

**Chatham UNIVERSITY**  
**Physician Assistant Program**

**Clinical Manual**

Chatham University

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## ***INTRODUCTION***

The Master of Physician Assistant Studies Program (MPAS) at Chatham University is a 24-month program accredited by the National Commission on Certification of Physician Assistants (NCCPA). Clinical training for Chatham's PA program involves a 12-month period of clinical rotations across core specialties. These core specialties include emergency medicine, family practice, internal medicine, pediatrics, psychiatry, surgery, women's health, and electives. Each rotation is referred to as a Clinical Experience. These rotations are designed to provide sufficient exposure to prepare the student for entry into clinical practice upon graduation and take place predominantly with physician and physician assistant preceptors with expertise in their practice areas.

Student instruction during their clinical year continues to follow in the spirit of problem-based learning utilized during their didactic curriculum, in that students are expected to take initiative and continue use of self-directed learning to expand their knowledge base.

### ***General Clinical Experience Goals***

1. The student will develop comprehensive patient care skills.
2. The student will apply the core medical knowledge acquired during the academic year while assessing, evaluating and managing patients. They will demonstrate that the care they provide is effective, patient-centered, timely, and equitable.
3. The student will develop self-directed practice reviews and research skills.
4. The student will engage in critical analysis of their own practice experience, medical literature and other information resources for the purpose of self-improvement. As a result, they will be able to assess, evaluate, and improve their patient care practices.
5. The student will develop a keen knowledge of healthcare policies and the business of medicine.
6. Student will demonstrate an awareness of and responsiveness to the health care system and engage in practices designed to improve the system of which their practices are a part.

### ***Course Competencies and Course Objectives***

Course competencies and course objectives are located on each individual rotation-specific syllabus.

## ***Professional Growth Objectives***

The student's attitudes and behavior that contribute to Professional Growth will be monitored by core PA faculty and clinical preceptors throughout the clinical experiences.

The student will demonstrate Professional Growth by:

- A. Developing and maintaining good interpersonal relationships with patients as demonstrated by:
  - 1. encouraging discussion of problems and/or questions
  - 2. recognizing verbal and non-verbal clues
  - 3. offering support and reassurance
  - 4. listening attentively
  - 5. draping appropriately, offering explanations and displaying a professional demeanor during examinations and procedures
- B. Seeking and maintaining competence by:
  - 1. demonstrating evidence of self-directed learning (reading, research, utilizing principles of evidence based medicine)
  - 2. completing clinical experience in accordance with assigned schedule, with punctuality
  - 3. adhering to the clinical experience objectives as set forth
- C. Demonstrating professionalism by:
  - 1. recognizing one's limitations and informing preceptors when assigned task are not appropriate to current knowledge and/or skills
  - 2. performing all clinical activities with the awareness of and under the supervision of the site preceptor or his/her designee
  - 3. eliciting and demonstrating receptivity to constructive feedback
  - 4. forming and maintaining positive relationships with patients, peers, staff and supervisors
  - 5. maintaining a calm and reasoned manner in stressful and/or emergency situations
  - 6. showing respect for patients and maintaining appropriate confidentiality of the patient's record
  - 7. demonstrating awareness and sensitivity to patients' cultural beliefs and behaviors
  - 8. displaying a high level of motivation and interest
  - 9. dressing and grooming appropriately
  - 10. adhering to the AAPA Code of Ethics and HIPAA

# CLINICAL FACULTY AND STAFF

## *Clinical Faculty and Staff*

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## ***Clinical Faculty and Staff Profiles***

### **Victoria Yann, MS Ed. - Clinical Coordinator, Associate Director of Clinical Education**

Victoria Yann holds a Bachelor of Science degree in biology from Allegheny College and a Master of Science degree in education from Duquesne University. After working in brain research and cancer research for seven years, she then moved into the field of education where she has been employed for the past sixteen years. She was a full-time instructor at several post-secondary schools then served as the Health Career Coordinator for Southwest PA Area Health Education Center (AHEC). While at AHEC, she directed and implemented summer and after-school science and math enrichment programs, provided community outreach, and conducted public health programming for students. Additionally, she provided students in grades K-16, faculty, and guidance counselors with health career activities and presentations in AHEC's seven county region. At Chatham, Victoria currently acts as a clinical coordinator helping to recruit preceptors and to place students in clinical rotations.

### **Jessica Anderson, MPAS, PA-C – Assistant Professor, Assistant Director of Clinical Education**

Jessica Anderson is an alumni of both Chatham's undergraduate studies and Master of Physician Assistant studies. In 2008, she graduated with a Bachelor of Science degree with a focus in biology and a minor in psychology. She graduated from Chatham's PA program in 2010. From 2010 to 2015, she worked full time in family practice. During that time, she also worked in occupational medicine and as an adjunct professor for Chatham's physician assistant physical diagnosis course. In 2015, she accepted a position as Associate Director of Clinical Education for Chatham's Physician Assistant Program, but has transitions to Assistant Director of Clinical Education upon going part-time in July of 2018.

### **Lea O'Keefe, MPA, PA-C - Assistant Professor, Clinical Coordinator**

Lea O'Keefe received her Master of Physician Assistant Degree from Duquesne University in 2002. She has worked clinically in surgery and gastroenterology since graduating. Lea was a part-time clinical coordinator at Chatham University from 2006-2007. She rejoined Chatham in 2013 as faculty and clinical coordinator for the Physician Assistant program.

### **Denise Devlin – Clinical Education Program Assistant**

Denise has an Associate Degree in Accounting from Community College of Allegheny County. She has worked in various fields over the years, including accounting, banking, law, and libraries. In the past, she has also worked for the Chatham Occupational and Physical Therapy Programs to assist them through the accreditation process. Since 2008, Denise has been working with the PA Program to help coordinate rotations for our students to ensure they have the best possible clinical experience.

# ***CLINICAL CURRICULUM***

## **PAS 610 Introduction to Clinical Experiences I (2)**

This course will introduce the student to various types of medical documentation and medical terminology. It will address HIPAA and OSHA regulations, as well as Universal Precautions. Professional comportment while on rotations will also be introduced.

## **PAS 611 Introduction to Clinical Experiences II (2)**

This is a continuation of PAS 610. Students will continue to explore various types of medical documentation and issues surrounding cultural sensitivity in medicine. Professional comportment and communication skills will be addressed. Students will be introduced to billing and coding. Policies and procedures for clinical rotations will also be introduced.  
Prerequisite: PAS 610

## **PAS 640 through PAS 648 Clinical Experiences I through IX (3 credits each)**

These are clinical courses designed to provide students with supervised medical and surgical clinical practice experiences enabling them to meet program expectations and acquire the competencies needed for clinical PA practice.

## ***Clinical Courses Description***

Clinical courses designed to provide students with supervised medical and surgical clinical practice experiences enabling them to meet program expectations and acquire the competencies needed for clinical PA practice.

## Clinical Course Sequence

Course Number	Course Title	Credits
<b>Fall Year 1</b>		
PAS 610	Introduction to Clinical Experience I	2
<b>Spring Year 1</b>		
PAS 611	Introduction to Clinical Experience II	2
<b>Summer 1 Year 2</b>		
PAS 640	Clinical Experience I	3
PAS 641	Clinical Experience II	3
<b>Fall Year 2</b>		
PAS 642	Clinical Experience III	3
PAS 643	Clinical Experience IV	3
PAS 644	Clinical Experience V	3
<b>Spring Year 2</b>		
PAS 645	Clinical Experience VI	3
PAS 646	Clinical Experience VII	3
PAS 647	Clinical Experience VIII	3
PAS 648	Clinical Experience IX	3

## Clinical Site Information

All clinical sites have been designated as either Level 1 or Level 2 status by the Clinical Coordinators.

- Level 1 status is determined based on various reasons, including:
  - the rotation is more challenging/demanding/fast-paced
  - the preceptor/site may have exceptionally high expectations of students (clinical reasoning skills, self-direction, high initiative).
- The Level status was developed to better match students with clinical sites to provide the best experience both for the student and the preceptor.
- Student must be in **Good Academic Standing** (not on probation) to be eligible for Level 1 sites.
- Students are designated as being eligible for Level 1 sites based on feedback from PBL Facilitators for Units 1-4. Facilitator feedback is collected during each of these units based on a rubric including categories in: **professionalism, ability to handle criticism, being a team player, having a**

**positive attitude, clinical reasoning skills, demonstrates initiative, and academics.** Students must receive an average of **3.0 or greater** for all categories to qualify for Level 1 sites.

- All students are eligible for Level 2 sites.
- Most Florida sites are designated as Level 1.
- **Probation Status Restrictions:**
  - Not eligible for Level 1 sites.
  - May not have more than 2 rotations greater than 300 miles from campus.
  - Not eligible for rotations at sites/hospitals that require students to be in Good Standing (Letter of Good Standing).

## ***Clinical Course Policies***

### **Attendance and/or participation:**

- Every student enrolled at Chatham accepts the responsibility to attend all required class meetings. To obtain the fullest benefit from their courses, students must participate fully. This implies attending regularly, engaging in course activity, completing work on time, and making up work missed because of an emergency absence. It is the student's responsibility to let the course instructor know within the drop-add period if he or she will have to miss class for religious reasons, athletics, or other.
- **Students are expected to be at their clinical sites when their preceptors are scheduled excluding holidays designated on your rotation schedule.** If a preceptor cancels or calls off sick, the day(s) will not count against your required time at the site. However, if the preceptor is going to be off an extended amount of time, the student may be scheduled elsewhere, given supplemental educational activities, or need to make up the time at a later date. More information regarding supplemental educational activities can be found in the section regarding Additional Rotation Policies.
- There are scheduled breaks during the clinical year in August, December, and the end of May as well as observed University holidays. Students are encouraged to use these already established days off within the clinical year to schedule personal items/events.
- **If there is a need to call off from your site for an unexpected event, you must follow the "Student Responsibility for Absenteeism Notification" policy.**
- **BEREAVEMENT POLICY** - Three days of leave are granted to students when a death occurs in the immediate family (spouse, father, mother, brother, sister, son, daughter, or parent-in-law) of a student. One day of leave is granted to students for the death of a grandparent. If additional bereavement time is needed, students should discuss time needed with their advisor and may need to take a leave of absence.
- Special medical needs and/or illnesses requiring hospitalization and/or surgery may be given additional days off at the discretion of the clinical coordinators on a case by case basis. Students with special medical needs or students requiring hospitalization or surgery must provide the clinical coordinators with written clearance from their physician in order to continue

or resume clinical rotations. Additionally, any absenteeism from illness that extends beyond 1 day requires a physician's clearance note to be handed in to the clinical coordinators.

- Military Leave: To be determined with the clinical coordinators on a case-by-case basis.
- Inclement Weather: If inclement weather keeps you from going to your site, you must call your clinical site and e-mail the clinical coordinators **prior** to your start time that day. Missed time will NOT count as part of your allotted days.

### **Student Responsibility for Absenteeism Notification**

- Any and all absences, early dismissals, or cancellations made by the preceptor/site must be reported to clinical coordinators **immediately** via email or telephone. The clinical coordinators will decide whether or not the student will be assigned additional clinical experience workdays and/or reassigned to another site.
- Emergency absences are any emergent situations in which the student may need to call off from a clinical site. The preceptor must be notified of the absence by the student **prior** to his/her scheduled start time. The student must also notify the clinical coordinators' office via e-mail or telephone **prior** to the scheduled start time at the site. The clinical coordinators' office and preceptor will then determine if the missed day(s) will need to be made up at a later date.

### **Student Personal Days and non-emergent absence requests**

- Students are allotted a maximum of two (2) personal days off during clinical year (June – May). Guidelines are below. These days must be requested **at least 4 weeks in advance**. Personal days will not be approved for use on an elective rotation in which a 3+2 student is choosing to utilizing the last week of the rotation for completion of degree requirements. Additional days off may be permitted at the discretion of the clinical coordinators.
  - Students are not permitted to request off the first or last day of a rotation.
  - Personal days cannot be used on 2 consecutive clinical days (this includes requesting a Friday and the Monday that immediately follows).
  - Both personal days may not be used within the same clinical rotation.
  - Students are not permitted to request the day off preceding or following a scheduled University holiday including the Friday before or the Monday after a holiday, nor the weekend before or after a scheduled holiday or break.
- Non-Emergent Absence requests should be submitted in writing to the clinical coordinators' office **AT LEAST 4 WEEKS PRIOR** to the requested date. The student is then responsible for notifying the preceptor of the absence once it is approved by a Chatham clinical coordinator. Approval and potential make-up of the absence will be made on a case-by-case basis at the discretion of the clinical coordinators' office.
- Interview policy: Students are allotted one additional day off specifically to interview for jobs or post-graduate residency programs. This may be combined with one personal day if needed. To utilize this extra day, students must alert their clinical advisor with documentation (email, mail, etc.) verifying the date/time of the interview.

### **Consequences of Failure to Comply with Clinical Policies**

Repercussions for not following call off procedures and/or syllabus policies:

- 1st occurrence: verbal/email warning
- 2nd occurrence: Formal written warning
- 3rd occurrence: Meeting with clinical coordinators
- 4th occurrence: Referral to SPAC

### **Travel Policy (for students driving to rotations)**

- 0 – 400 miles – no travel days
- 401-800 miles – 1 travel day (last Friday of rotation)
- 801-1200 miles – 2 travel days (last Thursday, Friday of rotation)
- 1201+ miles – 3 travel days (last Wednesday, Thursday, & Friday of rotation)

**Students should notify their clinical advisors when they will be using travel days. They should also notify their clinical preceptor(s) on the first day of the affected rotation.**

### **Slow-Downs**

A student may need to complete a “slow-down” rotation for one of the following reasons:

- Pre-approved (medical, personal or military leave) - decision for slow-down will be made by clinical coordinators and program director with response to the student prior to CE scheduling
- Emergent (medical, personal or military leave) - written documentation must be given to clinical coordinators as soon as emergent situation arises
- Failure of CE rotation - failure to meet criteria for passing grade in the syllabus will result in an “F” on the student’s transcript.
- Fall semester following the clinical year will be reserved for making up rotations as a result of a slow down or need to repeat a failed rotation. Students will incur additional expense for make-up rotations and the student’s graduation date will subsequently be delayed.

### **Additional Rotation Policies**

- o You are not permitted to copy patient records even if they are de-identified under ANY circumstance. This includes using cell phones to take pictures of records, photocopying, scanning, etc.
- o Taking pictures of anyone or anything while at clinical sites under ANY circumstance is STRICTLY PROHIBITED.
- o Students cannot do rotations at the same site twice unless approved by the clinical staff.

- o You are expected to be at your site as your preceptor/site schedules you, but no less than 32 hours per week. There is a 160-hour minimum for all required rotations and 5-week elective rotations. Elective rotations that are 4 weeks in duration have a 130-hour minimum. Hours will be based on total clinical hours logged within E-Value. If these hours are not obtained, supplemental activities will be required in accordance with the following:
  - o 150-159 hours: One journal and 100+ word write-up
  - o 140-149 hours: Two journals and their 100+ write-ups
  - o 130-139 hours: Three journals and their 100+ word write-ups
  - o 110-129 hours: Three journals and their 100+ word write-ups and one additional DXR case

Journals are to be selected from those provided on Moodle and must be from the folder that corresponds to the rotation the student is on (i.e. journals selected from the Emergency Medicine subfolder had deficient hours for their Emergency Medicine rotation). Supplemental materials can be submitted to the Supplemental Activity upload site on the CE Moodle page and will be graded as Satisfactory or Non-Satisfactory based on completion and submission by the due date.

- o Students may not be precepted by personal friends, family, or close acquaintances.
- o All clinical sites and preceptors are coordinated and approved by the program through the clinical coordinators.
- o Students may propose clinical sites to the clinical coordinators but are not required to do so. Specific guidelines regarding proposals are addressed during the first fall semester.
- o Students MAY NOT solicit sites/preceptors for placements for themselves or others during their clinical year.
- o Students may not fraternize with preceptors, site staff, or site administrators.
- o Accessing your personal health or anyone's records other than a person you are responsible for treating using any health system's EMR software is STRICTLY PROHIBITED.
- o All significant exposures must be reported to your site and your clinical advisor within two hours of the exposure. Follow the policy posted on page 18 of this manual. (It is also posted in Moodle and contained in your rotation schedule folder).
- o Students are strongly discouraged from receiving medical care from preceptors unless the student was an established patient of the site prior to the rotation or it is an emergency situation.
- o Students do not substitute for clinical or administrative staff while on site at clinical rotations. New sites are informed of this via the initial contact and continuing sites are reminded of this in the letters they receive prior to the start of each rotation.
- o No student shall engage in the use of tobacco while at clinical sites. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.
- o No chewing gum is permitted in the clinical setting.

- o The use of cell phones, iPads, notebooks, etc. should only be used as needed for work and personal emergency situations during clinical activities. Cell phones should never be used in a patient room, areas visible by patients, in a procedure room, or in the operating room.

## **Professionalism**

### **Unprofessional Behavior**

Any evidence of documented unprofessional behavior may lead to failure of the course and/or academic probation. Examples of unprofessional behavior include, but are not limited to:

1. Falsifying data
2. Falsifying or omitting application information
3. Impersonating a certified PA or other health professional
4. Breach of patient confidentiality
5. Inappropriate conduct of a sexual nature
6. Refusal to see a patient when requested to do so
7. Performing under the influence of drugs or alcohol during patient or professional encounters
8. Tardiness or failure to attend mandatory classes, labs, seminars, clinical rotation days or other professional sessions
9. Plagiarism
10. Inappropriate body language or non-verbal communication including but not limited to eye rolling, mumbling under one's breath, or taking an argumentative tone when dealing with staff, faculty, or preceptors
11. Speaking negatively about or using inappropriate language with faculty member, fellow classmate, clinical preceptor or clinical precepting office staff
12. Fraternization with a faculty member, including clinical preceptors or clinical site staff
13. To avoid a conflict of interest, the appearance of a conflict of interest, or the need to examine the ethics of acceptance, students may not accept gifts of any kind from preceptors
14. Lack of following documented program procedures including syllabi
15. Posting of information related to any program evaluation mechanism (anything for which students receive a grade) on any public network including, but not limited to: LinkedIn, Facebook, Instagram, Snap chat, GoogleDocs, Twitter, DropBox, YouTube, Vine, etc.)

Such behaviors need not occur exclusively in the classroom but include any behaviors related to a course (e.g. in the library, bookstore, cafeteria, or any official program activity on or off campus, or within social media (e.g. Facebook)).

Depending on the individual offense, the first episode of unprofessional behavior may result in a verbal or written warning or referral to SPAC as discussed below. Individual syllabi may provide guidelines that vary slightly from the procedure below for academic violations.

When any academic or clinical faculty member identifies and documents an instance of unprofessional behavior, the following procedures will be followed:

1. The faculty member or clinical coordinator meets with the student either in person or communicates via email to identify the unprofessional behavior and a verbal warning is given (this may occur in the form of a written email or if given verbally is documented.) The faculty member or clinical coordinator counsels the student to demonstrate conduct consistent with the standard.

2. If the aforementioned faculty or clinical coordinator determines that the student subsequently fails to meet the professional conduct standard again or if another faculty/staff member notes unprofessional behavior, the student will receive a formal written warning which includes a plan for remediation of behavior. The student is required to sign the document indicating agreement and understanding.
3. Once a student has received a formal written warning, the next violation will result in referral to the Student Progress Advisory Committee (SPAC). Depending on the particular unprofessional behavior that has occurred, SPAC may recommend dismissal, academic probation, or may issue a letter warning of the potential for course failure, probation or dismissal if further violations occur.
4. If an individual faculty or staff member feels that the unprofessional conduct of the student is severe; harmful to a patient, fellow student, faculty or staff member; or risks Chatham's reputation, the student will be referred directly to SPAC even if this is a first offense.

### **Professional Compartment**

Compartment encompasses all academic and professional experiences. Every individual has the right to learn and work in an environment free of threats, harassment, retaliation, or other risks. All students, faculty, staff, and clinical preceptors are expected to act in a respectful and professional manner at all times. All violations of professional compartment must be addressed. Individuals should immediately remove themselves from the situation and report the incident to the Program Director.

### **Attire**

Any student violating the attire requirements as described below will be asked to leave the clinical experience/classroom setting. This will result in an absence and subsequent formal advisement.

#### **A. Classroom Attire**

Appropriate clothes are to be worn for all classroom experiences:

- All bottoms (i.e., pants, jeans, shorts, skirts, etc.) and dresses must be approximately mid-thigh length or longer.
- Pajamas are not permitted.
- Scrubs are permitted for particular program activities when indicated but are not appropriate classroom attire on a regular basis.
- Modest attire is to be worn; bare midriffs, low necklines, strapless tops, and miniskirts are not permitted.
- Clothing should not be torn or permanently stained.
- Students are to be well groomed and practice good personal hygiene.
- Clothing must not include offensive figures, pictures, or wording

#### **B. Lab Attire**

- During procedures and physical examination labs, students may not wear open-toe shoes or sandals.
- All students are expected to wear clothing for examination and procedure labs that allow

for examination of the appropriate area. Females should expect to wear shorts and a sports bra or tank top and males should expect to wear shorts and a shirt which can be removed for particular labs.

- If lab attire is different than listed above, instructors will notify students of specific requirements prior to the lab session

### C. Professional Attire for Clinical Rotations and Competencies

General:

- Professional dress is expected unless otherwise indicated by the clinical site or course instructor.
- Men are to wear jackets or lab coats and ties unless the clinical site has different requirements.
- Women may wear skirts, dresses or pants with an appropriately professional top and lab jacket. Skirts and dresses should be no more than 2 inches above the knee.
- Leggings with tunics are not permitted.
- Attire should be modest. Students should take note of length of skirt and skirt slit, or placement of neckline on tops when they lean to examine a patient.
- Students are to be well groomed and practice good personal hygiene.
- All lab coats must include the Chatham University rocker and patch permanently affixed to the upper left sleeve.
- All clothing and lab coats should be clean and wrinkle-free.
- Appropriate undergarments are to be worn and undetectable under the clothing.
- When a student is in the clinical setting and scrubs are not required, the student must wear professional dress and a lab coat unless otherwise specified by the clinical site. Jeans are not appropriate for clinical attire **even if the site has a "casual day."**
- Pants must be at a length in which they do not touch the floor.
- A wrist watch with a second hand is required.

Shoes/ hosiery

- Clean shoes are required. Neither open-toed or open-heeled shoes, tennis shoes, nor heels greater than 2 inches in height are permitted.
- Plain stockings must be worn with skirts or dresses and socks must be worn with pants.
- Socks should cover the entire foot and should be similar to the color of the shoes or pants. White athletic socks are not considered professional dress.
- Socks should be of a length that bare skin is not visible when the student is sitting.

Hair

- Hair should be neat, clean, pulled back off the collar and face. It should be secured with small, simple hair accessories. Hair bands shall be either cotton or nylon and of a neutral color (black, white, or brown).
- Hair of an unnatural tone is not permitted
- Male students should keep beards and mustaches neat and trim or be clean-shaven.

Jewelry

- No jewelry accessories except for the following items:
  - One modest-sized ring per hand is permitted. A wedding/engagement ring combination is permitted and will be considered one ring;

- Plain post earrings that do not hang or dangle; only one earring per earlobe is permitted.
- Facial and oral jewelry is not permitted. No body piercing beyond earrings may be visible. Facial jewelry cannot be covered with band aids.
- Gauge earrings are not permitted regardless of diameter.

#### Tattoos

- Tattoos are to be covered.

#### Perfumes

- Students are not permitted to wear fragrant products in the patient care setting (i.e., cologne, perfume, lotion, etc.).

#### Nails

- Nails are to be unpolished, neat, clean, manicured, and short (not extending more than 1/4 inch past the tip of the finger).
- Artificial nails are prohibited. Artificial nails include, but are not limited to, acrylic nails, all overlay tips, bonding, extensions, tapes, inlays, wraps and gel.

### **Identification**

Physician assistant students must introduce themselves as a physician assistant student from Chatham University. Students shall be identified as follows:

- Nametags and Chatham University photo identification tags are to be worn at all off-campus special seminars, all clinical experiences, and all research activities. If the site requires another form of identification, the student must wear both identifications.
- The lab coat must be **short**, white (blazer-style) with the Chatham University patch on the left upper sleeve at the shoulder with the identifying rocker sewn directly beneath. Nametags and photo identification tags shall be worn on the left pocket or lapel not below the waist.

### **Exam Policies**

Use of any electronic devices other than a laptop as required during any program evaluation is strictly forbidden. Failure to follow this policy will be considered a professionalism violation. If this occurs, the incident will be handled in accordance with the procedure found on page 37.

During every program examination on campus, the only items allowed in the testing room will be:

- Laptop and associated power cord as needed for the examination
- Writing utensil if needed for the exam
- Snack open and lying on the table in front of the student
- Drink
- If a specific instructor requires other items in the room for the exam, students will be notified

No backpacks, bags, lunch bags, or purses are permitted in the room.

No cell phones or other electronic equipment except laptop as previously noted are allowed.

If there is an urgent or emergent issue for which a student needs a cell phone, that student must leave the phone with the exam proctor (on silent) who will notify the student if an urgent message is received.

Proctors will have their personal cell phones available in case of an emergency in the exam room.

All valuables should be placed in an assigned locker (for first year students) or will be locked in the physical diagnosis lab (for second year students). Students are not permitted to access their bags, phones, etc. until after they have completed the exam. If a student takes exams at the PACE center, he/she will continue to follow the PACE center procedure for examinations.

### **Hazardous Exposure Policy**

This policy includes exposure to any body fluids by needle stick, cut, splash, etc., or exposure to active tuberculosis, meningitis, or other potentially life-threatening diseases.

#### **Student Responsibilities:**

1. Report to Employee Health at the rotation site within 2 hours of the exposure for initial testing. If not in a hospital setting, then go to the local emergency department. The student will follow the policies and procedures of the site in which the exposure occurred (as directed by Employee Health or the Emergency Department).
2. If this occurs while on Chatham property during didactic education, notify the course director immediately and proceed to the nearest Emergency Department.
3. Report the exposure to a Chatham Clinical Coordinator (or if within the content of a didactic course, to the Course Director) immediately at: either (412) 365-2902; (412) 365-2765; (412) 365-1829; or leave message with the PA Program Office at (412) 365-1412 if the Clinical Coordinators are unavailable.
4. Maintain follow-up testing as recommended by the initial testing site.
  - \* Students are responsible for all costs associated with testing related to an exposure (regardless of fault).

Financial responsibility related to significant exposure rests on the student.

Side effects of any recommended prophylaxis or treatment of the actual disease itself may cause significant health impairments that could result in a student having to take a leave of absence or withdrawal from the program.

Decisions of student progress based on exposures to hazards are handled by the SPAC on a case-by-case basis.

A student participating in a clinical experience domestically in an area identified as high risk for vector-borne and other potential hazardous exposures will follow current CDC recommendations for that particular region.

### **Immunization Policy**

Students will provide evidence of vaccination for Tetanus-Diphtheria-Pertussis (Tdap), Polio, influenza vaccine and meningitis. If students cannot provide documentation of receiving at least 3 doses of the polio vaccine, they must submit a polio titer result. Students will also have to provide evidence of immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B by obtaining titer results. They must also submit a Hepatitis C titer result. Students must obtain a one-step PPD test for tuberculosis within one year of the date of admission to campus. If a student has had a positive PPD test, the university requires the student to submit evidence of a chest x-ray showing no active disease by the Allegheny County Health Department, your own state's health department, or your health care provider. The date must be within one year from admission to campus. An additional two-step PPD test is required prior to beginning clinical rotations.

Should a student elect to participate in an international clinical experience s/he will submit to the CDC recommendations for that particular country (vaccinations and/or prophylaxis for certain diseases).

### **Safety Policy**

Chatham University has established safety policies and procedures as required by law and institutional accreditations. Such policies include: Campus Housing Safety (where applicable), Drug and Alcohol Regulations, Crime Prevention Programs, Sexual Assault and Sexual Offenders Regulations (including Sexual Harassment, Assault, Rape Prevention (SHARPS) Programs), Confidential Reporting, Missing Person and Emergency Notification System. The Safety and Security Policy and Procedure Manual are available to all Chatham faculty, staff and students in the University's intranet.

Additionally, students are to be aware of local weather warnings and conditions on or off campus and should act accordingly to preserve their personal safety. This would include seeking safe and protective housing or retreat in the event of a major disaster. Every effort should be made to notify the local authorities and the program of an emergency.

### **Drug Screening Policy**

**ALL** Chatham University PA students will be subjected to urine drug screening (UDS) prior to the start of and during a clinical experience as required by individual sites to maintain a safe and healthy workplace.

**ALL** students are required to have a UDS completed at a licensed clinical laboratory approved to offer UDS testing. Failure to comply with UDS testing during the required time frame *will prevent the student's participation in the clinical experience (CE) as scheduled*. Thus, it may delay the completion of the Program. Students may be required to register for the CE at a later date, resulting in additional tuition/associated fees and housing costs.

If the student is taking prescription medication that can alter UDS results, the student should provide supporting documentation from the prescribing physician at time of testing.

The results of testing will be forwarded to the Program. All results will be kept confidential.

- **NEGATIVE** tests will be forwarded to each CE site in order for the student to be cleared for that CE.
- **POSITIVE** tests without supporting documentation will be forwarded the Program Director. Positive tests *may result in postponement or cancellation of the CE and possible dismissal from the program*.

### **POSITIVE UDS POLICY**

#### **I. False Positives**

- A student may choose to appeal, if the student feels the result was a *false positive*.
- If a *false positive* is believed to have occurred, the student will need to obtain a verification blood drug screening (at the student's expense) within 24 hours of being given notice of the *false positive*.
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## II. True Positives

- A positive result without supporting documentation will result in the postponement of clinical experiences and academic activities, until the following criteria are successfully fulfilled.
  - o Students will be required to sign an agreement to continue in the Program, outlining the following conditions, understanding that failure to sign this agreement will result in **automatic dismissal** from the program.
    - Student will be referred for mandatory evaluation and counseling at a drug rehabilitation (rehab) program.
    - The rehab program will provide periodic, confidential progress reports to the Program Director.
    - Once student has successfully completed rehab, the student must pass UDS testing prior to re-entry.
    - Student **will** be subjected to random, periodic drug screening (at the student's expense) as a requirement for continuation in the Program. Student will be **dismissed** if any random UDS is positive.
    - Student also recognizes that their rotation schedule may be altered because of the above.

## CLINICAL SITES

- I. An initial positive UDS may prohibit participation at some CE sites.
- II. Some CE rotation sites do require an additional UDS screening just prior to placement at the site. If a positive result is noted during this testing (even if the initial test was negative), the site could deny the student from rotating at the site. If this is the case, see the above section "Positive UDS Policy, True Positive" for the course of action.
- III. If warranted, sites may ask a student at any time during the rotation to submit to a UDS. If dismissed from the rotation because of a positive result, it will result in **automatic failure** of that CE. This may result in **dismissal** from the Program.

**Failure to comply with this policy and/or evidence of continued drug use will result in an automatic dismissal from the Program**

### **Email Policy**

Students are required to check their Chatham email on a daily basis and respond to faculty/staff emails within 24 hours during the week and 48 hours during the weekend. Failure to follow this policy may result in a professionalism violation. Personal email is not to be used for program-related correspondence.

### **Social Media Policy**

Social media are internet-based tools designed to create a highly accessible information highway. They are powerful and far reaching means of communication that, as a physician assistant student at Chatham University, can have a significant impact on your professional reputation and status. Examples include, but are not limited to: LinkedIn, Twitter, Facebook, Second Life, Flickr, YouTube, Instagram, Snapchat, and Vine.

Students are liable for anything they post to social media sites and the same laws, professional expectations, and guidelines are expected to be maintained as if you were interacting in person. The Chatham University PA Program supports your right to interact knowledgeably and socially. Guidelines have been developed to outline appropriate standards of conduct.

Guidelines for social media use:

1. Social networking (or 'friending') Program faculty and staff, guest lecturers, clinical preceptors, rotation site staff or current/former patients is strongly discouraged.
2. Take responsibility and use good judgment. Incomplete, inaccurate, inappropriate, threatening, harassing or use of profanity on your postings is strictly prohibited.
3. Think before you post as your reputation will be permanently affected by the Internet and email archives.
4. HIPAA laws apply to all social networking so it is the utmost priority to protect patient privacy by not sharing information or photographs.
5. Discussing patients on a public forum is forbidden.
6. You must protect your own privacy as to not let outsiders see your personal information.
7. Social networking is permanently timed and tracked. Therefore, in order to respect work commitments, social networking during class, program activities, and clinical time is strictly prohibited.
8. If you choose to use "Chatham PA Program" in your group posting name, you must post a disclaimer on the page stating that your views are that of your own and do not reflect the views of the Chatham PA program.
9. All laws governing copyright and fair use of copyrighted material must be followed.
10. Consult your faculty advisor or the Program Director if you have any questions regarding the appropriateness of social networking use.
11. Students should not put posts or photos on social networks about rotation experiences (including location, clients, diagnosis, treatment, preceptors and staff etc.) Names of supervisors, comments or criticism about sites or information about what is happening at sites are not appropriate and prohibited.
12. The Program at any time may request immediate access to class pages; failure to grant access may result in disciplinary actions.

**Failure to follow the above stated guidelines may be considered a breach of appropriate professional behavior and be subject to discipline, up to and including dismissal from the program per the student manual.**