University of South Florida

Morsani College of Medicine

Physician Assistant Program

STUDENT HANDBOOK

Class of 2019

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Introduction[1]

On behalf of the faculty, administration, staff, and student body, we welcome you to the University of South Florida Morsani College of Medicine Physician Assistant Program (USF MCOM PA Program).

The ARC-PA has granted Accreditation - Provisional status to the USF Morsani College of Medicine Physician Assistant Program sponsored by the University of South Florida**.**

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.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

This handbook has been developed by the administration and faculty of the PA Program. It contains guidance statements and the policies and procedures of the PA Program, MCOM, and USF in compliance with the ARC-PA accreditation Standards and policies.[2]

All students, principal faculty and the PA Program Director are subject to the policies of the program and of the University as delineated in the USF Student Rights and Responsibilities website. It is recognized that this handbook may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; and rules, regulations, and policies of USF. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.[3]

It is the student's responsibility to read this handbook. All students must sign an acknowledgement form of understanding prior to beginning of the program and again before the clinical year stating they have read, understood, and agree to abide by the contents of this handbook.

Although not specifically stated after each section, failure to comply and/or conform to the guidelines, academic requirements, rules, and regulations of this handbook could

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ARC-PA Standards, fourth edition
[1] A3.02
[2] A1.03c,
[3] A1.03e, A1.03f, A3.01

result in disciplinary action, up to and including referral to the PA Program Academic Progress and Professionalism Committee (APPC) and dismissal from the program.

This Handbook is not a contract between the University and you. Rather it is intended to provide up-to-date information, which will be helpful to you. If you have questions or need clarification, please contact the PA Program office, MDC 900, 813-974-8926.

The policies outlined in this handbook apply to all PA Program students, staff, principal faculty, and the program director.[4] Students are expected to follow all policies of the university as delineated on the **University of South Florida Student Catalog** webpage and the guidelines set out in this handbook.

Note: Policies and guidelines presented in this handbook are subject to change at any time. As changes occur in institutional policies that affect students, they will be notified via e-mail.[5]

Current revision date: 04/25/2017

ARC-PA Standards, fourth edition
[4] A3.01
[5] A3.02

USF Health Morsani College of Medicine Directory

Leadership

Charles (Charly) J. Lockwood, MD, MHCM
Senior Vice President, USF Health
Dean, USF Health Morsani College of Medicine

Bryan Bognar, MD, MPH, FACP
Vice Dean, Educational Affairs
Morsani College of Medicine

Gretchen Koehler, Ph.D.
AVP for Academic Program Administration, and Institutional Effectiveness - USF Health;
Senior Associate Dean, Morsani College of Medicine

PA Program

Todd Wills, MD
Assistant Dean and Associate Professor
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Kaley Tash, MD
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Adrienne Kinsella, BA
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Academic Program Administrator

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Kathleen Flach, M.Ed., MMS, PA-C
Academic Director

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Clinical Director

Office of Student Affairs

Financial Aid

Director Financial Aid
Joan Bailey

Financial Aid Advisors
Jenny Cun
Laquanda Robinson

Registrar

Marrissa Cook
Wendy Steiger

Physician Assistant Professional Oath

I pledge to perform the following duties with honesty and dedication:
I will hold as my primary responsibility the health, safety, welfare and dignity of all human beings.

- I will uphold the tenets of patient autonomy, beneficence, nonmaleficence and justice.
- I will recognize and promote the value of diversity.
- I will treat equally all persons who seek my care.
- I will hold in confidence the information shared in the course of practicing medicine.
- I will assess my personal capabilities and limitations, striving always to improve my medical practice.
- I will actively seek to expand my knowledge and skills, keeping abreast of advances in medicine.
- I will work with other members of the health care team to provide compassionate and effective care of patients.
- I will use my knowledge and experience to contribute to an improved community.
- I will respect my professional relationship with the physician.
- I will share and expand knowledge within the profession.

These duties are pledged with sincerity and upon my honor.

Objectives of the Program

The Physician Assistant practice, as a medical profession for the 21st century, must be responsive to social needs and demands, as well as keeping pace with changing technology. In response to this challenge, the faculty of the PA Program emphasizes ongoing review and adaptation of educational techniques to meet the health care needs of society for today and tomorrow.

The curriculum of the program is designed to instill a caring and competent attitude of a health care professional. Principles stressed to achieve this goal include development of a strong foundation in the basic sciences relevant to the practice of clinical medicine, early exposure to patients in a clinical setting, an emphasis on active student centered learning, and the use of technology in both classroom and clinical settings. Through these principles students learn to take on progressive responsibility for patient care commensurate with their level of training. Using a competency-based curriculum, student progress is tracked and assessed to ensure that graduates are ready for clinical practice.

Student progress toward these competencies is carefully monitored to determine that the fundamental knowledge of the basic sciences in relation to career goals in medicine is achieved. The first year of the program places emphasis on the basic sciences**.** The second year of the program emphasizes clinical training with repeated reinforcement of theme throughout the educational process. Physician assistant and physician mentors in both inpatient and outpatient settings provide valuable guidance. Through this training program, students will attain established competencies related to the knowledge, skills, attitudes, and values of the physician assistant.

To achieve these objectives, the PA Program strives to train physician assistants who:

- Have the clinical knowledge and skills necessary to evaluate, diagnose, and manage common acute and chronic primary health care problems in the emergency, ambulatory care, and hospital setting.
- Have the ability to screen for disease and counsel patients on issues of health promotion and disease prevention.
- Have the ability to provide psychological support to patients during episodes of illness or emotional crisis.
- Utilize community health care resources in a cost effective manner.
- Communicate and work effectively with other members of the health care team and the patient's family.

Upon successful completion of the two-year curriculum, the student is awarded the Master of Physician Assistant Studies degree. [6]

The graduate is then eligible to sit for the Physician Assistant National Certifying Exam (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA).

ARC-PA Standards, fourth edition
[6] A1.03e

Program Competencies

Competencies for the Physician Assistant Profession

In 2003, the National Commission on Certification of Physician Assistants (NCCPA) initiated an effort to define PA competencies in response to similar efforts being conducted within other health care professions and growing demand for accountability and assessment in clinical practice. The following year, representatives from three other national PA organizations, each bringing a unique perspective and valuable insights, joined NCCPA in that effort. Those organizations were the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the body that accredits PA educational programs; the Physician Assistant Education Association (PAEA) - formerly the Association of Physician Assistant Programs (APAP), the membership association for PA educators and program directors; and the American Academy of Physician Assistants (AAPA), the only national membership association representing all PAs.

The resultant document, *Competencies for the Physician Assistant Profession*, is a foundation from which each of those four organizations, other physician assistant organizations, and individual physician assistants themselves can chart a course for advancing the competencies of the PA profession. This document was updated in 2012 and approved in its current form by the same four organizations.

General Academic Objectives

We endorse the **NCCPA Content Blueprint**.

Code of Conduct

We endorse the **NCCPA Code of Conduct for Certified and Certifying Physician Assistants**.

Program Mission, Vision, Values and Goals

MISSION
To provide a scholarly environment in which students from diverse backgrounds receive the requisite knowledge and skills to equip them to deliver high-quality, culturally sensitive, and compassionate healthcare, in collaboration with physicians in an interdisciplinary healthcare team.

VISION
To achieve national prominence for excellence in developing innovative educational strategies in order to produce high-achieving graduates, who serve their communities as professional evidence based, patient-centered health care providers.

VALUES
- **High Standards** - In upholding the highest standards, we will:
    o Demonstrate ethical leadership by example.
    o Conduct ourselves with integrity, avoiding conflicts of interest.
    o Hold our work to the highest academic standards.
- **Respect for Individuals** - In valuing respect for individuals, we pledge to:
    o Treat others with respect and dignity, honoring individual differences.
    o Promote open communication and listen proactively.
    o Create collegial environment based on loyalty to our co-workers.
- **Advancing Knowledge** - In expressing our passion for learning, we encourage:
    o Exploration of new ideas in our teaching and research.
    o The courage to meet challenges and assume risk.
    o Diverse learning opportunities where creativity thrives.
    o Interdisciplinary teamwork.
- **Personal Development and Leadership** - Recognizing that exceptional quality begins with people, we create:
    o A culture of personal development and professional fulfillment.
    o A workplace where expectations are matched by our reward system.
    o An atmosphere where people value the balance between work and family.
    o A mentor-rich culture where faculty, staff and students can enhance their leadership skills.
- **Commitment to Health** - Supporting our fundamental belief in the PA/patient relationship, we are committed to
    o The highest quality medical care to our patients.
    o Training the next generation of Physician Assistants to be capable and compassionate.
    o Promoting good health and well-being in response to the needs of our community.
    o Our community partners who help us achieve excellence in all that we do.

GOALS

Goal	Measurement of Success	Outcomes
Recruit, retain, and successfully graduate high-achieving candidates of diverse backgrounds.	• Admissions Data	Published upon availability
Deliver a robust, creative, and innovative curriculum grounded in team-based, inter-professional, and clinically relevant learning experiences.	• Annual curriculum analysis	Published upon availability
Graduate students who demonstrate preparedness for the Physician Assistant National Certification Examination (PANCE), with a first time pass rate at or above the national average.	• PANCE pass rate	Published upon availability
Encourage students to become committed to lifelong personal and professional development as a Physician Assistant through participation in professional organizations.	• Number of student membership to AAPA and FAPA. • Number of leadership roles in professional organizations such as student/faculty representative to the organization, chairing committees, elected position on the board of directors, etc. • Graduate survey	Published upon availability
Graduate students who effectively practice evidence-based, patient-centered healthcare in diverse medical communities.	• Graduate survey • Employer survey	Published upon availability

Required Knowledge, Skills, Attitudes, and Values

Learning Outcomes and Expectations

The PA Program defined learning outcomes and expectations are based on the Competencies for the Physician Assistant Profession as developed jointly by the National Commission on Accreditation of Physician Assistants (NCCPA), the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of Physician Assistants (AAPA).

Student success in achieving the program defined learning outcomes and expectations will be monitored throughout the didactic and clinical phases of the program. The program faculty and clinical preceptors will evaluate students through a variety of assessment tools, including but not limited to: multiple choice examinations, collaborative group projects, objective structured clinical examinations (OSCEs), reflection papers, and clinical performance evaluations.

Our graduates will demonstrate entry-level proficiency as Physician Assistants in the following program defined learning outcomes:

Medical Knowledge
- Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care.
- Demonstrate an investigative and analytic thinking approach to clinical situations.
- Understand, evaluate, and apply the following to common emergent and non-emergent medical, surgical, and behavioral scenarios:
    - History and physical findings and diagnostic studies to formulate differential diagnoses
    - Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
    - Interventions for prevention of disease and health promotion/maintenance

Interpersonal & Communication Skills
- Demonstrate interpersonal and communication (verbal, nonverbal, written, and electronic) skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the health care system.
- Accurately and adequately document information regarding care for medical, legal, quality, and financial purposes.

Patient Care
- Obtain an accurate history and perform a comprehensive physical exam.
- Perform medical and surgical procedures common to primary care.
- Provide health care services and education aimed at disease prevention and health maintenance.

Professionalism
- Demonstrate a high level of responsibility, ethical practice, and adherence to legal and regulatory requirements.
- Demonstrate sensitivity to a diverse patient population by identifying the socio-cultural, familial, psychological, economic, environmental, and spiritual factors impacting health care and health care delivery; and responding to these factors by planning and advocating the appropriate course of action at both the individual and the community level.

Practice-Based Learning and Improvement
- Critically evaluate the medical literature in order to use current practice guidelines and apply the principles of evidence-based medicine to patient care.

Systems-Based Practice
- Provide advocacy and support to assist patients in obtaining quality care and in dealing with the complexities of health care delivery systems.
- Demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient.

Technical Standards for Program Admission, Academic Progression, and Graduation[7]

The PA Program is committed to comply with Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans with Disabilities Act (ADA), and also ascertains that certain minimum technical standards must be present in the prospective candidates.

The PA Program has determined technical standards that are essential for successful progression and completion of all aspects of the curriculum, as well as entry into the profession. These technical standards are required for admission and must be maintained throughout the student's enrollment in the program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will be subject to dismissal.

Candidates for and students of the program must have somatic sensation and the functional use of the senses of vision and hearing. Candidates' and students' diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell, and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) and sufficient motor function to permit them to carry out the activities described in the section above. They must be able to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

Technological compensation can be made for some disabilities in these areas, but a candidate should be able to perform them in a reasonably independent manner. The use of a trained intermediary would mean that a student's judgment must be mediated by someone else's power of selection and observation. Therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the five skill areas specified below. Reasonable accommodations can be made for documented disabilities.

- **Observation**
  - Candidates and students must be able to observe a patient accurately at a distance and close at hand.
  - Observation necessitates the functional use of the sense of vision, hearing, smell, and somatic sensation.

ARC-PA Standards, fourth edition
[7] A3.15e

- **Communication**
  - Candidates and students must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications.
  - Candidates and students must be able to communicate effectively and sensitively with patients.
  - Candidates and students must be able to communicate (verbal, nonverbal, and written) effectively and efficiently in oral and written form with all members of the healthcare team.
  - Candidates and students must possess reading skills at a level to be able to independently accomplish curricular requirements and provide clinical care for patients.
- **Motor Coordination and Function**
  - Candidates and students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers.
  - Candidates and students should be able to do basic laboratory tests, carry out diagnostic procedures, and read EKGs and X-rays.
  - Candidates and students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.
    - Examples of emergency treatment reasonably required of Physician Assistants are cardiopulmonary resuscitation, the administration of intravenous medication, application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers.
    - Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
- **Intellectual, Conceptual, Integrative, and Quantitative Abilities**
  - Candidates and students must exhibit the following intellectual abilities:
    - Measurement
    - Calculation
    - Reasoning
    - Analysis
    - Synthesis
    - Comprehend three-dimensional and spatial relationships
  - The above listed abilities are necessary skills in order to perform problem solving tasks quickly and efficiently.

- **Behavioral and Social Attributes**
  - Candidates and students must possess the behavioral emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.
  - Candidates and students must be able to tolerate physically taxing workloads and to function effectively when under stress.
  - Candidates and students must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.
  - Candidates and students must demonstrate empathy, integrity, concern for others, interpersonal skills, interest, motivation, and the ability to interact with people at all levels in a culturally diverse society.

Communication
E-mail is the official method of communication between the PA Program faculty and all students. Therefore, it is your responsibility to check your USF Health e-mail account daily. Timely response to e-mail correspondence is expected.

Professionalism
Professionalism is an essential part of the PA profession, and the Morsani College of Medicine's PA Program is committed to assisting the development of professional attitudes and values in all our students. There are numerous components to professionalism, including reliability, adherence to ethical principles and effective collaboration with others (including peers, supervisors, patients, families and other members of the health care delivery team).

All constituents of the program are expected to demonstrate professional behavior, defined by the program and college's mission, vision and values which are behaviors consistent with expectations of the public and the profession. For the Physician Assistant profession, these values and behaviors are delineated in the **National Commission on Certification of Physician Assistants Code of Conduct** and the **American Academy of Physician Assistants Guidelines for Ethical Conduct for the Physician Assistant Profession**.

Dress Code and Professional Demeanor[8]
PA Program students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. During the pre-clinical years, students are expected to wear clean, appropriate apparel (shirts, pants, dresses, skirts, etc.) and shoes to all academic functions and on the premises of USF (all campuses). Closed toed shoes must be worn on anatomy lab days.[9]

All students must wear a short, waist length lab coat embroidered with an MCOM patch, their name, and the PA Program designation. ID badges during the clinical training years, and/or any time students have contact with patients, are to be worn prominently in the patient care areas. Shorts are not to be worn at any time when there may be interaction with patients. Men should wear shirt and tie, and women should wear appropriate dresses or slacks and blouses, as well as all wear closed toe shoes at times when there may be interaction with patients.

ARC-PA Standards, fourth edition
[8] B3.01
[9] Updated 04/25/2017

The following items are considered inappropriate when there may be interaction with patients:

- Short skirts or dresses
- Tube tops
- Excessive jewelry
- Facial piercings
- Flip flops
- Open-toes shoes
- Jeans
- Low cut tops
- Shorts
- Tee shirts
- Visible tattoos
- Clothing that reveals shoulders or midriff

The PA Program expects all students to be professional in their dealings with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes.

Students should be attentive and respectful to lecturers and instructors. Talking, surfing the internet, communicating on social networks, or causing general disturbances during class time is inappropriate. These and other qualities will be evaluated on the Professionalism Evaluation survey by each course instructor in the didactic year and each preceptor during your clinical year rotations. Professional behavior is defined as behavior appropriate to the circumstances. Professional behavior reflects on a student's qualification and potential to become a competent clinician. Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty, preceptors, or staff; misuse of written or electronic patient records (i.e. accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct can be grounds for dismissal. Dismissal from the program for unprofessional behavior may, subsequently, jeopardize the student's eligibility for admission to any other college within the university.

Examples of standards for professional behavior include, but not limited to the following: accepting personal responsibility for the care of one's patients; demonstrating appropriate truthfulness and honesty with colleagues; communicating an attitude of caring (empathy) in the course of health care delivery; recognizing personal beliefs, prejudices, and limitations; demonstrating respect for patients, families, members of the health care team, and colleagues; demonstrating initiative in patient care and a consistently good work ethic; and respecting patient confidentiality at all times in verbal and written communication with others. Inadequate communication

and/or failure to respond to communication initiated by the PA Program is also considered unprofessional, and may result in a substantial reduction in professionalism grade on any given rotation.

The conferral of the Master of Physician Assistant Studies degree certifies that the student is not only competent to undertake the career as a physician assistant but possesses the personal traits essential to the profession as judged by the faculty, preceptors, peers, and colleagues.

Students who are in not in adherence with the professional standards set forth by the program will have a hearing of the Academic Performance and Professionalism Committee (APPC). If the Committee determines that unprofessional behavior was demonstrated by a student, the following steps may be taken:

- Depending on the severity of the behavior, the student may be warned in writing that the behavior is unacceptable and that if the behavior is continued, it may lead to their dismissal from the program. Such a letter will provide examples about what is or what is not acceptable, and may encourage the student to seek professional help from an appropriate resource. The letter may state that counseling, therapy, and anger management sessions may be considered as options. **Some types of behavior may be so egregious to justify immediate dismissal of a student, such a criminal acts or substance abuse.**
- If there is a second documented case of unprofessional behavior, the student must appear before the APPC (Academic Performance and Professionalism Committee).

Requirement to Report Criminal Incident
Students are required to report any interaction with the police resulting in an arrest or being brought before the criminal justice system within fifteen (15) days of the incident. This requirement is independent of whether or not there is a conviction involved. Failure to report any incident will result in action by the APPC for unprofessional behavior. APPC action may result in disciplinary action up to and including dismissal from the PA Program.

Criminal Background Checks/ Drug Screening
If a felony conviction occurs between the date of submission of the CASPA application and matriculation into the PA Program, the specific details including: (1) date of charge(s), (2) type of offense, and (3) disposition of the case, must be reported to the program director's office immediately. Any felony convictions that occur subsequent to matriculation or at any time during your enrollment in the program must also be reported immediately providing the same information as previously enumerated. Failure to comply will be grounds for dismissal from the PA Program.

During the clinical phase of the program, students may be required to undergo one or more national criminal background checks, which may include finger printing. Some clinical sites used by the PA Program may require additional background checks, fingerprinting, and/or drug screening for students to have practice opportunities at those institutions. The student may be responsible for these costs.

A criminal record or failure to pass a drug screen may impede clinical training and may negatively affect a student's status in the PA Program. By accepting admission to the program, a student agrees to submit to national criminal background checks as well as drug screening and to pay any associated expenses.

Medical Records and Patient Confidentiality
Patient confidentiality is a critical value for physician assistants and physician assistant students and is essential for maintaining the patient-provider relationship and for preserving the trust that society has placed in the medical profession. PA students are privileged to learn information that patients share only with healthcare professionals and have opportunities to participate in some of the most personal moments of patients' lives. Patients, in turn, trust that PAs and students will preserve their confidentiality; as a key component of medical professionalism, PA students must honor this trust.

Students are not to discuss a patient in any manner or situation that would reveal any information about that patient to any person not directly involved in the patient's health care. Students must refrain from discussing patients in public places, (i.e. cafeterias, elevators, etc.) where conversations may be overheard. Students should remind those who may be inappropriately discussing patient information, about patient confidentiality.

Students will adhere to ethical principles and use practical reasoning when dealing with patients at all times. No student should medically treat other PA students, friends, or family members while a student is in the PA Program.

At times, ensuring patient confidentiality may conflict, or appear to conflict, with other important values, such as academic freedom and freedom of speech, giving rise to complex ethical issues. These ethical issues are difficult to navigate, particularly for students who may be new to clinical environments. In confronting these issues, students are strongly encouraged to take advantage of the many resources available to them at the MCOM. For example, students may consult with clinical mentors and attending physicians, PA preceptors and faculty, medical ethics faculty, and the Office of Student Affairs.

All students must follow **Health Insurance and Portability and Accountability Act** (HIPPA) rules when participating in clinical activities at affiliated hospitals and clinics;

HIPAA compliance includes maintaining confidentiality of paper and electronic health records. When violations of HIPAA by a student are identified by a hospital, clinic, physician's office, etc., the violation will be reviewed by the APPC, which will recommend remediation and and/or sanctions, including the possibility of required withdrawal or expulsion.

Filing a Grievance[10]

The University of South Florida System (USF System) is committed to mutual respect among all constituents of the University community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns in an informal setting. As there are several offices designated to address grievances throughout the University, with specific processes applicable to the MCOM, students should first identify the topic or substance of a grievance and file the grievance with the appropriate office. **The USF Student Grievance Policy can be found here.**

Harassment[11]

USF is committed to providing a study and work environment free from unlawful discrimination and prohibit "unwelcome" or "unwanted" conduct which constitutes harassment. This policy strictly prohibits unlawful discrimination and harassment in the workplace based on medical condition, race, religion, color, national origin, disability, marital status, family status, age, sex, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. USF affirms that all employees have a right to work in an environment free from any type of discrimination and prohibits any conduct which constitutes sexual harassment under Title VII of the Civil Rights Act of 1964.

ARC-PA Standards, fourth edition

[10] A3.11, A3.17d

[11] A3.11, A3.17g

Attendance Guidelines

Attendance is Mandatory. Students will attend all scheduled hours of instruction. All sessions and participation requirements in didactic courses and Supervised Clinical Practice Experiences (SCPE) are mandatory. Recognizing that situations arise which require students to miss time from their course/clinical responsibilities, the procedures presented below will be followed when absence is necessary.

Consideration will be given for activities such as elected student representation to various committees, organizations or professional conferences. The PA Program academic or clinical director will respond to the student's request in writing. Students who miss scheduled hours are expected to acquire the same level of competency as other students. Lectures, reading assignments and work load will not be re-created or offset to accommodate any absences.

Punctuality

Students are expected to be on time for each scheduled class. Students should be seated and prepared to take notes at the time the lecturer is scheduled to speak and ready to begin. Being tardy or leaving class early may be equivalent to an absence.

Roll

Roll may be taken at the start of each day of class and may be taken at any time thereafter you are expected to be in class. Any time roll is taken and you are not present, it will be considered an absence.

Absences

Didactic Courses - Year 1

Unplanned or Emergency absences for Personal Illness, Family Illness, etc.

- In the event of an illness or emergency necessitating absence from class, students must notify both the academic director and course instructor. Notification should be by e-mail or telephone (see specific course syllabus).
- The student must also notify the PA Program office by e-mail or telephone (**paprogram@health.usf.edu** or 813-974-8926) to report his/her absenteeism on the first day of being absent. He/she should indicate if the reason is an emergency or unexpected illness.
- The student must also complete and submit the on-line **Student Absence Report Form**. Specifics on planned and unplanned absences, as well as unexcused absences, are listed below. The absences will be documented and kept as part of the student's record.
- If the student has an unanticipated unplanned absence on the day of an exam, he/she must contact PA Program office by e-mail or telephone (**paprogram@health.usf.edu** or 813-974-8926) by 8:30 a.m. on the day of the exam. When the student returns to school he/she must fill out and sign the on-

line **Student Absence Report Form**. Documentation for the absence to be excused (e.g. physician's note, accident report, etc.) will be at the discretion of the program director.

- Students who miss an examination for any reason are required to contact the PA Program office (974-8926) prior to returning to class to determine the date and time of the make-up examination. Dates and times of make-up examinations are determined by the course directors in consultation with the academic director.

- In general, make-up examinations must be taken within 48 hours upon return from an unplanned absence. A second unexcused absence for a make-up exam will require referral to the Academic Performance and Professionalism Committee (APPC).

Planned Absence

- Absence for attendance at a professional meeting or other educational or research related activity should be submitted via the on-line **Student Absence Report Form** for approval to the academic director at least 3 weeks prior to the event. Each request for absence will be considered on a case-by-case basis. Personal travel plans should not be considered valid excuses for missing an exam.

- To receive an excused planned absence for an exam, the student must submit an on-line **Student Absence Report Form** to the academic director. The academic director or designee will make the final determination to grant or deny the request and will inform the student of the decision.[12]

Supervised Clinical Patient Experiences - Year 2

Attendance is mandatory throughout the SCPE as determined by the clinical preceptor in accordance with the clinical hour's guidelines delineated below. Attendance is a demonstration of professional attitude and behavior. This behavior impacts all members of the healthcare team, including fellow students and patients. Any absence from the clerkship may have a direct impact on student performance, the broad-spectrum clinical experience, evaluation of professionalism, overall grade, and the successful completion of the clerkship.

The work schedule will be determined by your preceptor. Students will be required to take call, night, and weekend shifts as designated by the preceptor. Holidays or university breaks do not apply during the clinical year.

Students are expected to attend all scheduled clerkship didactic conferences, lectures, workshops, and daily patient rounds. Recognizing that situations arise that require students to miss time from their lectures/clinical responsibilities, the procedures presented below will be followed when an unplanned absence is necessary:

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[12] Updated 04/25/2017

- In the event of an illness or emergency necessitating absence from the clinical rotation, students must notify both the PA Program clinical director and the clinical preceptor by 9:00 a.m. on the day of the absence. Students should also contact the PA Program office by e-mail or telephone (**paprogram@health.usf.edu** or 813-974-8926). Students should make every effort to reach the clinical preceptor and clinical director rather than utilizing voicemail or email.
- Students are required to complete and submit the on-line **Student Absence Report Form** with appropriate documentation supporting the reason for any unplanned absence(s). The absences will be documented and kept as part of the student's record.
- Failure to report an absence the student will be required to make up the time missed from the clerkship and a 5 point deduction on the clinical preceptor End-of-Rotation Clinical Performance Evaluation.
- Students are required to submit a written request for approval of any anticipated absence, to the clinical director, prior to the absence. The clinical director will communicate with the student regarding details of the anticipated absence, preceptor notification and preceptor approval. Students should not seek approval from the preceptor without prior approval by the clinical director lest this be considered an unexcused absence.
- If a student misses up to five (5) days on any rotation, he/she must discuss with the preceptor ways to make-up the missed time. If there is no opportunity for the student to make up the missed days at that clinical site, the student must discuss make-up time at another clinical site with the clinical director. If there are no available clerkship site contiguous with the current cycle, the student will receive a grade of Incomplete until the hours have been made up.
- In the event that a student misses more than five (5) days on any rotation for an excused absence, they will be required to repeat the rotation.
- Students may be required by some clinical sites to engage in clinical or educational activities during the evenings and/or weekends.
- If the preceptor or his/her designee is unavailable to work with the student for 2 or more scheduled clinical days (e.g. vacation, scheduled days off, etc.), the student is required to notify the clinical director so that an alternate assignment may be made.

Tardiness

If a student arrives to the clinical site 30 minutes late or leaves the clinical site 30 minutes early, he/she is required to notify the clinical preceptor and the clinical director immediately.

If a student accumulates lateness hours totaling 5 hours this constitutes 1 unexcused absence. The procedure and policy for unexcused absences will then be applied.

Students are required to return to campus at the completion of each rotation for academic and professional activities that may include case presentations, End-of-Rotation Exams, OSCEs, and other designated program endeavors.

PA Program Student Hours in Clinical Years
PA Program students are held to the following clinical hour's guidelines:
- Students are limited to a maximum of 80 duty hours per week including in-house call, averaged over four weeks.
- Students must be given one day out of seven free from all clinical and educational responsibilities, averaged over four weeks.
- Students cannot be scheduled for in-house call more than once every three nights, averaged over four weeks.
- Students may not work more than 28 consecutive hours.
- Students should be given at least ten hours for rest and personal activities between daily duty periods and after in-house call.

Students, preceptors, and faculty are not permitted to allow/require deviation from the above rules. Violations should be immediately discussed with the clinical preceptors, either directly or via the clinical director, program director, and then with the vice dean of Educational Affairs if not satisfactorily resolved.

Holidays and Religious Observances
All students, faculty and staff at the University of South Florida have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students are expected to attend classes and take examinations as determined by the University. The University and PA Program will attempt, at the beginning of each academic term, to provide written notice of the class schedule and formal examination periods.

Any student who believes that he/she has been treated unfairly with regard to the above should contact the program director.

Leave of Absence[13]
A Leave of Absence is defined as a temporary break in a student's attendance of five (5) days or longer.

Guidelines for Leave of Absence
In exceptional circumstances – such as the sudden onset of a serious medical condition – a leave of absence from the PA Program may be granted by the program director. Due to the cumulative nature of the didactic material, extended absences during the didactic phase is not permitted. Students may request a leave of absence and deceleration in the program for up to one year in length.

All requests must be made in writing. Please note the following: (i) a student who is not registered after one semester's absence and has not requested a leave of absence will be dropped from the program; (ii) a student who has not re-registered with the program after a leave of absence of one year will be dropped from the program.

The PA Program reserves the right to determine the conditions for re-entry after any leave of more than one month duration. Coursework, exams, and clinical experiences missed during any leave must be made-up within a time-frame agreed upon by the course instructor and the program director before the student may continue in the program in good standing. Additional tuition may be required to complete the program after re-entry.

Voluntary
- Voluntary Leaves of Absence must be for a specified period of time with an expected date of re-enrollment.
- A student in good academic standing, without deficiencies, may request and be approved for a Leave of Absence for a fixed period of time to conduct research or as a result of a health problem or other personal circumstances that prevent concentration on the academic program.

Involuntary
> The APPC may recommend that a student be placed on a Leave of Absence if the student is judged to be capable of completing the PA Program within the allotted time limits of the PA Program, but has current academic or non-academic problems that make ongoing enrollment detrimental to the student's best interest. If the student disagrees with the recommendation, the procedure for an appeal will be followed as established in the Appeal of Disciplinary Action or Dismissal section outlined below.

ARC-PA Standard, fourth edition
[13] A3.08

Petition for Readmission Following Leave of Absence

- The student must notify the program director and the academic (for Year 1) or clinical director (for Year 2) of intent to resume enrollment in writing at least one month prior to return to the PA Program.
- Requests for reinstatement must be made in writing. The student must show that the problem leading to the withdrawal has been resolved such that success in this program will follow if the student is reinstated. Reinstatement is also dependent on the availability of a clinical training site.
- Students who are on a Leave of Absence specified by the APPC must fulfill all requirements specified in their letter from the APPC prior to return to the PA Program.
- Students placed on Leave of Absence may maintain such status for a maximum of one (1) year. In order to return to enrollment, the student must petition the APPC within the time period allowed. The APPC will consider petitions for readmission regardless of the reason enrollment was discontinued. When petitioning to the Committee, the student must submit information that will support that return to enrollment is justified. This is required regardless of the reason for leave.
- Petitions for readmission may be considered at any regular or called meeting of the APPC. The time of readmission will be based upon that which is deemed most appropriate to the student's status and schedule by the APPC. Students may be required to repeat parts of the curriculum that have previously been successfully completed.

Readmission may be denied if all available seats are filled, even if the student meets all other qualifications for admission.

Withdrawal[14]

Students withdrawing from the program must submit a withdrawal letter to both the PA Program and the MCOM Registrar's Office, as well as complete any paperwork needed by either office, and settle any university obligations. USF may refund some portion of the tuition. For details, see the Refund of Fees policy on the PA Program website and the Tuition, Fees, and Medical Equipment Requirements section in this handbook.

ARC-PA Standards, fourth edition
[14] A3.17e

PA Faculty and Student Learner Compact

Faculty/PA Student Learner Compact
Preparation for a career as a Physician Assistant demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the provider/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Violations of Faculty Learner Compact
The reporting of faculty conduct violations, as it relates to students, shall be to the program director. An alternate site of reporting is through the vice dean for Educational Affairs. Violations of the standards of conduct by faculty as enumerated in the Faculty Learner Compact or of University Policies shall be relayed to the Office of Faculty Affairs for appropriate action.

Mistreatment or Abuse Violations by faculty[15]
Reporting of alleged faculty or preceptor abuse violations, as it relates to students, shall be made to the program director of the PA Program. An alternate site of reporting is through the academic or clinical director of the PA Program. Further information is found in the Grievance and Harassment policy. **The USF Student Grievance Policy can be found here.**

Guiding Principles

DUTY - Physician Assistant educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

INTEGRITY - Learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT - Fundamental to the ethic of the practice of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner

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ARC-PA Standards, fourth edition
[15]A3.11, A3.12

relationship, teachers have a special obligation to ensure that Physician Assistant students are always treated respectfully.

Commitments of Faculty and Program Administration

- We pledge our utmost effort to ensure that all components of the educational program for Physician Assistant students are of high quality. As mentors for our students, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students as individuals, without regard to gender, race, national origin, religion, or sexual orientation. We will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student.
- We pledge that Physician Assistant students will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest. We monitor the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' well-being.
- In nurturing both the intellectual and the personal development of Physician Assistant students, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students.
- We encourage any student who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff. We treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

We do not allow students to substitute or function as instructional faculty. Students with specific prior knowledge, experience and skills may assist faculty in didactic and laboratory session to share their knowledge and skills, however, students are not to be the primary instructor or instructor of record for any component of the curriculum. [16]

Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.[17]

Students are not required to provide or solicit clinical sites or preceptors. The PA Program's clinical director must coordinate clinical sites and preceptors for program required and elective rotations. Students may make suggestions to principal faculty for sites and preceptors, but are not required to do so. Student suggested sites and preceptors will be reviewed, evaluated, and approved for educational suitability by the program.

ARC-PA Standards, fourth edition
[16] A3.03, A3.05
[17] A3.06

Commitments of Students

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We will honor the accomplishments and sacrifices of the faculty who help direct our learning, and respect the effort of the faculty as they help us become physicians and colleagues.
- We pledge to respect all faculty members and all students as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As Physician Assistants in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students in meeting their professional obligations, as well.

Academic Honesty Guidelines[18]

All students are required to abide by the USF Academic Dishonesty and Disruption of Academic Process Guidelines that have been accepted by the university and are displayed in detail in the USF Policy on Academic Integrity of Students.

The University of South Florida expects students to be honest in all of their university coursework. Therefore, students are required to commit themselves to academic honesty by signing the following statement as part of the admissions process.

"I understand that the University of South Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty, and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University."

This statement serves to remind students of the obligations they assume as students at the University of South Florida.

Punishment for the violation of any of the academic honesty guidelines will depend on the seriousness of the violation.

ARC-PA Standards, fourth edition
[18] B1.05

Academic Standards[19]

Physician Assistants must demonstrate the knowledge and skills necessary to provide high quality patient care in a variety of clinical settings. In order to achieve this goal, the faculty and director of each course/SCPE (for simplicity the term course will be inclusive of courses and SCPEs) define the criteria for acceptable academic performance in that course. Evaluation of academic performance may include (but is not necessarily limited to) measuring the student's knowledge, measuring how the student applies such knowledge to specific problems, evaluating the judgment a student employs in solving problems, and assessing the quality of the student's psychomotor skills, professional conduct, ethical behavior, and interpersonal relationships with medical colleagues, patients, and patients' families.

Students are subject to dismissal from the program if they do not achieve academic good standing under established rules.

The PA Program is a competency based program. Students are required to complete each component of the program successfully before progressing on to the next phase. The minimum passing score is 77% on all didactic exams and on EOR exams, and a grade of "satisfactory" in professionalism. The minimum passing grade is a C for each course using a letter system.

Standards for academic performance in each Didactic course and Supervised Clinical Practice Experience (SCPE) are outlined in each course syllabus. Assessments tools measure student performance across the competencies of Medical Knowledge, Patient Care, Interpersonal and Communication Skills, Professionalism, Practice-Based Learning and Improvement, and Systems-based Practice.

Student progress will be monitored and documented regularly allowing for prompt identification of apparent deficiencies in knowledge or skills. Students who are identified through self-referral or through faculty observation as being at risk for failure will be referred for remediation. Remediation may include tutoring, self-study, reading assignments, completion of specific tasks, written response to selected exam items, or referral to the Center for Student Success for counseling.

Testing Policies
- Students are not permitted to talk once entering any testing facility. Do not communicate with other students in any way during exams or evaluation sessions.

ARC-PA Standards, fourth edition
[19] A3.17a

- Students must turn off cell phones and place all personal belongings (including watches) in the designated areas in the room. No hooded coats or sweatshirts allowed
- Once the exam has begun, the proctor will not answer any questions. Students should remain in their seats at all times until they have finished the examination. Students may be excused during the examination one at a time in order to use the rest room.
- The duration of each exam will be determined by the course director.
- Testing areas are subject to video monitoring.
- Upon completing and submitting your exam, please leave the testing area.
- Students are not permitted to disseminate exam content after completion of the exam.
- Any questions or discrepancies regarding an exam during the academic year should be addressed in writing, citing the discrepancy and listing references, to the course director.
- Any concerns with test integrity should be raised within 72 hours of the examination.

In the event a student has a question or concern regarding an examination question, the student will address this issue in writing to the faculty member in charge of the examination. The issue must be made within 2 days of the review of the examination; emails are an acceptable form of communicating this. Communication through exam comments is not sufficient.

The student's question or concern must address a specific issue regarding the examination question or assignment, such as having multiple correct answers, having no correct answers, etc. An explanation as to support the student's argument must be made using supporting documents and references referring to specifics in the assigned readings.

The faculty member will consider the student's challenge and will respond in writing (email is acceptable) within 3 days as to their decision regarding the question being challenged.

Evaluation of Courses
Course/instructor evaluations are mandated by the State and program and must be completed within the time limits set by the program. Course grades will not be released until these requirements are met. Grades will not be released until 80% of the class has completed the evaluation.

Note: Evaluation comments should be made in a constructive manner, focused on improving the quality of the course. Personal attacks are neither useful nor constructive for the educational goals of any section. Please make an appointment with the

academic/clinical director for any concerns that may come up during a course rather than using the evaluation as a vehicle to express your frustrations.

Didactic Year Grading

Didactic Course Grading Rubric[20]

Course Grading	
Score	Grade
90-100%	A
80-89%	B
77-79%	C
<77%	F
Incomplete	I

Professionalism Evaluation	
Score	Grade
At Expected Level	Pass (Satisfactory)
Below Expected Level	FAIL (Unsatisfactory)

Professionalism Evaluation
- Evaluation submitted by the course instructor

Student Evaluation of Course
- This evaluation MUST be submitted via E*value by the student on the last day of the course

Final Grade Calculation
- The student MUST achieve a minimum grade of 77% in all performance assessments AND achieve a passing (satisfactory) grade in professionalism in order to pass each course

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ARC-PA Standards, fourth edition
[20] A3.17a

PACKRAT Exam

The Physician Assistant Clinical Knowledge Rating and Assessment Tool (**PACKRAT**) will be taken by each student near the end of the didactic and clinical years. The PACKRAT is modeled after the Physician Assistant National Certifying Examination (PANCE). The PACKRAT is designed to be a tool for self-evaluation and an indicator of whether the student has the basic fund of knowledge appropriate to a PA student. There are no minimum performance requirements associated with the PACKRAT and the PACKRAT WILL NOT be used as part of the student's summative evaluation. Students should use their performance to identify deficiencies in knowledge and develop a plan to address areas of weakness. The PACKRAT is administered to help our students evaluate their current knowledge before beginning clinical rotations and in preparation for the PANCE.

Clinical Year Grading

In the clinical year, student performance in SCPEs will be evaluated by the clinical preceptor for the competencies of medical knowledge, patient care, interpersonal communication, professionalism, practice-based learning and improvement and systems-based practice. Each rotation will also include a written examination.

SCPE Grading Rubric

End of Rotation Examination	
Score	Grade
90-100%	A
80-89%	B
77-79%	C
<77%	F
Incomplete	I
Clinical Competency Evaluation	
Score	Grade
90-100%	A
80-89%	B
77-79%	C
<77%	F
Incomplete	I

Professionalism Evaluation	
Score	Grade
At Expected Level	Pass (Satisfactory)
Below Expected Level	FAIL (Unsatisfactory)

End-of-Rotation Examination
- Will be administered at 8:00 a.m. on End-of-Rotation Day 1 on campus.
- Comprised of 120 PANCE style, multiple choice questions based on the learning objectives of the clerkship completed.
- Will follow the NCCPA PANCE topic and task blueprints.
- A grade of "Fail" will be assigned to scores that fall below the minimum passing score as determined after statistical analysis of the exam scores. If a student receives a failing grade then the student needs to remediate and retake an examination.
- Exam results will be available on the morning of End-of-Rotation Day 2.

Clinical Competency Evaluation
- This evaluation MUST be submitted via E*value by the clinical preceptor on the last day of the clerkship.

Professionalism Evaluation
- Evaluation submitted by the clinical preceptor.
- Submission of the following:

Clinical Procedure Log
- This log MUST be submitted via E*value by the student on the last day of the clerkship.

Patient Profile Log
- This log MUST be submitted via E*value by the student on the last day of the clerkship.

Student Site Evaluation
- This evaluation MUST be submitted via E*value by the student on the last day of the clerkship.

Student Self Evaluation
- This evaluation MUST be submitted via E*value by the student on the last day of the clerkship.

Final Grade Calculation
- The student MUST achieve a minimum grade of 77% in each of the following clerkship performance assessments AND achieve a passing (satisfactory) grade in professionalism in order to pass the clerkship:
  - End-of-Rotation Exams
  - Clinical Competency Evaluation

Summative Evaluation

The PA Program conducts a comprehensive Summative Evaluation of all students within the last four months of the program. The Summative Evaluation assesses the student's command of material from both the didactic and clinical components of the program's curriculum. The Summative Evaluation is intended to measure whether the student has attained the necessary medical knowledge, interpersonal and communication skills, patient care skills, and level of professionalism appropriate to enter clinical practice as a PA.

Components of the Summative Evaluation include:

- Board-style multiple-choice examination
- Comprehensive OSCE
- The Physician Assistant Competencies: A Self Evaluation Tool.

Students must successfully pass the examination and OSCE with a minimum grade of 77% and complete and review the self-evaluation tool with their advisor in order to progress to graduation. Failure to achieve a passing grade on the summative multiple choice examination and/or OSCE will require referral to the APPC and repeat of the failed component(s) before the end of the ninth and final clinical rotation. Failure of this repeat summative OSCE will result in referral to the APPC for a decision regarding the need for remediation, deceleration, or dismissal from the program. For any area where the self-evaluation is assessed as "needs improvement", the advisor and student will create an individualized learning plan to be completed and discussed before the end of the ninth and final clinical rotation.[21]

Course Grade Appeal Process

Basis for Appeal

A student may appeal an exam or course grade if the student has evidence that the grade was assigned in an erroneous manner. This is not a process for appeal of established departmental grading policies. The following procedure provides guidelines for the appeal process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description of the appeal process.

ARC-PA Standards, fourth edition
[21] Revised 06/24/2016

Appeal to the Faculty Member for Review of the Assigned Grade

Within one (1) week after the receipt of the grade, the student may appeal in writing to the responsible faculty member any assigned grade that they dispute. The faculty member will review the course grading guidelines with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. The faculty member will respond in writing to the student within seven (7) school days of the student's request for review.

Note: All actions related to the appeals process are expected to be taken within two (2) weeks of receipt; however, in instances where holidays or vacation intervene, action must be taken within ten (10) weekdays on which classes are held.

If the faculty member is no longer with the University, the student shall confer with the academic director who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the course director or academic director will represent the interests of the faculty member who issued the grade.

Appeal to the Program Director

If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the PA Program director. This appeal must be made within seven (7) school days following the initial faculty member review. The student shall include all relevant information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the program director shall review with the faculty member the substance of the student's appeal and seek to determine its validity.

If it is determined that the assigned grade is, in his/her judgment, inappropriate, the program director should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the recommendation.

The program director will notify the student in writing, within seven (7) school days of receipt of the appeal, whether or not the assigned grade will be changed by the faculty member. The decision of the program director is final.

Promotion, Graduation, Deceleration, Dismissal, and Due Process/Appeals[22]

Academic Performance and Professionalism Committee (APPC)

Purpose

The APPC shall review the academic and clinical performance of each PA Program student at least once during each program year. This Committee shall recommend the appropriate action to be taken for each student, including the promotion to the clinical year; graduation from the program; remediation, deceleration and dismissal from the program and readmission to the program. Specific students to be discussed are those who have failed a course(s), those who are performing at less than satisfactory levels after an interim evaluation, and those who have received a near or failing grade. Any other student will be discussed at the request of the academic/clinical director or instructional faculty member. An attempt will be made to identify students in minor as well as major difficulty (academic or professional) in concert with the goal of providing help for those in need.

Responsibilities

Each student will be considered individually with emphasis upon quality of performance. The committee may recommend continued pursuit of studies for any student who is justifiably assumed capable of completing the PA Program requirements within the program time limits.

The committee will review the progress of all students at least once yearly.

The committee will recommend:

- Promotion of a student from one year's study to the next
- Certification of a student as qualified to graduate
- Placement of a student, when necessary, on a leave of absence
- Disciplinary action for unethical and/or non-professional behavior or other misconduct when required
- Remediation as might arise during the course of the educational program
- Deceleration or dismissal of a student from the PA Program for academic or other reasons
- Readmission to the PA Program after a leave of absence

Patterns of Concern:

Although a student may have passing grades in all courses, but when viewed as a whole, the record shows a pattern of concern, that student will be given a written warning or be placed on academic probation with a remediation plan.

ARC-PA Standards, fourth edition
[22] A2.05d, A2.05f, A3.17a, A3.17c, A3.17e, A3.17f

Student conduct that may indicate a pattern of concern include:

- Failure of two (2) or more exams in one course
- Failure of three (3) or more exams across all courses in a single term
- Receiving a grade of F on a Preceptor Evaluation of a student
- Failure of an End-of-Rotation (EOR) Examination
- Cumulative GPA below 3.0
- Consistent marginal passing scores/grades
- Failure to adhere to professional standards

The committee has the authority to take action in the following areas:

- The formulation of a remediation program (the recommendations of the respective academic/clinical director and course director concerning remediation will be the primary consideration for requirements, subject to review by the committee).
    - These programs may include, but are not limited to:
        - Requiring a student to be re-examined or re-evaluated in a course, with or without a period of remediation
        - Requiring a student to receive academic tutoring
        - Requiring a student to repeat all or part of a year's work or longer if necessary
        - Placing a student on academic probation if they are not In Good Standing (link to graduate program catalog)
- Reviewing all petitions for readmission following a committee recommended leave of absence, and recommending whether or not the student may resume medical studies. This must be documented in a letter to the student from the chair of the APPC.
- Reviewing and making recommendations concerning a suitable course of study following a committee recommended leave of absence.
- Other actions referred to the committee for an individual student.

Confidentiality
Proceedings of the APPC are confidential. Except as specified in this handbook, the meetings will be closed to persons other than University representatives authorized by the program director.

Committee Process
The program director, or designee, will serve as chair of the APPC for regular and called meetings.

A quorum for any regular or called meetings of the APPC shall be defined as more than half of the voting members.

All actions of the APPC will require a simple majority of those in attendance. In case of a tie vote, the committee chair will cast the deciding vote.

Advancement of Students with Satisfactory Performance[23]

Promotion from the academic to the clinical year and graduation from the PA Program are based on the student's mastery of essential competencies, academic performance as well as readiness to assume a professional role. While grades are important, the decisions for promotion and graduation are based on the composite picture of academic performance as well as professional growth and development. A student may be dismissed from the program if they have failed to demonstrate an attitude of professionalism or if the APPC do not believe the student is prepared to assume patient care responsibilities.

The following criteria will be used by the APPC as the basis for promoting academic year PA students to the clinical year and for recommending clinical PA students for graduation from the Program. Students who fail to meet all advancement or graduation criteria may be either dismissed from the PA Program or decelerated.

The following criteria are requirements for advancement from year 1 to year 2 of the PA program:[24]

- Achieve a passing grade of C or better in all Year 1 didactic courses to be recommended for advancement to year two.
- Fulfill all requirements established by the faculty of each course within the didactic year.

- Be In Good Standing as defined by the USF Regulation 3.009 – Graduate Degree Requirements:
  - Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
  - Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs.
  - Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of **C-** or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" (incomplete) and "M" (missing) grades must be cleared for graduation to be certified.

- Satisfactory demonstration of Professionalism. Professionalism is one of the core competencies of a physician assistant considered equally important to the academic development of students and practicing PAs as medical knowledge, interpersonal skills, communication skills, patient care, and practice- based

learning/improvement, and systems-based practice. A student who has failed to demonstrate an attitude of professionalism or is not prepared to assume patient care responsibilities based on faculty and/or APPC evaluations, may be dismissed from the PA Program at any time prior to promotion or graduation.

Requirements for Graduation[25]

The following criteria are requirements for graduation from the PA program:[26]

- Fulfill each of the requirements for advancement outlined above.
- Achieve a passing grade of C or better in all courses and SCPEs.
- Fulfill all requirements established by the faculty of each course within the clinical year.
- Successfully completed the program's summative evaluation.
- Be In Good Standing as defined by the USF Regulation 3.009 – Graduate Degree Requirements:
  - Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
  - Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs.
  - Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of **C-** or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" (incomplete) and "M" (missing) grades must be cleared for graduation to be certified.

- Satisfactory demonstration of Professionalism. Professionalism is one of the core competencies of a physician assistant considered equally important to the academic development of students and practicing PAs as medical knowledge, interpersonal skills, communication skills, patient care, and practice- based learning/improvement, and systems-based practice. A student who has failed to demonstrate an attitude of professionalism or is not prepared to assume patient care responsibilities based on faculty and/or APPC evaluations, may be dismissed from the PA Program at any time prior to promotion or graduation.

- In addition, the student must have made the appropriate arrangements to discharge all financial obligations to the university. The only exception is the repayment of loans that have a specified maturity date.

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[25] A3.17c
[26] Updated 01/30/2017

Referrals to Counseling, Tutorial, and Study Skills Service[27]
The APPC may recommend a student to receive tutoring, advising or professional referral for a variety of problems (e.g. emotional, addictive or psychiatric disorders). If a student is directed to arrange for such services, but does not do so, the APPC may evaluate the student's professional attitudes. If a student is directed to seek these referral services, the student has a choice of choosing internal or external resources. Verification that the student has utilized these referral services may be required. In addition, the Committee may require that the student have his/her counselor/physician submit information and/or recommendation to the committee chair relating to the student's academic program.

Remediation[28]
The remediation process is designed to help faculty identify and assist students who may experience academic or professional difficulty. The process is proactive, with the goal of identifying at risk students as early as possible. The PA Program will use the following processes to identify and remediate students deemed at risk.

- Identification
  - The student is expected to be proactive and notify the instructor, course director or faculty if there are knowledge deficits.
  - The instructor, course director, small group leader, preceptor, faculty adviser, or other faculty identifies the at-risk student through weekly faculty reports, exam grades, and advisory sessions.
- Evaluation and Assessment
  - Identified students will be referred to their faculty adviser for assessment of root causes. Referrals to campus assistance programs may be instituted (Student Health Services, HELPS, Tutoring and Learning Services, Student Academic Services, or other practitioners).
- Plan Development
  - The APPC, faculty adviser, student, and any other parties will design a remediation plan. Clear expectations will be documented and a contract for remediation developed. The program director will then review the contract with the faculty adviser and student, placing the contract in the student's program file. Depending on the action needed, a time line will be initiated for review of student progress.
- Plan Implementation
  - The faculty Adviser and student will receive a copy of the contract and begin remediation.
  - The student will be informed of all available resources for remediation.

ARC-PA Standards, fourth edition
[27] A3.10
[28] A2.05f, C3.03

- Plan Evaluation
  - Depending upon the remediation needed, an evaluation instrument may be prepared to assess the student's progress. The academic director and the faculty adviser may collaborate to design an appropriate tool to assess progress. Evidence of compliance of mastery of remediated knowledge deficit will be placed in the student file with the contract.

Didactic year

For the didactic year, the course specific remediation policy is as follows:[29]

If a student scores <77% on a test, it is considered a failing grade for the examination. All students will be required to remediate exam failures (grades below 77%). The goal of this policy is to help the student identify and master the material, not to improve the numerical grade.

The course director will be responsible for coordinating the remediation plan for the particular exam. The student will meet with the course director to review strengths and weaknesses. The student will be offered opportunities for additional instruction outlined by the course director. The student will then repeat the failed examination within one week after the original examination.

A student may only repeat an examination once. After successful remediation, the exam score may be adjusted to a maximum of 77% at the discretion of the course director. If a passing grade on the repeat attempt is not achieved, the higher of the two grades is awarded. Failing grades on two examinations after appropriate make up opportunities is considered a serious deficiency of knowledge and critical thinking skills. In such a case, the student will meet with course director and a formal academic remediation plan will be designed and implemented. This plan must be reviewed and approved by the program's Academic Performance and Professionalism Committee (APPC).

If any student is identified as unable to attain and demonstrate the expected learning outcomes and competencies to successfully pass a course through self-identification, instructor referral, or achieving a failing grade in the course, the student will meet with course director and a formal academic remediation plan will be designed and implemented. This plan must be reviewed and approved by the program's Academic Performance and Professionalism Committee (APPC).

Each didactic course will also include a professionalism evaluation. An unsatisfactory grade on any professionalism evaluation will result in referral to the APPC for review

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ARC-PA Standards, fourth edition
[29] A3.17f

and recommendations regarding remediation plan, deceleration, or dismissal from the program.[30]

Clinical Medicine courses I, II, III
The Clinical Medicine sequence is divided into separate clinical modules. Each module has its own syllabus and functions as an individual course with the same grading rubric as outlined for other didactic courses. Course specific remediation for these modules follows the same policy as described above for other didactic courses. Failing grades on two examinations after appropriate make up opportunities is considered a serious deficiency of knowledge and critical thinking skills.

If the student receives failing grades on two examinations, the student will meet with course director and a formal academic remediation plan will be designed and implemented. This plan must be reviewed and approved by the program's Academic Performance and Professionalism Committee (APPC).

In cases where a clinical module includes only a single examination, a passing grade on the examination is required to pass the module. The student will repeat the failed examination one week after the original examination. A student may repeat an examination twice. The highest score awarded on the repeat examination is 77%. A failing grade after two repeat exam attempts is considered a serious deficiency of knowledge and critical thinking skills and will require a formal remediation plan as described above.

If any student is identified as unable to attain and demonstrate the expected learning outcomes and competencies to successfully pass a course through self-identification, instructor referral, or achieving a failing grade in the course, the student will meet with course director and a formal academic remediation plan will be designed and implemented. This plan must be reviewed and approved by the program's Academic Performance and Professionalism Committee (APPC).

Each Clinical Medicine module will also include a professionalism evaluation. A failing grade on any professionalism evaluation will result in referral to the APPC for review and recommendations regarding remediation plan, deceleration, or dismissal from the program.[31]

Supervised Clinical Practice Experience Remediation
Students must obtain a grade of C or better on the written examination and overall competency assessment and a passing grade in professionalism pass each SCPE. If any

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ARC-PA Standards, fourth edition
[30] A3.17f
[31] A3.17f

student is identified as unable to attain and demonstrate the expected learning outcomes and competencies to successfully pass a SCPE through self-identification, instructor referral, or achieving a failing grade in the course, the student will meet with preceptor and clinical director and a formal academic remediation plan will be designed and implemented. Typically, this remediation plan will require repeating the required SCPE. Repeating a SCPE may be scheduled at the end of the clinical year, and graduation may be delayed. This plan must be reviewed and approved by the program's Academic Performance and Professionalism Committee (APPC).

All remediation plans are reviewed, approved, or modified by the APPC and the formal remediation plan delivered to and signed by the student and their academic advisor and placed in the student file in the Registrar's office. Remediation plans include identification of the faculty and or academic support personnel who will supervise and assist in the student's remediation.

When the required remediation is completed, the APPC delivers a completion letter to the student and academic advisor which is placed in the student file in the Registrar's office.

Deceleration[32]
If a student fails a didactic course after attempted remediation, or if a student does not meet the program requirements for advancement, the student's file will be viewed as a whole by the APPC. If it is believed that the student will succeed in the future, the student may be decelerated and allowed to repeat the didactic year.

If a student fails a SCPE after attempted remediation or fails to meet the program requirements for graduation, the student's file will be viewed as a whole by the APPC. If it is believed that the student will succeed in the future, the student may be decelerated and allowed to repeat the clinical year.

A student may repeat only one year while in the program.

Procedures for reconsideration of an APPC deceleration decision or appeal to the MCOM Academic Performance Review Committee PA Sub-Committee (APRC-PASC) are found in the next section of this handbook.

Dismissal[33]
If a student fails remediation or fails to meet advancement or graduation requirements, the student's file will be viewed as a whole by the APPC. If it is believed that the student will not succeed in the future, the student will be dismissed from the program.

ARC-PA Standards, fourth edition
[32] A3.17f
[33] A3.17e

Additional reasons for dismissal from the program include, but are not limited to, academic dishonesty, unprofessional conduct, unsatisfactory attendance in classes or clinical assignments, positive drug testing, and inability to pass a background check. Each case will be investigated and will be based on objective findings.

Procedures for reconsideration of an APPC dismissal decision or appeal to the MCOM Academic Performance Review Committee PA Sub-Committee (APRC-PASC) are found in the next section of this handbook.

Reconsideration to the Academic Performance and Professionalism Committee (APPC)

Decisions of the APPC regarding remediation, deceleration or dismissal of a student may be reconsidered by the APPC upon submission of a petition from the student for reconsideration of the action taken. The petition must be received in writing within ten (10) school days following the date the student was informed of the decision. Petition for reconsideration should be submitted to the program director. The student must appear before the APPC at the reconsideration hearing.

The hearing will address evidence of the student's performance or professional behavior. The student must be present for the reconsideration and may be accompanied by a person or persons of the student's choice to provide support and counsel to the student. The person(s) may not act as the student's attorney. Alternatively, the student may request that another faculty member, who is not a member of the APPC, serve as their advocate. That individual will be present at the Committee meeting only while the student is present. Immediately following the hearing, the APPC will decide upon a specific recommendation.

Recommendations of the APPC are final in all decisions except cases where deceleration or dismissal has been recommended.

If the decision is to uphold a previous decision, the recommendation will be forwarded to the program director. The committee shall inform the program director (or a designee) of the vote and present a report of discussions leading to the decision at the earliest time possible and no more than ten (10) school days after the decision has been made.

Appeal to the MCOM Academic Performance Review Committee PA Sub-Committee (APRC-PASC)

An appeal of an APPC decision regarding deceleration or dismissal may be made by the student to the MCOM Academic Performance Review Committee PA Sub-Committee (APRC-PASC). The request must be received in writing within ten (10) school days following the date the student was informed of the APPC decision. Requests to appear before the APRC-PASC should be submitted to the PA Program Director.

The appeal will address evidence of the student's performance or professional behavior. The student has the right to be present for the appeal and may be accompanied by a person or persons of the student's choice to provide support and counsel to the student. The person(s) may not act as the student's attorney. Alternatively, the student may request that another faculty member, who is not a member of the APRC-PASC, serve as their advocate. That individual will be present at the Committee meeting only while the student is present. Immediately following the hearing, the APRC-PASC will decide upon a specific recommendation.

Recommendations of the APRC-PASC are final in all decisions except cases where dismissal has been recommended.

If the decision is to uphold a previous dismissal or deceleration decision, the recommendation will be forwarded to the PA Program director. The committee shall inform the program director (or a designee) of the vote and present a report of discussions leading to the decision at the earliest time possible and no more than ten (10) school days after the decision has been made.

Appeal to the Dean of the Morsani College of Medicine

An appeal of the APRC-PASC decision may be made to the MCOM dean. The request must be received in writing within ten (10) school days following the date the student was informed of the APRC-PASC decision. Requests to appear before the MCOM dean should be submitted directly to the dean's office.

The hearing will address evidence of the student's performance or professional behavior. The student will be required to be present for the appeal and may be accompanied by a person or persons of the student's choice to provide support and counsel to the student. The person(s) may not act as the student's attorney. Alternatively, the student may request that another faculty member serve as their advocate. That individual will be present only while the student is present. Immediately following the hearing, the dean will decide upon a specific recommendation.

Recommendations of the dean are final in all decisions.

If the decision is to uphold a previous dismissal decision, the recommendation will be forwarded to the PA Program director. The dean shall inform the program director (or a designee) of the decision and present a report of discussions leading to the decision at the earliest time possible and no more than ten (10) school days after the decision has been made.

Student Health and Disability Services

Enrolled Students with Disabilities[34]
The PA Program complies with provisions specified in the Americans with Disabilities Act (ADA). All students with documented disabilities will be afforded appropriate accommodations as determined by the USF Office of Students with Disability Services. Any special accomodations will be coordinated with the PA Program's academic and clinical directors based upon recommendation from the **Office of Students with Disability Services** (SDS [Deborah McCarthy, Director, SVC1133, 813-974-4309]). [35]

Accepted students who have disabilities will be expected to achieve a comparable level of competency to that required of other students for progression and graduation.

The process for requesting appropriate accommodations are outlined in USF Policy Number 0-108 and summarized below:

Enrolled Students and Students with Disabilities Services:
a. Students with disabilities who require reasonable accommodation in order to meet the academic requirements of the USF System or to participate in activities or services must request an accommodation in writing from the students' campus office of Students with Disabilities Services (SDS). Such requests must be accompanied by documentation of disability and an explanation of any documentation related to the need for the particular accommodation requested. SDS is responsible for approval of submitted documentation.
b. The SDS office may request that a student submit any additional documentation of disability or need for accommodation necessary to permit the USF System to make a decision on the request.
c. If disability and need for accommodation are adequately shown and the provision of such accommodation would not fundamentally alter the academic program, the SDS office will discuss the provision of these accommodations with other appropriate USF System representatives (e.g. the faculty member who teaches the course for which the student requests accommodation) and, if appropriate, will offer the student a reasonable accommodation.
d. Denied accommodation requests may be appealed in writing by a student to the SDS Director, or designee. Such appeals must be filed within ten (10) calendar days of the student's receipt of the denial of accommodation request. [36]

ARC-PA Standard, fourth edition
[34]A3.15e
[35] Updated 03/31/2017
[36] Updated 01/12/2017

USF Policy Number 0-108:

[USF Public/Employees/Students Disability and Accommodations policy](#)[37]

Student Health
As in all institutions, student health is the ultimate responsibility of the individual student. All students are required to have health insurance throughout their enrollment in the PA Program. **Each student is strongly encouraged to carry disability insurance**. Currently, the PA Program does not have a group policy available; therefore, students are encouraged to explore this option through their own insurance carrier or through the American Academy of Physician Assistants' insurance provider.

During the orientation process students are counseled about appropriate avenues for receiving medical care. Available options include continued care by the student's personal physician, the [University Student Health Center](#) or the USF Physicians Group.

Students must have health insurance in effect at all times during enrollment at PA Program. In addition to obtaining health insurance through the Affordable Care Act's Marketplace, basic health insurance policies are available on the [USF Student Health Services website](#) for students who do not currently have health insurance. Certification of current health insurance is required for each year of enrollment.

Note: Student health records are confidential and are not accessible to or reviewed by any faculty, staff or student. Only immunization and tuberculosis screening results that are maintained in the Medical Health Administration office can be obtained upon receipt signed [release](#) from the student.[38]

PA Program principal faculty, the program director and the medical director must not participate a health care providers for students in the program, except in an emergency situation.[39]

Student Health Services[40]
As a student, one of the university base fees that you pay for is a "health fee." This fee health fee covers primary care services offered at the Student Health Center; third party insurance information is collected and is used to cover the cost of any additional charges such as procedures, treatments, medications or labs that take place during the course of the visit. Subspecialty services such as dermatology, nutrition, PT, etc. are

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[37] Updated 01/05/2017
ARC-PA Standard, fourth edition
[38] A3.21
[39] A3.09
[40] A1.05

associated with small charges for students with no insurance and those with insurance will have their insurance processed for these services.

Additionally, PA students may be seen by our medical staff at the USF Health Morsani Center for Advanced Healthcare. Physician fees incurred at the Center by students that are not covered by an insurance payment will be billed to the student. Students will be billed for the cost of supplies, lab work sent outside of the Center, and for elective procedures. If the student's private insurance company does not cover the cost the student is responsible for payment. This practice also applies to the student's spouse and children.

An appointment with a USF Physicians Group physician can be arranged by calling the appointment line at 974-2201. Students should identify themselves as PA students when requesting an appointment. (There are a sufficient number of providers to ensure that students will not need to be seen by a provider who is also responsible for grading the student – thus avoiding any conflict of interest issues. If students have an emergent medical problem, follow the emergency procedures in your health insurance policy.)

Chemical Dependency
Students who are identified as having a chemical dependency may be referred to the HELPS Program for consultation and to the Florida Professional Resources Network (PRN). Successful entry into and treatment via this program will result in no additional action against the student. Should a student be dismissed by the PRN for non-compliance, action will be referred to the APPC, and may result in dismissal from the PA Program.

Pre-matriculation Health Requirements

Prior to matriculation all students are required to provide the following to the Medical Health Administration Office for review:

1. Students must undergo a physical examination conducted by the student's personal physician prior to starting school. Complete the Communicable Disease Prevention Certification & Physical Examination Verification Form and return it to the Medical Health Administration Office. Matriculating students will be informed of the deadline in which this form is due
2. Students must provide documented evidence of immunity to specified communicable diseases listed on the Communicable Disease Prevention Certification & Physical Examination Verification Form. All documentation must be in English.

Immunizations[41]

Annual Requirements are provided through [Medical Health Administration](MHA) based on standards set by the [Center for Disease Control (CDC).]

All students must complete the following requirements prior to matriculation (April 1st of each cohort):

- TUBERCULOSIS (TB) Screening: To meet the USF requirement, you must submit documentation of ONE of the following: 1. Results of NEGATIVE "Two-Step" TB Skin Testing (TST/PPD). This screening requires 2 separate TB skin tests administered at least one week apart but within 12 months of each other. The last TST must be within 6 months of your start date. 2. Lab Copy showing a "NEGATIVE" Interferon Gamma Release Assay (IGRA) blood test (QFT or T-Spot) within 6 months of start date (accepted in lieu of the "Two-Step" TST). 3. Individuals with a history of a POSITIVE TB skin test or IGRA blood test must submit both of the following: a. Verification of a NEGATIVE Chest X-ray within 12 months of start date to the USF MCOM and b. A current NEGATIVE Screening Questionnaire. A Questionnaire can be found and downloaded from the USF Medical Health Administration website at: **http://hsc.usf.edu/medicine/internalmedicine/infectious/medicalhealthadmin/Forms.htm**
- RUBELLA (German measles): Serologic documentation of a positive Rubella immune titer (IgG Blood Test) OR immunization with at least two doses of live Rubella or two MMR vaccines after 01/01/1980.
- MEASLES (RUBEOLA): Serologic documentation of a positive Rubeola immune titer OR immunization with two doses of live Rubeola or two MMR vaccines administered after 12 months of age and separated by 28 days or more after 01/01/1980.
- MUMPS: Serologic documentation of a positive Mumps immune titer OR immunization with at least two doses of live Mumps or two MMR vaccines after 01/01/1980.
- VARICELLA (Chicken Pox): Serologic documentation of a positive Varicella titer OR two Varicella immunizations (given 4 to 8 weeks apart). This requirement is satisfied only by a positive titer (IgG Blood Test) or the vaccine series. A history of chicken pox does not satisfy this requirement.
- HEPATITS B Vaccine Series: Documentation of complete Hepatitis B vaccine series of 3 injections.
- HEPATITIS B "POSITIVE" QUANTITATIVE SURFACE ANTIBODY TITER (Blood Test): Serologic documentation of a Positive (QUANTITATIVE) Hepatitis B surface antibody titer that verifies IMMUNITY to the Hepatitis B Virus. The TITER is required in addition to completion of the vaccination series. The results should

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ARC-PA Standard, fourth edition
[41] A3.07

be reported as "POSITIVE" or as a number. "REACTIVE" results will NOT be accepted. If the antibody titer is Negative, will need to have dose #4 and then a titer 30 day after the #4 vaccine dose.

- Adacel™or BOOSTRIX® Vaccine Booster: Documentation of an Adult TETANUS/diphtheria/acellular pertussis (Tdap) vaccine booster is required. Tdap was licensed in June, 2005 for use as a single dose booster vaccination (i.e. not for subsequent booster doses). The current CDC recommendation states "Healthcare personnel, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap and regardless of the time since last Td dose".

- MENINGOCOCCAL Vaccination: Documentation of immunization with one dose of Meningococcal vaccine after 16th birthday OR a completed and signed USF Student Health Services Immunization Health History Form (Block 3, checkbox, signature) declining receipt of the Meningitis vaccine. The form is available at: **http://www.usf.edu/student-affairs/student-health-services/documents/mandatory-imm-form-122014.pdf**

** **ANNUAL TB Screening will be required during your entire program**. This Screening will be provided at no cost to you through the Medical Health Administration (MHA) office.

** **INFLUENZA VACCINATION will be required each year.** This vaccine will be provided for you at no cost beginning in October of each year through the USF Medical Clinic/Medical Health Administration (MHA) office.

Note: Several affiliated hospitals require drug and alcohol screening with and without advanced notice.

Updated 10/12/16

Student Health during Patient Care

Blood-borne Pathogen Exposures and Other Infectious Exposures to Communicable Diseases[42]
Policies and procedures concerning blood-borne pathogen exposures and exposures to communicable diseases (e.g. tuberculosis, chicken pox) are in place at USF MCOM and at each of the major clinical teaching facilities. During orientation of the program, as well as before beginning in a clinical facility, an overview of procedures is presented. Try to familiarize yourself with the policies and procedures of each clinical facility and carefully comply with all requirements in case you are injured or exposed to communicable disease.

All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to your preceptor, PA Program clinical director and to the employee health nurse at the facility where the incident occurs. For information about "What to do – Who to call – Where to go" after an injury is available here.

The employee health nurses at affiliated hospitals are provided to you before entering the clinical facility.

Health Requirements for Patient Contact:

TB Screening:
- First year PA students submit immunization and screening documentation to MHA prior to orientation as well as being screened each year by the MHA office

N-95 Fit Testing
- First-year PA students undergo Fit Testing during the first week of school by MHA and Environmental Health & Safety

Blood-borne Pathogen Education/Training
- First-year PA students undergo Blood borne Pathogen Education/Training during the first week of school by MHA and Environmental Health & Safety
- Done at the beginning of the clinical year for PA students

Influenza Vaccine
- This vaccine will be provided for you at no cost beginning in October of each year through the USF Medical Clinic/Medical Health Administration (MHA) office

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ARC-PA Standard, fourth edition
[42]A3.08

Student Exposures at the USF Affiliated Practice Sites:

The Employee Health Departments at the affiliated practice sites will evaluate students who report significant exposures to blood/body fluids and communicable diseases while on rotation. Significant exposures include needle sticks, sharp injuries, non-intact skin, and mucous membrane exposures to blood, body fluids or exposures to airborne communicable diseases.

Exposures should be handled as follows:

- The student should report the exposure to his/her instructor immediately.
- The student fills out the employee section of the affiliated site's Employee Incident Report.
- The instructor fills out the supervisor section of the Employee Incident Report.
- The student takes the completed incident report to Employee Health as soon as possible after the exposure. The student should bring the following information on the source patient: name, medical record number, diagnosis, and room number.
- Student reporting a needle stick/sharp injury from a patient must be evaluated within one to two hours for appropriate prophylaxis. In these cases, if Employee Health is closed, the student should contact the site's nursing supervisor.
- The student will be provided with the following evaluation:
- First aid treatment as necessary.
- Investigation of the source patient and HIV and hepatitis tests as necessary.
- Baseline lab work. Follow-up tests at 3 months, 6 months, and 12 months will be offered. There will be no charge for the required lab tests.
- Employee Health will provide the appropriate prophylaxis.

Communicable Illness

Students with an illness or medical condition that may be communicable to patients or staff should not be allowed patient contact. If the student is unsure whether he/she should be in patient contact areas, please ask the clinical director of the PA Program. If necessary, the student will be evaluated by staff at Employee Health to determine work status. Persons with the following medical conditions should not be allowed patient contact without a medical clearance:

1. Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis
2. Diarrhea lasting over three days or accompanied by fever or bloody stools
3. Conjunctivitis
4. Group A streptococcal disease (e.g. strep throat) until 24 hours of treatment received
5. Draining or infected skin lesions
6. Oral herpes with draining lesions

Mistreatment and Abuse[43]

Student Mistreatment, Harassment, or Abuse
Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual abuse without fear of retribution. The student may contact any faculty or staff member with whom he/she feels comfortable which may include the PA Program director, clinical director, academic director, or any principal faculty. In addition, the student may directly contact the [USF Center for Victim Advocacy & Violence Prevention](). **The USF Student Grievance Policy can be found [here]().**

Sexual Harassment and Title IX[44]

It is the goal of USF, USF MCOM, and the PA Program to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff, and students must be aware that sexual harassment is sex discrimination, and is unacceptable conduct that will not be tolerated at the university as defined in USF policy 0-008, [Diversity and Equal Opportunity: Sexual Harassment](). Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include, but is not limited to the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

- In addition to being a violation of state and federal laws, behavior involving unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is incompatible with faculty, staff, and student status in the PA Program.
- Dating current teaching faculty (i.e. physicians, residents, teaching assistants, PA faculty, etc.) is highly discouraged. This can be viewed as a form of sexual harassment. See the USF [policy]() regarding consensual relationships.
- Further information regarding sexual harassment policies is outlined in the USF "Sexual Harassment" policy 0-008, [Diversity and Equal Opportunity: Sexual Harassment]()
- Students should contact the PA Program director immediately if they have felt as if they have been harassed.

ARC-PA Standards, fourth edition
[43] A3.11, A3.17g
[44] Updated 01/06/2017

The student is encouraged to directly contact the USF Center for Victim Advocacy & Violence Prevention or to the office of Diversity, Inclusion & Equal Opportunity to Report any Title IX Complaint or Incident.

Sexual Battery
Sexual battery is a crime under the laws of the State of Florida and will not be tolerated at the USF MCOM as defined in USF Policy 0-014, Sexual Battery. As an integral part of academic performance, medical students are expected to maintain the high standards of professional and personal conduct traditionally associated with the practice of medicine. Any act such as sexual battery is a violation of University Policy, which in the case of PA students, is viewed as professional misconduct and is a violation of academic standards. As such, any professional misconduct is subject to disciplinary action by the APPC.

PA Program students who are victims of actual or threatened violence can obtain assistance from the Health Enhancement for Lifelong Professional Students (HELPS) Program. Additionally, PA students should refer to the USF Policy concerning Sexual Battery.

Center for Victim Advocacy & Violence Prevention
The USF Center for Victim Advocacy & Violence Prevention is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery.

Police reports are strongly encouraged; however, reports are not required for information and referral assistance.

The USF Center for Victim Advocacy & Violence Prevention will assist by providing information, support, and guidance in the following ways:

1. Crisis intervention
2. Emergency shelter, medical help, and counseling referrals
3. Assistance as needed
4. Services available on-call 24 hours a day, seven days a week

Resources - Important Numbers
- Police Emergency: 911 or 813-974-2628

USF Center for Victim Advocacy & Violence Prevention

Office Location: SVC 0067
- Telephone: 813-974-5756
- Crime Victim Hotline: 813-974-5757

    Hillsborough County Crisis Lines
- Crisis Line: 813-234-1234
- Sexual Abuse Line: 813-238-7273

USF Ombudsman's Office

An ombudsman (or ombuds) is a neutral third party who helps students and/or employees address problems, concerns, and complaints through informal means such as conversation, mediation, and other problem solving strategies. Many campuses, state agencies, and corporations have an ombuds.

USF's Student Ombuds Office functions under these standards of practice to serve students:

CONFIDENTIALITY: Concerns or information brought to the Ombuds Office will not be shared with anyone unless you give permission for it to be shared and the staff feels that sharing will help solve your problem. The only instance where we are mandated by the state of Florida to share information is if someone poses a threat to themselves or to others.

IMPARTIALITY: The Ombuds does not advocate for you, the student, or the university. The Ombuds Office staff considers the interests and concerns of all parties involved with the goal of achieving fair and equitable solutions.

INDEPENDENCE: The Ombuds Office operates independently of administrative authorities.

INFORMALITY: The Ombuds Office staff will informally investigate student concerns without issuing judgments or decisions. The office does not arbitrate, adjudicate, or participate in any internal or external processes, including legal.

What the USF Ombuds Office CAN do:
• Listen to complaints, concerns, problems, and disputes
• Provide referrals
• Identify relevant policies and procedures
• Facilitate communication
• Gather facts and information
• Explore solutions
• Report trends in student issues to the university
• Recommend changes to USF policies and procedures
The Ombuds Office reserves the right to deny any case considered inappropriate.

You can reach them at 813-974-0835, ombuds@usf.edu, or
http://www.usf.edu/student-affairs/ombuds/about-us/index.aspx [45]

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[45] Updated 03/20/2017

Tuition, Fees, and Medical Equipment Requirements

Tuition and Fees

Tuition for the PA Program is a flat annual rate. The actual dates of attendance and annual tuition and fees may change somewhat, from year to year. Changes to these costs will be updated on this page as soon as possible.

Cost of Attendance

Estimated costs for attending the PA program are the sum of the tuition and fees, books and supplies, housing, commuting expenses and personal expenses such as food, clothing and insurance. "Cost of Attendance" only covers the months that a student is enrolled in classes. These are the expenses the Higher Education Amendments of 1965 require schools to construct so students can budget accordingly during his/her enrollment and are used to assist in the determination of federal financial aid eligibility. The Amendments mandate that this "Cost of Attendance" budget reflect ONLY the costs for the student and not of expenses incurred by other family members.

The law also allows adjustment on a case by case basis for costs for "Dependent Care," such as day care expenses for children, costs for elderly or disabled dependent care so that you might attend school. These "Dependent Care" costs can be added to the student's cost of attendance, upon submission of actual receipts to the Financial Aid Office. Contact the financial aid office if you need information on adjusting your cost of attendance.[46]

Room and Board

The costs included in this category of the budget are estimates of expenses that the "average" student may incur during each year of enrollment in the PA Program. While actual expenses will vary among students, the estimated total cost of living will allow for a low to moderate standard of living. The calculation for room expenses is one-half the average rental rate of a two-bedroom apartment in the area. The budget assumes that single students share living facilities to help reduce expenses. An allowance is made for the following items:

- rent for a two bedroom apartment/shared
- utilities
- phone
- miscellaneous (renters insurance, garbage pickup, etc.)
- food

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[46] Updated 10/19/2016

Physician Assistant Program - Cost of Attendance[47]

Year 1 *Students Admitted in Summer 2017*	Summer 2017		Fall 2017		Spring 2018	
	Florida Resident	*Non-Resident*	*Florida Resident*	*Non-Resident*	*Florida Resident*	*Non-Resident*
Tuition and Fees*	$11,361	$21,511	$11,361	$21,511	$11,361	$21,511
Housing/Meals	$5,525	$5,525	$5,525	$5,525	$5,525	$5,525
Books/Supplies**	$1,371	$1,371	$600	$600	$600	$600
Personal/Medical	$1,922	$1,922	$1,922	$1,922	$1,922	$1,922
Transportation***	$800	$800	$800	$800	$800	$800
Total	**$20,979**	**$31,129**	**$20,208**	**$30,358**	**$20,208**	**$30,358**

Year 2	Summer 2018		Fall 2018		Spring 2019	
	Florida Resident	*Non-Resident*	*Florida Resident*	*Non-Resident*	*Florida Resident*	*Non-Resident*
Tuition and Fees*	$11,361	$21,511	$11,361	$21,511	$11,361	$21,511
Housing/Meals	$5,180	$5,180	$5,525	$5,525	$5,525	$5,525
Books/Supplies**	$600	$600	$600	$600	$600	$600
Personal/Medical	$1,844	$1,844	$1,922	$1,922	$1,922	$1,922
Transportation***	$750	$750	$800	$800	$800	$800
Total	**$19,735**	**$29,885**	**$20,208**	**$30,358**	**$20,208**	**$30,358**

Rotation Expenses: The bulk of rotation expenses are covered in the "Cost of Attendance" figures shown above for books, supplies, transportation, housing and other living expenses during the academic year. Specific rotations may require additional expenses that are the responsibility of the student.

* Estimated Tuition and Fees subject to change based on Board of Trustees approval.
Note: The $200.00 Seat deposit is nonrefundable will be applied to first year tuition.
** Included in this amount is the onetime fee of $475.00 for the PANCE test, background screening of $67.00 and fingerprinting charges of $50.00 or $60 (fee dependent on residency).
*** University transportation (Bull Runner) is available for students' use at no additional charge above the university fee of $96. The figure provided represents the estimated cost of operating an automobile.

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[47] Updated 01/06/2017

Cost of attendance budget includes only those expenses associated with the student and not to be considered an exhaustive list. Living expenses for spouse and/or other dependents are not recognized as part of the student's standard cost of attendance.

Other expenses not considered essential to a student's education or living expenses are the sole responsibility of the student. Examples of this include but are not limited to, attendance at conferences, membership in specialty professional organizations or other optional resources.

NOTE: The costs represented here represent estimates based at time of publishing. These costs are subject to change and will be updated as soon as possible when changes occur.

Tuition for all students is payable within the academic year. All figures are subject to change. [48]

A word about late tuition/fee waivers: The University of South Florida Morsani College of Medicine may approve a waiver of the Late Payment Fee if a student is unable to make payment on time due to circumstances determined by the MCOM to be exceptional and beyond the control of the student. Late Fee waivers will not be approved if the disbursement delay is due to late submission of financial aid requirements by the student.

Tuition Refunds[49]
Students who withdraw, transfer, take a Leave of Absence (LOA) exceeding 120 days, or who are dismissed from the PA Program before completion of 80% of the academic year may be granted a prorated refund of tuition paid. Refunds will not be given to students who are enrolled for more than 80% of the academic year. A written request for a refund of tuition must be submitted to the MCOM Registrar's Office to initiate the refund.

For students who receive financial aid, tuition refunds are paid as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Graduate/Plus Loan
3. Other Federal, State, private or institutional resource
4. The student

ARC-PA Standards, fourth edition
[48] Updated 06/20/2016
[49] A3.14g

A student may be granted a refund of 100% tuition paid if he/she withdraws due to circumstances determined by the PA Program to be exceptional and beyond the control of the student. These circumstances may include:

1. Illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the courses;
2. Death of the student or death in the immediate family (parent, spouse, child, or sibling);
3. Involuntary call to active military duty;
4. A situation in which the university is in error as confirmed in writing by an appropriate university official.
5. Other documented exceptional circumstances beyond the control of the student which preclude completion of the courses, accompanied by a letter of explanation and appropriate documentation.

Financial Aid[50]

Financial aid for Physician Assistant students is processed through the **USF Health Financial Aid Office** which is located in the USF HEALTH WELL. All aid applications, information regarding loan periods and disbursements, inquiries, and correspondence must be directly sent to:

University of South Florida
USF Health Financial Aid Office, MDC Box 42
12901 Bruce B. Downs Blvd.
Tampa, FL 33612-4799

You can send emails to the USF Health Financial Aid staff here: Email us here

To schedule an appointment, prospective students can use this link: Schedule Appointment Here Select *'USF Health Financial Aid'* under Area.

Walk-in services available Monday – Friday from 8:00 to 4:30 – we are located in the WELL.

Financial Aid Application and Deadlines[51] – FASFA Code **001537**
January 1st

FASFA applications can be submitted online by accessing the following website: www.fafsa.ed.gov

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ARC-PA Standards, fourth edition
[50] A.105 updated 10/06/2016
[51] Updated 10/18/2016

Tuition Payment Information

Tuition invoices are available at the beginning of each semester (Summer/Fall/Spring) and must be paid by the fifth day of the semester. Tuition is billed in three installments by the Registrar's Office and processed by the Health Business Office (see remittance address below for USF Health Payment Center). Failure to make payment on time will result in cancellation of registration.

Partial payments and credit card payments are not accepted.

Payments must be mailed to:

> USF Health Payment Center
> PO BOX 864300
> Orlando, FL 32886-4300

Business Office correspondence may be sent to:

> USF Morsani College of Medicine
> Health Business Office MDC 66
> 12901 Bruce B. Downs Blvd.
> Tampa, FL 33612
> Phone: (813) 974-5295

Impact of a Leave of Absence or Withdrawal on Repayment of Student Loans

For the purposes of financial aid, an LOA is considered a temporary break in a student's attendance that cannot exceed 180 days within a 12-month period. The PA Program must report to the lender(s) a student as "no longer enrolled" when the LOA exceeds 180 days. The student may be obligated to begin loan repayment. The student is required to meet with a staff member from the Office of Financial Aid prior to beginning the LOA to discuss student loan obligations during their LOA.

If a student withdraws from the PA Program and received financial aid during their enrollment they are required to attend a financial aid exit interview. During the exit interview, a staff member from the Office of Financial Aid will advise the student about their rights, responsibilities, and loan repayment obligations for the financial aid they received. Veteran's Affairs (VA) benefits will be terminated for VA students for unsatisfactory progress.

Financial Aid Resources

The PA program is not involved in the financial aid decision process. The Morsani College of Medicine has a Financial Aid Office that is independent from the main USF Financial Aid Office.

All aid applications, information regarding loan periods and disbursements, inquiries, and correspondence must be directly sent to:

USF Health Morsani College of Medicine
Financial Aid Office, MDC42
12901 Bruce B. Downs Blvd.
Tampa, FL 33612

Helpful Financial Aid Programs

The following websites may provide additional information about sources of financial aid:
Fast Web: fastweb.com

SCHOLARSHIPS AND LOAN REPAYMENT PROGRAMS:

National Health Service Corps (NHSC)
http://nhsc.hrsa.gov/scholarships/index.html

US Army Scholarship Program
http://www.goarmy.com/amedd/education/graduate-health-care-education.html

US Air Force Scholarship Program
http://www.unmc.edu/financialaid/types-aid/scholarships/pa-hpsp.pdf

US Navy Scholarship Program
http://www.navy.com/careers/healthcare/clinical-care/physician-assistant.html#ft-key-responsibilities

US Public Health Service - Senior Commissioned Officer Student Training and Extern Program (SRCOSTEP)[52]
http://www.usphs.gov/student/srcostep.aspx

For information on SCHOLARSHIPS AND LOANS FOR DISADVANTAGED STUDENTS:
Bureau of Health Professions – Health Resources and Services Administration (HRSA)
http://bhpr.hrsa.gov/scholarshipsloans/index.html

For information on SCHOLARSHIPS FOR AMERICAN INDIAN AND ALASKA NATIVE STUDENTS:
Indian Health Service Scholarships
www.ihs.gov

For information on SCHOLARSHIPS, LOANS, CALCULATORS, APPLICATIONS, etc.:
FinAid! "The SmartStudent™ Guide to Financial Aid"
www.finaid.org/

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[52] Added 09/22/2016

Required Medical Equipment – Approximated Costs

MEDICAL EQUIPMENT REQUIRED - APPROXIMATED COSTS (These costs are included in the "Cost of Attendance." Must be purchased by each student prior the beginning of Year 1.)

Equipment	Price
Instrument bag	22.14
Stethoscope	74.99
Otoscope - ophthalmoscope (diagnostic set)	540.00
Adult blood pressure cuff (sphygmomanometer)	18.95
Oral Thermometer: digital (no tympanic thermometers)	12.75
Pocket eye chart (Rosenbaum)	5.49
Pen light	5.03
Individually wrapped tongue depressors	5.51
Reflex / percussion hammer	19.99
Tuning fork set (256 Hz and 512 Hz)	17.99
Sharp & dull sensation tester (e.g. a Wartenberg "pinwheel")	11.68
Disposable thermometer shields	2.98
Small pocket ruler with standard and metric measurement capability	12.29
Flexible tape measure with standard and metric measurement capability	2.50
Cotton balls	5.45
Coffee grounds and cinnamon grounds in small container (e.g. contact lens container)	5.47
Plastic or latex gloves (buy a box for economy)	7.89
	771.10

Note: Prices will vary considerably with quality of products, availability of student discounts, and quantities purchased from vendors. When you select equipment, please keep in mind that it will be utilized during your academic and clinical years in the PA program and also for several years of employment as a physician assistant after your graduation.

Academic Calendar and Curriculum

ACADEMIC CALENDAR*

***Please be aware that all dates on the academic calendar are subject to change so the calendar is only available electronically.

Note: Religious holidays may be waived for students serving in the Clinical Year at the discretion of the clinical director and preceptors.

CURRICULUM[53]

Curriculum for Year 1

YEAR 1 - SUMMER	
Course Name	**Credits**
Anatomy I	2
Pathophysiological Basis of Disease I	3
Clinical Medicine I	5
Clinical Pharmacology I	3
Physical Diagnosis I	2
Role of the Physician Assistant in American Healthcare	1
Clinical Laboratory and Diagnostics I	2
TOTAL CREDITS SUMMER YEAR 1	**18**
YEAR 1 - FALL	
Course Name	**Credits**
Anatomy II	2
Pathophysiological Basis of Disease II	3
Clinical Medicine II	5
Clinical Pharmacology II	3
Physical Diagnosis II	2
Biostatistics and Epidemiology: An Introduction to Clinical Research	1
Clinical Laboratory and Diagnostics II	1
Basic Medical Genetics	1
TOTAL CREDITS FALL YEAR 1	**18**
YEAR 1 - SPRING	

ARC-PA Standards, fourth edition
[53]A3.14d, A3.14e, A3.17b, D1.04

Course Name	Credits
Clinical Medicine III	8
Advanced Clinical Pharmacotherapeutics	3
Clinical Skills and Procedures	2
Evidence Based Medicine	1
Behavioral Medicine	2
Cultural Issues in Healthcare	1
TOTAL CREDITS SPRING YEAR 1	**17**
TOTAL CREDITS YEAR 1	**53**

YEAR 2 – SUMMER-FALL-SPRING

Course Name	Length of Clerkship Weeks	Credits
Capstone Research Project		1
Internal Medicine	5	4
Surgery	5	4
Pediatrics	5	4
Family Medicine	5	4
Women's Health	5	4
Emergency Medicine	5	4
Behavioral and Mental Health	5	4
Elective	10	8
TOTAL CREDITS YEAR 2		**37**
TOTAL CREDITS FOR THE PROGRAM		**90**

Course Instructors

PA Program faculty members teach a number of the courses in the PA curriculum, depending on their areas of specialty and their academic and professional interests. In addition to PA faculty, the PA courses are also taught by physicians and basic science faculty in the Morsani College of Medicine and other colleges throughout USF Health who prepare and deliver classroom lectures in their areas of expertise. Both the academic and clinical directors ensure that the classroom education and testing provided to PA students remains at the level expected of physician assistants and also ensures continuity of coverage for all evaluation methodologies. Course syllabi and other information will be provided at the start of the course.

Medical Equipment

Medical equipment will be required during your training in the PA Program. Medical equipment will be utilized during the Physical Diagnosis course, the Clinical Skills and Procedures course, all clinical rotations, and in your practice after graduation.

The PA Program faculty does not make specific recommendations regarding vendors but can answer questions about the required equipment. A list of suggested equipment is provided on the Tuition, Fees, and Medical Equipment Requirements page in this handbook. [54]

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[54] Updated 01/12/2017

Employment, Security, Computer Requirements, and Campus Resources/Operations

Program Hours
Normal business hours of the PA Program are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Check the course schedule for individual class/clinic times and locations.

Class Cancellation and Emergency Closings
It is rarely necessary to cancel class; however, if warranted by unexpected events, an event of severe weather or man-made emergency, the department follows USF guidelines as announcement of class cancellation would be made through the program director's office. More information about the University's Emergency Management system is available at the following website. In the event that it becomes necessary for USF to suspend normal operations, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USF, College, and program websites, emails, and MoBull messages for important general information.

Security and Safety[55]
The safety of students and employees is a primary concern of USF Health.

The Campus Security office is located in **MDC 1023**. Their telephone number is **813-974-2417**. If no one is present, the phone reverts automatically to the University Police at **813-974-2628**. The safety of students is a primary concern of the PA Program. The educational process involves long hours, many spent alone studying or working in the laboratory. Students must take extra precautions on and off campus. USF police suggest the following preventive measures: avoid isolated sites; have access to other people or a phone; call the police department (**813-974-2417**) when working or studying on campus after hours so the area can be patrolled; secure doors behind you; and do not walk to the parking lot alone at night, call the SAFE (**813-974-7233**) on campus for a SAFE Team Escort.

A security officer is on duty at the USF Health Center on a 24-hour basis.

If you have a true emergency, you should call 911.

However, if you are calling from a cell phone you will get the Tampa Police Department. You must tell them this is an emergency on USF property and that you are calling from a cell phone. You should be prepared to give your name and precise location. You should also state if you feel threatened.

ARC-PA Standards, fourth edition
[55]A1.03g

Sexual assault is a criminal violation subject to prosecution by the State Attorney's Office. All sexual assault allegations reported to the USF police are referred to the State Attorney's Office, which then makes decides whether or not to prosecute.

Background Screening of Students and Employees

Employee Screening

USF, MCOM, and the PA Program are committed to ensuring a safe professional work and study environment for all employees and students. As part of the hiring process, as well as for protection of the safety, security, and health of its students, PA Program employees and other USF employees (staff, administrators, faculty, etc.) must submit to a background screening. **See USF Policy on Criminal History Background Checks**.

Student Screening

As part of the CASPA application, applicants must acknowledge and provide details related to any former charges and/or convictions of a felony or misdemeanor. For any felony convictions that occur between the time of submission of the CASPA application and matriculation into the PA Program, specific details, including date of charge(s), type of offense, and disposition of the case, must be reported to the program director's office immediately. After matriculation, should a student be convicted of any felonies at any time during his/her enrollment in the program, s/he must report the details immediately to the director's office. Failure to comply will be grounds for dismissal.

During the course of the clinical year, students will be required to undergo one or more national criminal background checks, which will include finger printing. In addition, certain clinical sites that are regularly used by the program may require additional drug screening in order for students to have practice opportunities at those institutions.

A negative criminal background record or a failure to pass drug screening may impede clinical training or status in the program. By accepting admission to the program, students agree to national criminal background checks and drug screening, and also agree to pay expenses associated with such screenings.

Employment While Enrolled in the Program[56]

The PA Program curriculum is extremely rigorous and considered a 24 month, full time commitment. The PA Program strongly discourages students to commence or continue employment during the program. Students who chose to work during the program put themselves at risk for poor academic performance.

ARC-PA Standards, fourth edition
[56]A3.14h

Note: PA students are not required to work for the program, substitute, or function as instructional faculty and must not substitute for clinical or administrative staff during supervised clinical practice experience.[57]

Any employment during the term of the program must be approved, in advance of matriculation, or at the time of employment by the program director. A student who chooses to work may not miss, be tardy, or reschedule classes, labs, exams, special assignments, community service work, or clinical rotations because of their work schedule. A student who chooses to work may not switch classes, labs, special assignments, community service work, or clinical rotations because of their work schedule. Academic standards must be upheld and make-up classes, labs, or exams are not offered. If a student who chooses to work is identified as experiencing academic or professional difficulties, they will be required to appear before the APPC and a recommendation to discontinue working while in the program may be made.

Educational Resources[58]

The USF Shimberg Health Sciences Library, as well as the USF Main Campus library is open to faculty, students, and staff.

<u>USF Shimberg Health Sciences Library</u>
Monday - Friday: 7:30 a.m. - 11:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.
Sunday: Noon - 11:00 p.m.

<u>USF Main Campus Tampa Library</u>
Monday - Thursday: Open 24 hours
Friday: Close at 6:00 p.m.
Saturday: 10:00 a.m. - 6:00 p.m.

Tampa General Hospital Library
Monday - Friday: 8:00 a.m. - 5:30 p.m.

Veteran's Administration Hospital Medical Library
Monday - Friday: 8:00 a.m. - 4:30 p.m.

Photocopy Machines[59]
Students have access to printing services in the WELL or in the Shimberg Health Sciences Library. If you have a great deal of material to copy, you may want to use the USF Print Shop located on main campus in the Marshall Student Center. Also, Pro-Copy located at 5219 E. Fowler Avenue, which generally discounts USF student services with a USF ID Card.

Bookstore
The USF Health Bookstore (813-974-4984), operated by Barnes and Noble, is located adjacent to the south courtyard. The store carries (or can order) all required and recommended books for the PA Program. In addition, numerous reference books, medical instruments, supplies and lab coats are available.

[USF Main Campus Bookstore](#)

USF Health Building Codes
- CMS – Children's Medical Services (USF Health Administration), 13101 Bruce B. Downs Blvd.
- MDF – Faculty Office Building, 13220 USF Laurel Drive

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[58] A1.05

[59] Updated 01/06/2017

- HMT – Harbourside Medical Tower, 5 Tampa General Circle
- MDA – Medical Center Ambulatory Clinic, 12901 Bruce B. Downs Blvd.
- MDC – Medical Center
- MDH – Morsani Center for Advanced Health Care, 13330 USF Laurel Drive
- MDL – Medical Center Laboratories
- MDT – School of Physical Therapy & Rehabilitation Sciences, 3515 E. Fletcher Avenue
- MCC – Moffitt Cancer Center, USF Magnolia Drive
- STC – USF Health South Tampa Center for Advanced Healthcare, 2 Tampa General Circle
- TGH – Tampa General Hospital, 1 Tampa General Circle
- UPC – USF Health University Psychiatry Center, 3515 E. Fletcher Avenue

Study Rooms and Student Lounges

Study space is available for students in the USF Shimberg Health Sciences Library, WELL, assigned small group spaces, and student lounges. Students have access to the Group Learning space on a 24-hour basis, but must vacate on demand for any scheduled class activities. Space in the Shimberg Library and the WELL are available during normal library hours.

Student lounges are located in the WELL, Nickels Student Computer Lounge (MDC 1050A, located adjacent to the bookstore), USF Shimberg Health Sciences Library, and the student kitchen (MDL 1001 – in the south courtyard on the opposite side from the USF Health Bookstore). MDC 1030, 1050A, and MDL 1001 are open 24/7, and are accessible with a USF ID card. Food should not be left in the Student Lounge. Students are expected to keep the lounge and appliances clean.

Food Service and Dining[60]

USF Health offers fresh food, coffee and dining choices at the WELL. The Rising Roll Gourmet Café and the Central Market provides students with healthy options at reasonable costs.

Snack bar services are available in the USF Health Bookstore.

Soda and snack bar and vending machines are available in/near the bookstore and WELL.

USF Health Student Amenities and Resources – WELL

Visit our website for details.

Information Desk
Study Space
Student Lounge

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[60] Updated 01/065/2017

Student Printing
Serenity Room
Lactation Room
Leadership and Learning Room
ATM

[USF Health Wellness](#) & Student Involvement

Note: The Fitness Center is currently being renovated and moved into the WELL. It for the exclusive use of all students, faculty, and staff at USF Health. Regulations do apply.

Building and Room problems
Please report any problems (e.g. broken desks, malfunctioning equipment, etc.) to the PA Program, MDC 0900 (813-974-8926).

Visitors
Guests are not normally permitted in the classroom or labs except with the advance approval of the academic or clinical directors. Guests are not permitted in the Fitness Center (MDC 1030).

Parking on Campus
Parking information will be provided for and during the admissions and matriculation process. Parking permits are required for all vehicles at USF 24 hours a day, 7 days a week. After 5:30 p.m. (or posted time), staff, commuter students, and resident students may park in any lot. Individuals may purchase only one vehicle permit; they are available for purchase during the first week of classes and must be renewed annually. Parking lots are crowded, so allow sufficient time to ensure that you arrive at your classes prior to the scheduled start time.

Permits must be displayed in your car's windshield at all times when on campus, including during periods of clinical practice when students are seldom actually on the campus. If you forget your parking cling tag, to avoid a citation, stop by the Campus Information Center drive through (Fowler entrance to campus) or Parking and Transportation Services (PSB 101) to pick up a free courtesy permit for the day. There are "pay to park" locations throughout the university. To purchase a parking permit cling tag or view other parking regulations, visit the [USF Parking and Transportation Services](#) website.

Computer Use and Requirements
The computing facilities in various locations throughout the college are a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and

research by its authorized users. The Shimberg Library and the WELL offer computers for student on campus use, as well as various locations for personal computer stations.[61]

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the MCOM and/or University may impose administrative penalties and sanctions against those found to have violated the law. The University of South Florida wishes to provide open access to students and faculty with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and annoying security procedures.

University policies are explicit (**Student Code of Conduct**) and any violation of these policies, including sending hate mail, is totally unacceptable and will be dealt with accordingly.

Computer Requirements
Every student will be required to have a laptop computer that meets the specifications outlined by the PA Program. In order to take advantage of educational opportunities as they present themselves throughout the course of your education, there may be additional experiences required of all students such as extra classroom sessions, on-line course modules, etc.

Access to and on-going use of a computer is required for all students to complete their degree programs successfully. USF and the PA Program expects each student to acquire computer hardware and software appropriate to his or her degree program. Competency in the basic use of a computer is a requirement. Class assignments and official university correspondence via e-mail require use of a computer. While the university offers limited access to computers, most students will be expected to purchase or lease a computer that is capable of network connection to the Internet, and productivity functions such as word processing and spreadsheet calculation.

The program does not endorse a specific operating system or computer brand, although USF Health IS (Information Systems) primarily supports PCs. You can purchase a PC through the USF Computer Store. If you have any technology issues or questions, please contact USF Health Information Systems through the Health IS website where there are a variety of methods for obtaining help: **USF Health Information Systems** (http://health.usf.edu/is).

ARC-PA Standards, fourth edition
[61] A1.05

The following list of capabilities is recommended at a minimum:[62]

Hardware*

Minimum MAC and Windows PC Specifications:

1. Intel Core i5, i7, or higher family of processors or AMD A-Series, Athlon 5000, or Athlon X4 series processors
2. 2.4 Ghz or higher processor (CPU) speed (Dual Core Processor minimum)
3. 14" or higher display running 1366 X 768 resolution or higher
4. 8 Gigabytes of RAM or higher
5. 500 Gigabyte Hard Drive
6. Ethernet connection (wired)
7. Wireless B/G/N connection
8. **Microsoft Windows 7 Operating System or higher**
9. Printer
10. Long life battery

Software*

- Operating Systems
  - PC - Windows 7 or 10, 64 bit
- Microsoft Office*
  - PC – Microsoft Office 2013, or 2016
  - Microsoft Office products are available for a free download in the Office 365 portal with a HSCNET Account - https://outlook.office365.com
  - MAC – Office 2011, Office 2016
  - Microsoft Office 2013 or 2016. (Microsoft Office products are available for a free download in the Office 365 portal with a HSCNET Account - https://outlook.office365.com)
    - Windows Operating Systems are still available for sale in the computer store.
- Adobe Acrobat Reader DC
- Antivirus software

*Updates to this list will be provided upon matriculation.

Email Policy

Email is the official form of communication for the USF MCOM PA Program. Students are required to check email regularly. Email is our primary means of communication with students. Email responses when necessary are expected in a timely manner.

When communicating with the PA Program, it is USF policy that only University of South Florida email accounts will be recognized for student communication. This is important because e-mails originating from third-party accounts/services, such as Yahoo, Gmail, and others are frequently routed to quarantine folders. In these cases, the recipient may

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[62] Updated 01/06/2017

not be notified of the email until a later date when the quarantine folder contents are reviewed. You will be instructed on how to obtain your USF email account upon acceptance into the program.

In order to avoid problems with receiving important messages from the program due to exceeding your email quota, delete old messages and clear your browser cache on a regular basis. Each student will be responsible for any consequences resulting from the program's inability to deliver important email due to mismanagement of the email account. Failure to comply with the email policy will reflect poorly on the student's professional development.

University of South Florida policies pertaining to email forwarding and computing resources, including security and privacy issues, can be found at the USF Health IS Computer Procedure website.

Social Networking Policy
The PA Program subscribes to the policy pertaining to the use of social networking sites as adopted by the university and USF Health. Official USF Health Social Media sites are maintained through the USF Health Office of Communications and Marketing department.

The administration of the university recognizes that social networking websites and applications, including but not limited to Facebook, LinkedIn, and Twitter, are an important and timely means of communication. However, students and residents who use these websites and other applications must be aware of the critical importance of privatizing their web sites so that only trustworthy "friends" have access to the websites/applications. They must also be aware that posting certain information may be illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from school or resident training.

The following actions are strictly forbidden:

- In your professional role as a care-giver, you may not present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or

clerkship grades, narrative evaluations, examination scores, or adverse academic actions.

- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of South Florida Morsani College of Medicine.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.
- You may not utilize websites and/or applications in a manner that interferes with your official work commitments. That is, do not tie up a hospital or clinic computer with personal business when others need access to the computer for patient- related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
- Posting of potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site
- Personal friendships between faculty and students through social media

When using these social networking websites/applications, students are strongly encouraged to use a personal e-mail address, rather than their health.usf.edu address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other

venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

Bicycles
USF has instituted a new program for bicycle use across campus. Please learn more about this program by clicking here: [Share A Bull Bikes](#)

Bicycle racks have been provided for your convenience in several locations around USF Health. Bikes must be parked in these racks and may not be chained to trees, pillars, etc. Bikes are not to be brought into any campus or hospital building.

Post Office
A branch office of the United States Postal Service is located in room MDC 1415. Stamped mail may be dropped off between the hours of 8:30 a.m. and 4:00 p.m. Stamps are not available at this location. A full-service Post Office is located on USF Holly Drive.

USF Student ID and Activities
Prior to orientation, students will obtain a USF Student ID card from the USF ID Card Center (Marshall Student Center, Room 1505). The cost for a new card is $10 and the cost for a replacement card is $15.

Your official USF ID card will have a magnetic strip allowing door access to certain areas throughout the USF Health campus. Your USF ID card is also used as part of your hospital identification tag. It must be worn on your white lab coat any time you are in a clinical setting. Please go to the USF ID Card Center if a problem occurs with your card or to replace a lost card.

You will need your USF ID card to take advantage of many University services and facilities. Pick up a Student Activities Calendar at the University Center Information Desk to see the schedule of University events for the current term. University activities include low-priced weekend movies, art films, jam sessions, concerts, plays, lectures, and sports events. Use the campus newspaper, *The Oracle*, to keep up with current events.

Student Council
Students of the PA Program will be encouraged and assisted in developing a student society to allow further interaction with other PA Programs, PA students, and the FAPA and AAPA.

The AAPA **[Student Society Handbook (PDF)](#)** is a guide for PA students, faculty advisers, and program directors for establishing a student society, organizing and maintaining the society, and making it successful. Program faculty will assist students in establishing and developing a unique society at USF for the betterment of the students.

Religious and Spiritual Life at USF

The [Religious and Spiritual Life](#) at USF is an organization of religious professionals who have come together from a wide variety of religious traditions to serve the student body at USF. Each organization commits to a set of guidelines that serve to protect the students at USF and facilitate their spiritual development. The RSL shall be a forum for the sharing of information and viewpoints helpful for the common task of the spiritual development of students at USF. As such, it shall serve as an official point of contact between the campus religious communities and the Division of Student Affairs.

The RSL's commitment to the students at USF:
• We recognize your right to practice your faith according to the dictates of your conscience.
• We recognize your right to be informed about your faith in a spirit that is free from pressure, coercion or manipulation.
• We recognize your right to say "no" to unwanted or intrusive proselytism and religious hard-sell.
• We recognize your right to privacy – therefore, we will not visit you without your permission.
• We recognize your right to know what religious organization you are dealing with upfront with no hidden agendas or secret affiliations.

Childcare

Class members with children will find many nearby daycare centers. Checkout the [USF Family Center](#) or [Preschool for Creative Learning](#).

Registrar, Career Advising, Academic Assistance, Counseling, and Campus Resources

Registrar
Student Records Policy

Student Access to Information

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA", 20 USC Par. 1232g), 34 CRF Par. 99.1 et seq., Florida Statutes Sub. Par, 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their own education records.
2. Expect privacy in their education records.
3. Challenge the accuracy of their education records.
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202.
5. Bring actions in Florida Circuit Court for violations of Rule 6C4-2.0021, Florida Administrative Code.

Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:

University Registrar	or	USF Agency Clerk
SVC 1034		Office of General Counsel/ADM 254
4202 Fowler Avenue		4202 Fowler Avenue
Tampa, FL 33620		Tampa, FL 33620

Student Confidentiality

The PA Program adheres to strict policies regarding the release of student information.

Note: Students are not given access to the academic records or other confidential information of other students or faculty. Students are not to release class lists, addresses, or phone numbers to individuals outside of the PA Program.[63]

Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information", may be released via official media of USF (according to USF policy):

ARC-PA Standards, fourth edition
[63]A3.20

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, the most recent previous educational agency or institution attended, and other similar information. The University Directory, published annually by the University, contains only the following information: Student name, local and permanent address, telephone listings, classification, and major field of study. The *University Directory* and other listings of "directory information" are circulated in the course of University business and therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF MCOM Registrar's Office in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received by September 1st and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

Damaged/Duplicate Diplomas
The PA Program does not provide duplicate copies of your diploma. Under circumstances where a diploma has been lost, stolen, or damaged we will supply a replacement diploma for a $10 fee [Florida Statute Sec. 1009.24(12) (r)] to cover costs of production and mailing. The request should include the signed **MCOM Transcript and Diploma Request Form**, and a $10 check made out to "UMSA."

Mail to:

Office of the Registrar
Morsani College of Medicine
12901 Bruce B. Downs Blvd, MDC 32
Tampa, FL 33612

In the case of a name change, the MCOM Registrar's Office can also supply a replacement copy upon request as listed above, as well as receipt of the original diploma and a completed legal name change form.

Advising and Assistance

Career Advising

Students entering the PA Program are assigned to a faculty member who will serve as their advisor and will work with the students throughout their matriculation. A dedicated "Career Adviser" is on faculty and accessible by appointment.

Academic Assistance

Tutoring, Reading, Study Skills, and Test Taking Assistance[64]

Students who are experiencing academic difficulties and are in need of tutoring may seek assistance by speaking to the PA Program's academic or clinical directors. They will provide suggestions and guidance as to where to find tutoring opportunities.

Students who are experiencing difficulties with examinations may seek assistance through Tutoring and Learning Services, but it must first be set up through the PA Program's academic or clinical directors. These services are directed by Dr. Patricia Maher, and she can be contacted at 813-974-2713. Assessments of reading skills, study skills, and test taking abilities are performed and a plan is devised to improve student examination performance.

Stress Prevention and Counseling[65]

Two sources of professional assistance for issues related to stress and personal counseling are available to PA students.

Health Enhancement for Lifelong Professional Students (HELPS)

The HELPS program is available to students for off-campus stress prevention and personal counseling related to a variety of concerns: psychological, legal, substance abuse, financial, academic, career, professional development, etc. The services of HELPS are available to you, any dependent eligible for insurance benefits and your significant other whether or not they are currently covered under your health care insurance policy.

Contact Information:

Wood & Associates
4700 N. Habana Avenue, Suite 300
Tampa, FL 33614

ARC-PA Standards, fourth edition
[40] A1.05
[65] A3.10

HELPS: (813) 870-0184
Out-of-area: 800-343-4670
Website: http://www.woodassociates.net/default.aspx

Costs:

The first three (3) visits by you and/or each of your dependents and significant other to HELPS are at no charge to you, your family member or significant other. Additional contacts may be covered by your behavioral health insurance plan. If any testing is recommended, the costs will be the expense of the student, family member, or significant other or may be covered by your behavioral health insurance.

There probably will be charges for most of the professional resources to which you, your family member, or significant other may be referred by your HELPS representative.

Through experience, Wood & Associates has found that many people contacting similar programs want assessment and support from a program representative for personal, learning, relationship or other concerns. Behavioral health insurance benefits may provide coverage for concerns requiring treatment. In some cases, your HELPS representative may suggest clinics, as opposed to private practitioners as a further step toward the lowest possible costs.

Confidentiality

Your contact with HELPS is confidential as provided within the parameters of professional ethics, the USF MCOM contract, and applicable federal and state statute.

Services Offered

HELPS is not a treatment program; rather, it is an assessment, support, and referral program. The following services are offered:

Problems that can be resolved by counseling or therapy:
- Academic concerns
- Learning disabilities
- Vocational/aptitude testing
- Career decisions
- Interpersonal difficulties
- Relationship problems
- Troubled children/adolescents
- Distress, anxiety, depression, other emotional concern
- Alcohol or drug misuse or abuse of a personal or family nature. When students present with a substance abuse problem, the student will be provided with appropriate referrals.

Problems that are typically resolved by the courts:
- Divorce, child support
- Property/lease suits
- Court orders
- Imprisonment
- Money or credit problems.

Other problem areas of concern:
- Care for aged/infirm
- Local social services
- Domestic violence
- Immigration
- Sex counseling

Individual or family crisis situations such as rape, assault, robbery, suicide, or other life-threatening trauma.

USF Counseling Center
Students are encouraged to contact the **USF Counseling Center** when facing concerns associated with academic, social, and emotional issues. To request consultation services at no charge, please call 974-2831. Faculty from the PA program are not providers of care at the Counseling Center. Your contact with the Counseling Center is confidential as provided within the parameters of professional ethics and applicable federal and state statute.

Supervised Clinical Practice Experience

Clinical Year Schedule Class of 2019

CLERKSHIPS ARE 5 WEEKS EACH (SEE CURRICULUM LIST FOR CLERKSHIPS)	DATES		END OF ROTATION EXAM
CLERKSHIP 1	5/14/2018	6/13/2018	06/14 - 15/2018
CLERKSHIP 2	6/18/2018	7/18/2018	07/19 - 20/2018
INDEPENDENCE DAY - 4TH OF JULY - UNIVERSITY CLOSED	7/4/2017		
CLERKSHIP 3	7/23/2018	8/22/2018	08/23 - 24/2018
CLERKSHIP 4	8/27/2018	9/26/2018	09/27 - 28/2018
LABOR DAY - UNIVERSITY CLOSED	9/4/2018		
CLERKSHIP 5	10/1/2018	10/31/2018	11/01 - 02/2018
CLERKSHIP 6	11/5/2018	12/19/2018	12/20 - 21/2018
VETERAN'S DAY - UNIVERSITY CLOSED	11/11/2018		
FALL BREAK & THANKSGIVING HOLIDAY - UNIVERSITY CLOSED	11/19/2018 - 11/23/2018		
WINTER BREAK - UNIVERSITY CLOSED	12/24/2018 - 01/04/2019		
CLERKSHIP 7	1/7/2019	2/6/2019	02/07 - 08/2019
MLK DAY - UNIVERSITY CLOSED	1/21/2019		
SUMMATIVE EVALUATION OSCE	02/07 – 08/2019		
CLERKSHIP 8 (ELECTIVE)	2/11/2019	3/13/2019	
SUMMATIVE EVALUATION EXAM	03/14 - 15/2019		
CLERKSHIP 9 (ELECTIVE)	3/18/2019	4/17/2019	
SUMMATIVE EVALUATION - REMEDIATION	4/22/2019	4/26/2019	
BOARD REVIEW	4/29/2019	5/3/2019	
GRADUATION	5/10/2019		TENTATIVE

Purpose[66]

The Supervised Clinical Experience Practice Phase portion of the PA Program student handbook is designed to provide the student the policies, procedures, and pertinent information regarding the clinical year. It is important to remember that while students completing the clinical phase of the program are seldom on campus, they are still PA Program students and are expected to abide by the policies set forth in the PA Program Student Handbook as well as this manual at all times.

It is the student's responsibility to read this manual. All students must sign a declaration of understanding prior to beginning the clinical year stating they have read, understand, and agree to abide by the contents of this manual.

Although not specifically stated after each section, failure to comply and/or conform to the guidelines, academic requirements, rules and regulations of this manual could result in disciplinary action, up to and including referral to the PA Program Academic Progress and Professionalism Review Committee (APPC) and dismissal from the program.

The PA Program reserves the right to alter, change, add to, or delete any of the policies or procedures in the manual. Students will be notified in writing and in a timely fashion of any changes in the clinical manual should they occur.

If there are questions regarding the manual, please direct them to the PA Program Clinical Director for clarification.

ARC-PA Standards, fourth edition

[66] A3.02- The program *must* inform students of program policies and practices.

Overview of the Supervised Clinical Practice Experience (SCPE) Phase

The didactic year of education provides a broad base of knowledge, which will be further refined, challenged, and solidified through hands on clinical training during the clinical phase. The clinical phase is a 12 month period where students engage in well over 2300 hours of supervised clinical practice experiences. Students participate in seven core clinical clerkships Internal Medicine, Family Medicine, Pediatrics, Women's Health, Surgery, Emergency Medicine, Behavioral Health and two elective clerkship (all clerkships are five weeks long). There are multiple subspecialties that are available for the elective supervised clinical practice. The USF MCOM PA Program has developed strategic partnerships with leading hospitals in the Tampa Bay area such as Tampa General Hospital, the James A. Haley Veteran's Administration Hospital. Students will also rotate through USF Health's outpatient medical centers, the Carol and Frank Morsani Center for Advanced Healthcare and the South Tampa Center for Advanced Healthcare. These environments offer in-patient and out-patient experiences encompassing chronic, acute and health maintenance clinical encounters across the life span. Each clinical setting is unique, serving communities of diverse cultural and economic backgrounds. These facilities integrate the latest information technology, including electronic health records, and offer students the opportunity to create a true partnership with patients in an interdisciplinary learning environment. At the end of each supervised clinical practice experience the students return to the main campus for two days. End of rotation activities include an end of rotation examination, focused NCCPA board review with case discussions, and round table discussions on topics regarding Physician Assistant practice.

Course Descriptions

PAS 6100 Internal Medicine Clerkship

This five week clinical course introduces the student to the Internal Medicine setting where the student is exposed to common diseases treated by Internal Medicine practitioners[67] in conjunction with other members of the health care team. Physician assistant student becomes a part of an internal medicine practice caring for adult and geriatric patients. Students perform patient history and physical examinations, obtain diagnostic testing and present data to their precepting physician with a proposed differential diagnosis and treatment plan. Students participate in hospital rounds where diagnostic and therapeutic plans for acutely ill patients are discussed, performing and observing various clinical procedures, and preparing written and oral communication about patients. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations.

PAS 6125 Behavioral and Mental Health Clerkship

This five week clinical course introduces the student to Behavioral Health Medicine This clinical rotation allows the student the opportunity to develop skills in the evaluation and treatment of patient's suffering from behavioral and/or psychiatric medical conditions in the confines of a behavioral medicine hospital or outpatient clinic. The students will become involved in the care of persons experiencing a spectrum of emotional, behavioral, and psychiatric problems. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan.

PAS 6200 Surgery Clerkship

This five week clinical course introduces the student to the General Surgery setting where the student is exposed to common diseases treated by General Surgery practitioners[68] in conjunction with other members of the health care team. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan. They will be exposed to routine and emergency surgical problems. Student will assess patients for common postoperative complications and wound healing. There will operating room and non-operating room surgical procedure exposure.

PAS 6300 Pediatrics Clerkship

This five week pediatric medicine clinical course will introduce students to childhood illnesses and normal variations of growth and development. Emphasis is placed on refining the student's

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ARC-PA Standards, fourth edition
[67] B3.06
[68] B3.06

skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan in the pediatric and adolescent patient.

PAS 6400 Family Medicine Clerkship

This five week clinical course introduces the student to the Family Medicine setting where the student is exposed to common diseases treated by Family Medicine practitioners in conjunction with other members of the health care team. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan. The student will begin to appreciate the long term impact of health care on patients" lives, and becomes more skilled in preventive health care and the long term management of chronic medical conditions

PAS 6500 Women's Health Clerkship

This five week clinical course introduces the student to the Women's Health. The purpose of this rotation is to provide the physician assistant student with a solid foundation in the diagnosis and management of common obstetric and gynecologic conditions as well as health care maintenance and disease prevention for women. The rotation focuses on the health care of women during the reproductive and post-reproductive years. The course emphasizes care of the pregnant female, normal labor and delivery, common obstetrical and gynecologic problems, preventive care, screening for gynecologic malignancies, and family planning and sexuality. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan.

PAS 6600 Emergency Medicine Clerkship

This five week clinical course introduces the student to the Emergency Medicine setting. This allows the student to develop skills in managing patients in the emergency department setting These skills include those necessary for appropriate triage, stabilization, and initial management of patients with traumatic injuries and illnesses, the management of the less life threatening problems which present to the emergency room, working with the pre-hospital emergency medical service team, and making appropriate secondary referrals. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan.

PAS 6940 Elective Clerkship

Two five week clinical courses provides the student practical clinical exposure and knowledge, whether in an area of primary care or specialty medicine. Emphasis is placed on refining the student's skills in performing history and physical exams, ordering and interpreting laboratory/diagnostic tests, synthesizing information in establishing diagnosis, formulating and implementing a treatment plan within a subspecialty or primary care.

Clinical Site Affiliation Agreements[69]

The PA Program is committed to the continuous development of clinical sites. The evaluation, selection and eventual approval of a clinical site is a rigorous process, this is to ensure that the site provides the clinical experience requisite to Physician Assistant education. The PA Program requires current, formal, finalized and fully executed affiliation agreements between all clinical sites and USF MCOM. These agreements are legal documents that delineate academic, physical, clinical, and liability issues. This process is solely the responsibility of the PA Program. Students are not allowed to negotiate an affiliation with a clinical site.

If a student knows of a potential clinical site, the name, business address, email address, contact phone and fax numbers of the potential site are to be forwarded to the PA Clinical Director. The Clinical Director will then start that evaluation process to determine if the site is suitable. All potential clinical sites must be willing to precept other PA Program students in the future.

Students will not be assigned to nor will be allowed to attend any clinical site unless a current and fully executed affiliation agreement is in place. A violation of this policy by any student will result in an immediate referral to the PA Program Academic Progress and Professionalism Review Sub-Committee (APPC) or disciplinary action.

Students with questions or concerns about the above issues should immediately consult the PA Program Clinical Director.

Student Identification[70]

USF MCOM identification badges as well as a short white lab coat with the USF MCOM Seal Patch the student's name and PA Program name embroidered on the left chest, above the pocket, must be worn at all times while on campus and during clinical experiences.

Students may be required to wear a separate security I.D. badge at clinical sites. The clinical site(s) will make arrangements for you during orientation prior to beginning the rotation.

ARC-PA Standards, fourth edition
[69] A1.02, A3.03, C4.01, C4.02
[70] B3.01

PA students must always and only identify themselves as "physician assistant students" to faculty, patients, clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants. While in the USF MCOM PA program, students may not use previously earned titles (i.e. RN, MD, DO, EMT, Ph.D., Dr. etc.) for identification purposes.

Program Responsibilities[71]

The PA Program is committed to:

- The continuous development of clinical sites that provide clinical experiences requisite for Physician Assistant education
- Providing sufficient clinical sites for the PA Program's required clinical practice experiences
- Monitoring and updating affiliation agreements, clinical preceptor licenses, certifications, resumes and any other documentation related to the clinical phase
- Providing clinical preceptors and sites a thorough orientation on Physician Assistant education, clearly delineating what are the PA Program's goals and expectations.
- Providing students a thorough orientation to the clinical phase of the program, clearly delineating the PA Program's goals and expectations.
- Providing students and clinical preceptor's clerkship specific syllabi with clear learning objectives and goals.
- Being available to students and clinical preceptors to answer any question regarding policy and procedure or intervene should any problem arise
- Monitoring and assessing the student's progress and achievement of the goals and objectives at the mid-point and the end of each clerkship.
- Monitoring and assessing that each clinical preceptor provides a high quality clinical experience
- Provide remediation and support for those students who are not achieving the goals and objectives of the clinical clerkship
- Abide by the policies and procedures set forth in this manual.

Note: Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.[72]

Preceptor's Responsibilities

ARC-PA Standards, fourth edition
[71] A1.11, A2.16, C4.01 C4.02.
[72] A3.06

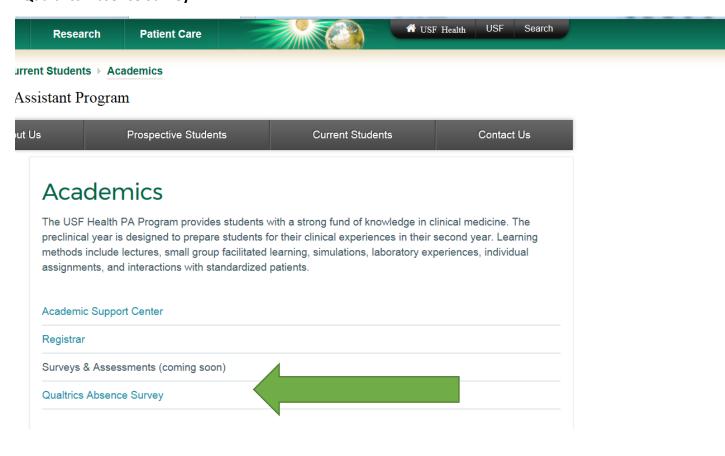Preceptor responsibilities include, but are not limited to, the following:

- Orient students at the onset of the rotation with the practice/site policies and procedures and review the expectations and objectives for the rotation
- Provide ongoing and timely feedback regarding clinical performance, knowledge base, and critical thinking skills. This can be done with the student informally each week or at a designated time and can be formally reported to the clinical coordinator by submitting mid-rotation and end-of-rotation evaluations
- Supervise, demonstrate, teach, and observe clinical activities in order to aid in the development of clinical skills and ensure proper patient care
- Delegate to the student increasing levels of responsibility for clinical assessment and management as appropriate to the student's experience and expertise
- Participate in the evaluation of clinical skills and medical knowledge base through the following mechanisms:
  - Direct supervision, observation, and teaching in the clinical setting
  - Direct evaluation of presentations (including both oral and written)
  - Assignment of outside readings and research to promote further learning
- Dialogue with faculty during site visits to evaluate student progress and assist the learning process
- Audit and co-sign charts in order to evaluate the student's ability to write appropriate and complete progress notes, histories, physical examinations, assessments, and treatment plans
- Complete the student's electronic Clinical Performance Evaluation via E*value no later than the last day of the clerkship
- Promptly notify the PA Program of any circumstances that might interfere with the accomplishment of the above goals or diminish the overall training experience
- Maintain an ethical approach to the care of patients by serving as a role model for the student
- Demonstrate cultural competency through interactions with patients
- Spend a few minutes each week in a candid summary discussion with the student as to whether each is meeting the other's needs and expectations, and what changes need to be made in the roles and relationship
- Provide timely feedback to the student and the program regarding student performance

Note: Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.[73]

ARC-PA Standards, fourth edition
[73] A3.06

Absence Report Access

http://health.usf.edu/medicine/pa/current-students/academics

To report a planned or unplanned absence, go to the website listed above and select "Qualtrics Absence Survey."[74]

MORSANI COLLEGE OF MEDICINE

Acknowledgement of Receipt of PA Program Student Handbook

By signing this form, you acknowledge receipt of your PA Program Student Handbook from the University of South Florida Morsani College of Medicine Physician Assistant Program.

☐   I acknowledge that I have received the PA Program's Student Handbook. I understand that the program's policies and procedures are contained in this handbook. I understand it is my responsibility to review the policies and procedures herein. I further acknowledge that I will be alerted to any changes to the handbook and a link to the on-line version of the handbook will be sent to me via my university's email address. It is my responsibility check my university handbook regularly and to review any changes as soon as possible.

PRINTED NAME: _____

                     (Last)   (First)   (Middle)

SIGNATURE: _____ **DATE**: _____