please note any grade below “C” and more than two (2) grades below the level of “B” within the didactic phase will trigger dismissal from the program. See dismissal section below.

Clinical Phase to Completion:
- Achieve a minimum overall 3.0 GPA
- Successfully complete all Supervised Clinical Practical Experiences/SCPEs
- No more than one (1) course below the level of “B”
- No course grade below the level of “C”
- Obtain passing grades on all end of SCPE examinations
f. Achieve minimum established score for all formative and summative evaluations/examinations

g. Documentation of professionalism

Please note any grade below “C” and more than one (1) grade below the level of “B” within the clinical phase, including the summative course will trigger a dismissal from the program. See dismissal section below.

5. In the event that a student does not meet the above criteria, is remediating a course or course component, or may be on academic or professionalism probation, the student may progress to the subsequent semester at the discretion of the Academic and Professionalism Progress Committee.

**Requirements for Graduation**

To graduate from the PA Program and earn a Master of Medical Science in Physician Assistant Studies degree, students must:

1. Successfully complete all course work according to program defined academic standards including demonstration of meeting all Program Learning Outcomes.

2. Achieve a minimum overall 3.0 G.P.A. (Grade Point Average) with no more than two (2) grades below “B” during the didactive phase and one (1) grade below “B” during the clinical phase.

3. Successfully pass all components of the summative evaluation.

4. Demonstrate they have met program expectations and acquired the competencies needed for entry into clinical PA practice with patients seeking: medical care across the lifespan, women’s health, care for conditions requiring surgical management, care for behavioral and mental health conditions.

5. Submit a completed graduation application to the Office of Graduate Studies.

6. Be in good academic standing. In the event that a student is on academic probation as he/she enters the final semester, he/she must complete the final semester with the required overall G.P.A. of 3.0 to be awarded the degree.

7. Be in good professional standing. In the event that a student is on professionalism probation as he/she enters the final semester, he/she must successfully meet program-established conditions prior to the end of the final semester to successfully transition off professionalism probation prior to graduation.

8. Complete all requirements for graduation within 6 years of the original date of matriculation.

9. Have no incomplete grades

10. Approval of the Academic and Professionalism Progress Review Committee

*Students should apply for graduation one term before all requirements for the MMS degree are complete. The graduation application is available on the FSU PAWs system.*
Curriculum and Course Sequence (117 Credits)

<table>
<thead>
<tr>
<th>Phase I - Summer I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM 601 Human Anatomy I</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 631 Developing the PA Professional I</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 610 Clinical Medicine I</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 621 Basic Science I</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 641 Patient Assessment and Diagnostic Methods I</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 651 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 660 Population Health</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase I - Summer I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM 685 Foundations of Surgery</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 690 Emergency Medicine Intensive</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 695 Transition to Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase II – Summer II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCPE 1</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 2</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase I - Fall I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM 602 Human Anatomy II</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 632 Developing the PA Professional II</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 611 Clinical Medicine II</td>
<td>6</td>
</tr>
<tr>
<td>DPAM 622 Basic Science II</td>
<td>4</td>
</tr>
<tr>
<td>DPAM 642 Patient Assessment and Diagnostic Methods II</td>
<td>4</td>
</tr>
<tr>
<td>DPAM 652 Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>DPAM 665 Research and Evidence Based Medicine</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase II - Fall II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCPE 3</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 4</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 5</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 6</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase I - Winter I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM 675 Geriatrics</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 680 Pediatrics</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 670 Functional and Preventive Medicine</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase II - Winter II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCPE 7 (Elective)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase I - Spring I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPAM 603 Human Anatomy III</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 633 Developing the PA Professional III</td>
<td>2</td>
</tr>
<tr>
<td>DPAM 612 Clinical Medicine III</td>
<td>6</td>
</tr>
<tr>
<td>DPAM 623 Basic Sciences III</td>
<td>4</td>
</tr>
<tr>
<td>DPAM 643 Patient Assessment and Diagnostic Methods III</td>
<td>4</td>
</tr>
<tr>
<td>DPAM 653 Pharmacology III</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase II - Spring II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCPE 8</td>
<td>4</td>
</tr>
<tr>
<td>DPAM 709 Summative (Capstone)</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 9</td>
<td>4</td>
</tr>
<tr>
<td>SCPE 10</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Please note that the Elective SCPE course number is DPAM 707 and other SCPE course numbers range from DPAM 700 to DPAM 706 assigned by specialty ie. Family, Women’s Health, Emergency.
University and UMSH Policies, Guidelines and Services Affecting PA Students

Tuition and Fees

In-State per credit hour $516
Regional per credit hour $616
Out-of-State per credit hour $750
Technology fee per credit hour $17
University Summer fee $70
University Intersession fee $70

Course fees:

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy Course Fee</td>
<td>$140 per course</td>
</tr>
<tr>
<td>Patient Assessment and Diagnosis Course fee</td>
<td>$140 per course</td>
</tr>
<tr>
<td>Program fee ($100 per semester)</td>
<td></td>
</tr>
<tr>
<td>University Technology ($17 per credit hour)</td>
<td></td>
</tr>
<tr>
<td>SCPE Course fee (End of Rotation Exams)</td>
<td>$40 per course</td>
</tr>
<tr>
<td>Transition to Clinical Year Course fee</td>
<td>$345</td>
</tr>
<tr>
<td>Summative/Capstone Course fee</td>
<td>$399</td>
</tr>
</tbody>
</table>

*** Includes program-related expenses associated with maintaining a functional laptop computer, ACLS/BLS training, and obtaining necessary criminal background checks and drug screenings required for enrollment and completion of supervised clinical practice experiences.

Below is an estimate of the tuition and fees for the 2019-20 academic year. Notwithstanding any other provision of this or any other Frostburg State University publication, Frostburg State University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by Frostburg State University and the University System of Maryland Board of Regents. Costs subject to change prior to Summer 2019.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Tuition</td>
<td>$35,088</td>
<td>$25,284</td>
<td>$60,372</td>
</tr>
<tr>
<td>Regional Tuition</td>
<td>$41,888</td>
<td>$30,184</td>
<td>$72,072</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$51,000</td>
<td>$36,750</td>
<td>$87,750</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td>$2,536</td>
<td>$2,517</td>
<td>$5,053</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Two Year Tuition and Fees</th>
<th>In-State</th>
<th>Regional</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$65,425</td>
<td>$77,125</td>
<td>$92,803</td>
</tr>
</tbody>
</table>
* Please note that regional tuition rates apply to those who reside within 120 mile radius of the FSU campus as the crow flies. For more information go to https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/regional-tuition-rate.php

** Includes program-related expenses such as costs associated with maintaining a functional laptop computer, PALS/ACLS/BLS training, and obtaining necessary criminal background checks and drug screenings required for enrollment and completion of supervised clinical practice experiences.

### Other Estimated Expenses per Year***

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Allowance per year</td>
<td>$10,200</td>
<td>$10,200</td>
</tr>
<tr>
<td>Board Allowance per year</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Books, Supplies and Program Specific Costs (Health Insurance, drug screen and background check, ACLS/PALS/BLS, Professional Organization Memberships, lap top maintenance etc., PANCE Exam fee)</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Miscellaneous (personal, transportation, etc.)</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>**Total Other Estimated Expenses *****</td>
<td><strong>$26,200</strong></td>
<td><strong>$26,200</strong></td>
</tr>
</tbody>
</table>

***Other Estimated Expense amounts were developed to establish maximum financial aid allowances for typical students. Students are highly encouraged to establish a budget, reduce expenditures, and borrow via student loans in incremental amounts to help limit their educational debt. For additional questions please contact FSU Office of Financial Aid. 301.687.4301, fsufinaid@frostburg.edu Many FSU PA students complete the Free Application for Federal Student Aid (FAFSA) in order to apply for student loans to support their graduate education (School Code 002072). Information about these loans is available in the Office of Financial Aid. For information or assistance please contact the Financial Aid Office directly.

### Equipment

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wrist Watch</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>White jacket (Short, finger-tip length)</td>
<td>$20.00 - $40.00</td>
</tr>
<tr>
<td>FSU student PA patch</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>PA program identification badge</td>
<td>$10.00</td>
</tr>
<tr>
<td>Percussion hammer</td>
<td>$2.00 - $10.00</td>
</tr>
<tr>
<td>Pocket pen light</td>
<td>$2.00</td>
</tr>
<tr>
<td>Smart Phone or Personal Digital Device (PDA)</td>
<td>$90.00 - $400.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>$100.00 - $150.00</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Visual acuity card</td>
<td>$3.00</td>
</tr>
<tr>
<td>Bag</td>
<td>$50.00 - $100.00</td>
</tr>
<tr>
<td>Otoscope Insufflator</td>
<td>$7.00</td>
</tr>
<tr>
<td>Rechargeable diagnostic set</td>
<td>$360.00 - $750.00</td>
</tr>
<tr>
<td>Sphygmomanometer</td>
<td>$42.00 - $200.00</td>
</tr>
<tr>
<td>Tuning Forks</td>
<td>$7.00</td>
</tr>
<tr>
<td>Protective Eyewear</td>
<td>$10.00</td>
</tr>
<tr>
<td>Tape Measure</td>
<td>$5</td>
</tr>
<tr>
<td>Screw top container</td>
<td>$1</td>
</tr>
</tbody>
</table>

Note: Students are encouraged to wait on the purchase of the above equipment. FSU will provide more information and specific requirements at the time of orientation.

**Payment**

**Application Fee**
For each application cycle prospective candidates must pay or obtain a waiver for the CASPA application fee. These fees and policies regarding payment and refund are set by CASPA. Additional information is available on their website. Applicants invited for interview will be asked to fill out a supplemental application and will be required to pay the $45 fee which is non-refundable.

**Deposit**
All applicants accepted into the program will be charged a $500 nonrefundable deposit to hold their seat. This money will be applied toward their first semester tuition upon matriculation.

**Refund Policy**
A student who withdraws from the PA Program, takes an authorized leave of absence, or is dismissed from the Program, is eligible for a refund in compliance with university billing and financial aid policies and practices and in conjunction with federal regulations. Information related to these policies and refund schedule can be found at [https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/refund-policy.php](https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/refund-policy.php). The non-refundable deposit to hold a student’s slot in the class, originally credited to tuition, will not be included in the refund calculation.
Financial Aid
Frostburg State University is committed to assisting physician assistant students in making informed choices about paying for their graduate education. Although the primary financial responsibility for physician assistant education belongs to the student, there are financial sources that can be explored if financial assistance is necessary. The student financial aid office provides assistance and counseling to help students understand the financial resources available to them and how to obtain such resources.

The primary application for obtaining financial assistance at FSU is the Free Application for Federal Student Aid (FAFSA). FSU’s federal student code is 002072.

Contact the FSU Office of Financial Aid at fsufinaid@frostburg.edu or 301.687.4301

Affirmative Action/Equal Opportunity Policies
Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, status as an individual with a disability (including pregnancy), veteran status, genetic information, or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees. Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

• Inquiries regarding non-discrimination policies and procedures and complaints of discrimination, harassment and retaliation may be directed to Beth Hoffman, Director of ADA/EEO & Immigration Compliance, 329 Hitchins, 301-687-4102; bhoffman@frostburg.edu.

• Inquiries regarding Title IX policies and procedures and complaints of sexual harassment, sexual assault and other forms of sexual misconduct may be directed to Sally Swan, Interim Title IX Compliance Coordinator, Office of Gender Equity, 126 Hitchins, 301-687-4710; slswann@frostburg.edu.

• Inquiries concerning application of Title IX and its implementing regulation may be referred to Sally Swan, Interim Title IX Compliance Coordinator, Office of Gender Equity, 126 Hitchins, 301-687-3035; slswann@frostburg.edu; or to the U.S. Department of Education, Office for Civil Rights, 100 Penn Square East, Philadelphia, PA 19107; www2.ed.gov/about/offices/list/ocr/
Academic Support Services

Advising

All students who have been accepted into the program will be assigned a principal faculty mentor who will act as their official student advisor. Mentors will officially meet with each of their advisees on a regular schedule as outlined below. Additionally, students or advisors may request unscheduled meetings as the need arises.

For first-year students, the initial advising session should occur during the first two weeks of their first summer to begin the process of establishing a professional relationship with their advisor. Advising will occur after program orientation and be performed by the Principal Faculty.

Academic advising is designed to be vertically progressive through the course of the curriculum. General advisement begins with such topics as transition to adult learning and differences between undergraduate and graduate education. Over time, there are greater discussions about such topics as readiness for clinical practice and professional development, including faculty and student self-assessment. Student-specific advisement topics will usually include discussion of current course grades and overall GPA, study habits, test-taking skills, and any other aspects of PA education that are particularly difficult for the student. It is critical that any weaknesses or academic problems be identified proactively and interventions initiated to maximize each student’s opportunity for success.

When appropriate, mentors will assist the student in locating helpful resources, and promptly initiate referrals. Both on-campus and off-campus resources may be utilized. Financial responsibility/insurance coverage for the cost of mental health or psychological counseling is solely the responsibility of the individual student. Under no conditions is the faculty advisor to assume the role of professional provider of needed mental health or counseling services for any student.

Student Advisement form: This form should be used when documenting the advising sessions described by this policy. The completed form should be included with copies of the student’s professionalism evaluations that were discussed during the corresponding advising session. All student advising/counseling sessions will be documented using the student advisement form and filed in the students’ program file. This form should also be used when documenting any additional non-scheduled advisement sessions or other meetings related to student performance, personal issues, or professionalism. The form may be filled out electronically but must be printed for inclusion in student file.

Advisement schedule:

<table>
<thead>
<tr>
<th>Session #</th>
<th>Semester</th>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer 1</td>
<td>2</td>
<td>Adjustment to adult learning; student strategies</td>
</tr>
<tr>
<td>2</td>
<td>Summer 1</td>
<td>9</td>
<td>Progression through summer curriculum; student-specific issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------</td>
<td>----</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Fall 1</td>
<td>6-8</td>
<td>Adjustment to increased rigor; student issues; Progression</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>through fall curriculum; student issues</td>
</tr>
<tr>
<td>4</td>
<td>Spring 1</td>
<td>6-8</td>
<td>Adjustment to progressive curriculum; student burn-out; student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>strategies; Progression through spring curriculum; student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>issues</td>
</tr>
<tr>
<td>5</td>
<td>Summer 2</td>
<td>6-8</td>
<td>Adjustment to progressive curriculum; student vision as provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>; Progression, readiness for SCPEs, student issues</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2</td>
<td>varied</td>
<td>All students should meet at least once with advisors during</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>callback days each semester during the clinical year; discuss</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>clinical experiences, preparation for independent practice,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>student issues</td>
</tr>
<tr>
<td>7</td>
<td>Spring 2</td>
<td>varied</td>
<td>All students should meet at least once with advisors during</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>callback days each semester during the clinical year; discuss</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>clinical experiences, preparation for independent practice,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>student issues</td>
</tr>
<tr>
<td>8</td>
<td>Summer 3</td>
<td>varied</td>
<td>Board prep; readiness for practice/expectations of graduates;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>student issues</td>
</tr>
</tbody>
</table>

Please refer to the faculty advising policy in Appendix C.1

**Writing Center**

PA students will have access to the services of the USMH Writing Center. Students must make an appointment by contacting Katie Hershey, Student Services Coordinator directly k hershey@hagerstown.usmd.edu or by calling ext. 2722.

**Career Services**

Graduate students at Frostburg State University have full access to all of the career center services, programs and events available to students at both the FSU Career Services Office and via the Career Support provided by USMH. These include:

- Individual Career Counseling
- Job/Internship Postings & Searches
- On-Campus Recruitment and Interviews
- Career Fairs
- Resume & Cover Letter Assistance
- Mock Interviews
- Self-Assessment Program: http://cb.careersearch.net/login/?school_id=2335
- Credential Files
- Alumni Mentors
- Free access to College Central Network: www.collegecentral.com/frostburg
- Assistance in developing a professional Linked In profile
**Library Resources**
FSU PA students will have access to the FSU Library’s online resources to include over 60 electronic databases that include approximately 37,000 full-text journals, magazines, newspapers and e-books, and provide direct links to more than 50,000 additional open access periodicals. Access Medicine and Uptodate will also be provided by the FSU library. The OneSearch interface supporting the databases is accessible through the Internet and is available to all registered Library users from anywhere in the world on a 24 hour/7 day basis. The cooperative sharing program between University System of Maryland (USM) institutions provides students, faculty, and staff with borrowing privileges of circulating materials from any USM library, including the University of Maryland at Baltimore’s Health Sciences Library. Additionally, a RapidILL interlibrary loan service is available to provide expedited processing of research materials from other libraries.

PA students will also have access to the USMH library and a set of reference library resources that will be available in the Agnita Stine Schreiber Health Science Center Library/Conference area. Support services will be provided by both the USMH librarian and FSU librarians during regular library hours. In the event students need further assistance with accessing resources, they may call, email, or use a 24 hour/7 day chat service to connect with a reference librarian.

**Disability Support Services**
Frostburg is proud to serve students with unique needs by maintaining an accessible learning environment. FSU’s Disability Support Services (DSS) program empowers students by building up awareness, advocacy and self-determination for students with disabilities. DSS works with partners across campus to create a safe and nurturing community for students to succeed in all aspects of their lives.

The University and DSS are committed to providing equal access to all University facilities, programs and activities for students with disabilities. This commitment includes compliance with all disability-related legislation, such as the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students who would like to work with Disability Support Services should contact the DSS Office 301.687.4483 or lbennett@frostburg.edu. More information on Disability Support Services can be found at [https://www.frostburg.edu/academics/academic-success-network/disability-support-services-home](https://www.frostburg.edu/academics/academic-success-network/disability-support-services-home)

**Photocopying/Printing**
Students will have access to photocopying via a copier card issued during orientation. Students will receive 150 free copies each Fall and Spring semester. Cost for additional copies beyond the 150 each semester will be the responsibility of the student at .05 cents per copy. Students may load money onto their photocopying cards with the bill acceptor next to the printers in the library. Cards do not allow for accumulating copies from one term to the next, even if all are not used in a given semester. Students are charged a nominal $0.50 replacement fee for lost cards.
Student Support Services

Counseling/Mental Health Services
Students attending the FSU Physician Assistant program will be offered Counseling and Psychological Services through the USMH Student Services Office. Students may be referred or may directly access this service by contacting the USMH Student Services Coordinator Katie Hershey at k hershey@hagerstown.usmd.edu or by calling ext. 2722. The Student Services Coordinator will arrange for a counseling appointment with Meritus Behavioral Health Services. The first three visits will be paid for by FSU. Subsequent visits will be the responsibility of the student.

Students also have the option to seek Counseling services via the FSU Campus Counseling and Psychological Services Office (CAPS) located on the FSU campus. This services offers a variety of counseling and development services to Frostburg State University on the FSU campus. The services are accredited by the International Association of Counseling Services and are provided by Licensed Psychologists and a part-time consulting Nurse Practitioner. There are no fees charged to FSU students. Counseling sessions are usually fifty minutes in length, scheduled on an as needed basis. Students can contact the CAPS office directly to schedule an appointment at 301.687.4234 or email CAPS@frostburg.edu. Students may set up an appointment with no referral necessary. Students accessing this service will be required to travel to the FSU campus for services.

Housing
Housing is not a service provided by USMH. However, a list of rental options within the community is compiled by the Student Services Coordinator. Additionally, a new privately developed apartment facility located within two blocks of USMH PA Program facility is currently under development and will provide significant student discounts to USMH students. These apartments will be offered on a first come, first served basis. To access community housing options, contact Katie Hershey k hershey@hagerstown.usmd.edu or by calling ext. 2722.

Health Services
FSU PA students are required to have personal health insurance. Health Services are not offered on the USMH campus. Therefore students who are in need of primary health care services or treatment of minor illness or injury will be required to access these services within the community via establishment of a primary care physician or use of a community urgent care facility. Students in need of emergency care should follow the procedures to access 911 or go directly to the Meritus Health Emergency Department located in Washington County.

Students who wish to access various services such as immunizations, women’s health care and other scheduled services offered at the FSU Brady Health Center located on the FSU campus may do so by contacting Brady Health Center directly at https://www.frostburg.edu/brady-health/ or 301-687-4310.
The Washington County Health Department also provides services to include behavioral health, wellness, and women’s health, and STD screening. 410) 767-6500 or visit the website at https://health.maryland.gov/washhealth/Pages/home.aspx

The PA Program Director, principal program faculty, medical director, or program staff WILL NOT participate as health care providers for students enrolled in the program and WILL NOT have access to any student health information other than that defined in this handbook and the Student Health Policy.

Veterans Services
Frostburg State University is proud to support our veterans in their educational endeavors. FSU has earned recognition as a “Military-Friendly School” for six consecutive years. The award distinguishes Frostburg State for going above and beyond in embracing America’s military service members.

The Office of Veterans Affairs extends its full menu of services to FSU students who attend USMH and will support the veteran students of the PA program in a variety of ways including on the FSU campus, electronically, and at the USMH campus, whichever provides the most convenient and timely service for the student.

USMH Student Council
PA students will have the ability to participate in the USMH Student Council. USMH Student Council (USMHSC) began in Spring 2010. Since that semester, USMHSC has successfully developed opportunities for student networking, representation in Annapolis during the annual legislative sessions, community service projects, and participated in scholarship development to make college more affordable for students.

USMHSC will continue to improve and expand the amenities and services available to students, and building a stronger and more united student community. USMHSC uses several communications tools to make it easier for students to connect and share suggestions and comments through Facebook, e-blasts, and USMH digital signs.

To learn more about the USMH Student Council, attend a meeting, or call or email us.

Meetings:  First Tuesday of every month  3:30 - 4:30 pm
Contact  : Phone: 240-527-2710  or Email: studentcouncil@hagerstown.usmd.edu

For more information, including receiving an application for membership, contact Sarah Illyn at sillyn@hagerstown.usmd.edu.

Student Identification
All students are required to wear a name tag that includes identification of program sponsorship, discipline, and student status while on the USMH campus and during supervised clinical rotations or when required by the PA program. In some instances, clinical affiliation sites will
require additional identification and nametags to be worn. FSU name-tags will be initially provided by FSU at the time of orientation. Students can receive replacement name-tags for a fee set by the ID office. Students will also be issued ID cards by USMH that will provide access to various USMH facilities and services.

Safety and Security

USMH Facility Safety and Security

Police Services: The Hagerstown department of Police is the primary response unit for any crimes which may occur in or near USMH. They may be reached at 911, 301-739-6000 (emergency) or 301-790-3700 (non-emergency). Police personnel of the Hagerstown department of Police meet or exceed the training requirements of the Maryland Police Training Commission. They will provide initial police response, as well as specialized follow-up. A sub-station of the Hagerstown Department of Police is located on the first floor of the USMH Center, on the west end of the building. It is staffed by members of the Downtown Patrol, although there is not an officer present at all times.

Crimes or offenses, including sex offenses, may also be reported to the director of USMH at 240-527-2727.

Crime Awareness and Prevention Programs: Students and employees should take reasonable steps to promote their own safety. Crime advisories will be circulated to students, faculty and staff on as-needed basics, based on the professional judgment of USMH administrators, the Hagerstown Police, and/or the Frostburg State University Police Department.

Timely Warnings: In the event that a situation arises at USMH, or on adjacent public property, that, in the judgment of USMH administration, and/or local police, constitutes an ongoing or continuing threat, a “timely warning” will be issued to the students, faculty, and staff of USMH. Timely warnings will be issued in print form and posted conspicuously near building entrances.

Facility Security: Physical security problems such as doors or windows that need adjustment should be reported to the Security Desk in the main lobby.

Facility Access Policies: Facilities of USMH will be staffed by licensed unarmed security guards during hours of operation. Students, employees and visitors must sign in at the front desk upon entry and exit. Video surveillance of all entrances is conducted during operational hours.

Drug and Alcohol Policies and Programs: USMH does not condone possession, use or distribution of controlled substances or drug paraphernalia. Alcohol beverages may only be possessed or consumed in a manner consistent with Maryland state law. Anyone in violation of Maryland state law with regard to either drugs or alcohol is subject to disciplinary action and possible arrest, fine or imprisonment. In addition to state restrictions on the possession or consumption of alcoholic beverages, USMH restrictions may apply as well. USMH alcohol and drug policies will be made available to all students and employees upon final approval.
Drug or alcohol services are not offered directly by USMH. Local agencies should be considered. The Washington County Health Department may be contacted at 301-791-3314 for either drug or alcohol information, or for referral to other community resources.

**Sex Offender Registry:** The campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as “Megan’s Law” does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. It may be accessed at: [http://www.dpsc.state.md.us](http://www.dpsc.state.md.us). The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.

The personal safety and security of all Physician Assistant students, faculty and staff are very important. Please observe the following policies regarding activities in the Department of Physician Assistant Medicine:

- Routine hours of the Department of Physician Assistant Studies are 8:00am to 5:00pm Monday through Friday. Hours of the main building for USMH are Monday – Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 5:00 p.m. and Saturday from 8:30 a.m. to 2:00 p.m. Students must have permission from the PA program director to access the facilities at any other time.
- Certain doors to the building will be locked at all times. **Do not prop doors open for anyone!**
- When leaving any area, turn off the lights as well as any appliances, computers or other audiovisual equipment that has been used.
- Following use, restore the area to original order, ready for routine business use the next day, including proper disposal of trash.
- **Failure to follow these rules may result in referral to the Academic and Professionalism Progress Review Committee for disciplinary action.**

### Safety and Security: Off-Campus Sites

FSU PA program will ensure that appropriate OSHA training is provided to students prior to SCPEs. The facility at which the SCPE takes place shall provide to FSU PA students access to the facility’s rules, regulations, policies and procedures with which the FSU PA students are expected to comply, including, the Facility’s OSHA, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all FSU PA students and any FSU PA instructors on site. It will be the preceptor’s responsibility to take reasonable steps to ensure personal safety and security of students during the SCPE. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement obtained prior to the SCPEs.

### Safety and Infection Control

The safety of all students, faculty, staff, patients and clinical personnel is of primary concern. PA students, staff and faculty must adhere to all established FSU safety policies and all USMH safety policies. Didactic students must notify their course director as soon as possible of any
exposure to bodily fluids or potentially serious infectious diseases. Clinical students must notify their clinical preceptor and the FSU PA Program Clinical Coordinator as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. All faculty, staff and students will utilize Standard Precautions during all activities that present a risk of exposure to bodily fluids, potentially serious infectious diseases or chemical hazards. Failure to do so will be grounds for disciplinary action.

**Standard Precautions**

**Definition:** Standard precautions are the minimum safety and infection prevention practices that apply to all patient care, laboratory or technical skills training experiences in any setting where healthcare or healthcare training is delivered. These practices are designed to protect healthcare professionals (HCP) and prevent HCP from spreading infections to others. Students will be instructed in Standard Precautions early in the program during orientation and throughout the didactic phase of the program.

Compliance with all safety practices is a not just good procedure - it is a mark of your professionalism. Persistent failure to observe and practice Standard Precautions may result in adverse/disciplinary action for unprofessional behavior and referral to the Academic and Professionalism Progress Review Committee.

Students will be required to complete any clinical site-specific safety or security training requirements in preparation for supervised clinical practice rotations. Please refer to Appendix C.2 for more detailed information on Standard Precautions and the Infection Control, safety and Personal Security Policy.

**Post Exposure Protocols**

Should an exposure to blood and/or other body fluid or a needle stick injury occur, the procedure for obtaining appropriate medical care is as follows:

1. **When an exposure occurs:** Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

2. **The student should notify his/her supervisor immediately.** The supervisor and student should fill out any “Notice of Incident” form in use by the clinical site as well as the form in use by the FSU PA Program. This form should go with the student to his/her evaluation for treatment.

3. **Medical Evaluation:** It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours of exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2–4 hours. It is also extremely important to evaluate the donor’s risk status immediately.

4. **Medical Evaluation Facilities:** If the exposure occurs at a clinical placement site, the student should follow the Infection Control policy of that facility. If there is no formal
facility associated with the clinical placement site, the student should report IMMEDIATELY to an urgent care center or Emergency Room. Follow up protocol should also be completed with the facility initially providing care for the incident.

5. Program Participation: Continued participation in the activities of the PA program will not be affected by any injury or illness that occurs while enrolled, provided the student continues to meet all Technical Standards and fulfill all defined requirements for program progression and is not directly infectious by way of routine contact.

6. Insurance: The student’s insurance identification card should be shown when medical evaluation is needed. Students will be financially responsible for all costs incurred during compliance with this policy. (See Student Health Policy).

Liability Insurance

FSU PA students are covered under the state’s liability insurance throughout enrollment in the Program. Student name and social security number must be submitted to ensure coverage. Proof of insurance will be provided to clinical sites where students are assigned. Coverage will be in effect for Program-assigned clinical rotations and experiences, but will not be in effect for students working in a clinical setting not affiliated with the Program, such as that occurring during outside employment or in the case of volunteer work either during the academic year or during a break, unless it is Program-assigned.

Students are also required to purchase or arrange a private malpractice policy. Information on a free policy can be found at https://www.cmfgroup.com/professional-liability-insurance/physician-assistant-student-insurance/.

Emergency Notifications and Inclement Weather Notifications

It is the responsibility of the Executive Director of USMH to make the decision to close USMH because of inclement weather in Hagerstown. Every effort is made to make closing decisions as early as possible. If USMH is closed, all classes and offices of on campus partnering institutions at USMH are thereby cancelled/closed, regardless of the status of partnering institutions’ main campuses. When USMH closes due to weather, USMH staff will assist in electronically notifying all students in all USMH classes through the text and email Alert System, by posting to the USMH website, and by notifying local media. Due to the nature and rigor of the PA program, when students and faculty are prohibited to come to the USMH campus for emergency or inclement weather, student will likely be required to participate in class online in some format. This will be left to the discretion of the instructor.

When the FSU main campuses are closed due to weather, but USMH remains open, classes at USMH will be held as scheduled, and normal staff operations of these universities at USMH will continue. USMH only notifies students of class cancellations when the entire Center is closed and all classes are cancelled. When a faculty member cancels a class for any reason – weather, personal health, or otherwise – students will be notified directly by the PA program.

USMH text messaging service offers students, faculty and staff a fast & convenient text message alert service. We strongly encourage students, faculty and staff to register—it only takes a
minute. This will be the surest way for you to receive public safety and/or USMH closing notifications. Simply set up an account at https://www.e2campus.net/my/hagerstown/

Disclaimer: USMH does not warrant the successful delivery of each message to each individual recipient. The service depends on the individual e-mail systems, cellular and mobile phone carriers to deliver SMS & e-mail messages to each recipient. There may be a charge by your cell phone provider to receive SMS messages.

Parking and Transportation
Parking is available for students in the city owned University District Parking Garage at a rate of $64 per month. Students pay for and obtain parking passes at City Hall located at 1 E. Franklin Street.

Public transportation is available to students for transportation to major areas within the county including the mall, hospital, grocery stores etc… via the Washington County Transit Authority County Commuter. Information on rates and https://www.washco-md.net/index.php/2017/11/28/pubworks-transit-routefares/#fares

Computing IT Support Information
Faculty, staff and students can receive discounts on computers and software through negotiated deals from the Office of Information Technology. For more information visit https://www.frostburg.edu/computing/services/make-a-purchase/

Students who need assistance with issues related to their FSU student PAWs account, email or Canvas Learning Management System or other systems supported by FSU may call the 24/7 help desk at 301-687-7777 or submit a help desk ticket online at https://www.frostburg.edu/computing/get-connected/get-help-now/.

Students will have responsibility for all computer support required for their personal computer, hardware and software. The help desk at the FSU main campus and the IT department at USMH may provide hardware and software trouble shooting at their discretion.

Students will have access to USMH computer labs during hours of operation. Due to the importance of access to a computer, the PA program will have loaner computers available to students for short term loan, approximately two weeks, in the event a personal computer is in need of repair.

Computing Policies
Frostburg State University Computing Policies
Access to computer equipment systems and networks owned or operated by FSU, is a privilege that is granted by the University subject to certain rules, regulations and restrictions. It is the responsibility of each user of FSU computing resources to read and adhere to the following computing guidelines. The following policies can be accessed on the FSU OIT Home page at https://www.frostburg.edu/computing/policies/

- Acceptable Use of University Computing Resources
USMH Computer Use Policy

Students will have use of computers in computer labs and classrooms for academic purposes. Food and drink must be kept away from any station containing technology equipment (computers, laptops, printers, scanners, fax, etc.).

All use of USMH-owned computers is restricted to legal activities. Academic use and USMH business use will take priority to personal use at all times with no exceptions.

Computer configuration, including hardware and software installation, will be focused on academics and USMH business purposes. Computer configuration will not be altered without approval from the USMH Information Technology Department and/or the USMH Executive Director.

A request must be submitted to the USMH Information Technology Department for any hardware and/or software installation. A representative of the USMH Office of Information Technology will perform the requested install providing the request is approved and meets safety and security requirements.

Unlawful Harassment

Frostburg State University (the “University”) values diversity, mutual respect, integrity, and responsibility. To that end, the University is firmly committed to maintaining a learning and workplace environment free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, Stalking, Complicity, and Retaliation (collectively, “Prohibited Conduct”). Because Prohibited Conduct undermines the University’s mission and jeopardizes the character and integrity of our community, Prohibited Conduct will not be tolerated and is expressly prohibited. This policy provides the expectations for maintaining a safe, inclusive, and nondiscriminatory environment and the process for reporting and resolving alleged violations of the policy. Students, faculty, and staff who violate this policy may face disciplinary action up to and including expulsion or termination from the University.

The University does not discriminate on the basis of sex or gender in employment or any of its programs or activities. Sexual harassment, sexual assault, and other categories of sexual misconduct are forms of sex discrimination that are not only prohibited under this policy but also under federal and state discrimination laws. In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the federal law that prohibits discrimination on the basis of sex in federally funded educational programs and activities and the Jeanne Clery Disclosure of
Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), this policy is designed to provide for the prompt, equitable, and impartial investigation and resolution of incidents of Prohibited Conduct.

It is the responsibility of all members of the University community to create a safe and inclusive environment that is free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, and Stalking. Individuals who report violations of this policy in good-faith will be protected from Retaliation.

FSU’s policy applies to all reported incidents of Prohibited Conduct and supersedes and replaces the University’s Sexual Harassment Policy, PN 1.004.

Program Administrative Policies and Procedures

Student Identification
During the orientation students will be issued an FSU ID and USMH ID card to be worn at all times while engaged in student activities associated with the program. Students will ALWAYS introduce themselves to patients, patient family members and clinical site staff by stating their full name and position title – “Physician Assistant Student.” Students will wear a short white lab coat – emblazoned with the FSU Physician Assistant Program logo – during all assigned clinical activities unless wearing the coat is inappropriate based upon the activity being performed (e.g. operating room). Students will wear the University Physician Assistant Program student identification name badge whenever they are in a health care facility, clinic or physician office in their official capacity as a student of the PA program. The identification name badge should be affixed to attire on the upper chest and not below the chest area (i.e. not on belt, pants or skirt).

Student Leave of Absence Policy
A student in good academic standing may request a leave of absence due to occurrence of such events such as a medical problem, serious personal problem(s), or pregnancy.

Students requesting a leave of absence must apply in writing to the Program Director via the Leave of Absence Form. In the event of a medical problem or pregnancy, the request should be accompanied by a letter from a healthcare provider describing the nature of the condition for which the leave is requested and the estimated length of time needed for recovery.

After consultation with the student, the Program Director will decide whether or not the leave is to be granted and the conditions under which the student may return to school. The Program Director reserves the right to consult with the student’s Academic Advisor and Academic and Professionalism Progress Review Committee for consideration of the leave of absence request. A student requesting a leave of absence must go through the following procedure:

1. Request in writing a leave of absence from the Program Director (Leave of Absence Form).
2. The student must personally meet with the Program Director to discuss the reason for the leave.
3. After consulting with the student, if it is determined that the leave of absence will be granted, the Program Director will assist the student through the official leave of absence procedure at the PA Program level. The Program Director will send an official letter to the student indicating that the leave of absence has been approved and specifying the terms of the leave. The terms of the leave of absence will be
determined by the Program Director and reviewed with the student, including the following elements:
   a. Implications for resuming the curriculum (course requirements and sequencing issues)
   b. Duration of the leave (no longer than 12 months)
   c. Method for demonstrating academic readiness upon return to the Program
   d. Method for demonstrating ability to meet the technical standards upon return to the Program
   e. Need to repeat criminal background check and/or urine drug screen prior to return (at the student’s expense)
   f. Curriculum or policy revisions to which the student will be subject to upon return to the Program
   g. Acknowledgment of the FSU Graduate Services Office requirement for readmission if appropriate.

4. Upon receipt of the official letter from the Program Director, the student must provide the letter including the defined terms for the leave of absence, Program Director approval of the leave, and a note from his/her healthcare provider (if applicable) to the Graduate Services Office. The Graduate Services Office then assists the student with completing University administrative leave of absence processes related to financial aid, student accounts, and registration status. If a student does not return from the leave of absence at the specified time, the student will be administratively withdrawn from the program and will be responsible for all accrued fees and financial obligations.

If the leave is approved, the official start date of the leave of absence will be stipulated in the Program Director’s approval letter. In the event the student is incapacitated and unable to initiate the request, the Program Director may facilitate this process. Any tuition reimbursement will be in accordance with the institutional refund policy. A Leave of Absence may result in a student graduating after the remainder of their cohort, not being able to participate in the graduation ceremony with their original cohort, and other program and university-related events.

Deceleration
The FSU PA curriculum is designed to be delivered on a full-time basis to students in a cohort. There is no formal deceleration plan or option to complete the curriculum on a part-time basis.

Student Voluntary Withdrawal Policy
- Students are permitted to withdraw from the program at their discretion following the University defined procedure.
- Students must inform the Program Director of the intention to withdraw in writing.
• Withdrawal from an individual course will not allow a student to progress in the program as per the requirements for progression (see Requirements for Progression and Graduation) and therefore constitutes withdrawal from the program.

• To officially withdraw from the University, a student must report to the Graduate Services Office the intention to withdraw in writing. Students wishing to withdraw should also consult with the Office of Financial Aid to determine if stipulations associated with the financial aid package will lead to changes in the financial statement and university financial responsibilities.

• Students withdrawing from the program voluntarily must reapply to the program and will be considered as part of the applicant pool for the semester in which they reapply. Students may be required to repeat all courses and requirement for the degree award if readmitted. Decisions on course repeat will be made at the discretion of the Program Director who may consult with the Academic and Professionalism Progress Committee.

**Computer Policy**

a. All students enrolled in the FSU PA program are required to have a laptop computer or tablet with the same capabilities of a laptop computer.

b. The computer must be compatible with Microsoft Office and have the ability to connect to the internet.

   i. Many notes, handouts, assignments, etc. are only available electronically. Students will also utilize their laptops for online testing and clinical site placement reporting while in the program (didactic and clinical phase).

c. It is the student’s responsibility to maintain access to their computer in working order and have the ability to print documents as required by the PA program and access the internet for test, research and other tasks as needed. Failure to maintain a working laptop may result in a student being unable to participate in some program activities (ie testing) which may result in failing grades or loss of points.

d. Failure to have a working computer/printer or the inability to access the internet is not an acceptable excuse for missing or late assignments. Any credit awarded for missing/late assignments will be at the discretion of the instructor.

**Use of Electronic Devices in the Classroom**

a. Technology use in the classroom is intended to enhance the learning environment for all students.

b. It is the responsibility of the course instructor to decide when, if, and what type of technology is to be used during class.

c. Any use of technology that degrades the learning environment, promotes dishonesty, or is used for illegal activities is prohibited.

d. Each course instructor has the authority to decide whether or not student behavior is disruptive in his/her class.

e. This applies to the use of electronic devices as well

f. Disruptive episodes will be handled as follows:
i. The instructor will ask the student to cease the disruptive behavior.
ii. If the behavior persists, the student will be asked to leave the classroom and shall be referred to the Program Director for further disciplinary action.
iii. The student will be placed on professional probation within the program.
iv. In accordance with the university policy on disorderly or disruptive behavior a student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course by the Dean of the College or may be subject to student conduct proceeding and possible dismissal from the program.
g. The use of mobile computers (including tablet computers) in class is at the discretion of the instructor. Instructors are asked to consider allowing this use to take notes and for activities formerly done in computer labs.
h. The instructor may restrict the use of laptops to specific purposes and may prohibit other uses such as messaging, game playing, and internet surfing during class time. Instructors should outline the guidelines for mobile device use at the beginning of the semester and preferably in the syllabus.
i. The instructor can change the electronic device usage guidelines if circumstances warrant.
j. Mobile phones can be disruptive in the classroom in a number of ways and their use should not be abused.
   i. Ringtones must be turned off in class, and if on, phones must be in vibrate mode. Student may be asked to leave phones in bookbags/etc. or leave them at the front of the room if problematic.
   ii. If there is a need to check for and/or receive a call (parent with sick child or similar need), the student must inform the instructor in advance that the student may need to excuse him/herself to take an important call.
   iii. Students should refrain from text messaging in the classroom unless the instructor has given permission.
   iv. Students who create a disturbance by mobile phone use will be warned and may be asked to leave the class session if the behavior continues. Such behavior may result in Professional probation and/or dismissal from the program.

**Electronic Devices and Academic Dishonesty and/or Illegal Activities**

The course instructor can ban or limit the use of these devices in ways that might promote academic dishonesty. Incidences of dishonesty will be handled referencing the current University policies on dishonesty.
Student Employment Policy

Outside of Program Work/Employment
Due to the intense nature and full time attendance requirements in the classroom, laboratory, Supervised Clinical Practice Experiences (SCPEs), and other scheduled activities, it is strongly recommended that students NOT be employed throughout the entire PA program.

- Students who disregard this recommendation and choose to work in a medical setting may not identify themselves as physician assistant students during employment.
- Students who choose to ignore this recommendation will not be given any special consideration regarding assignments, deadlines, scheduling, exam times, or clinical placements.
- Students may not work for the Program in any capacity (including work study or graduate assistant positions), regardless of the student’s background or level of specialty knowledge.
- Students must not serve or substitute as instructional faculty, assistants, or clerical/administrative staff in any setting during which professional instruction is occurring.
- Students may not be employed as clinical staff or any capacity for a program preceptor during clinical placements.
- Students who elect to work in a health care capacity outside of a clinical assignment must dress so as not to confuse or misrepresent their work role with their PA student status (i.e., the name badge and program emblem may not be worn).
- If the student undertakes work outside the PA Program, they will not be covered by the liability insurance offered for clinical work associated with the education experience of the program.

Outside of Program Volunteer Work/Activities
Due to the intense nature and full time attendance requirements in the classroom, laboratory, Supervised Clinical Practice Experiences (SCPEs), and other scheduled activities, it is strongly recommended that students do not engage in volunteer work or activities throughout the entire PA program. If the student feels obligated or compelled to engage or participate in volunteer activities, it must be limited not to interfere in PA program requirements.

- Students who are involved in or who commence volunteer work or activities during their course of study cannot use their affiliation with the PA program or skills attained as a result of PA student training.
- If the student volunteers in a medical setting, they may not identify themselves as physician assistant students during those activities.
- Students who choose to ignore this recommendation will not be given any special consideration regarding assignments, deadlines, scheduling, exam times, or clinical placements.
- Liability insurance coverage obtained for the PA program does not extend to volunteer activities.
The FSU PA program does not permit students to work (paid or volunteer) for the PA Program. During supervised clinical practice experiences, students may not substitute for clinical or administrative staff and must ensure all services provided to patients are directly supervised. Students may not accept compensation for any services provided during supervised clinical practice experiences unless specifically approved by the Clinical Coordinator (e.g. housing stipend).
Program Academic and Professionalism Policies and Guidelines

Attendance
Attendance at classroom, laboratory, and other program related activities is mandatory. These are generally scheduled from approximately 8:00 a.m. to 5:00 p.m. Monday through Friday; however, FSU reserves the right to schedule course instruction in the evening. Supervised Clinical Practice Experience (SCPE) schedules may include evenings, nights and weekends, based on site and preceptor availability. On occasion, a class, make-up class, lecture or special activity may be scheduled for evenings and weekends on an as needed basis.

If the student experiences an illness, emergency, or extenuating circumstance that prevents attendance to class, lab or other than SCPE activity, the PA program office and Course Director must be notified prior to the schedule activity time.

Students have a professional commitment and obligation to the clinical sites which they are assigned to perform SCPEs. If an illness, emergency, or extenuating circumstance prevents the student from attending the clinical site, the preceptor and the clinical coordinator must be notified prior to the student's scheduled arrival time.

Excused Absence
Absences or lateness due to unexpected medical and/or personal issues are unavoidable. Examples of an emergency or unexpected absence include personal illness, family emergency, or death in the immediate family. Failure to notify the appropriate faculty as detailed below, in a timely manner may result in the absence being deemed “unexcused” and may result in a grade reduction, or other disciplinary action including the possibility of course failure for repeated absences ultimately resulting in delay of program completion or even dismissal. In all situations, students are responsible for all class materials given, whether or not they are in attendance. Didactic students must notify the Course Lecturer(s) for classes missed as soon as possible following an unanticipated absence. If the student cannot reach the Course Lecturer, he/she should notify Academic Coordinator as appropriate. The student must also fill out the Excused Absence Request Form and send it to the Course Lecturer (with a copy to the Academic Coordinator) no later than two business days following an unanticipated absence.

Clinical year students must notify their rotation specific preceptor immediately and the Clinical Coordinator as soon as possible and complete and submit the Excused Absence Request Form within two business days.

*Please be aware, absences (excused or unexcused) may result in delay of completion of coursework, impact effect continuation of the student in current class sequencing, and impact effect completion of clinical phase requirements on schedule, delay prior to graduation, impact eligibility to sit for the PANCE, delay licensure as well as delay employment. Delays may also have significant financial implications including additional
cost to the student as well as triggering other financial aid issues. Additional fees for the student may not be covered by financial aid.

**Missed Work**

Faculty are not obligated to provide make-up work for students who miss class. Students encountering difficulty in completing academic work or maintaining professional commitment due to extended illness or extenuating circumstances are required to follow the guidelines on remediation policies and procedures. All missed work must be made up by the end of the course for the student to remain in the program in good standing. The responsibility for making up missed work rests entirely upon the student.

**Additional Absence Policy Specific to Clinical Phase Program Students**

All excused absences greater than one day for a three week rotation and greater than two days for a four week rotation, or a total of more than seven days during the clinical phase of the program will need to be made up when feasible and as designated by the Clinical Coordinator. When possible, this make-up time may be performed during the remainder of the specific rotation if granted by the preceptor, during scheduled student breaks from clinical rotations or at the end of the rotation year as assigned by and at the discretion of the Clinical Coordinator. SCPE opportunities are not always available at the time or location desired by students. As such, absences for any reason may also necessitate change in preceptor or location to complete the rotation requirements. Completing rotation requirements after an excused absence may have all of the deleterious implications listed above including but not limited to delay clinical phase completion and delaying graduation as well as require additional fees to be paid by the student.

**Professional Attire/Dress Code**

Student professional dress and conduct should, at all times, reflect the dignity and standards of the medical profession. It is important that physician assistant students dress in a manner that is respectful to their professors, classmates, patients, and other interprofessional and administrative colleagues. The FSU Department of Physician Assistant Medicine and the College of Liberal Arts and Sciences has the authority to set dress code requirements for students admitted to the program. Recommendations for appropriate dress/attire for the classroom and clinical and other activities associated with the PA program requirements are outlined in the PA program Student Dress Code Policy found in Appendix D.

The dress code at various clinical sites may be more or less rigorous than the guidelines outlined in the PA program. If the culture of a particular clinical setting supports a specific dress code that is inconsistent with the policy outlined, the student should discuss this with a the Clinical Coordinator to determine proper dress behavior for the student.

Students in violation of the dress code policy may be asked to change into appropriate attire. Repeated violations will result in referral of the student to the Academic and Professionalism Progress Review Committee for disciplinary action.
Substance Abuse

Alcoholism and drug abuse represent forms of illness that may be unrecognized, ignored, or untreated. We encourage all impaired students to seek help and cooperate in treatment using all means at the disposal of Frostburg State University and the Department of Physician Assistant Medicine.

The student will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every student to strive to protect the public from an impaired colleague and to assist any colleague whose capability is impaired because of alcohol or drug use.

In the event of suspected impairment while performing duties associated with SCPE, the student will be immediately removed from the clinical site. Using an appropriate mode of transportation, the student will report to an appropriate occupational, urgent, or emergency care facility for evaluation and treatment as indicated. The decision to require testing for impaired substances will be at the sole discretion of the health care provider at the care facility, and at the student’s expense. The student agrees to release the results of any illicit substance test to FSU DPAM. After any suspected impairment event, the student shall report to the Clinical Coordinator at the start of the next business day.

FSU DPAM is motivated by a humanitarian concern for the impaired student, the student’s family, and the public. As future practitioners of the healing arts, we, more than any other group, favor treatment and/or rehabilitation of our afflicted colleagues whenever possible. We favor the earliest possible intervention in cases of student impairment, while personal, financial, mental, and physical resources are intact and before damage has been done to self or the public.

All actions taken by FSU DPAM on behalf of impaired students preserve the student’s right to continue in the educational program upon recovery or remission. All actions taken in the area of impaired physician assistant students by FSU DPAM are intended to protect the public interest and the integrity of the medical and PA profession.

Referral of a student to the Academic and Professionalism Progress Review Committee for further action will be considered when the impaired student refuses assistance as prescribed, or if impairment occurs during active patient care.

Requirements for Progression

Students accepted to the Frostburg State University (FSU) Master of Medical Science (MMS) in Physician Assistant Studies must become familiar with the degree requirements and academic regulations and procedures as stated in the FSU Graduate Catalog.

Progression and continuance in the FSU MMS in Physician Assistant Studies Program is based upon successful completion of all instructional objectives in didactic and clinical coursework by demonstrating proficiency in the expected learning outcomes and competencies in the areas of medical knowledge; Interpersonal Skills and Communication; Clinical Problem Solving, Technical Skills and Professionalism.
1. After admission notification and prior to matriculation, students must meet the following to progress to the didactic phase:
   • Successfully complete the admission requirements including submission all required immunizations and proof of health insurance
   • Successfully complete the FSU PA Program Orientation.

2. Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. Students must successfully complete all courses in the didactic phase before they may progress into the clinical phase of the program. Any exceptions to this must be approved by the Academic Performance and Professionalism Progress Review Committee.

3. Supervised Clinical Practice Experiences offered during the clinical phase of the program do not follow the semester calendar. Due to timing, as well as complexity of evaluative measures incorporated, student performance is assessed by the Clinical Coordinator at the completion of each Supervised Clinical Practice Experience to determine progression to the next rotation.

4. At the conclusion of each semester, in both the didactic and clinical year, the Academic and Professionalism Progress Review Committee reviews each student’s academic and professional performance. Students must be recommended for progression by the Academic and Professionalism Progress Review Committee to be eligible to take courses in the subsequent semester and continue their progression through the program. In the event a student is identified to be at risk for Academic/Professionalism probation or dismissal at any time during the program, including Supervised Clinical Practice Experiences, the Academic and Professionalism Progress Committee may convene more frequently to determine appropriate academic/professionalism intervention.

Guidelines used to determine progression from semester to semester include the following:

Semester to Semester Progression - Didactic Phase:
   g. Achieve a minimum overall 3.0 GPA
   h. No more than one (1) course grade below a “B” within the semester
   i. No course grades below “C”
   j. Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs
   k. Achieve minimum established score for all formative and summative evaluations/examinations
   l. Documented demonstration of professionalism
Progression from Didactic Phase to Clinical Phase:

g. Achieve a minimum overall 3.0 GPA

h. No more than two (2) course grades below a “B”

i. No course grade below “C”

j. Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs

k. Achieve minimum established score for all formative and summative evaluations/examinations

l. Documented demonstration of professionalism

Please note any grade below “C” and more than two (2) grades below the level of “B” within the didactic phase will trigger dismissal from the program. See dismissal section below.

Clinical Phase to Completion:

h. Achieve a minimum overall 3.0 GPA

i. Successfully complete all Supervised Clinical Practical Experiences/SCPEs

j. No more than one (1) course below the level of “B”

k. No course grade below the level of “C”

l. Obtain passing grades on all end of SCPE examinations

m. Achieve minimum established score for all formative and summative evaluations/examinations

n. Documentation of professionalism

Please note any grade below “C” and more than one (1) grade below the level of “B” within the clinical phase, including the summative course will trigger a dismissal from the program. See dismissal section below.

5. In the event that a student does not meet the above criteria, is remediating a course or course component, or may be on academic or professionalism probation, the student may progress to the subsequent semester at the discretion of the Academic and Professionalism Progress Committee.

Requirements for Graduation

To graduate from the PA Program and earn a Master of Medical Science in Physician Assistant Studies degree, students must:

1. Successfully complete all course work according to program defined academic standards including demonstration of meeting all Program Learning Outcomes.

2. Achieve a minimum overall 3.0 G.P.A. (Grade Point Average) with no more than two (2) grades below “B” during the didactive phase and one (1) grade below “B” during the clinical phase.

3. Successfully pass all components of the summative evaluation.

4. Demonstrate they have met program expectations and acquired the competencies needed for entry into clinical PA practice with patients seeking: medical care across
the lifespan, women’s health, care for conditions requiring surgical management, care for behavioral and mental health conditions.

5. Submit a completed graduation application to the Office of Graduate Studies.
6. Be in good academic standing. In the event that a student is on academic probation as he/she enters the final semester, he/she must complete the final semester with the required overall G.P.A. of 3.0 to be awarded the degree.
7. Be in good professional standing. In the event that a student is on professionalism probation as he/she enters the final semester, he/she must successfully meet program-established conditions prior to the end of the final semester to successfully transition off professionalism probation prior to graduation.
8. Complete all requirements for graduation within 6 years of the original date of matriculation.
9. Have no incomplete grades
10. Approval of the Academic and Professionalism Progress Review Committee

*Students should apply for graduation one term before all requirements for the MMS degree are complete. The graduation application is available on the FSU PAWs system.*

**Course Director Role in Supporting Student Success**

Course Directors play a key role in supporting student success by identifying at-risk students as early as possible during the semester. Students will not be allowed to remediate course assessments to improve their grade (see Remediation below). When students are deemed to be at risk, **academic interventions** should be initiated by the Course Director to promote student success and provide students the support they need to earn a final passing course grade. It is up to each individual Course Director to work with the student to determine how this may be best accomplished given the course objectives and outcomes and the individual student’s strengths and weaknesses in learning course content. Course Directors are responsible for providing the initial contact with those students deemed to be at risk. It is then the responsibility of the student to schedule a meeting with the Course Director to discuss strategies for success. Failure to do so may be reflected in the student’s professional behavior evaluation. In the spirit of self-directed learning, it is the responsibility of the student to implement the suggestions made by the Course Director in a way that best accommodates their learning style.

**Process:**

- The Course Director has the flexibility to determine when there is a need for academic intervention. However, if a student receives two didactic course assessments below 80%, the Course Director should initiate academic intervention to ascertain all possible factors contributing to a low assessment score (e.g., foundation of knowledge, ineffective study strategies, test-taking errors, reading comprehension, or attention issues, poor time management, personal problems, etc.).
• A signed Academic Intervention Form outlining proactive strategies for success will be completed and will be submitted to the Academic Coordinator for inclusion in the student’s official file and for review at the next scheduled Academic and Professionalism Progress Committee Meeting.

The Course Director also has the ability, at any time, to initiate a referral for remediation if the issue requires intervention beyond minimal academic intervention that can be agreed upon between the student and the Course Director and requires reasonable time, resources and support. For those instances which require extended time, resources or support, the student should be referred to the Academic Coordinator who will initiate, in collaboration with the Academic Advisor and Course Director, a formal remediation plan which will be put in the students file for review at the next scheduled Academic and Professionalism Progress Committee Meeting. See remediation below.

Course Director Role in Supporting Student Success - Clinical Phase Academic

Given the nature and complexity of educational activities on clinical rotations, a comprehensive, multifaceted process for evaluating student progress has been designed. The components each serve to assess different skills acquired by a student during clinical training. Therefore, Academic Intervention during the clinical year will occur on a case-by-case basis including, but not limited to, unsatisfactory marks on mid-rotation evaluations, professionalism issues, and/or an unsatisfactory or below “meets standard” scores on an end of rotation Clinical Performance Evaluation. In the event that an academic intervention is initiated (Academic Intervention Form completed) by a Course Director or a student is referred to the Clinical Coordinator by a Preceptor for intervention on academic/skills deficiency during the clinical phase of the program, the Academic Intervention Form is completed and forwarded to the Clinical Coordinator to be kept in the students file and reviewed by the Academic and Professionalism Progress Committee similar to the process outlined for the didactic phase.

At any time, the Course Director or Clinical Coordinator have the ability to initiate a formal remediation referral if the academic intervention requires extended time, resources and intervention. In this case, the Clinical Coordinator in collaboration with the Course Director or Preceptor will develop a formal remediation plan and forward a copy to the Academic and Professionalism Progress Committee for review at the next scheduled meeting.

Required Academic Standards

To remain in good academic standing, normal academic progress in the didactic phase of the Physician Assistant Studies program requires all students to achieve a minimum 3.0 G.P.A. each semester and no more than one (1) grade below the level of “B” in any semester, no more than two (2) grades below the level of “B” in the didactic year, and no more than one (1) grade below the level of “B” during the clinical year.
Assessment and Minimum Grade Standards

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70-79.9%</td>
<td>C</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Computation of Grade Point Average

Grade Point Average is the ratio expressed by the sum of the quality points divided by the sum of credits attempted. Pass/Fail grades are not a component of the Grade Point Average.

The Quality Point values of these grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Remediation

Student progress is monitored and documented in a manner that promptly identifies deficiencies in knowledge or skills and establishes means for remediation as described herein:

1. A student receiving a “C” in a didactic course or “C” grade in a SCPE course, a failed end of rotation exam or failed OSCE will remediate the identified area(s) of deficiency. The specific remediation plan developed is at the discretion of the Course Director in collaboration with the Academic Advisor for didactic courses and the Clinical Coordinator with collaboration of the Academic Advisor and possibly Preceptor for SCPE courses and may include but is not limited to:
   - Reading assignments.
   - Written completion of selected course learning objectives with reference citations.
   - Written response to selected exam items with reference citations.
   - Problem-based learning exercises focused on area(s) of weakness.
   - Written self-reflection exercise.
   - Individual faculty-led tutoring (especially skills related deficiencies). Skills review and assessment.
   - Repeating a portion of or the entire SCPE.
2. Students will be reassessed after completion of the outlined remediation plan with an emphasis on areas of poor performance. The assessment activity may vary depending on the nature of deficiency and degree of remediation necessary. A successful remediation plan will include:
   a. Composition/nature of assessment and the student performance required for successful remediation of material.
   b. Date in which assigned activities are due.
3. The responsible Course Director or faculty member must document remediation efforts and outcomes and submit documentation to the Academic Coordinator to be filed in the student’s official file.
4. The Course Director must notify the Academic Coordinator or Clinical Coordinator of any student needing remediation. The AC and CC will be responsible to notify the Academic and Professionalism Progress Review Committee of any remediation plan. To ensure adequate rigor and consistency within the program, the Academic and Professionalism Progress Review Committee must approve remediation plans and remediation reassessments prior to implementation.
5. Unsuccessful remediation efforts will be forwarded to the Academic and Professionalism Progress Review Committee for review. The Committee may recommend appropriate courses of action, which may include the entire range of possible outcomes up to and including dismissal from the program.

**Professional Behaviors**

Students must display a professional attitude. Expectations include, but are not limited to, those defined by the National Board of Medical Examiners as follows:

- Adheres to institutional policies and procedures
- Admits errors and assumes responsibility
- Advocates for the individual patient
- Arrives on time for scheduled activities and appointments
- Conveys information honestly and tactfully
- Demonstrates sensitivity to power inequalities in professional relationships
- Fulfills responsibilities in a timely manner
- Maintains composure during difficult interactions
- Maintains thoroughness and attention to detail
- Modifies behavior based on feedback
- Requests help when needed
- Responds promptly to communication requests
- Acknowledges limits of one's own knowledge
- Responds receptively to diverse opinions and values
- Demonstrates humility
- Maintains the confidentiality of test material
**Evaluation of Professional Behaviors**

The Academic and Professionalism Progress Review Committee evaluates students’ professional behavior at the completion of every semester of the didactic and clinical phase of the program, by documented feedback from the students designated faculty advisor, Course Directors, Clinical Coordinator (including input from the clinical preceptors). During this evaluation, the committee will meet and assess each student’s professional behavior using the following criteria:

**Respect:** Students are expected to treat all patients, faculty, program staff, clinical preceptors, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic and reasoned manner. Students should be sensitive and tolerant with regard to diversity in the student and patient population. Physician Assistant training involves a close working environment with other students and includes physical examination of fellow students and discussion groups that may reveal information of a personal nature. These situations must be approached with respect for the privacy, confidentiality, and the feelings of fellow students. The program will not tolerate incivility by any member of the PA community. Examples of incivility include rude, sarcastic, obscene, disruptive or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

- Sensitive/responsive to needs of others
- Sensitive/responsive to culture, age, gender and disabilities of others
- Puts others interests before own
- Provides assistance/comfort to others

**Flexibility:** Physician assistant training involves instruction from practicing clinicians with unpredictable schedules. At times lectures or clinical sessions may need to be adjusted with short notice. We believe the advantages of utilizing practicing clinicians outweigh this inconvenience and ask students to be flexible and tolerant of changes.

- Attends required activities/arrives on time
- Reliable, dependable, completes tasks fully and in timely manner
- Accepts appropriate share of team work
- Self-motivated, organized, and prepared
- Accountable to patients, society, and the profession
- Adapts well to stressful/changing circumstances

**Behavior:** Students are expected to behave in a responsible, reliable and dependable manner. The student must project a professional image in manner, dress, grooming, speech and interpersonal relationships that are consistent with being a medical professional. The student should recognize his/her personal limitations and biases, whether they are intellectual, physical or emotional and strive to correct them. He or she must demonstrate the professional and emotional maturity to manage tensions and
conflicts and should seek professional help when necessary. Success in the Physician Assistant profession requires certain behavioral attributes including: empathy, discipline, honesty, integrity, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner.

- Respectful, cooperative (team player), builds atmosphere conducive to learning
- Acknowledges and values diversity, talents, skills, contributions of others
- Communicates effectively (verbal and written)
- Good interpersonal skills (develops appropriate professional relationships with peers, faculty, physician supervisors and other health care providers)
- Recognizes/maintains appropriate boundaries
- Displays tact and self-control

**Integrity:** Integrity is the quality of consistency and steadfast adherence to a defined code of ethics. It includes honesty and soundness of mind and body. Students are expected to demonstrate integrity by following all policies in the GWU Student Handbook, including those pertaining to academic dishonesty and unethical behavior. Physician Assistant students are also expected to display the highest ethical standards commensurate with work as a health care professional. These are outlined in the *Guidelines for Ethical Conduct for the Physician Assistant Profession* published by the American Academy of Physician Assistants.

- Accurately portrays personal qualifications
- Displays professional presentation (dresses appropriately and good personal hygiene)
- Performs in accordance with regulatory and legal requirements (follow the rules), as well as the appropriate role of the physician assistant
- Committed to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Recognizes limitations and seeks, accepts and incorporates constructive feedback
- Behaves honestly/appears trustworthy

This process will incorporate the following steps:

- Students are provided the opportunity to complete a self-assessment prior to meeting with their advisor to discuss the Academic and Professionalism Progress Committee assessment.
- Advisors will meet one-on-one with student advisees to provide feedback on Academic and Professionalism Progress Committee and student self-assessments.
• If there are any areas of concern, the faculty member and the student can together address ways of improving those areas.
• If there are any problem areas identified, the student may be required to meet with both the advisor and the Academic Coordinator/Clinical Coordinator or Chair/Program Director to discuss specific steps for improvement. Such steps may include, but are not limited to, referral to appropriate resources, developing a contract regarding behavioral modification, on-going advisory meetings and other means of assisting the student to improve problem areas.
• The form is reviewed with the student, signed and dated by both the Advisor and the student, and filed in the student’s record. By the end of the didactic education phase of the program the student will have had three (3) “Behavioral and Professional Evaluations” and by the end of the clinical year a total of at least (2) Fall and Spring “Behavioral and Professional Evaluations”.

Behavioral concerns observed throughout the program will be documented on a Professionalism Concern/Violation Form. A Professionalism Concern is indicated to identify and document concerns and patterns of professional behavior violations. Professionalism Concerns do not constitute immediate adverse action. A Professionalism Violation is indicated when the observed behavior constitutes a greater concern requiring a meeting of the Academic and Professionalism Progress Review Committee to determine the need for immediate intervention.

Anytime a Professionalism Form is issued, the student must be notified. In the event that a Professionalism Concern or a Professionalism Violation is issued, the faculty member must meet with the student to discuss the identified behavioral concern at which time the student will be provided an opportunity to respond and provide their comments to the form. Once reviewed and completed, these forms will placed in the student’s file to inform the behavioral evaluation process by the Academic and Professionalism Progress Review Committee.

**Professionalism Examples**

Professionalism Concern:
• Tardiness or absence without appropriate notification/approval.
• Student verbal communication that indicates a lack of respect
• Student use of unprofessional language (swearing)
• Student use of potentially discriminatory or demeaning language (speak ill of a patient, use of joke that could reasonably be considered demeaning or discriminatory)

Professionalism Violation:
• Evidence of cheating on an assignment or test
• Student intoxication or presumed intoxication from alcohol, prescription, or other drugs
• Student communication or interaction that is openly discriminatory, demeaning, or could reasonably be physically or emotionally harmful to another

During the clinical phase, students are also assessed via preceptor evaluations and direct observation by faculty on clinical site visits.

**Academic Dishonesty**
It is the policy of the FSU that any form of academic dishonesty by a PA student shall be dealt with by referral to the Academic and Professionalism Progress Review Committee. Examples of academic dishonesty include, but are not limited to:

- Copying test answers or other assigned non-group work from classmates.
- Plagiarism of another’s work.
- Recording or transmitting test questions or test materials.
- Accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so.

Once reviewed by the Academic and Professionalism Progress Committee, the student may also be referred to the University’s Student Conduct Committee.

Students found to have violated the Academic Integrity Policy could have any range consequences including dismissal from the program.

**Academic Probation**
Students will be placed on Academic Probation in the following circumstances:

- When a student fails to achieve the required 3.0 cumulative G.P.A. or 3.0 semester GPA.
- When a student earns two final course grades of “C” during the didactic phase of the program.
- When a student earns one (1) “C” final SCPE grade during the clinical phase of the program.

**Professionalism Probation**
Students may be placed on Professionalism Probation following an unacceptable professionalism assessment by the Academic and Professionalism Progress Review Committee when they do not demonstrate acceptable professionalism behaviors as evidenced by one or more of the following:

- Receiving professional behavioral concerns documented on the student professionalism evaluation.
- Receiving a “Below Expectations” or “Below Meets Expectations” mark in the professionalism category of the Preceptor Evaluation of Student.

Procedure for regaining good standing following placement on Professionalism Probation:
In order to return to good standing following placement on Professionalism Probation, students must refrain from demonstrating any of the professionalism deficiencies listed above during the probationary period. The probationary period will last from the time the student is placed on professionalism probation until the end of the following semester at which time the Academic and Professionalism Progress Review Committee will conduct a formal professional evaluation.

**Dismissal**

Students will be dismissed from the Physician Assistant Program in the following circumstances:

- When a student earns a “F” grade in any of the required courses.
- When a student earns more than two (2) final course grades below “B” during the didactic phase of the program.
- When a student earns more than one (1) final grade below “B” in a SCPE course or during the clinical phase of the program.
- When a student fails to reach a 3.0 after two consecutive semesters of academic probation for <3.0 GPA
- When a student fails to meet post-acceptance requirements in the manner specified in the Admissions policy.
- For conduct that would render them ineligible to participate in clinical rotations.
- When a student is unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of an entry-level physician assistant.
- When it is no longer possible for the student to complete all program requirements for graduation within 6 years of their original date of matriculation.
- When the student exhibits behavior detrimental to their profession, including failure to demonstrate ethical and/or professional behavior and academic dishonesty.
- Students found to be cheating are subject to automatic dismissal.
- Any additional professional violations following placement on professionalism probation.

Students may be dismissed from the Physician Assistant Program in the following circumstances as determined by the Academic and Professionalism Progress Review Committee:

- When a student has one unsuccessful remediation effort.
- When their behavior poses a threat to the standards of orderly operation, scholarship, and conduct.
- When they have violated principles related to academic integrity and plagiarism as outlined by FSU Community Standards Policy Statements.
- When their behavior poses a threat to the mental or physical well-being of others.
For any gross violations of professional conduct as determined by the Academic and Professionalism Progress Committee.

Students dismissed from the Physician Assistant Program have the right to appeal the decision according to the dismissal appeals policy outlined in the Graduate Catalog (https://www.frostburg.edu/admissions-and-cost/graduate/online-graduate-catalog-2018-2020.php)

**Conduct Violations and Harassment**

The FSU Physician Assistant Program adheres to the same policy adhered to by FSU University. This can be found in the FSU Community Standards Policy Statement found at https://www.frostburg.edu/about-frostburg/student-affairs/policystatements.pdf.

It is the responsibility of all members of the University community to create a safe and inclusive environment that is free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, and Stalking. Individuals who report violations of this policy in good-faith will be protected from Retaliation.

This policy applies to all reported incidents of Prohibited Conduct and supersedes and replaces the University’s Sexual Harassment Policy, PN 1.004.

For more information on the University policy on Gender-Based Harassment and Violence including reporting information visit https://www.frostburg.edu/titleix/_files/pdfs/gender-based-harassment-and-violence-policy---updated-july-28,-2017.pdf

**Student Grievances**

*Academic Grievances*

The PA Program abides by FSU University policies related to academic grievance, as outlined in the *FSU Graduate Catalog*.

**Appeals Process**

The Department of Physician Assistant Medicine recognizes due process and the rights of a student to appeal Program decisions/actions affecting Academic and Professionalism Progress Committee within the Program. Student appeals must be based upon the Program’s failure to follow established policies or procedures. Any appeal must be based on evidence that a factual or procedural error was made or that some significant piece of information was overlooked. An appeal must be addressed in writing at each level of appeal and must be presented in the following prescribed sequence to the appropriate staff. An appeal does not guarantee a change in the decision.

1. All appeals must be submitted to the Program Director in writing within five working days of the Program action/decision being appealed.
2. Appeals will be reviewed by the appropriate program or university committee which most appropriately is identified to review the grievance. When appropriate, the Program Director will refer the grievance to the CLAS Dean if there is no university
or program committee established to provide a fair and objective review of the
grievance. A decision will be rendered to the student within five working days of
receipt of the appeal. Students will be invited to attend the meeting at which the
appeal is considered to present their case and respond to any questions the
committee or Dean may have. As this meeting is a purely academic proceeding, no
legal counsel will be allowed to attend or participate. The appellant student may,
however, request participation by other students or non-program faculty with
approval of the Program Director. Proceedings may not be recorded in any manner
(audio, video, digital, etc.)

3. Students who wish to challenge the Program’s appeal decision may initiate a
subsequent appeal to the Dean of the College of Liberal Arts and Sciences or if
appropriate the Provost. This appeal must be initiated within five working days of
the Program’s appeal decision and must be submitted in writing.

4. Students who wish to challenge the Dean of the College of Liberal Arts and
Sciences appeal decision may initiate a subsequent appeal to Provost/Vice President
for Academic Affairs within 5 working days.

5. The decision of the Provost/Vice President for Academic Affairs will be considered
final and become effective upon ratification by the President.

Student Conduct – Disciplinary Dismissal Procedures
All disciplinary actions including dismissal for student conduct will be in accordance with the
FSU Community Standards Policy Statements and the Physician Assistant Program policy on
Professionalism. These actions will include but not be limited to:

- Disciplinary problems or breaches in professional conduct will initially be discussed
  between the Program Director, involved faculty member/s, and the student.
- The program director will refer the issue to the appropriate committee or panel for review
  and proposed corrective or disciplinary action if appropriate.
  - The committee panel will hear complaints against the student and interview
    parties involved to make a final determination of disciplinary action based on PA
    Program and FSU Policies and Guidelines
  - The committee’s recommendations will be forwarded to the program director
  - The program director will notify the student of the committee’s recommendations
  - If the student disagrees with the decision of the Program Director/referred
    committees that grounds for dismissal are met or feel that program policy has
    been unfairly applied, s/he may appeal in accordance with the PA Program
    Appeals Policy Frostburg State University Students
Student/Professional Organizations

Students are encouraged to become knowledgeable and involved in the following PA organizations.

• American Academy of Physician Assistants: www.aapa.org
• Student Academy of the AAPA: http://www.aapa.org/your_pa_career/pa_students.aspx
• Maryland Academy of Physician Assistants: https://www.mdapa.org/
• Physician Assistant Education Association: http://paeaonline.org/
Appendix A – Student Drug Screen
FSU Physician Assistant Program
Policy – Student Drug Screen

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director/Clinical Coordinator
Minimum Review Frequency: Annually
Approving Body: Policy and Procedure Committee
Associated Forms: None

Background and Purpose
The purpose of this policy is to provide a safe treatment, working and learning environment for patients, students, clinical and institutional staff and protection of property during enrollment in the FSU Physician Assistant Program. Health care accreditation organizations mandate that hospitals and other health care agencies require students, who participate in the care of patients, be subject to the same compliance and work standards as their employees. Accordingly, submitting a negative drug screen is a condition for participation in certain clinical experiential learning opportunities offered during the didactic phase of the FSU PA Program curriculum, as well as certain Supervised Clinical Practice Experiences offered during the clinical phase of the program.

Policy Statement
As a prerequisite to participating in patient care, FSU PA students may be required to undergo one or more random drug screens. Such randomized testing is necessary in order to adhere to requirements of our clinical affiliates. When required by clinical facilities, students must complete drug screening prior to the onset of the given clinical experience. Students are financially responsible for services related to urine drug screening. Depending on the specific clinical site requirements, this may need to be repeated annually or more frequently.

Drug screening results that limit the Program’s ability to secure clinical experiences may prevent a student from being promoted within the program or recommended for graduation. By accepting admission into the FSU PA program, students agree to submit to a drug screening, and also agree to pay expenses associated with these requirements.

Acceptance into and successful completion of the FSU PA Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation.

Process
I. Process for obtaining a required drug screen
   a. Upon enrollment in the program, the FSU PA program will instruct students in the process for contacting the vendor with which the program has established a reporting relationship.
b. The approved vendor will notify students via e-mail of the deadline for completion of any required drug screens throughout the course of the program.
c. The approved vendor will provide students with instructions regarding obtaining and authorizing release of all required drug screen results.
d. Required drug screen will consist of, but not be limited to: Amphetamines (amphetamine and methamphetamine), Cocaine metabolite, Marijuana metabolites, Opiates (codeine and morphine), Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone, and MDMA (Ecstasy).
e. Results of all student drug screens will be provided by the approved vendor to the Chair of the Department of Physician Assistant Studies and the Clinical Coordinator. Results will only indicate whether the test result is “negative” or “non-negative”. No additional information will be provided to the program.
f. The approved vendor will ensure that all “non-negative” results are reviewed by a medical review officer/physician (MRO). A test is not considered “non-negative” until the MRO determines that the results are not due to a legally prescribed prescription medication being used as directed by their health care provider, or due to some other plausible reason. In these cases, students will receive a complete report and will have the opportunity to provide additional information/documentation to the MRO for consideration. The FSU PA Program Director will be notified that the drug screen is undergoing review by the MRO. Following review, the program will receive notification of whether the results are deemed to be “negative” or “non-negative”.

II. Program examination of urine drug screen results
a. The Chair of the Department of Physician Assistant Medicine and the Clinical Coordinator will review all required drug screen reports for enrolled PA students.
b. Because of the mandate to comply with health system policies, and the serious implications of a “non-negative” test, disciplinary actions against students may be imposed without the customary mechanisms of warning and probation.
c. Students may not begin or continue coursework (clinical or non-clinical) immediately after a “non-negative” urine drug screen is received. As a result, the student will not be able to complete the requirements of the education program, and will be dismissed from the program following final review by the Chair of the Department of Physician Assistant Medicine.

III. Appeals process
a. Dean of the College of Liberal Arts and Sciences
   i. A PA student dismissed from the program may, within seven days after the “nonnegative” drug screen was received and the student is notified of the dismissal, appeal to the Dean of the College of Liberal Arts and Sciences. The appeal must be made in writing and include any supporting documentation the student wishes to submit.
   ii. The Dean will consider the request for appeal.
   iii. The student may request a meeting with the Dean. The Dean will determine whether such a meeting is necessary, and will determine any terms of the meeting.
   iv. The Dean will render a decision on the matter within seven days of receipt of the appeal request.
v. The student, Chair of the Department of Physician Assistant Studies, and the Graduate Services Office will be informed of the Dean’s decision.

b. Provost/Vice President for Academic Affairs
   i. A PA student dismissed from the program and whose subsequent appeal to the Dean has also been denied may appeal the Dean’s decision. The appeal must be made in writing and received by the Provost within seven days of the Dean’s decision.
   ii. The Provost will consider the request for appeal.
   iii. The student may request a meeting with the Provost. The Provost will determine whether such a meeting is necessary, and will determine any terms of the meeting.
   iv. The Provost will render a decision on the matter within seven days of receipt of the appeal request.
   v. The student, Dean of the College of Liberal Arts and Sciences, Department Chair and the Graduate Services Office will be informed of this decision.
   vi. The decision of the Provost/Vice President for Academic Affairs regarding dismissal is final and cannot be appealed.

Maintenance of Records and Confidentiality
Drug screen results will be retained by the Chairperson of the Department of Physician Assistant Studies and will remain separate from other student educational and academic records. Confidentiality will be maintained consistent with Family Educational Rights and Privacy Act (FERPA) and any other appropriate requirements and/or guidelines.

Approved by: Policy and Procedures Committee
Modified: 
Next Review: Spring 2019
Appendix A.1 – Criminal Background Check Policy

FSU Physician Assistant Program
Policy - Student Criminal Background Check

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policy and Procedure Committee
DPAS Associated forms: Student Release Form

Background and Purpose
Frostburg State University Department of Physician Assistant Medicine (DPAM) requires a background check on all of its conditionally admitted applicants and current students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities a student’s background and eligibility status. The background check will identify incidents in an applicant’s or student’s history that might pose a risk to patients or others.

Policy Statement
All FSU Physician Assistant program conditionally admitted applicants and current students will be required to undergo criminal background and sex offender (CBSO) checks prior to matriculation, annually, or more frequently, at the discretion of the clinical facility. For conditionally admitted applicants, the offer of admission is conditional upon results of the background check. If a conditionally admitted or current student declines to undergo a background check while enrolled in the program or if findings of a grievous nature are revealed, this will be grounds for revoking an offer of admission or dismissal from the program. Costs of the CBSO checks are the responsibility of the applicant/student. A copy of the CBSO check results will be made available to the applicant/student upon request. Other copies will be distributed as appropriate on a need-to-know basis. All applicants/students will sign a release form indicating that the program has the right to release appropriate information to clinical sites.

CBSO check results that limit the Program’s ability to secure clinical experiences may prevent a student from progressing in their didactic phase of study, being promoted to the clinical education phase or being recommended for graduation. By accepting admission to the Program, applicants agree to submit to national criminal background checks, and also agree to pay expenses associated with this requirement.

Acceptance into and successful completion of the FSU PA Program does not imply or guarantee that the student will obtain state licensure upon graduation.
Process

I. Examination of information obtained through criminal background and sex offender check
   a. The Program Director or designee will review the yearly CBSO check report results for all conditionally admitted applicants and enrolled students.
   b. If a CBSO check report contains adverse information, that report will be referred to the University’s Character and Conduct Review Committee. Additionally, the applicant/student will be informed and provided with the contact information to challenge the finding or provide explanatory information.

II. Criminal Background and Sex Offender Review Committee process
   a. A standing University Character and Conduct Review Committee, comprised of members of the university graduate and undergraduate admissions offices, student affairs office, university counsel and university police chief, will be responsible for reviewing all materials referred to it by the Chair of the Department of Physician Assistant Medicine. Other University officials may be consulted, as appropriate.
   b. The Character and Conduct Review Committee will evaluate adverse CBSO check reports in order to make a determination about the student’s suitability for continuation in the program. The committee may consult with the Chair of the Department of Physician Assistant Medicine in order to clarify program and professional standards prior to final determination.
   c. Conditionally admitted applicants and students who have adverse information in their CBSO check report, and who believe that there are mistakes in the report or extenuating circumstances to be taken into account, may submit a written request for consideration to the Committee. Any written request for consideration must occur with seven days of notification of adverse information.
   d. The Character and Conduct Review Committee will conduct a careful review of the information in the CBSO check report, any self-reported information in the student’s file, including criminal convictions and pending adjudications, and any relevant supplementary information obtained from the student or from other sources, including court documents. Factors involved in the individual case review may include, but are not limited to:
      i. the nature, circumstances, and frequency of any reported offense(s)
      ii. the length of time since the offense(s)
      iii. available information that addresses efforts at rehabilitation
      iv. the accuracy of the information provided by the student in their application materials
      v. the relationship between the duties to be performed as part of the educational program and the offense committed
   e. The Character and Conduct Review Committee will be responsible for deciding whether the results of their CBSO check report investigation indicate the applicant is disqualified from entrance into the program or student should be dismissed from the program. They will forward their decision in writing to the applicant/student, the Chair of the Department of Physician Assistant Medicine, the Graduate Services Office, and to the Dean of the College of Liberal Arts and Sciences within 30 days after receipt of referred report from the Chair of the Department of Physician Assistant Studies.

III. Appeals process
a. Dean of the College of Liberal Arts and Sciences
   i. A conditionally admitted applicant or student who is dismissed from the program based on the decision of the Student Character and Conduct Review Committee may appeal the committee’s decision. The appeal must be made in writing and received by the Dean of the College of Liberal Arts and Sciences with a copy to the Physician Assistant Department Chair and the Office of Graduate Services within seven days after the Character and Conduct Review Committee renders its decision.
   
   ii. The Dean will consider the request for appeal.
   
   iii. The applicant/student may request a meeting with the Dean. The Dean will determine whether such a meeting is necessary, and will determine any terms of the meeting.
   
   iv. The Dean will render a decision on the matter within seven days of receipt of the appeal request.
   
   v. The applicant/student, Chair of the Department of Physician Assistant Medicine, and the Graduate Services Office will be informed of the Dean’s decision.

b. Provost/Vice President for Academic Affairs
   i. A conditionally admitted applicant or student dismissed from the program by the Conduct and Character Review Committee, and whose subsequent appeal to the Dean has also been denied, may appeal the Dean’s decision. The appeal must be made in writing and received by the Provost/Vice President for Academic Affairs within seven days of the Dean’s decision.
   
   ii. The Provost will consider the request for appeal.
   
   iii. The applicant/student may request a meeting with the Provost. The Provost will determine whether such a meeting is necessary, and will determine any terms of the meeting.
   
   iv. The Provost will render a decision on the matter within seven days of receipt of the appeal request.
   
   v. The applicant/student, Dean of the College of Liberal Arts and Sciences, Department Chair and the Graduate Services Office will be informed of this decision.
   
   v. The decision of the Provost/Vice President for Academic Affairs regarding dismissal is final and cannot be appealed.

Maintenance of Records and Confidentiality
Information obtained for the purpose of and during the CBSO check will be retained by the Chairperson of Department of Physician Assistant Medicine separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA and any other appropriate guidelines.

Approved by: Policy and Procedure Committee
Modified: 
Next Review: Spring 2019
Appendix B – Student Health Policy
FSU Physician Assistant Program
Policy - Student Health

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policy and Procedures Committee

Associated Forms:
- Health Information and Immunization Form
- Verification of Health Information and Immunization Form
- Immunization Release of Information Form
- Consent to Treat Form
- HIPAA Consent Form

ARC-PA Associated Standards:
- A1.05 - PA students must be provided student health services equivalent to those services provided other comparable students.
- A3.07 - The program must have and implement a policy on immunization based on current CDC recommendations for health care professionals.
- A3.09 - Principal faculty, the program director and the medical director must not participate as health care providers for students in the program, except in an emergency situation.
- A3.19 - Student files kept by the program must include documentation: (b) that the student has met institution and program health screening and immunization requirements.
- A3.21 - Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and tuberculosis screening results which may be maintained and released with written permission from the student. **ANNOTATION: The ARC-PA does not consider needle stick/sharp records, results of drug screening, or criminal background checks, a part of the health record.**

Background and Purpose
The purpose of this document is to define policies, procedures and availability of health services for students enrolled in the physician assistant program.

Policy Statement
1. All students **MUST** provide proof of health insurance prior to matriculation. Each Student’s personal health insurance policy must remain active throughout their participation in the program.
2. Students are financially responsible for the cost of all health care services they may require while enrolled in the program, including any health care services required as a result of their participation in scheduled program activities (e.g. TB testing, immunizations, treatment of injuries, pathogen exposure evaluation and treatment).

3. The following health requirements are mandatory prior to any experiential education course at off-site facilities. The immunization requirements must be fully complied with in the first 30 days post matriculation, or the student will be withdrawn from classes without credit.

1. **Tuberculosis:** One of the following completed within the past 12 months is required:
   - 2 step TB skin test (administered 1-3 weeks apart)
     
     OR
     
   - QuantiFERON Gold blood test (lab report required)
     
     OR
     
   - If positive results, submit a clear chest x-ray (lab report required)

2. **Immunizations:** Students must be current on all required immunizations. Either record of immunization or serologic proof of immunity must be provided for all listed conditions recommended by the Centers for Disease Control and Prevention for health care personnel, to include, but may not be limited to:
   - **Hepatitis B:** BOTH of the following are required:
     - 3 vaccinations AND
     - A positive antibody titer (lab report required)
     
     If your titer was negative or equivocal, you must repeat the series and provide a 2nd titer.
   - **Measles, Mumps & Rubella (MMR):** One of the following is required:
     - 2 vaccinations: The first vaccination MUST be administered AFTER the age of 1 regardless of vaccination type. Vaccinations can be a combined MMR vaccination, however if individualized vaccinations are submitted you MUST submit 2 vaccinations for Mumps and Measles and 1 vaccination for Rubella OR
     - Positive antibody titer (lab report required) for all 3 components. If your titer was negative or equivocal, you must receive 1 booster vaccine (administered after your titer) and provide a 2nd titer.
   - **Varicella:** One of the following is required:
     - 2 vaccinations OR
     - Positive antibody titer (lab report required) If your titer was negative or equivocal, you must repeat the series.
   - **Tdap (Tetanus/Diphtheria/Pertussis):** One of the following is required:
     - Documentation of a Tdap (Tetanus, Diphtheria & Pertussis) vaccination administered within the past 10 years
       OR
     - Documentation of a Tdap vaccination administered from any time AND a Td (Tetanus & Diphtheria) booster administered within the past 10 years. Renewal will be set for 10 years from the most recent vaccination. Upon renewal, a Td booster is required.
3. **Other Immunizations:** Students may occasionally be involved in patient care activities that require additional immunizations or disease prophylaxis (e.g. international rotations). It is the responsibility of the student to consult with the PD/Clinical Coordinator to determine if any additional precautions are necessary.

Clinical sites may require additional vaccinations and documentation.

Students who have a medical contraindication for specific vaccinations may have additional requirements mandated (viz., students who have a medical contraindication for influenza vaccination may be required to wearing a mask during the entire influenza season). Some clinical facilities do not permit students who have not had the influenza vaccination for medical reasons, even with use of a mask. Changes in clinical site requirements may necessitate change in clinical rotation assignment or the inability to be placed on clinical clerkships.

4. **Historical documentation without primary source evidence of tuberculosis screening, immunizations and/or serologic proof of immunity will not satisfy the program’s documentation requirements.**

The following qualify as legitimate proof of immunization/TB testing status:

- Copies of the applicant’s medical record(s) on which administration and results of tuberculosis screening data is recorded.
- Copies of the applicant’s medical record(s) on which administration of the immunization series is documented by the immunization provider (including immunization cards signed by the administering health care professional/agency).
- Copies of the laboratory report(s) documenting results of serologic testing for immunity (antibody test results).
- Copies of the applicant’s medical record(s) or a letter from the applicant’s health care provider documenting immunization non-conversion and explaining the process by which that conclusion was reached.

5. **Immunization records must be submitted to the Castle Branch compliance tracking system, NOT to the Department of Physician Assistant Studies.**

6. The PA program will access Castle Branch to ensure completion of required immunizations and TB screening of all students.

7. Students will be provided access to Castle Branch online files.

8. **Program Director, principal program faculty, medical director, or program staff WILL NOT participate as health care providers for students enrolled in the program and WILL NOT have access to any student health information other than that defined in this policy.**

All costs associated with meeting the above immunization requirements are the sole responsibility of the student.

**Student Health Insurance**
As a condition of enrollment students are required to maintain health insurance and provide evidence of a primary insurance policy. Due to the potential for exposure to potentially infectious materials, insurance should cover screenings, diagnostics, treatments, and short and long term disability compensation that may result from any potential exposure.

All costs are the exclusive responsibility of the student and not the responsibility of the student’s academic department, the FSU Physician Assistant Studies program, or Frostburg State University.

Approved By: Policy and Procedures Committee
Modified:
Next Review: Spring 2019
Appendix C – Academic Performance, Professionalism and Progression

FSU Physician Assistant Program
Policy - Academic Performance and Professionalism Progression

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policy and Procedures Committee, Academic and Professionalism Progress Review Committee

DPAM Associated Forms:
- Academic Performance Summary Clinical Phase
- Academic Performance Summary Didactic Phase
- Academic Intervention Form
- Behavioral and Professional Evaluation Form
- Student Self-Assessment of Behavior and Professionalism
- Professionalism Concern/Violation Form
- Graduation Verification Checklist/Evaluation Form
- Remediation Plan and Outcomes –Didactic Form
- Remediation Plan and Outcomes – SCPE Form
- Technical Standards Attestation
- Student Handbook Acknowledgement Form

ARC-PA Associated Standards:
- A3.11 - The program must define, publish and make readily available to faculty and students policies and procedures for processing student grievances and allegations of harassment.
- A3.17 - The program must define, publish and make readily available to students upon admission academic performance and progression information to include:
  a) any required academic standards
  b) completion deadlines/requirements related to curricular components
  c) requirements for progression in and completion of the program
  d) policies and procedures for processing student grievances
  e) policies and procedures for withdrawal and dismissal
  f) policies and procedures for remediation and deceleration
  g) policies and procedures for processing allegations of harassment
- A3.19 - Student files kept by the program must include documentation:
c) of student performance while enrolled
d) of remediation efforts and outcomes
e) of summaries of any formal academic/behavioral disciplinary action taken against a student and
f) that the student has met requirements for program completion

- C3.02 - The program must document student demonstration of defined professional behaviors.
- C3.03 - The program must monitor and document the progress of each student in a manner that promptly identifies deficiencies in knowledge or skills and establishes means for remediation.

Background and Purpose

The purpose of this policy is to provide clear expectations on requirements and procedures related to academic performance, professionalism, and progression.

Definitions

Academic Intervention: The process of identifying at-risk students early to promote successful acquisition of the requisite knowledge to be successful.

Remediation: The process of addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.

Deceleration: The loss of a student from an entering cohort, who remains matriculated in the Physician Assistant program.

Good Standing: Indicates a student who is not on academic or professionalism probation.

Leave of Absence: A period of time a student is granted to be away from his/her studies while maintaining the status of current student.

Withdrawal: A student-based decision that results in a student exit from the program. A student must reapply to the program to regain admission.

Dismissal: A program-based decision that results in a student exit from the program. A student must appeal dismissal to regain admission.

Policy Statement

Required Academic Standards

Attendance and participation requirements are outlined in the Student Attendance, Participation, and Inclement Weather policy.

Students enrolled in the FSU Physician Assistant Studies program must maintain adherence to the program standard of academic performance and professionalism.

Requirements for Progression
1. After admission notification and prior to matriculation, students must meet the following:
   - to progress to the didactic phase:
   - Successfully complete the admission requirements including submission all required immunizations and proof of health insurance
   - Successfully complete the FSU PA Program Orientation.

2. Due to the sequential nature of the curriculum, students must successfully complete all courses for a given semester before becoming eligible to take courses in the subsequent semester. Students must successfully complete all courses in the didactic phase before they may progress into the clinical phase of the program. Any exceptions to this must be approved by the Academic Performance and Professionalism Progress Review Committee.

3. Supervised Clinical Practice Experiences offered during the clinical phase of the program do not follow the semester calendar. Due to timing, as well as complexity of evaluative measures incorporated, student performance is assessed by the Clinical Coordinator at the completion of each Supervised Clinical Practice Experience to determine progression to the next rotation.

4. At the conclusion of each semester, in both the didactic and clinical year, the Academic and Professionalism Progress Review Committee reviews each student’s academic and professional performance. Students must be recommended for progression by the Academic and Professionalism Progress Review Committee to be eligible to take courses in the subsequent semester and continue their progression through the program. In the event a student is identified to be at risk for Academic/Professionalism probation or dismissal at any time during the program, including Supervised Clinical Practice Experiences, the Academic and Professionalism Progress Committee may convene more frequently to determine appropriate academic/professionalism intervention.

Guidelines used to determine progression from semester to semester include the following:

**Semester to Semester Progression - Didactic Phase:**
- Achieve a minimum overall 3.0 GPA
- No more than one (1) course grade below a “B” within the semester
- No course grades below “C”
- Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs
- Achieve minimum established score for all formative and summative evaluations/examinations
- Documented demonstration of professionalism

**Progression from Didactic Phase to Clinical Phase:**
- Achieve a minimum overall 3.0 GPA
- No more than two (2) course grades below a “B”
- No course grade below “C”
d. Obtain established minimal grades for Observed Standardized Clinical Examinations/OSCEs
e. Achieve minimum established score for all formative and summative evaluations/examinations
f. Documented demonstration of professionalism

Please note any grade below “C” and more than two (2) grades below the level of “B” within the didactic phase will trigger dismissal from the program. See dismissal section below.

Clinical Phase to Completion:
a. Achieve a minimum overall 3.0 GPA
b. Successfully complete all Supervised Clinical Practical Experiences/SCPEs
c. No more than one (1) course below the level of “B”
d. No course grade below the level of “C”
e. Obtain passing grades on all end of SCPE examinations
f. Achieve minimum established score for all formative and summative evaluations/examinations
g. Documentation of professionalism

Please note any grade below “C” and more than one (1) grade below the level of “B” within the clinical phase, including the summative course will trigger a dismissal from the program. See dismissal section below.

5. In the event that a student does not meet the above criteria, is remediating a course or course component, or may be on academic or professionalism probation, the student may progress to the subsequent semester at the discretion of the Academic and Professionalism Progress Committee.

Requirements for Graduation

To graduate from the PA Program and earn a Master of Medical Science in Physician Assistant Studies degree, students must:

1. Successfully complete all course work according to program defined academic standards including demonstration of meeting all Program Learning Outcomes.
2. Achieve a minimum overall 3.0 G.P.A. (Grade Point Average) with no more than two (2) grades below “B” during the didactic phase and one (1) grade below “B” during the clinical phase.
3. Successfully pass all components of the summative evaluation.
4. Demonstrate they have met program expectations and acquired the competencies needed for entry into clinical PA practice with patients seeking: medical care across the lifespan, women’s health, care for conditions requiring surgical management, care for behavioral and mental health conditions.
5. Submit a completed graduation application to the Office of Graduate Studies.
6. Be in good academic standing. In the event that a student is on academic probation as he/she enters the final semester, he/she must complete the final semester with the required overall G.P.A. of 3.0 to be awarded the degree.
7. Be in good professional standing. In the event that a student is on professionalism probation as he/she enters the final semester, he/she must successfully meet program-established conditions prior to the end of the final semester to successfully transition off professionalism probation prior to graduation.
8. Complete all requirements for graduation within 6 years of the original date of matriculation.
9. Have no incomplete grades
10. Approval of the Academic and Professionalism Progress Review Committee

Students should apply for graduation one term before all requirements for the MMS degree are complete. The graduation application is available on the FSU PAWs system.

Course Director Role in Supporting Student Success – Didactic Phase

Course Directors play a key role in supporting student success by identifying at-risk students as early as possible during the semester. Students will not be allowed to remediate course assessments to improve their grade (see Remediation below). When students are deemed to be at risk, academic interventions should be initiated by the Course Director to promote student success and provide students the support they need to earn a final passing course grade. It is up to each individual Course Director to work with the student to determine how this may be best accomplished given the course objectives and outcomes and the individual student’s strengths and weaknesses in learning course content. Course Directors are responsible for providing the initial contact with those students deemed to be at risk. It is then the responsibility of the student to schedule a meeting with the Course Director to discuss strategies for success. Failure to do so may be reflected in the student’s professional behavior evaluation. In the spirit of self-directed learning, it is the responsibility of the student to implement the suggestions made by the Course Director in a way that best accommodates their learning style.

Process:

- The Course Director has the flexibility to determine when there is a need for academic intervention. However, if a student receives two didactic course assessments below 80%, the Course Director should initiate academic intervention to ascertain all possible factors contributing to a low assessment score (e.g., foundation of knowledge, ineffective study strategies, test-taking errors, reading, comprehension, or attention issues, poor time management, personal problems, etc.).

- A signed Academic Intervention Form outlining proactive strategies for success will be completed and will be submitted to the Academic Coordinator for inclusion in the student’s official file and for review at the next scheduled Academic and Professionalism Progress Committee Meeting.

The Course Director also has the ability, at any time, to initiate a referral for remediation if the issue requires intervention beyond minimal academic intervention that can be agreed upon between the student and the Course Director and requires reasonable time, resources and support. For those instances which require extended time, resources or support, the student should be referred to the Academic Coordinator who will initiate, in collaboration with the Academic Advisor and Course Director,
a formal remediation plan which will be put in the students file for review at the next scheduled 
Academic and Professionalism Progress Committee Meeting. See remediation below.

Course Director Role in Supporting Student Success - Clinical Phase Academic

Given the nature and complexity of educational activities on clinical rotations, a comprehensive, 
multifaceted process for evaluating student progress has been designed. The components each 
serve to assess different skills acquired by a student during clinical training. Therefore, Academic 
Intervention during the clinical year will occur on a case-by-case basis including, but not limited to, 
unsatisfactory marks on mid-rotation evaluations, professionalism issues, and/or an unsatisfactory 
or below “meets standard” scores on an end of rotation Clinical Performance Evaluation. In the 
event that an academic intervention is initiated (Academic Intervention Form completed) by a 
Course Director or a student is referred to the Clinical Coordinator by a Preceptor for intervention 
on academic/skills deficiency during the clinical phase of the program, the Academic Intervention 
Form is completed and forwarded to the Clinical Coordinator to be kept in the students file and 
reviewed by the Academic and Professionalism Progress Committee similar to the process outlined 
for the didactic phase.

At any time, the Course Director or Clinical Coordinator have the ability to initiate a formal 
remediation referral if the academic intervention requires extended time, resources and 
intervention. In this case, the Clinical Coordinator in collaboration with the Course Director or 
Preceptor will develop a formal remediation plan and forward a copy to the Academic and 
Professionalism Progress Committee for review at the next scheduled meeting.

Required Academic Standards

To remain in good academic standing, normal academic progress in the didactic phase of the 
Physician Assistant Studies program requires all students to achieve a minimum 3.0 G.P.A. each 
semester and no more than one (1) grade below the level of “B” in any semester, no more than 
two (2) grades below the level of “B” in the didactic year, and no more than one (1) grade below 
the level of “B” during the clinical year.

Assessment and Minimum Grade Standards

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70-79.9%</td>
<td>C</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Computation of Grade Point Average

Grade Point Average is the ratio expressed by the sum of the quality points divided by the sum of 
credits attempted. Pass/Fail grades are not a component of the Grade Point Average.
The Quality Point values of these grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Remediation

Student progress is monitored and documented in a manner that promptly identifies deficiencies in knowledge or skills and establishes means for remediation as described herein:

1. A student receiving a “C” in a didactic course or “C” grade in a SCPE course, a failed end of rotation exam or failed OSCE will remediate the identified area(s) of deficiency. The specific remediation plan developed is at the discretion of the Course Director in collaboration with the Academic Advisor for didactic courses and the Clinical Coordinator with collaboration of the Academic Advisor and possibly Preceptor for SCPE courses and may include but is not limited to:
   2. Reading assignments.
   3. Written completion of selected course learning objectives with reference citations.
   4. Written response to selected exam items with reference citations.
   5. Problem-based learning exercises focused on area(s) of weakness.
   7. Individual faculty-led tutoring (especially skills related deficiencies). Skills review and assessment
   8. Repeating a portion of or the entire SCPE
   9. Students will be reassessed after completion of the outlined remediation plan with an emphasis on areas of poor performance. The assessment activity may vary depending on the nature of deficiency and degree of remediation necessary. A successful remediation plan will include:
      a. Composition/nature of assessment and the student performance required for successful remediation of material.
      b. Date in which assigned activities are due.
10. The responsible Course Director or faculty member must document remediation efforts and outcomes and submit documentation to the Academic Coordinator to be filed in the student’s official file.
11. The Course Director must notify the Academic Coordinator or Clinical Coordinator of any student needing remediation. The AC and CC will be responsible to notify the Academic and Professionalism Progress Committee of any remediation plan. To ensure adequate rigor and consistency within the program, the Academic and Professionalism Progress Committee must approve remediation plans and remediation reassessments prior to implementation.
12. Unsuccessful remediation efforts will be forwarded to the Academic and Professionalism Progress Committee for review. The Committee may recommend appropriate courses of action, which may include the entire range of possible outcomes up to and including dismissal from the program.
Professional Behaviors

Required Professional Behaviors

Students must display a professional attitude. Expectations include, but are not limited to, those defined by the National Board of Medical Examiners as follows:

- Adheres to institutional policies and procedures
- Admits errors and assumes responsibility
- Advocates for the individual patient
- Arrives on time for scheduled activities and appointments
- Conveys information honestly and tactfully
- Demonstrates sensitivity to power inequalities in professional relationships
- Fulfills responsibilities in a timely manner
- Maintains composure during difficult interactions
- Maintains thoroughness and attention to detail
- Modifies behavior based on feedback
- Requests help when needed
- Responds promptly to communication requests
- Acknowledges limits of one's own knowledge
- Responds receptively to diverse opinions and values
- Demonstrates humility
- Maintains the confidentiality of test material

Evaluation of Professional Behaviors

The Academic and Professionalism Progress Committee evaluates students’ professional behavior at the completion of every semester of the didactic and clinical phase of the program, by documented feedback from the students designated faculty advisor, Course Directors, Clinical Coordinator (including input from the clinical preceptors). During this evaluation, the committee will meet and assess each student’s professional behavior using the following criteria:

Respect: Students are expected to treat all patients, faculty, program staff, clinical preceptors, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic and reasoned manner. Students should be sensitive and tolerant with regard to diversity in the student and patient population. Physician Assistant training involves a close working environment with other students and includes physical examination of fellow students and discussion groups that may reveal information of a personal nature. These situations must be approached with respect for the privacy, confidentiality, and the feelings of fellow students. The program will not tolerate incivility by any member of the PA community. Examples of
incivility include rude, sarcastic, obscene, disruptive or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

- Sensitive/responsive to needs of others
- Sensitive/responsive to culture, age, gender and disabilities of others
- Puts others' interests before own
- Provides assistance/comfort to others

**Flexibility:** Physician assistant training involves instruction from practicing clinicians with unpredictable schedules. At times lectures or clinical sessions may need to be adjusted with short notice. We believe the advantages of utilizing practicing clinicians outweigh this inconvenience and ask students to be flexible and tolerant of changes.

- Attends required activities/arrives on time
- Reliable, dependable, completes tasks fully and in timely manner
- Accepts appropriate share of team work
- Self-motivated, organized, and prepared
- Accountable to patients, society, and the profession
- Adapts well to stressful/changing circumstances

**Behavior:** Students are expected to behave in a responsible, reliable and dependable manner. The student must project a professional image in manner, dress, grooming, speech and interpersonal relationships that are consistent with being a medical professional. The student should recognize his/her personal limitations and biases, whether they are intellectual, physical or emotional and strive to correct them. He or she must demonstrate the professional and emotional maturity to manage tensions and conflicts and should seek professional help when necessary. Success in the Physician Assistant profession requires certain behavioral attributes including: empathy, discipline, honesty, integrity, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner.

- Respectful, cooperative (team player), builds atmosphere conducive to learning
- Acknowledges and values diversity, talents, skills, contributions of others
- Communicates effectively (verbal and written)
- Good interpersonal skills (develops appropriate professional relationships with peers, faculty, physician supervisors and other health care providers)
- Recognizes/maintains appropriate boundaries
- Displays tact and self-control

**Integrity:** Integrity is the quality of consistency and steadfast adherence to a defined code of ethics. It includes honesty and soundness of mind and body. Students are expected to demonstrate integrity by following all policies in the GWU Student Handbook, including those pertaining to academic dishonesty and unethical behavior. Physician Assistant students are also expected to display the highest ethical standards commensurate with work as a health
care professional. These are outlined in the Guidelines for Ethical Conduct for the Physician Assistant Profession published by the American Academy of Physician Assistants.

- Accurately portrays personal qualifications
- Displays professional presentation (dresses appropriately and good personal hygiene)
- Performs in accordance with regulatory and legal requirements (follow the rules), as well as the appropriate role of the physician assistant
- Committed to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- Recognizes limitations and seeks, accepts and incorporates constructive feedback
- Behaves honestly/appears trustworthy

This process will incorporate the following steps:

- Students are provided the opportunity to complete a self-assessment prior to meeting with their advisor to discuss the Academic and Professionalism Progress Committee assessment.
- Advisors will meet one-on-one with student advisees to provide feedback on Academic and Professionalism Progress Committee and student self-assessments.
- If there are any areas of concern, the faculty member and the student can together address ways of improving those areas.
- If there are any problem areas identified, the student may be required to meet with both the advisor and the Academic Coordinator/Clinical Coordinator or Chair/Program Director to discuss specific steps for improvement. Such steps may include, but are not limited to, referral to appropriate resources, developing a contract regarding behavioral modification, on-going advisory meetings and other means of assisting the student to improve problem areas.
- The form is reviewed with the student, signed and dated by both the Advisor and the student, and filed in the student’s record. By the end of the didactic education phase of the program the student will have had three (3) “Behavioral and Professional Evaluations” and by the end of the clinical year a total of at least (2) Fall and Spring “Behavioral and Professional Evaluations”.

Behavioral concerns observed throughout the program will be documented on a Professionalism Concern/Violation Form. A Professionalism Concern is indicated to identify and document concerns and patterns of professional behavior violations. Professionalism Concerns do not constitute immediate adverse action. A Professionalism Violation is indicated when the observed behavior constitutes a greater concern requiring a meeting of the Academic and Professionalism Progress Committee to determine the need for immediate intervention.

Anytime a Professionalism Form is issued the student must be notified. In the event that a Professionalism Concern or a Professionalism Violation is issued, the faculty member must meet with the student to discuss the identified behavioral concern at which time the student will be provided an opportunity to respond and provide their comments to the form. Once reviewed and
completed, these forms will be placed in the student’s file to inform the behavioral evaluation process by the Academic and Professionalism Progress Committee.

**Professionalism Examples**

Professionalism Concern:
- Tardiness or absence without appropriate notification/approval.
- Student verbal communication that indicates a lack of respect
- Student use of unprofessional language (swearing)
- Student use of potentially discriminatory or demeaning language (speak ill of a patient, use of joke that could reasonably be considered demeaning or discriminatory)

Professionalism Violation:
- Evidence of cheating on an assignment or test
- Student intoxication or presumed intoxication from alcohol, prescription, or other drugs
- Student communication or interaction that is openly discriminatory, demeaning, or could reasonably be physically or emotionally harmful to another

During the clinical phase, students are also assessed via preceptor evaluations and direct observation by faculty on clinical site visits.

**Academic Dishonesty**

It is the policy of the FSU that any form of academic dishonesty by a PA student shall be dealt with by referral to the Academic and Professionalism Progress Review Committee. Examples of academic dishonesty include, but are not limited to:

- Copying test answers or other assigned non-group work from classmates.
- Plagiarism of another’s work.
- Recording or transmitting test questions or test materials.
- Accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so.

Once reviewed by the Academic and Professionalism Progress Committee, the student may also be referred to the University’s director of Student Conduct & Community Standards for adjudication and disposition.

**Academic Probation**

Students will be placed on Academic Probation in the following circumstances:

- When a student fails to achieve the required 3.0 cumulative G.P.A. or 3.0 semester GPA.
Professionalism Probation

Students may be placed on Professionalism Probation following an unacceptable professionalism assessment by the Academic and Professionalism Progress Review Committee when they do not demonstrate acceptable professionalism behaviors as evidenced by one or more of the following:

- Receiving professional behavioral concerns documented on the student professionalism evaluation.
- Receiving a “Below Expectations” or “Unsatisfactory” mark in the professionalism category of the Preceptor Evaluation of Student.

Procedure for regaining good standing following placement on Professionalism Probation:

- In order to return to good standing following placement on Professionalism Probation, students must refrain from demonstrating any of the professionalism deficiencies listed above during the probationary period. The probationary period will last from the time the student is placed on professionalism probation until the end of the following semester at which time the Academic and Professionalism Progress Committee will conduct a formal professional evaluation.

Dismissal

Students will be dismissed from the Physician Assistant Program in the following circumstances:

1. When a student earns a “F” grade in any of the required courses.
2. When a student earns more than two (2) final course grades below “B” during the didactic phase of the program.
3. When a student earns more than one (1) final grade below “B” in a SCPE course or during the clinical phase of the program.
4. When a student fails to reach a 3.0 after two consecutive semesters of academic probation for <3.0 GPA
5. When a student fails to meet post-acceptance requirements in the manner specified in the Admissions policy.
6. For conduct that would render them ineligible to participate in clinical rotations.
7. When a student is unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of an entry-level physician assistant.
8. When it is no longer possible for the student to complete all program requirements for graduation within 6 years of their original date of matriculation.
9. When the student exhibits behavior detrimental to their profession, including failure to demonstrate ethical and/or professional behavior and academic dishonesty.
10. Students found to be cheating are subject to automatic dismissal.
11. Any additional professional violations following placement on professionalism probation.

Students may be dismissed from the Physician Assistant Program in the following circumstances as determined by the Academic and Professionalism Progress Review Committee:

1. When a student has one unsuccessful remediation effort.
2. When their behavior poses a threat to the standards of orderly operation, scholarship, and conduct.
3. When they have violated principles related to academic integrity and plagiarism as outlined by FSU Community Standards Policy Statements.
4. When their behavior poses a threat to the mental or physical well-being of others.
5. For any gross violations of professional conduct as determined by the Academic and Professionalism Progress Committee.

Students dismissed from the Physician Assistant Program have the right to appeal the decision according to the dismissal appeals policy outlined in the Graduate Catalog (https://www.frostburg.edu/admissions-and-cost/graduate/online-graduate-catalog-2018-2020.php)

**Conduct Violations and Harassment**

The FSU Physician Assistant Program adheres to the same policy adhered to by FSU University. This can be found in the FSU Community Standards Policy Statement found at https://www.frostburg.edu/about-frostburg/student-affairs/policystatements.pdf.

It is the responsibility of all members of the University community to create a safe and inclusive environment that is free from Gender-Based Harassment, Sexual Misconduct, Relationship Violence, and Stalking. Individuals who report violations of this policy in good-faith will be protected from Retaliation.

This policy applies to all reported incidents of Prohibited Conduct and supersedes and replaces the University’s Sexual Harassment Policy, PN 1.004.

For more information on the University policy on Gender-Based Harassment and Violence including reporting information visit https://www.frostburg.edu/titleix/_files/pdfs/gender-based-harassment-and-violence-policy---updated-july-28,-2017.pdf

**Student Grievances**

**Academic Grievances**

The PA Program abides by FSU University policies related to Academic Grievance, as outlined in the FSU Graduate Catalog.

**Appeals Process for grievances unrelated to grade grievance or dismissal appeal**

The Department of Physician Assistant Medicine recognizes due process and the rights of a student to appeal Program decisions/actions affecting Academic and Professionalism Progress Committee within
the Program. Student appeals must be based upon the Program’s failure to follow established policies or procedures. Any appeal must be based on evidence that a factual or procedural error was made or that some significant piece of information was overlooked. An appeal must be addressed in writing at each level of appeal and must be presented in the following prescribed sequence to the appropriate staff. An appeal does not guarantee a change in the decision.

1. All appeals must be submitted to the Program Director in writing within five working days of the Program action/decision being appealed.

2. Appeals will be reviewed by the appropriate program or university committee which most appropriately is identified to review the grievance. When appropriate, the Program Director will refer the grievance to the CLAS Dean if there is no university or program committee established to provide a fair and objective review of the grievance. A decision will be rendered to the student within five working days of receipt of the appeal. Students will be invited to attend the meeting at which the appeal is considered to present their case and respond to any questions the committee or Dean may have. As this meeting is a purely academic proceeding, no legal counsel will be allowed to attend or participate. The appellant student may, however, request participation by other students or non-program faculty with approval of the Program Director. Proceedings may not be recorded in any manner (audio, video, digital, etc.)

3. Students who wish to challenge the Program’s appeal decision may initiate a subsequent appeal to the Dean of the College of Liberal Arts and Sciences or if appropriate the Provost. This appeal must be initiated within five working days of the Program’s appeal decision and must be submitted in writing.

4. Students who wish to challenge the Dean of the College of Liberal Arts and Sciences appeal decision may initiate a subsequent appeal to Provost/Vice President for Academic Affairs within 5 working days.

5. The decision of the Provost/Vice President for Academic Affairs will be considered final and become effective upon ratification by the President.

Deceleration

The FSU PA curriculum is designed to be delivered on a full-time basis to students in a cohort. There is no formal deceleration plan or option to complete the curriculum on a part-time basis.

Leave of Absence

A student in good academic standing may request a leave of absence due to occurrence of such events such as a medical problem, serious personal problem(s), or pregnancy.

Students requesting a leave of absence must apply in writing to the Program Director. In the event of a medical problem or pregnancy, the request should be accompanied by a letter from a healthcare provider describing the nature of the condition for which the leave is requested and the estimated length of time needed for recovery.

After consultation with the student, the Program Director will decide whether or not the leave is to be granted and the conditions under which the student may return to school. The Program Director reserves the right to consult with the Program Faculty and/or Academic Progress and
Professionalism Review Committee for consideration of the leave of absence request. A student requesting a leave of absence must go through the following procedure:

1. Request in writing a leave of absence from the Program Director.

2. The student must personally meet with the Program Director to discuss the reason for the leave.

3. After consulting with the student, if it is determined that the leave of absence will be granted, the Program Director will assist the student through the official leave of absence procedure at the PA Program level. The Program Director will send an official letter to the student indicating that the leave of absence has been approved and specifying the terms of the leave. The terms of the leave of absence will be determined by the Program Director and reviewed with the student, including the following elements:
   a. Implications for resuming the curriculum (course requirements and sequencing issues)
   b. Duration of the leave (no longer than 12 months)
   c. Method for demonstrating academic readiness upon return to the Program
   d. Method for demonstrating ability to meet the technical standards upon return to the Program
   e. Need to repeat criminal background check and/or urine drug screen prior to return (at the student’s expense)
   f. Curriculum or policy revisions to which the student will be subject upon return to the Program

4. Upon receipt of the official letter from the Program Director, the student must provide the letter including the defined terms for the leave of absence, Program Director approval of the leave, and a note from his/her healthcare provider (if applicable) to the Graduate Services Office. The Graduate Services Office then assists the student with completing University administrative leave of absence processes related to financial aid, student accounts, and registration status. If a student does not return from the leave of absence at the specified time, the student will be administratively withdrawn from the program and will be responsible for all accrued fees and financial obligations.

If the leave is approved, the official start date of the leave of absence will be stipulated by the Program.

Director’s approval letter. In the event the student is incapacitated and unable to initiate the request, the Program Director may facilitate this process.

Any tuition reimbursement will be in accordance with the institutional refund policy. A Leave of Absence may result in a student graduating after the remainder of their cohort, not being able to participate in the graduation ceremony with their original cohort, and other program and university-related events.
Withdrawal

- Students are permitted to withdraw from the program at their discretion following the University defined procedure.
- Withdrawal from an individual course will not allow a student to progress in the program as per the requirements for progression (see Requirements for Progression and Graduation section) and therefore constitutes withdrawal from the program.
- To officially withdraw from the University, a student must report to the Graduate Services Office. Students wishing to withdraw should also consult with the Office of Financial Aid to determine if stipulations associated with the financial aid package will lead to changes in the financial statement.

Approved By: Policies and Procedures Committee, Academic and Professionalism Progress Review Committee

Modified:

Next Review: Spring 2019
Appendix C.1 – Faculty Advising Policy

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policy and Procedures Committee
DPAM Associated Forms:
- Student Advisement form
- Behavioral and Professional Evaluation form

ARC-PA Associated Standards:
- A1.05 The sponsoring institution must provide academic services to PA students that are equivalent to those services provided other comparable students of the institution.
- A2.05e Principal faculty and the program director must actively participate in the processes of academic counseling of students.
- A3.10 The program must have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

Background and Purpose

The purpose of this policy is to clarify the role of the faculty as an advisor and the expectation of both faculty and student in the advising process.

Physician Assistant Program Faculty Advising

All students who have been accepted into the program will be assigned a principal faculty mentor who will act as their official student advisor. Mentors will officially meet with each of their advisees on a regular schedule as outlined below. Additionally, students or advisors may request unscheduled meetings as the need arises.

For first-year students, the initial advising session should occur during the first two weeks of their first summer to begin the process of establishing a professional relationship with their advisor. Advising will occur after program orientation and be performed by the Principal Faculty.

Academic advising is designed to be vertically progressive through the course of the curriculum. General advisement begins with such topics as transition to adult learning and differences between undergraduate and graduate education. Over time, there are greater discussions about such topics as readiness for clinical practice and professional development, including faculty and student self-assessment. Student-specific advisement topics will usually include discussion of current course grades and overall GPA, study habits, test-taking skills, and any other aspects of PA education that are particularly difficult for the student. It is critical that any weaknesses or academic problems be identified proactively and interventions initiated to maximize each student’s opportunity for success.
When appropriate, mentors will assist the student in locating helpful resources, and promptly initiate referrals. Both on-campus and off-campus resources may be utilized. Financial responsibility/insurance coverage for the cost of mental health or psychological counseling is solely the responsibility of the individual student. **Under no conditions is the faculty advisor to assume the role of professional provider of needed mental health or counseling services for any student.**

**Student Advisement form:** This form should be used when documenting the advising sessions described by this policy. The completed form should be included with copies of the student’s professionalism evaluations that were discussed during the corresponding advising session. All student advising/counseling sessions will be documented using the student advisement form and filed in the students’ program file. This form should also be used when documenting any additional non-scheduled advisement sessions or other meetings related to student performance, personal issues, or professionalism. The form may be filled out electronically but must be printed for inclusion in student file.

**Advisement schedule:**

<table>
<thead>
<tr>
<th>Session #</th>
<th>Semester</th>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer 1</td>
<td>2</td>
<td>Adjustment to adult learning; student strategies</td>
</tr>
<tr>
<td>2</td>
<td>Summer 1</td>
<td>9</td>
<td>Progression through summer curriculum; student-specific issues</td>
</tr>
<tr>
<td>3</td>
<td>Fall 1</td>
<td>6-8</td>
<td>Adjustment to increased rigor; student issues; Progression through fall curriculum; student issues</td>
</tr>
<tr>
<td>4</td>
<td>Spring 1</td>
<td>6-8</td>
<td>Adjustment to progressive curriculum; student burn-out; student strategies; Progression through spring curriculum; student issues</td>
</tr>
<tr>
<td>5</td>
<td>Summer 2</td>
<td>6-8</td>
<td>Adjustment to progressive curriculum; student vision as provider; Progression, readiness for SCPEs, student issues</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2</td>
<td>varied</td>
<td>All students should meet at least once with advisors during callback days each semester during the clinical year; discuss clinical experiences, preparation for independent practice, student issues</td>
</tr>
<tr>
<td>7</td>
<td>Spring 2</td>
<td>varied</td>
<td>All students should meet at least once with advisors during callback days each semester during the clinical year; discuss clinical experiences, preparation for independent practice, student issues</td>
</tr>
<tr>
<td>8</td>
<td>Summer 3</td>
<td>varied</td>
<td>Board prep; readiness for practice/expectations of graduates; student issues</td>
</tr>
</tbody>
</table>

**Approved by:** Policy and Procedure Committee  
**Modified:**  
**Next Review:** Spring 2019
Appendix C.2 – Infection Control, Safety and Personal Security Policy

Origin Date: June 22, 2018
Last Evaluated: June 22, 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policy and Procedure Committee
Associated Forms: “Notice of Incident” Form

ARC-PA Associated Standards:

- A1.03g The sponsoring institution is responsible for addressing appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs.
- A3.08 The program must inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.

*ANNOTATION: Policies related to infectious and environmental hazards are expected to address methods of prevention; procedures for care and treatment after exposure, including definition of financial responsibility; and the effects of infectious and environmental disease or disability on student learning activities.*

Background and Purpose

To keep students, faculty, staff, preceptors and SCPE-sponsoring institutions up-to-date on program and University policies and procedures for exposure to bodily fluids, provider safety, and personal security.

Policy Statement

Policy on Safety and Infection Control

The safety of all students, faculty, staff, patients and clinical personnel is of primary concern. PA students, staff and faculty must adhere to all established FSU safety policies and all USMH safety policies. Didactic students must notify their course director as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. Clinical students must notify their clinical preceptor and the FSU PA Program Clinical Coordinator as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. All faculty, staff and students will utilize Standard Precautions during all activities that present a risk of exposure to bodily fluids, potentially serious infectious diseases or chemical hazards. Failure to do so will be grounds for disciplinary action.

Procedures

I. Standard Precautions

*Definition:* Standard precautions are the minimum safety and infection prevention practices that apply to all patient care, laboratory or technical skills training experiences in any setting where healthcare or
healthcare training is delivered. These practices are designed to protect healthcare professionals (HCP) and prevent HCP from spreading infections to others. Students will be instructed in Standard Precautions early in the program during orientation and throughout the didactic phase of the program.

**Standard Precautions include:**

- **Hand hygiene.** Good hand hygiene is critical to reduce the risk of spreading infection. Current CDC guidelines recommend use of alcohol-based hand rub for hand hygiene except when hands are visibly soiled (e.g. dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea, in which cases soap and water should be used. Key situations where hand hygiene should be performed include:
  - Before touching a patient, even if gloves will be worn.
  - Before exiting the patient’s care area after touching the patient or the patient’s immediate environment.
  - After contact with blood, body fluids or excretions, or wound dressings.
  - Prior to performing an aseptic task (e.g. placing an IV, preparing an injection).
  - If hands will be moving from a contaminated-body site to a clean-body site during patient care.
  - After glove removal.

- **Use of personal protective equipment (PPE):**
  - *Exam gloves* will be worn when there is risk of contact with or when handling blood or body fluids or when there is a potential for contact with mucous membranes, non-intact skin or body orifice areas, or contaminated equipment.
  - *Facial masks, protective eyewear and/or gowns (as well as gloves)* will be worn when performing/assisting procedures with a risk of body fluid or other hazardous material splashes or sprays.

- **Safe injection practices:**
  - No recapping of needles unless required by the specific procedure being performed.
  - Use of self-sheathing needles and/or needleless systems when available.
  - All needles and other disposable sharps will be placed in designated puncture resistant containers as soon as possible after their use.

- **Safe handling of potentially contaminated surfaces or equipment:**
  - Environmental cleaning: Areas in which patient care activities are performed will be routinely cleaned and disinfected at the conclusion of the activity as outlined by the laboratory course director/instructor.
  - Medical equipment safety. Reusable medical equipment must be cleaned and disinfected (or sterilized) according to the manufacturer’s instructions. If the manufacturer does not provide guidelines for this process the device may not be suitable for multi-patient use.

- **Respiratory hygiene/Cough etiquette:**
  - Cover mouth/nose when coughing or sneezing.
  - Use and dispose of tissues.
  - Perform hand hygiene after hands have been in contact with respiratory secretions.
  - Consider using a mask to prevent aerosol spread. Consult with your clinical preceptor regarding specific clinical policy on when masks must be used.
• Sit as far away from others as possible when ill with respiratory symptoms.

Compliance with all safety practices is a not just good procedure - it is a mark of your professionalism. Persistent failure to observe and practice Standard Precautions may result in adverse/disciplinary action for unprofessional behavior and referral to the Student Progress Committee.

II. Safety Training
Students will be required to complete any clinical site-specific safety or security training requirements in preparation for supervised clinical practice rotations.

III. Post-exposure protocols
Should an exposure to blood and/or other body fluid or a needle stick injury occur, the procedure for obtaining appropriate medical care is as follows:

2) When an exposure occurs: Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. There is no evidence that the use of antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk for HIV transmission. However, the use of antiseptics is not contraindicated. Use of caustic agents, e.g., bleach, is not recommended.

3) The student should notify his/her supervisor immediately. The supervisor and student should fill out any “Notice of Incident” form in use by the clinical site as well as the form in use by the FSU PA Program. This form should go with the student to his/her evaluation for treatment.

4) Medical Evaluation: It is very important that medical evaluation take place immediately because treatment decisions must be made within 2 hours of exposure. HIV prophylaxis for high-risk exposure appears most effective if started within 2–4 hours. It is also extremely important to evaluate the donor’s risk status immediately.

5) Medical Evaluation Facilities: If the exposure occurs at a clinical placement site, the student should follow the Infection Control policy of that facility. If there is no formal facility associated with the clinical placement site, the student should report IMMEDIATELY to an urgent care center or Emergency Room. Follow up protocol should also be completed with the facility initially providing care for the incident.

6) Program Participation: Continued participation in the activities of the PA program will not be affected by any injury or illness that occurs while enrolled provided the student continues to meet all Technical Standards and fulfill all defined requirements for program progression and is not directly infectious by way of routine contact.

7) Insurance: The student’s insurance identification card should be shown when medical evaluation is needed. Students will be financially responsible for all costs incurred during compliance with this policy. (See Student Health Policy).

Policy on Personal Security

Police Services: The Hagerstown department of Police is the primary response unit for any crimes which may occur in or near USMH. They may be reached at 911, 301-739-6000 (emergency) or
301-790-3700 (non-emergency). Police personnel of the Hagerstown department of Police meet or exceed the training requirements of the Maryland Police Training Commission. They will provide initial police response, as well as specialized follow-up. A sub-station of the Hagerstown Department of Police is located on the first floor of the USMH Center, on the west end of the building. It is staffed by members of the Downtown Patrol, although there is not an officer present at all times.

Crimes or offenses, including sex offenses, may also be reported to the director of USMH at 240-527-2727.

**Crime Awareness and Prevention Programs:** Students and employees should take reasonable steps to promote their own safety. Crime advisories will be circulated to students, faculty and staff on as-needed basis, based on the professional judgment of USMH administrators, the Hagerstown Police, and/or the Frostburg State University Police Department.

**Timely Warnings:** In the event that a situation arises at USMH, or on adjacent public property, that, in the judgment of USMH administration, and/or local police, constitutes an ongoing or continuing threat, a “timely warning” will be issued to the students, faculty, and staff of USMH. Timely warnings will be issued in print form and posted conspicuously near building entrances.

**Facility Security:** Physical security problems such as doors or windows that need adjustment should be reported to the Security Desk in the main lobby.

**Facility Access Policies:** Facilities of USMH will be staffed by licensed unarmed security guards during hours of operation. Students, employees and visitors must sign in at the front desk upon entry and exit. Video surveillance of all entrances is conducted during operational hours. Video is archived for 14 days.

**Drug and Alcohol Policies and Programs:** USMH does not condone possession, use or distribution of controlled substances or drug paraphernalia. Alcohol beverages may only be possessed or consumed in a manner consistent with Maryland state law. Anyone in violation of Maryland state law with regard to either drugs or alcohol is subject to disciplinary action and possible arrest, fine or imprisonment. In addition to state restrictions on the possession or consumption of alcoholic beverages, USMH restrictions may apply as well. USMH alcohol and drug policies will be made available to all students and employees upon final approval.

Drug or alcohol services are not offered directly by USMH. Local agencies should be considered. The Washington County Health Department may be contacted at 301-791-3314 for either drug or alcohol information, or for referral to other community resources.

**Sex Offender Registry:** The campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as “Megan’s Law” does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. It may be accessed at: [http://www.dpsc.state.md.us](http://www.dpsc.state.md.us). The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.
The personal safety and security of all Physician Assistant students, faculty and staff are very important. Please observe the following policies regarding activities in the Department of Physician Assistant Medicine:

- Routine hours of the Department of Physician Assistant Studies are 8:00am to 5:00pm Monday through Friday. Hours of the main building for USMH are Monday – Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 5:00 p.m. and Saturday from 8:30 a.m. to 2:00 p.m. Students must have permission from the PA program director to access the facilities at any other time.
- Certain doors to the building will be locked at all times. Do not prop doors open for anyone!
- When leaving any area, turn off the lights as well as any appliances, computers or other audiovisual equipment that has been used.
- Following use, restore the area to original order, ready for routine business use the next day, including proper disposal of trash.
- Failure to follow these rules may result in referral to the Academic and Professionalism Progress Review Committee for disciplinary action.

Student safety during SCPEs
FSU PA program will ensure that appropriate OSHA training is provided to students prior to SCPEs. The facility at which the SCPE takes place shall provide to FSU PA students access to the facility’s rules, regulations, policies and procedures with which the FSU PA students are expected to comply, including, the Facility’s OSHA, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all FSU PA students and any FSU PA instructors on site. It will be the preceptor’s responsibility to take reasonable steps to ensure personal safety and security of students during the SCPE. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement obtained prior to the SCPEs.

Approved by: Policy and Procedure Committee
Modified:
Next Review: Spring 2019
Appendix D – Dress Standard

FSU Physician Assistant Policy - Dress Standard

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Triennially
Approving Body: Policy and Procedure Committee

Associated forms: None

ARC-PA Associated Standards:
C3.02 - The program must document student demonstration of defined professional behaviors.

Background and Purpose

Advise students on professional demeanor in regards to dress.

Policy Statement

FSU PA Program Guidelines for Professional Dress

Student professional dress and conduct should, at all times, reflect the dignity and standards of the medical profession. It is important that physician assistant students dress in a manner that is respectful to their professors, classmates, patients, and other interprofessional and administrative colleagues. The FSU Department of Physician Assistant Medicine and the College of Liberal Arts and Sciences has the authority to set dress code requirements for students admitted to the program.

The dress code at various clinical sites may be more or less rigorous than the guidelines outlined below. If the culture of a particular clinical setting supports a specific dress code that is inconsistent with the policy outlined below, the student should discuss this with a the Clinical Coordinator to determine proper dress behavior for the student (see “Style” below).

Classroom Setting

Students may express personal taste, through appropriate dress, while attending classes on the USMH PA Program campus. During attendance at clinical sites or off-campus lectures or programs, students will wear professional attire at all times. Well-established institutional dress codes, however, should not be ignored. In most clinical settings white (lab) jacket is appropriate; however, certain psychiatric or pediatric settings may require less formal dress. In these cases, students will dress in accordance with the institution’s policies.

Professional attire is defined as:


• Dress/business casual slacks, collared shirts and ties for men—no blue jeans
• Dress/casual slacks, skirts or dresses for women—no blue jeans
• FSU PA Program identification tag with the student’s name, photograph and title “Physician Assistant Student” spelled out.

Specific modifications to this dress code (e.g. for labs, clinical skills courses) are at the discretion of the course director. Students should keep appropriate changes of clothes in their lockers.

In both clinical and non-clinical settings all students should use discretion with fragrances, as patients, classmates and instructors may have allergies or sensitivities (see “Fragrance” below).

Jewelry and other adornments such as body piercing should be in good taste and consistent with policies established in clinical settings.

No clothing should be unprofessionally revealing regardless of student gender. Please consult a Principal Faculty Member if you are unsure about this.

*Whether in class or on your personal time, your personal appearance will reflect on Frostburg State University and your chosen profession as a physician assistant.*

**Clinical Setting**

**Identification in the Clinical Setting**
Proper identification must be clearly displayed identifying that the student is a FSU Physician Assistant student. FSU PA student ID badges must be worn at all times. The Professional ID badge must be worn so that it is easily readable by patients and hospital/clinic personnel. ID badges must not be obscured or altered in any manner except as determined by clinical necessity, (e.g. special stickers for newborn nursery access).

**White Coats**
Student-style white coats are required for clinical settings and during certain laboratory sessions, simulation exercises, competency evaluations and any other times as designated by the Course Director; they must be clean and neat. They will possess the FSU/DPAM patch. Exceptions to this rule are at the discretion of the clinical preceptor and must be approved by the Clinical Coordinator. If wearing scrubs outside the operating area, a clean white coat should be worn over scrubs.

**Scrubs**
In general, scrubs should not be worn outside of the hospital or clinic. Scrubs are expected to be clean when worn in a public area and should be covered with a white coat. The ID Badge must be worn outside the white coat. Scrubs may be worn only as delineated by individual clinical sites.

**Shoes**
Footwear must be clean, in good condition, and appropriate. For safety reasons, open-toed shoes and sandals are not allowed in patient care areas or designated laboratory components of didactic courses.

**Style**
No sweatshirts or shirts with messages, lettering or logos (except FSU). No shorts, cut-offs, etc. *Jeans are not to be worn even if it is clinical site policy to allow providers to wear jeans!* A tie is recommended for men, unless described as optional in specific policy for that clinical setting.

**Fragrance**
No wearing of colognes, perfumes or scented lotions in clinical settings as patients may be sensitive to fragrances.

**Hands**
Fingernails must be clean and short to allow for proper hand hygiene, use of instruments, prevention of glove puncture and injury to the patient. Artificial nails and decorative nail designs are prohibited. Some clinics/hospital settings do not permit any colored polish.

**Hygiene**
Daily hygiene must include personal cleanliness, including use of deodorant. Clothing should be clean, pressed, and in good condition, including the white coat.

**Hair**
Mustaches, hair longer than chin length, and beards must be clean and well-trimmed. Students with long hair who participate in patient care should wear hair tied back to avoid interfering with performance of procedures or having hair come into contact with patients.

**Jewelry**
Jewelry should not be functionally restrictive or excessive. Students should avoid wearing long or dangling earrings for their own and for patient safety. There should be no visible jewelry in body piercings with the exception of earrings. In the case of religious requirement, certain piercings may be acceptable. Please consult the Program Director or the Program Director’s designee if you have a religious requirement for piercings. No other facial jewelry (e.g., tongue, eyebrow piercings, etc.) is allowed.

**Tattoos**
Tattoos shall be appropriately covered when possible.

**Violations**
Students in violation of any of the above dress codes may be asked to change into appropriate attire. Repeated violations will result in referral of the student to the Academic and Professionalism Progress Committee for disciplinary action.

**Approved by:** Policy and Procedures Committee
**Modified:**
**Next Review:** Spring 2019
Appendix E – Student Employment Policy
FSU Physician Assistant Program
Policy - Student Employment

Origin Date: June 2018
Last Evaluated: June 2018
Responsible Party: Program Director
Minimum Review Frequency: Annually
Approving Body: Policies and Procedures Committee
Associated Forms: None
ARC-PA Associated Standards:
  o A3.04 - PA students must not be required to work for the program.
  o A3.05 Students must not substitute or function as instructional faculty.
  o A3.06 Students must not substitute for clinical or administrative staff during supervised clinical practice
  o A3.14 - The program must define, publish and make readily available to enrolled and prospective students general program information to include policies about student employment while enrolled in the program.

Background and Purpose

The purpose of this policy is to clearly articulate the program’s expectations regarding student employment while in the program and ensure that the students’ role as a student is maintained in all academic and clinical education environments.

Policy Statement

The FSU PA Program does not permit its students to work (paid or voluntary) for the PA Program.

The Program strongly discourages students from being employed while enrolled and does not make exceptions or alterations to required course work, scheduling, or rotation assignments for individual students due to employment. Employment status while in the program will not be used to excuse absence from scheduled learning activities, justify poor performance, or be considered as a mitigating factor when assessing students’ academic and professional progress.

During supervised clinical experiences, students may not substitute for clinical or administrative staff and must ensure all services provided to patients are directly supervised. Students may not accept compensation for any services provided during supervised clinical experiences.

Approved by: Policies and Procedures Committee
Modified:
Next Review: Spring 2019
Appendix F – Technical Standards

FSU Master of Medical Science in Physician Studies
Technical Standards

Applicants to the Frostburg State University Master of Medical Science in Physician Assistant Studies program are selected on the basis of their academic, personal and extracurricular attributes. Applicants must also have the intellectual, physical and emotional capabilities to meet the requirements of their program’s curriculum and of a successful career in medicine.

These standards specify the attributes and behaviors considered essential for successfully completing PA training and enabling each graduate to enter clinical practice. Because these standards describe the essential functions that students must demonstrate to meet the requirements of PA training within a generalist education model, they are prerequisites for admission, continuation and graduation.

FSU will consider for admission any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and the Rehabilitation Act. Our institution is committed to considering all qualified applicants without discrimination or based on any protected characteristics such as race, sex, age, religion, national origin, disability, sexual orientation, gender identity, or veteran status. It is the policy of the PA Program that all students must possess the intellectual, physical and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on intermediaries and that all students must be able to achieve the levels of competence required by the faculty. All candidates for admission, those both with and without disabilities, are expected to be competitive with others in the applicant pool across defined cognitive and non-cognitive factors. The institutional policy is to make admissions on a case-by-case basis and the basis of each applicant’s qualifications to contribute to FSU’s PA Program educational mission. For purposes of this document and unless otherwise defined, the term “applicant” or “candidate” means applicants for admissions to the PA program as well as enrolled PA students who are candidates for promotion and graduation.

Technical standards for PA program admission, continuation, and graduation

A candidate for the Master of Medical Science (MMS) degree earned after successful completion of the PA Program must have abilities and skills in the five functional areas described below and must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom and in clinical and laboratory settings, including settings that may involve heavy workloads, long hours and stressful situations.

a. Observation – A candidate must be able to:

- observe demonstrations and visual presentations in lectures and laboratories.
- observe patients accurately and completely both at a distance and closely.

This standard requires functional vision, hearing, and somatic sensation.
b. Communication – A candidate must be able to:

- perceive nonverbal communication, speak intelligibly, hear sufficiently, and observe patients in order to elicit information.
- elicit and transmit patient information in oral and written English to members of the health care team.
- communicate effectively and sensitively with patients.
- demonstrate reading skills at a level sufficient to accomplish curricular requirements and provide clinical care for patients.
- be capable of completing appropriate medical records and documents in written and electronic form in a thorough and timely manner.

c. Sensory and Motor Coordination and Function – A candidate must:

- possess motor skills sufficient to directly perform palpation, percussion, auscultation, and other basic diagnostic procedures.
- be able to execute motor movements required to provide basic medical care. Examples of basic medical care include, but are not limited to: airway management, placement of catheters, suturing, phlebotomy, application of sufficient pressure to control bleeding, simple obstetrical maneuvers, etc. (Such actions require coordination of gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision).
- be able to manipulate equipment and instruments to perform basic laboratory tests and procedures.
- be able to transport themselves from one location to another in a timely fashion in order to facilitate patient care responsibilities and necessary to receive educational training.

d. Intellectual-Conceptual, Integrative and Quantitative Abilities. Problem solving is the critical skill demanded of Physician Assistants. This requires that students have the ability to measure, calculate, reason, analyze, and synthesize. – A candidate must:

- be able to incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans.
- be able to independently access and interpret medical histories or files.
- identify significant findings from history, physical examination, and laboratory data.
- provide reasoned explanations for likely diagnoses and prescribed medications and therapy.
- recall and retain information in an efficient and timely manner.

e. Behavioral and Social Attributes – A candidate must:

- possess the ability to use their intellectual capacity, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis under potentially stressful and/or emergency circumstances.
- be able to accept criticism and respond by appropriate modification of behavior.
- be able to develop mature, sensitive, and effective relationships with patients and colleagues.
• have a high level of compassion for others with sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.
• be able to adapt to changing environments and to learn in the face of uncertainties inherent in the practice of medicine.
• be able to use supervision appropriately and act independently, when indicated.

Process for assessing the applicant’s compliance with the technical standards

Applicants are required to attest at the time they apply and accept an offer to matriculate that they meet these technical standards and thereafter must attest on an ongoing basis that they continue to meet these standards. These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards or if it poses an undue administrative or financial burden. Requests from applicants for reasonable accommodations in meeting the technical standards will be reviewed and considered by an officer appointed by the University to evaluate student requests for accommodations. Information required within a request for accommodations includes, at a minimum, the following, and these required elements must be provided at the applicant’s expenses:

• Documentation of the disability from a licensed professional
• The diagnosis of the disability using standard nomenclature
• A description of the student’s functional limitations due to the disability
• Copies of the evaluation report(s) on or accompanied by a letter on the evaluating professional’s letterhead
• A description of the requested accommodation

For additional information about the University’s process for assessing an applicant’s compliance with the technical standards, please contact the PA Program.