POLICIES & PROCEDURES

OVERVIEW OF POLICIES

The policies found in this document are specific to the students of the Professional Phase of the Wagner College PA Program.

All students must matriculate through all aspects of the professional phase of the program and successfully complete the requirements of graduation.

These policies are published in this handbook and are available online and perspective as well as current students are encouraged to read them at all times. The Wagner College PA Program Student Handbook is designed to familiarize the PA Student of the Wagner College PA Program and to inform students of program policies and practices related to the academic procedures, requirements and program expectations for the duration of the didactic, clinical and graduate phases of the PA Program.

The education of the Program encompasses a three-year curriculum. It is divided into a one-year didactic phase, one year of supervised clinical practice and one year of advanced graduate work. The purpose of this handbook is to inform students of all policies, procedures and fair practices for the three years of the PA Program.

The Wagner College PA Program Student Handbook provides students with program policies, overview of the curriculum, learning goals, academic standards, competencies, and other requirements and deadlines for successful completion of the program. Individual course schedules, syllabi and objectives for didactic, clinical and graduate phases are provided independently. These help to make the student aware of each course’s goals, objectives, requirements and evaluative standards. All of the program policies apply to all members of the PA Program (students and faculty) regardless of location (on campus, clinical sites, community service activities or other projects). Policies apply to all students and compliance with all standards is mandatory regardless of location.

“This Handbook” surpasses all previous Physician Assistant handbooks and may be subject to change throughout the course of the Program. The Wagner College PA Program reserves the right to modify and or amend the contents of the student handbook, including but not limited to College rules, regulations, services, policies, and calendar without prior notice. Policies are subject to change at any time in order to comply with the ARC-PA standards, Wagner College, and Hospital affiliation policies. The PA Program will make every attempt to notify students of these changes in a timely manner and reserves the right to alter and modify policies and curriculum with notification to the affected students.

NONDISCRIMINATION POLICY

Wagner College and the Wagner College PA Program do not discriminate on basis of race, sex, sexual orientation, national and ethnic origin or religion, in compliance with section 504 of the Rehabilitation Act of 1973 and with Title IX of the Educational Amendment of 1972. The non-discrimination policy is consistent with federal and state statutes, rules and regulations. This applies to both activities on campus.
as well as all clinical affiliate sites. At clinical affiliate sites, program policies may be superseded by those at the clinical site.

PRIVACY ACT

Wagner College and the Wagner College PA Program believe in protecting the privacy of students' records, in compliance with the Family Educational Rights and Privacy Act of 1974. At the PA Program, all records are kept in locked cabinets and are available upon request for review by the students. PA students, therefore, do not have access to the records or any confidential information of other PA students.

STUDENT'S RIGHTS

Wagner College and the Wagner College PA Program comply with the Family Educational Rights and Privacy Act of 1974. FERPA is designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate and misleading data. The Program is permitted to provide directory information without the students consent unless he or she requests in writing that such information not be disclosed. At Wagner College directory information is defined as: student's name, address, date and place of birth, dates of college attendance, full-time/part-time status, major field of study, participation in officially recognized activities and sports, degrees and awards received, and previous school or college attended. The student may request that directory information be kept confidential by completing a form obtained from the Registrar's Office. The form must be renewed annually. Further information on Wagner College policy and procedures on compliance with FERPA can be obtained from the Registrar.

DISABILITY SUPPORT SERVICES

The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are federal statutes which prohibit discrimination against persons with disabilities. Section 504 states in part, "No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefit of, or be subjected to discrimination under any program or activity provided by an institution receiving federal financial assistance." Students who have a disability for which they wish to request accommodation, should contact the Center for Academic and Career Engagement, Union Building, third floor and complete all required documentation.

HEALTH SERVICES

The College provides for health care for all students by maintaining an equipped and staffed Center for Health & Wellness. PA students are expected to submit to the Center for Health & Wellness specific health information forms signed by their health care providers indicating PPD status and current immunizations
in accordance with CDC recommendations. The College also provides for counseling services through the Office of Student Affairs. Strict confidentiality is maintained. To ensure that confidentiality is maintained, principal program faculty, including Program Director and Medical Director, do not participate as health care providers for students of the PA Program and health records are kept confidential at the Center for Health & Wellness. Students desiring or requiring further assistance are referred to the Center for Health & Wellness.

**Infection Control & Universal Precautions Policy**

PA students are required to complete a training session for healthcare professionals in infection control and universal precautions, approved by New York State Department of Health, prior to commencing clinical interactions with patients.

The Wagner College PA Program, Wagner College (the sponsoring institution), and its clinical affiliates, adhere to the Guidelines of the Centers for Disease Control and Prevention. In accordance with the Centers for Disease Control and Prevention Public Health Service Guidelines, this policy covers all exposures to blood/body fluids by any student during any component of the curriculum or any assigned supervised clinical experience.

In the event of exposure to infectious agent via needle stick or splash, the student sustaining the exposure must report the injury immediately to the program and, if on a supervised clinical experience, to the clinical preceptor. The student sustaining the exposure should squeeze the area (if appropriate), wash with soap and water, and scrub with betadine solution or alcohol. The individual must then report to Employee Health Services or the Emergency Department (ED) for initial and further instructions. The individual sustaining significant exposure will be counseled on the risk of HBV, HCV and HIV infection and transmission.

The following materials are felt to be infectious relative to blood-borne pathogens, particularly hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Blood, blood products, tissue, semen, vaginal secretions, breast milk, cerebrospinal fluid, amniotic fluid, peritoneal fluid, synovial fluid, pericardial fluid, pleural fluid, inflammatory exudates or any other body fluid contaminated with blood.

Generally, exposure to urine, feces, sputum, nasal secretions, saliva, sweat, tears, or vomitus that does not contain blood visible to the naked eye is not considered significant.
L A T E X  A L L E R G Y

If a latex allergy exists, the student should avoid exposure to latex and ask for latex-free equipment made with vinyl or silicone. Latex-free products are available at the program and at clinical sites.

D E P A R T M E N T  O F  P U B L I C  S A F E T Y

The primary responsibilities of the Public Safety Department are campus law enforcement, parking and traffic administration, general welfare and fire safety. Officers can be radio dispatched to emergency situations at any time of the day or night.

Wagner College is in full compliance with all provisions of the Crime Awareness and Campus Security Act of 1990 (also known as the Clery Act). The Department of Public Safety compiles statistics of crimes and attempted crimes reported. The Public Safety Office provides 24-hour-a-day patrol protection to the campus. All Public Safety officers are certified by New York State. The College also provides ongoing training for patrol officers in the area of patrol procedures, emergency response, report writing, etc. The Department works closely with the New York Police Department and other law enforcement agencies.

Upon receipt of any complaint (criminal or otherwise), an officer responds to handle the situation as appropriate. A follow-up investigation is conducted for those incidents that require it. An incident report is written to document the event.

I N C I D E N T S  /  A C C I D E N T S  I N  T H E  C L I N I C A L  S E T T I N G

Occasionally, accidents may occur on clinical sites. Should a student, patient, or other staff member be injured as a result of an accident involving a student, the student must comply with all accident and injury protocols established at the institution. The student must then notify the PA Program and file a PA Incident Report at the PA Program. It is important that both policy and procedure of the clinical facility be followed and that the PA Program be notified.

L I B R A R Y  S E R V I C E S

The PA Student has several resources for medical research. The Horrmann Library is located on the Wagner College Campus providing textbooks, reference material, PA and other medical journals and Internet access. Additional resources are available at the Program and at affiliated hospital libraries. These sites also provide medical textbooks, medical journals and Internet access.
WORK POLICY

The Program does not maintain a policy that limits or prevents students from working, but does discourage students from working due to the time constraints of the intense curriculum and the requirements of the supervised clinical practice experiences.

PA students are not required to work for the Program. No student workers are used as administrative or technical support staff. PA students do not substitute for instruction staff or, during clinical experiences, do not substitute for clinical or administrative staff.

PA students are also not required to provide or solicit clinical sites or preceptors. The global clinical schedule is prepared with appropriate supervised clinical experiences for all students. Students expressing an interest in a new clinical site and/or preceptor not included in the program’s preceptor database must complete a request form and the site is reviewed in compliance with the site development policy. All clinical sites and preceptors are evaluated prior to development and on an ongoing basis.

Participation in a clinical experience may not be construed as gainful employment. Accepting payment can result in loss of malpractice liability coverage for the student. Once the student has completed all requirements and graduates from the PA Program, s/he may pursue a salaried position at the institution.

OFFICE OF STUDENT FINANCIAL AID

The College maintains the Office of Student Financial Aid to assist students in applying for federal and state aid to help pay for their education. Scholarships are also offered to full-time students based on academic performance at the time of admission.

COSTS & REFUNDS

The tuition rates for full-time undergraduate and graduate students are published each year in the Tuition and Fee Schedule and are available at the Bursar’s Office.

Medical equipment, medical textbooks, white jacket and scrubs are provided to the student by the Program and included in the PA tuition.

Additional costs may be incurred by the students for travel expenses.

A student dropping PA courses without withdrawing from the College will be refunded according to the College policy, as published in the college bulletin.

Students wishing to volunteer on the medical mission trips do not incur any additional costs for travel, housing and food (fundraising for medications is encouraged).

Students wishing to partake on a rotation abroad are responsible for travel and housing.
ATTENDANCE / PUNCTUALITY

Studying is the art of medicine and it requires diligence, motivation and enthusiasm. Total commitment by the student is the only acceptable manner to attain the goals of the program. Given the overall importance of class attendance, the following policies will be enforced.

Attendance is mandatory for all program lectures, lab sessions (cadaver lab, patient assessment lab, SIM lab...) clinical experiences and other program activities. If a student is forced to miss a class in the didactic phase, the student must call or e-mail the Program and notify the Program Director and Academic Coordinator. If the student is forced to miss a day of clinical rotation, the student must call or e-mail the Program to notify the Program Director and Clinical Coordinator, as well as the Preceptor or clinical rotation supervisor at the assigned clinical site. The absence must be accompanied by appropriate documentation upon return. Reasonable accommodations are made for religious observances upon request. The student is advised that all missed program days are subject to make-up at the discretion of the Program Director.

Attendance is mandatory for all program activities. Students will not be excused from classes, labs, activity, etc for routine doctor appointments, family social events, acls, bls, other classes, sports, car trouble, employment, inability to obtain childcare, or previous engagements. Wagner College reserves the right to take attendance on a regular basis.

At no activity will students be required to substitute for regular clinical or administrative staff. Neither will they be required to perform clerical or administrative work for the program.

Tardiness from a class is defined as entering any class, lab or other mandatory activity after the scheduled start time regardless of the reason. A late arrival disrupts the class, is unprofessional and will not be tolerated, especially if it is a repetitive occurrence. Students will be placed on professional warning and then professional probation. Under no circumstances are you permitted to leave class early for personal reasons such as appointments or jobs.

Lateness is prohibited except under extenuating circumstances, (which is at the discretion of the Program Director), with prior approval, and/or with a practitioner’s medical note.

The first unexcused absence will result in a Professional Warning. If the student has a subsequent unexcused absence, the student will be placed on Professional Probation. Any future unexcused absences, the student will be brought to the Academic committee for decisions on the student's status in the Program.

A student may request an excused absence for a major personal life event that is not covered in the attendance section. Students must fill out a request form obtained by the Program Secretary as far in advance as possible. Filling out the form does not guarantee that you will be excused. Therefore, plans should not be made prior to receiving approval. If your request is granted, the student is required to contact the course instructors personally and make them aware, get assignments and schedule any make up time necessary.

If your request is denied and you still choose to be absent you will be marked absent and obtain a professional warning or probation.
EMERGENCY ABSENCE

In case of emergency (such as illness or accident) and you are unable to request approval, you must contact the Program, the Coordinator and Professor for the course and if you are on a supervised clinical experience, the preceptor of the site must be informed. You will be responsible for all missing assignments and must be submitted the next day you attend class.

REPEATED TARDINESS OR ABSENCES

If there is a pattern of repeated tardiness, absences, or unexcused days the student will be placed on professional warning with possible probation. The student will be responsible for providing documentation appropriate to verify absence or tardiness.

If a student requires more than 5 days off from the program for any reason a leave of absence is recommended. A leave of absence from the professional phase of the program will be granted with a maximum period of time for one academic year. This will delay your matriculation through the program. A written request must be submitted for approval.

ADVANCED PLACEMENT

The PA Program does not grant incoming students advanced placement. Due to the sequential construction of the PA curriculum, PA students are required to attend all courses and rotations in the didactic, clinical, and graduate phases.

SCHEDULE

The schedule of classes for the Didactic Phase or Professional Year I, is distributed over three (3) semesters. The Didactic Phase consists of 42 weeks of classroom experience (excluding holidays, vacations and reading days) distributed over a summer semester (10 weeks), fall semester (16 weeks) and spring semester (17 weeks). At the beginning of each of the three semesters, students are provided with weekly didactic schedules for that semester.

The Clinical Phase or Professional Year II, also consists of 42 weeks (excluding holidays, vacations and reading days) distributed over a summer semester (10 weeks), fall semester (16 weeks) and spring semester (16 weeks). The Clinical Phase begins with an introductory transition to the requirements of the supervised clinical experiences followed by seven (5) week rotations. The clinical rotations are continued in the Graduate Phase or Professional Year III. This phase also consists of six (6) five week rotations-required and an elective clerkship as well as dedicated time for research and the development of a final thesis project. The Graduate Phase, similar to the other two phases, consists of 42 weeks distributed over the summer, fall and spring semesters.

Individual clinical rotation schedules vary and attempts are made to accommodate preferred electives. However, the remainder of the schedule is non-negotiable, and the student is responsible for maintaining the clinical hours of each supervised clinical experience, including on-call, evening and/or weekend hours.
In addition, the student is responsible to attend scheduled conference, lectures and departmental rounds pertinent to each rotation.

During both the Clinical and Graduate Phases, students return to the PA Program for scheduled graduate coursework. These courses stress enhancement of lifetime learning skills and include lectures, case presentations, journal club, and critical thinking sessions with emphasis on problem-based learning, research development, PA professional updates and communication/problem solving forums.

COMMUNITY OUTREACH & CIVIC ENGAGEMENT

Clinical relevance is enhanced during the development of and participation in health related civic engagement and community outreach events. Dedicated time is made available for these activities during each of the phases of the program and the outreach events are correlated to overall program goals. Each student is required to complete a minimum of 25 hours per semester (or a minimum of 150 hours throughout the program).

Wagner College, an institution of higher education, supports the development of a civically engage academic environment that deepens relationships among students, faculty, staff, and local and global community members. Students reflect critically on their experiences and relate new insights to local and global concerns and are motivated to go on these learning experiences raise civic consciousness and commitment, foster empowerment through hands-on participation, address community-identified issues, and support the continuing improvement of overall quality of life.

The Center for Intercultural Advancement supports and promotes the mission of Wagner College by creating opportunities for intercultural dialog, and assisting with strategic initiatives to internationalize and diversify the campus. The Center serves as a resource for information about internationalization and diversity and supports the PA Programs efforts in Expanding Your Horizons (EYH) programs and five-week international clinical experiences.

Short-term medical educational and medical mission trips provide opportunities for experiential learning through 1-week international faculty-led experiences. During these experiences students volunteer, learn and immerse themselves in new cultures expanding their horizons beyond those of traditional classrooms. Long term experiences involve four week clinical electives with a local mentor and preceptor.

Students work to make a difference in other communities and develop the knowledge, skills, values and motivation to make a difference. These experiences encompass actions, with students participating in activities of personal and public concern that are both life enriching and socially beneficial to the communities they serve.

In addition, these experiences prepare our graduates for their public lives as citizens, members of communities and professionals.
INTERNATIONAL MEDICAL TRIPS & ROTATIONS ABROAD

The students of the Wagner College PA Program have many opportunities to broaden the scope of their education beyond our campus borders, expanding their horizons (EYH) outside the limits of the traditional classroom. From health fairs in the local community to medical educational and/or humanitarian trips to England, Guatemala, Peru and Botswana, to clinical experiences abroad, our students make an impact while enhancing their medical knowledge and skills. These experiences help them appreciate the importance of preventive medicine and strengthen their ability to identify and treat diseases. These unique immersion experiences promote the development of caring and compassionate healthcare providers. They often lead to research projects presented at our Annual Research Forum and at professional conferences. Students interested in participating in medical mission trips or clinical rotations excluding the core rotations (pediatrics, psychiatry/behavioral, family medicine, women’s health, general surgery, emergency medicine, and advanced (internal) medicine) abroad must follow specific procedures (see International Experience Manual). They must submit an application for departmental review and complete all paperwork at the Wagner College Center for International Advancement. CDC vaccination requirements and precaution recommendations are provided in the manual by country of interest. In addition, all students are provided with important contact information at the country, within the program, and with key personnel at Wagner College Center for intercultural Advancement (see International Experience Guide).

The itinerary for mission trips is created by the PA Program only. Any deviations to the itinerary will only be made by Program faculty or staff. Students cannot make any personal trips while abroad on a mission trip.

SOCIAL MEDIA

Students of the Wagner College PA Program cannot post on social media or other platforms their personal views while wearing Program uniforms or announcing their affiliation with the program, this includes their profile picture or any identifying information. Freedom of speech is welcomed however if it is with the name of the PA Program attached to it, it is prohibited.

Classroom and clinical site training commitments should be respected. Students should not engage in social networking during class and onsite clinical time. Students should recognize that one’s professional reputation can be affected through social networking and therefore be judicious when posting content.

Students are advised to use good judgment and take personal and professional responsibility for what they publish online. Students should communicate respectfully about the department, college, faculty, staff, other students, affiliations and competitive programs. The use of derogatory statements, misrepresentation or views not in conjunction with the health care profession will not be viewed favorably by the department and may result in disciplinary action. Please refrain from posting any political views while representing the program and the profession for which you are aspiring for.

Failure to comply with these regulations will result in unprofessional conduct and will be subject to disciplinary action. You are legally liable for anything you write or “post”
online. Please be mindful that all that you post is viewed by many in the PA Profession and are analyzed.

SIMULATED INTERACTIVE LEARNING

The PA Program incorporates into its curriculum dedicated time for interactive simulated learning. The goal is to improve student learning outcomes and competencies through individual and team utilization of advanced technology. Attendance and punctuality as well as compliance with all policies is required.

These sessions strengthen clinical knowledge, provide opportunities to apply knowledge, develop appropriate clinical behaviors in a simulated environment and prepare students for clinical behaviors in the workforce.

The learning sessions provide learning experiences that supplement the didactic curriculum and allow students to apply the knowledge gained in the classroom. They allow students to recognize their strengths and address gaps in knowledge and apply by practicing clinical behaviors and clinical skills in a controlled environment. The practice sessions reinforce procedural skills and provide on-demand access to patient scenarios for application of acquired knowledge. They also address patient safety, help maintain compliance with hospital and professional requirements, and, ultimately, prepare students for future clinical practice.

PROFESSIONAL CONDUCT

Students of the Wagner College PA Program are expected to conduct themselves at all times in a professional manner. During the entire program, students are expected to adhere to the "Code of Ethics of the PA Profession". The clinical preceptor or site may, therefore, request the college to withdraw from the clinical experience any student whose performance is unsatisfactory, jeopardizes patient safety or welfare, or whose conduct or demeanor prevents the performance of PA responsibilities. In addition, the misconduct may result in suspension or dismissal from the Program.

A PA student should consistently demonstrate the following:

- Ethical conduct, integrity and honesty
- Concern for others, self and the rights of privacy
- Responsibility to duty
- An appearance appropriate to the profession
- An ability to recognize one’s limitations and accept constructive criticism
- Punctual attendance at all program and clinical activities (classroom, laboratories, clinical rotations, community service, medical mission trips...)
- Adherence to all deadlines
- Respect for patients, their families, faculty, staff and peers
- Individual as well as group responsibility for honorable behavior. Unethical behavior should not be ignored by the student
Should a student not conform to the standards of the profession, program and institution by acting morally, socially or emotionally inappropriate, such behavior will be brought to the attention of the Program Director, who will determine the actions needed to best intervene, and whether the student is to be suspended or dismissed.

Actions deemed as professional misconduct will result in suspension or dismissal from the program.

**Proper Identification & Professional Dress**

PA students must be clearly identified as such at all times, in particular, during clinical experiences.

> Students are required to wear the short white consultation jacket with the program patch and official identification badge at all times, both on campus and all clinical sites.

> The Wagner College PA Program patch, supplied by the Program, is to be affixed to the left sleeve of the consultation jacket. The white jacket is to be worn at all times.

> I.D. badges must be worn near the shoulder and/or at least 10 inches above the waist at all times so as to be visible and readable by an approaching individual. Only one hospital issued pin may be worn on a badge. Multiple pins should not be displayed on the I.D. badge. Buttons and other adornments may not be displayed on clothing, uniforms or the I.D. badge.

> Students are expected to present a professional appearance. Attire must be neat and appropriate to a professional setting. Personal belongings should be safeguarded in a locker or locked drawer. The wearing of handbags, backpacks, and pouches/fanny packs while on duty is inappropriate and prohibited. Furthermore, in patient care areas it is a breach of infection control practice. Individual departments may have a dress code that contains additional regulations specific to that department and its operations.

> Clothing should be well fitted and clean at all times. See-through, overly tight, or revealing clothing is not allowed. Shirts should be fully buttoned (except for top button when appropriate). Skirts should be no more than three inches above the knee and no longer than mid-calf.

> Shoes and hose appropriate for the position are to be worn at all times. Hosiery and shoes must be clean, in good repair, and meet safety and noise abatement needs of the Hospital environment. Hosiery is not to be worn over pants leg. Open toed/heel shoes are not permitted.
Suits, pants and coordinated outfits must be appropriate and in good taste. Any clothing made of traditional jean or denim or spandex-like fabrics are inappropriate. Trousers that drag on the floor are not appropriate, nor are outfits with shorts, midriff tops, leggings or stirrup pants. The following are also considered inappropriate attire and often unsafe: floor length dresses, sundresses, halter-tops, tank tops, thongs, sandals, and clogs.

Baseball caps or other non-uniform hats are not appropriate. If worn, it must be removed when indoors unless religious custom requires otherwise.

T-shirts with decals or other insignia are not permitted if visible underneath uniform. The wearing of pins, buttons, insignia, or any other non-hospital issued item in patient areas is prohibited.

Students with long hair must have it pinned up or secured off the shoulders or secured in a hair net. Beards, mustaches and sideburns must be clean and neatly trimmed at all times.

Body odor, which is offensive to others, is not acceptable. This includes heavily scented colognes, perfumes or after-shave lotions. Personal cleanliness and good body hygiene are a must in the Hospital environment.

Excessive or loose jewelry is a safety risk for students and patients, and their use is discouraged.

Hands and nails should be clean, tidy and free of chipped or peeling nail polish. Nail length should be appropriate for a professional setting and under nail cleanliness must be maintained. For this reason, artificial nails, wraps and decals may not be worn.

For safety and sanitary reasons, long, dangling earrings, jewelry in pierced body parts (other than ear lobes), or excessive jewelry are not permitted. Jewelry should be limited to one wedding band type ring and one watch for those who provide hands-on care. However, a small holiday pin may be worn at holiday periods if it contains a safety catch.

Scrub suits, masks, caps, or paper shoes may not be worn outside of the area required by the duties of the job, e.g., cafeteria, hallways, stairwells, elevators, etc.

Gum chewing and eating food are not acceptable in-patient care areas, open work areas, or while speaking on the phone. If food is taken outside the cafeteria, it must be in a closed container and all food residues completely discarded in a closed garbage can when finished. This is a regulation of the Department of Health. Food and beverages may not be consumed in public hospital areas such as the lobby or other seating areas.
Any individual not appropriately dressed is sent home as unprepared and does not receive credit for that period of time. Occurrences are dealt with through the program's Progress Committee and possible disciplinary action may follow.

Off duty students visiting the hospital who are not dressed in accordance with the hospital dress code should not wear the hospital identification badge.

Body tattoos must be kept covered during the three professional years of the PA Program.

**Professional Behavior in the Classroom, On Clinical Rotation, and During Program Activities:**

Professional behavior is required during all program activities in the classroom, in the labs (cadaver lab, patient assessment lab, SIM lab...), and clinical rotations.

- No food in the classroom. Beverages are permitted.
- Cell phones must be stored in the off mode during all classes and exam times in the designated area.
- No videography allowed in the classroom.
- No use of wearable recording devices containing a camera is allowed, including but not limited to google glass, smart watches, audio recording devices or programs.
- Respectful, professional behavior must be extended at all times to lecturers as well as classmates. Lecturers should be addressed as “Professor” or “Doctor”.
- Students are not permitted to photograph patients on clinical sites. Students should be mindful of what is posted to social media sites (i.e., Facebook, Twitter...).
- Though many professors allow the use of laptops in the classroom, it is at the professor's discretion. Use of laptops during class for activities other than class material is prohibited. These activities include but are not limited to: internet chatting, web browsing, gaming and shopping. Cell phone use during the class is also prohibited. If a student has a cellphone it is expected that it is placed on silent or vibrate.

**Patient Rights and Confidentiality of Medical Records**

1. Students receive HIPPA training prior to initiating patient interactions during their supervised clinical experiences. Certificates documenting compliance with this requirement must be in the student file prior to beginning rotations. Preceptors may contact the Program requesting proof of HIPPA training.

2. All patient data gathered during the course of a supervised clinical experience is considered CONFIDENTIAL. Therefore, students may not discuss a patient’s record in a situation or manner that would reveal confidential information about that patient or his/her record to persons not involved in that patient’s healthcare.
3. Patient charts or content of those charts (e.g., lab reports) may not be removed from the clinical setting. Work submitted to the program for evaluation should not include specific recognizable references to the patient (i.e., name, address, and identification number).

4. Reference, at any time, to a patient in a dehumanizing or insensitive manner is not professional and will not be tolerated. Such an infraction will be reviewed by the Program administration, and is justification for recommendation of placement on professional probation.

**MEDICAL DOCUMENTATION**

Program policy permits students to document on charts; however, hospital policy may differ. If students are not permitted to document on charts, they are encouraged to practice documentation on a separate sheet and have it reviewed by preceptors. We appreciate preceptor assistance/encouragement with this activity.

Students are reminded that the medical record is a legal document. Whenever a student makes an entry into a patient’s record (i.e., H&P, progress notes, etc.), the student must indicate that s/he is a PA student when signing the entry. Either of the following is acceptable:

John Doe, PA-S

John Doe, PA Student

Students are also reminded that all documentation, including electronic medical records and documentation on E-value are legal documents. Accuracy must be maintained when logging patient encounters, procedures, diagnoses, clinical hours and all other activities. Falsification of any documents will result in immediate professional suspension and may result in dismissal from the program.

**SUBSTANCE ABUSE / IMPAIRED PRACTITIONER**

Drug Screening and Prescription Medication (including but not limited to Medical Marijuana)

Students are reminded that improper use or possession of prescription medication including but not limited to use or possession of medical marijuana, on College property or during clinical rotations, or reporting to clinical rotations under the influence or impaired by such substances is still strictly prohibited and violation(s) of this policy may still subject a student to disciplinary action, up to and including dismissal from the program.

Drug screening is required for all students, including those who use prescription medication, including but not limited to medical marijuana. Students who use prescription medication that may result in a positive drug screening, including but not limited to medical marijuana. Please be cautious when using any medication that will ensure a positive drug test. You can lose your placement in a clinical site and or be dismissed from the program. Wagner College takes patient safety very seriously and working under any medication that can impair your clinical judgment goes against our oath of “first due no harm”.
Alcohol and/or substance abuse is a serious health and professional issue and as such, is a danger to the PA student, his/her colleagues and most importantly, to the patient. Wagner College has strict policies concerning alcohol and substance abuse which may be reviewed in the Wagner College Student Handbook.

The Wagner College PA Program Student Handbook states “Impaired behavior due to the use of illegal substances or dangerous drugs is prohibited. Impaired behavior is described as behavior exhibited by an individual that requires the attention of a staff member and may be out of the ordinary for that individual, including, but not limited to: slurred speech, inability to walk properly, erratic, belligerent or overly aggressive behavior.

Any student who demonstrates these behaviors observed by instructors, fellow students, preceptors or patients will be removed immediately from the classroom or clinical setting and referred to Wagner College Student Health. A thorough assessment of the situation will be conducted in accordance with College protocol in addition to NYS medical professional protocol.

As per Wagner College Policy the College maintains a drug-free policy prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. If this policy is violated, disciplinary action up to and including dismissal may be necessary.

Practitioners (physicians, medical students, PAs and PA students) suspected of having problems with alcohol, drugs, or mental illness, but whose ability to practice is not impaired, may be reported to the Committee on Physicians’ Health of the Medical Society of the State of New York. All calls are confidential. The committee identifies, refers to treatment, and monitors impaired physicians and PAs. The program is voluntary and participation is confidential. The names of physicians and/or PAs participating in the program are not shared with the Office of Professional Medical Conduct (OPMC) without a participant’s approval unless there is a failure to comply with treatment recommendations. If you believe, however, that a colleague’s medical performance may be impaired, you must contact OPMC. The law does not exempt physicians and/or PAs from their duty to report colleagues practicing with a suspected impairment to OPMC because they have reported to the committee.

If a student feels that he/she or another needs help, please report this to the Program Director so that appropriate referrals can be made. The Committee on Physicians’ Health of the Medical Society of the State of New York is a non-punitive agency and will assist with obtaining the appropriate medical or mental health services needed.

Time missed from the classroom or clinical rotations for evaluation and treatment of substance abuse issues will have to be made up after appropriate medical and/or psychological clearance is obtained and may result in delayed graduation.

**BACKGROUND CHECK**

All PA students should be aware that certain clinical affiliates require a background check before participation in a supervised clinical practice experience. Clinical affiliates can reject or remove a student
from the site if a criminal record is discovered. Students should be aware that a criminal record may have an impact on eligibility to obtain licensure or certification.

**URINE SCREEN**

The use of illicit drugs or alcohol prior to or during any activities pertaining to the Wagner College PA Program is strictly prohibited. If there is reasonable suspicion of impairment, the student will be removed from the activity/class/supervise clinical practice experience immediately and urine drug screening will be required at that time. In addition, referral for counseling and/or treatment may be required. If counseling and/or treatment is required, medical clearance must be obtained before returning to activities/classes or supervised clinical practice experiences.

If the PA student refuses or is unable to complete College and/or Program requirements, the student will be advised to withdraw from the Program. Recommendations for specific disciplinary actions and/or withdrawal/dismissal will be handled on an individual basis in accordance with Program and College policy.

**ACADEMIC STANDARDS FOR PROGRESSION THROUGH THE PA PROGRAM**

Progression through the professional phase of the PA Program is monitored on a regular basis through multiple grading mechanisms. Cognitive and knowledge are measured by written exams, skills performance or other grading modalities. Academic standards are established for all components of the curriculum. Didactic courses are evaluated for academic knowledge by multiple choice exams incorporating all material covered in the previous class sessions (approximately 15 hours per exam) specific to the major topic headings. These exams are modeled in content and format after the National Certification Exam. The exams serve as indicators of students' performance, strengths, weaknesses, and possible need for additional help. During the didactic phase, a student is typically confronted with two to three exams per week. The didactic courses also are enhanced with a laboratory component dedicated to case studies, critical thinking, and procedural skills. These are assessed through the performance of skills, case studies and the completion of other supplementary learning materials.

During the Clinical Phase, exams are administered at the end of each rotation. The material for the end-of-rotation exam is outlined in the learning objectives and referenced to the texts in the student’s book list. The final unit grade for each supervised clinical experience is based on three (3) components – Academic Knowledge (70%), Clinical Performance (20%) and Professionalism (10%). Each component is graded independently and, therefore, for successful completion of the unit, each of the components must receive a grade of 75% or above. The unit then receives a final numerical and corresponding letter grade. The letter grade is submitted to the Registrar and included in the Wagner College transcript.

All courses (didactic, clinical, and graduate) receive a numerical grade and must be passed with a minimum grade of 75% or above. All units (comprised of one or more courses) receive a final numerical and corresponding letter grade. All units must be passed with a letter grade of C+ or above. This letter grade is then included in the Wagner College transcript. The unit grade appears as “incomplete” until all courses or components of that unit are passed.
A student is required to take all exams and pass all courses in the Didactic, Clinical and Graduate Phases with a minimum grade of 75%. (In addition, any individual exam with a grade of 65 or below requires a make-up in order to demonstrate minimal competency).

Additionally, students in each phase must successfully pass an OSCE and a comprehensive multiple choice medicine exam with a minimum grade of 80% before progressing to the subsequent year. Students in the didactic phase must pass these exams before progressing to the clinical phase and those in the clinical phase must also as well, before progressing to the graduate year. Students in the graduate phase must also pass an OSCE with a grade of 75% or higher as well as take two (2) comprehensive exams, ......

If a student takes 2 comprehensive exams during an academic year and fails 2 courses, they will be dismissed. If a student fails 2 comprehensive exams and then fails a subsequent course, they will be referred to the academic committee for evaluation of possible dismissal or deceleration.

Students in the graduate phase must also pass an OSCE as well as take two (2) comprehensive exams, each to be passed with a minimum grade of 80%.

The final unit grade for each supervised clinical experience is based on three (3) components – Academic Knowledge, Clinical Performance and Professionalism. Each component is graded independently and, therefore, for successful completion of the unit, each of the components must receive a grade of 75% or above. The unit then receives a final numerical and corresponding letter grade. The letter grade is submitted to the Registrar and included in the Wagner College transcript.

All courses of the PA Program must be passed with a minimum grade of 75%. This applies to every didactic course within a Unit and every component (Academic Knowledge, Clinical Performance, and Professionalism) within a Supervised Clinical Practice Experience (SCPE). In the event that, at the end of a didactic course a grade is less than 75%, the student must take a comprehensive final make-up exam. In the event that the ‘clinical performance’ grade is less than 75%, the student must remediate the clinical experience and demonstrate the achievement of minimum competencies. If additional clinical experience is required, this may involve a delay in graduation. The student is also offered remediation work that is developed by the corresponding phase coordinator. The remediation work must be submitted by the student prior to taking the comprehensive final make-up exam and receiving a passing grade for a component/course of a clinical unit. If a student scores 75% or above on the comprehensive final make-up exam, the remediation process is deemed successful and the student passes the course with a grade of 75%, and, the unit with a grade of C+.

The first didactic or clinical failure places the student on “Academic Warning” and the student is provided the opportunity to take a Make-Up Comprehensive Final Exam. Should the student fail the make-up exam or pass the makeup exam but fail a subsequent course, the student will be placed on “Academic Probation”. Therefore, for student on Academic Warning, any subsequent failure places that student on “Academic Probation”.

An “Academic Warning” or “Academic Probation” from one professional year or phase of the program carries over to the subsequent professional year or phase. Once a student is placed on Academic Probation, the student will remain on Academic Probation for the remainder of the professional program. For the student on Academic Probation, any other failure in that or subsequent years will necessitate a meeting of the Progress Committee. The Committee will review the student’s status to determine a course of action, which may include deceleration or dismissal. Students must recognize that deceleration will constitute extension of their time at the Wagner College PA Program.
If you receive an individual exam grade in a course less than 65 - you will qualify for a retake only if you have shown competency in the course with a grade average of over 75. You will qualify for a makeup to show competency at this individual area.

You must maintain a minimum overall GPA per semester of 3.0. Failure to meet these standards will place you on academic probation for 1 semester. If a GPA of less than 3.0 is obtained in the subsequent semester the student will be brought to the Academic Review Committee for possible dismissal.

If a student's performance has not improved to meet program requirements, they will be placed on probation or recommended for dismissal or withdrawal of the program.

Physician assistant education is competency based. Competency refers to an individual demonstration of knowledge, skills, and the ability to perform to standards of medicine. Therefore, a PA program, faculty and administration reserve the right to require a student to repeat a semester if remediated. This may occur even if other areas have met competency in those areas. The faculty reserves the right to recommend withdrawal or dismissal of a student whose academic standing makes it inadvisable for progression through the program. Examination review:

To ensure the integrity of examinations all exams after completion will be reviewed and validated prior to grade distribution.

Progression through the PA Program is monitored on a regular basis through multiple grading systems. PA education is competency based. Competency is the individual's demonstration of knowledge, skills, and abilities to perform to a specific standard.

**Remediation & Deceleration**

In the Wagner College PA Program, student progress is continually monitored by coordinators of the Academic, Clinical and Graduate years. The Wagner College PA Program has an academic intervention process called Remediation. Remediation is implemented once a student is identified as having an academic deficiency. Supplementary learning material and coursework created for a student to enhance knowledge or skills in the identified deficiency areas in a given course.

Remediation is mandatory and must be completed and demonstrate competency for progression through the program. Remediation is the opportunity to demonstrate competency in a particular curriculum area or task in which the student did not demonstrate competency in a traditional timeframe. The maximum number of courses a student can remediate in a semester is 2(two). Remediation may delay progression in the program, entrance into clinical rotation and or graduation. After successful completion of remediation, the student will enter a new cohort and, during the didactic phase, audit all courses offered during the semester(s) and successfully pass the requirements of the previously failed course(s). A student may only remediate once during the professional phase of the program. Successful completion of remediation will result in a grade of 75% for the course.

If the student does not successfully complete and pass remediation the student will be dismissed from the program.
Deceleration is defined by ARC-PA as "the loss of a student from the entering cohort who remains matriculated in the PA program." Deceleration in the Wagner PA Program occurs following a voluntary leave of absence or after a student on academic probation fails to meet the program’s standard for progression (this does not include when a student meets the requirements of dismissal). It is determined by the PA Program’s Progress Committee which is comprised of the Program Director and faculty members. They determine where a student is eligible, and or meets the criteria for remediation, deceleration or is subject to dismissal.

Decelerated students will re-enter the program with a new cohort of students the subsequent year, and will follow the Student Handbook that is distributed to that cohort. They will remain on academic warning and must register for the program’s summer remediation course, in addition to the courses they failed that lead to deceleration. The remediation process consists of decelerated students auditing the semester courses with their cohort. Students must take and pass course exams as part of the remediation process, but cannot serve on voluntary committees for the remainder of the program. In addition, their progress will be closely monitored by the faculty to promote success.

This process allows for a slower paced progression through the sequential curriculum of the three phases of the PA Program. Remediation and deceleration are considered for the student challenged with the curriculum workload and who will benefit from spending more time focusing on reviewing course content or courses in a decelerated track.

A remediation process is designed to help the faculty and students identify area of difficulty or challenge with respect to either academic or clinical performance. The nature of the remediation process is tailored to address specific learning areas in need or deficiencies. The following factors are considered in determining how the remedial option will be implemented and the opportunity to enter into an individualized remedial program is a privilege and is not automatically granted. The remediation program is developed based on:

1. Student’s academic performance in all other courses.
2. Amount of time ascertained as necessary for the student to achieve competence
3. Schedule of student and faculty member assigned to supervise and conduct the remedial work.
4. Extenuating circumstances that may hinder or impede the remediation process.

After considering these factors and the student’s overall performance, the faculty will determine how best to provide a remediation process that will improve the student’s outcome.

The remediation coordinator is responsible for oversight of the designed remediation plan and the assignment of a remediation advisor to the student. The advisor meets with the student, completes the Remediation Forms, interviews the student, reviews submitted remediation work, and assess completion of the student’s remediation study.
VIRTUAL CLASSROOM ETIQUETTE

Virtual learning session etiquette should mirror physical classroom behavior. The following expectations allow for the best possible live session experience. You are held accountable for upholding these classroom standards:

**Professionalism.** The “live” classroom is an extension of the field you are studying, and therefore, you are expected to treat that class time as you would, in an “in person” professional setting.

**Professional Attire.** You are expected to participate with your camera on to sustain the sense of the learning community, so you should be dressed in a manner that is consistent with your “in person” class apparel. Remember, you are in a professional environment. Pajamas, beachwear, or exercise apparel, are **NOT** typically what you would wear to class and are **NOT** acceptable or allowed!

**Proper Equipment.** A laptop or desktop computer provides you with the necessary tools for an engaging “live” session experience. Mobile devises, tablets and Chromebooks are limited in functionality and therefore not recommended for “live” sessions.

**Connectivity.** “Live” sessions use a considerable amount of bandwidth, so ensure that you have a strong and stable internet connection prior to the start of class. Wi-Fi can be spotty, so hardwire your internet with an Ethernet cable for a more reliable connection.

**Be On-time.** Log into the class sessions early enough to have your audio and camera set up. Be ready to work when class begins. In the event you cannot attend an online class session, or will have to log in late, you MUST contact the Academic Coordinator/s via email prior to the start of the session.

**Focus.** Ensure that you are in a quiet, private space where people, pets or other distractions will not interrupt your learning or that of your classmates.

**Advanced Preparation.** Each week, you are expected to prepare for the “live” session prior to class time. Please refer to your syllabus to know what tasks need to be completed.

**Respect of faculty and peers.** This goes for all interactions. Be open-minded, acknowledging the value of different opinions and backgrounds. Give others an opportunity to participate in the online classroom.

It is expected that when an online or hybrid class is in session, all students must be visible at all times and not behind a tile. Failure to do so will result in professional warning or probation.
Academic Policy

1st Course Grade of < 75

Academic Warning → Remediation 1

2nd Course Grade of < 75

Academic Probation → Remediation 2 (Critical Thinking Workbook)

3rd Course Grade of < 75
Must meet with Progress Committee (Subject to Dismissal)

Progress Committee
(Subject to Dismissal)

Dismissal

Deceleration

Remediation 3
(PA150: PA Foundation Overview)

Failure of Remediation or Subsequent Course Failures

Dismissal
Failure of greater than 2 courses in one semester may qualify for dismissal
A C A D E M I C  D I S H O N E S T Y

The students of the Wagner College PA Program, as members of the Wagner College community, are held to the highest standards with regard to academic honesty and integrity. The Student Academic Honesty and Integrity Handbook assists in understanding those standards.

Violations of the PA Program’s Honesty Policy will result in the immediate dismissal from the program. Dismissal from Wagner College is a separate process, and determined by the College’s Academic Honesty Committee. Open, honest inquiry stands at the foundation of academic process, and is expected of all students, without exception. Academic honesty is maintained when work submitted for credit represents the student’s own effort.

Students violate this standard when they submit work for credit that is not original, or attempt to deceive the instructor in some other manner. Plagiarism is presenting as one’s work, words or ideas of another without proper citations or credit. All work that comes from other sources must be properly acknowledged, and even if the work of others is paraphrased, it should be clearly noted. Cheating consists of taking, or providing, or attempting to take or provide external assistance during an examination. This can include communicating with another student, referring to materials not approved for use during the examination (including cell phones or computers) or copying the work of another student.

Other violations of academic honesty include discussion of examination questions outside of the classroom; falsifying clinical data, attendance records, or clinical performance records or any other action designed to deceive.

When an incident of academic dishonesty is under investigation, the student will be placed on academic suspension until resolution of the case.

G R I E V A N C E  P R O C E D U R E

Students wishing to lodge a complaint regarding academic policy, procedure, or decision, as it relates to any alleged action prohibited by anti-discrimination acts, should first discuss the matter on an informal basis with the Program Director within five business days. The Program Director will give the matter prompt attention and return an answer to the complainant. If the grievance is not resolved at this level, it should be presented, in writing, within five business days to the Office of the Provost.

The document should include, but not necessarily be limited to, the following:

1. Statement of the grievance and the facts upon which it is based.
2. Date of the occurrence.
3. Attempts made to solve the grievance.
4. Student signature and date.

The Provost will attempt to resolve the grievance to the satisfaction of all parties concerned. In the event an acceptable resolution is not achieved at this point, the faculty member or student should request, in a memorandum addressed to the Provost that the grievance be brought before the Equal Opportunity
Grievance Committee which will review all facts and make its recommendation to the President of the College. The decision of the President is final.

HARASSMENT POLICY

It is the policy of Wagner College and the PA Program that conduct by any student, faculty, preceptor or employee which may be interpreted as harassment is prohibited. The Equal Employment Opportunity Commission defines harassment as unwelcome verbal or non-verbal, physical or sexual conduct that is made as a condition of academic success or employment, is used as the basis for employment/academic decisions, or has the effect of creating an intimidating, hostile, or offensive work/academic environment.

All instances of harassment (sexual or otherwise) must be brought to the immediate attention of the Program and the matter will be given prompt attention and handled in accordance with the published College policies and procedures.

LEAVE OF ABSENCE/WITHDRAWAL/DISMISSAL

A student may be referred to the Academic Review Committee with recommendation for dismissal if:

1. The student has received failures in 2 courses during the didactic phase of the program
2. The student enters the clinical or graduate phase of the program with an academic probation and subsequently fails a course.
3. Failure of 2 end of rotation exams
4. Professional behavior that is severe and warrants immediate dismissal from the program
5. Failure to complete any required remediation as determined by the faculty
6. Using collective judgment, the faculty reserves the right to recommend withdrawal or dismissal of a student whose scholastic performance, health or clinical performance or conduct make it inadvisable for them to continue in the program.

The student who wishes to withdraw from the program or requests a leave of absence is offered appropriate counseling. After discussing with the Program Director, the reason for withdrawal and future plans or options, the student must complete the appropriate “Change of Status” form. This form, signed and dated by the student and the Program Director, is placed in the individual’s record. Students dismissed from the program are also referred to the Center for Academic and Career Advisement for consideration of other major or career options.

The student is also referred to the Center for Academic and Career Advisement at Wagner College for completion of appropriate forms. For withdrawal from the College, see the Wagner College Undergraduate & Graduate Bulletin (available at www.wagner.edu).

If a student takes a leave for medical reasons, the PA Program requires certification from a licensed health care professional attesting to a student’s fitness to resume participation in the program.

If a student withdraws from the program for any reason the maximum time allotted is one academic year.