



Master of Physician Assistant Studies

STUDENT HANDBOOK

2024

1100 North Ave

Grand Junction, CO 81501

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****This Student Handbook has advisory status and does not supersede the Colorado Mesa University Graduate Criteria and Procedures Manual and the Student Maverick Guide unless otherwise noted. Students should be familiar with all documents.***

The information in this handbook is descriptive only and not contractual. All listed courses and programs are current at the time of publication, but are subject to change without notice, based on enrollment, faculty availability, and other considerations. The CMU MPAS program reserves the right to change, delete, or add to any of the provisions at program and University discretion. While Colorado Mesa University (CMU) publishes program information and materials and assigns advisors, the student is ultimately responsible for assuring that they have fulfilled all graduation requirements.

Reviewed and revised by CMU PEAC Committee 2022

Note: Throughout this handbook, Accreditation Commission on Education for the Physician Assistant (ARC-PA) standards are referenced where appropriate (i.e., A1.01, A3.03, etc.).

Section 1: INTRODUCTION TO THE MASTER OF PHYSICIAN ASSISTANT STUDIES PROGRAM

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PROGRAM INTRODUCTION

In alignment with the University's core values of innovation, excellence and community service, the Physician Assistant program exists to provide a learner-centered environment that educates competent and compassionate PAs committed to the delivery of quality healthcare to the communities of Western Colorado and beyond.

PHYSICIAN ASSISTANT PROGRAM DESCRIPTION

The Colorado Mesa University (CMU), Master of Physician Assistant Studies (MPAS) program, is a full-time master's-level program that meets during the day, with some evening and weekend hours expected. Hours will vary during clinical rotations.

The Program Includes:

- 112 Semester Credits in 27 months (about 2 and a half years)
 - Phase I – Didactic Phase: 15 months (four semesters)
 - Phase II – Clinical Phase: 12 months (three semesters)
 - CMU Capstone Project and Summative Exam

CMU PHYSICIAN ASSISTANT EXTERNAL ADVISORY BOARD

The CMU MPAS program has developed a committee of community physicians, PAs, health care administrators and consumers to assist in maintaining the quality and rigor of the educational experience. Their roles include advising on clinical rotation planning, identifying clinician experts in all content areas, assisting in the support and promotion of the program in the community, and advising on the program curriculum to help ensure that the program practices are unbiased and consistent with current medical practice.

ACCREDITATION

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be **September 2033**. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-colorado-mesa-university/>.

COLORADO MESA UNIVERSITY PHYSICIAN ASSISTANT PROGRAM

The Colorado Mesa University MPAS program is committed to upholding our core values as the central compass of our decision-making process. Growth and change are a part of our future, evidenced in the changing medical climate, growing university, and our growing Master of Physician Assistant Studies Program. We remain committed to adapting to change while maintaining high expectations for rigorous training of graduates able to deliver quality health care in support of the residents of Western Colorado and beyond. Service to the

community, wellness, and health promotion are curricular threads that will be woven through the didactic phase curriculum and will culminate in the clinical phase with student projects that give back to the community.

Our program articulates an emphasis on wellness in our core values, symbolically returning to the **W.E.L.L.** when we feel depleted from the demands of life, work, and PA school. We strive to promote wellness in our team, students, and the communities we serve. Course content focuses on the competencies needed to practice both the art and science of medicine that leads to compassionate and competent care for the community.

We are Crew Not Passengers: The MPAS Program aims to empower students to be in charge of their learning and self-care. Acting as crew, students understand the importance of remaining active and engaged in learning, inquiry, advocacy and navigating the educational and professional “rough waters” needed to meet their personal and professional goals.

Expect Growth: Our program values a growth mindset and will encourage a culture of embracing challenges while promoting the skills of critical thinking, problem-solving, innovation, reflection, and teamwork.

Listen First: The CMU MPAS program strives for a student-centric educational model that translates into patient centric-care. People matter and their lives and story are an essential aspect of patient care. Listening and trying to understand other’s perspective, background, and worldview are pivotal in our approach to caring for our team, students, and eventually the patients we serve.

Leaders as Agents of Change in the Community: Our Program values flexibility in thought, openness to change, and willingness to be innovative, problem-solving, community changing medical providers.

Mission of Colorado Mesa University

Committed to a personal approach, Colorado Mesa University is a dynamic learning environment that offers abundant opportunities for students and the larger community to grow intellectually, professionally, and personally. By celebrating exceptional teaching, academic excellence, scholarly and creative activities, and by encouraging diversity, critical thinking, and social responsibility, CMU advances the common good of Colorado and beyond.

CMU Master’s Degree Student Learning Outcomes

A student graduating with a master’s degree from CMU should be able to:

1. Contribute to scholarly advancement in the chosen field by completing projects individually and collaboratively. (Specialized Knowledge/Applied Learning)
2. Employ discipline-specific logical, mathematical, statistical methods, or other analytical processes to address a topic or issue. (Quantitative Fluency)
3. Create oral and written arguments or explanations, well-grounded in discipline specific theories and methods, for specified audiences. (Communication Fluency)
4. Formulate and evaluate hypotheses as related to research problems, issues, concepts, and various perspectives. (Critical Thinking)
5. Synthesize, evaluate, or refine the information base of various scholarly sources. (Information Literacy)
6. Articulate moral, ethical, legal, or professional challenges within the discipline. (Ethical Reasoning)

Mission of the CMU MPAS Program

The mission of the Colorado Mesa University Physician Assistant (MPAS) Program is to provide a learner-centered environment that educates competent and compassionate PAs, committed to leading through service in their career and communities.

Vision

Our graduates will be agents of excellence and innovation in the delivery of quality healthcare while promoting health and wellness to the communities of Western Colorado and beyond.

Values

- The program values service as competent, compassionate, ethical, and collaborative medical providers. The program values graduates who contribute to the delivery of quality health care in the community.
- The program values servant leaders committed to wellness promotion, the PA profession, and continued service in the communities in which they work and live.
- The program values a rigorous learner-centered curriculum that empowers students toward life-long personal and professional growth.

Program Goals

The program strives for excellence in meeting the following program goals:

- Goal 1: **Competent PAs:** Graduate competent PAs who demonstrate the knowledge and skills necessary for excellent medical practice.
How: Physician Assistant National Certification Exam (PANCE) first-time taker pass rate. The CMU Master of Physician Assistant Studies Program strives to have a PANCE first-time pass rate equal to or greater than the national average.
- Goal 2: **Employment:** Graduate PAs able to contribute to the delivery of health care. The program goal of 95% of graduates is to practice PAs within one year of graduation.
How: Graduate data information from alumni survey.
- Goal 3: **Serving and Leading:** Actively serving in their professional organization or community.
How: Goal of at least 50% of students remain active in community service activity during the didactic phase. The goal is measured by an audit of student community-service hours at the end of the didactic phase.
- Goal 4: **Program Completion:** Student-centered instruction that leads to program completion.
How: Goal of at least 90% of students graduate from the program.

Program Level Competencies

Medical Knowledge (M)

- 1) Demonstrate the biomedical, clinical, and social knowledge to care for patients across all ages and in a variety of settings.

Interpersonal and Communication Skills (IC)

- 1) Demonstrate an ability to elicit an accurate medical history and perform a detailed physical exam to make patient-centered diagnostic and therapeutic management plans.
- 2) Demonstrate the ability to provide appropriate patient education and interventions for individual and community disease prevention and health promotion.
- 3) Demonstrate effective oral and written communication, which results in an exchange of information and collaboration with patients, families, caregivers, and medical professionals.

Patient Care (PC)

- 1) Apply acquired medical, behavioral, and social science knowledge necessary to evaluate, diagnose, and care for patients across the life span in a variety of clinical settings.
- 2) Demonstrate the clinical problem-solving skills necessary to develop a differential diagnosis and patient-centered diagnostic and therapeutic management plans that include pharmacologic and non-pharmacologic interventions.
- 3) Perform core technical skills required in primary care including diagnostic and therapeutic clinical procedures.
- 4) Integrate evidence from scientific studies to make evidenced-based and culturally sensitive clinical judgements in the individualized care and management of patients.

Professionalism (P)

- 1) Demonstrate professionalism and ethical behaviors of compassion, respect, integrity, and accountability, while maintaining sensitivity and responsiveness to patients, families, and the multidisciplinary healthcare team.
- 2) Demonstrate continuous self-assessment and implementation of an improvement plan that includes compassionate self-care and a commitment to life-long learning.

PROGRAM COMPETENCIES

The Colorado Mesa University Master of Physician Assistant Studies Program has developed program core competencies for all graduates. The program will communicate the core competencies and the developmental progression expected of students in the program. Faculty advisors will meet with students at the end of each didactic semester to ensure students are progressing in meeting program expectations. Students should reference specific course outcomes for more detail regarding requirements to meet these expectations. These expectations were developed based upon the “Physician Assistant Competencies” as established by the National Commission on Certification of the Physician Assistant (NCCPA), the American Academy of Physician Assistants (AAPA), the Physician Assistant Education Association (PAEA), the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), the Association of American Medical Colleges (AAMC) Core Entrustable Professional Activities (EPAs), as well as, the program’s mission, vision, and goals.

Section 2: STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

The relationship of a student to a university brings with it certain rights and privileges and imposes certain obligations and responsibilities. A student should expect competent instruction, good advertising, adequate facilities, and expect the highest degree of excellence possible within the resources of the University. The CMU MPAS Program defines, publishes, and makes readily available and consistently applies its policies and practices to students so both parties are aware of expectations, obligations, and responsibilities. A student also should be protected from unreasonable and capricious actions by faculty, administration, and student organizations. Likewise, the student is responsible for respecting the rights and opinions of others, including faculty, the administration, and his/her fellow students. The faculty, administration, and students at Colorado Mesa University support the Statement of Principle that all individuals within the academic community “have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity.” Maverick Guide, August 2022.

ACADEMIC INTEGRITY

Students enrolled in the CMU Master of Physician Assistant Studies (MPAS) Program are expected to exhibit high standards of academic honesty and are subject to all Colorado Mesa University policies related to academic integrity. Please see the *Colorado Mesa University Guide Student Handbook* for the full definitions and policies regarding appropriate academic behavior with specific review of the “Academic Policies” and section related to academic dishonesty.

<https://www.coloradomesa.edu/student-services/maverick-guide.html>

CMU MASTER OF PHYSICIAN ASSISTANT STUDIES PROGRAM – STUDENT RIGHTS

Each student has the right to:

1. Be considered for admission, advancement, degrees, honors, and all academic and graduate school co-curricular activities and benefits without regard to ancestry, religion, gender, political belief, marital status, disability, or country of origin.
2. Know the regulations by which the program and institution are governed.
3. Be advised in writing of charges that might lead to disciplinary action in non-academic matters (See “Academic Standards, Performance, and Progression” Policy).
4. Free inquiry and scholarly investigation, and the right to discuss, exchange, and publish any findings or recommendations, either individually or in association with others.
5. Advocate, without fear of reprisal, any policy in matters affecting students.
6. Be secure in his/her rights as a citizen without prejudice to his/her standing in the university, provided he/she does not make claim to represent the university without due authorization.

CMU MASTER OF PHYSICIAN ASSISTANT STUDIES PROGRAM – STUDENT RESPONSIBILITIES

Each student has the responsibility to:

1. Comply with the rules governing students at the university and rules unique to the CMU Master of Physician Assistant Studies Program as outlined in this handbook.
2. Observe university rules when acting as a representation of Colorado Mesa University.
3. Not claim, in word or act, whether individually or in association with others, without due authorization, that he/she is an official representative of Colorado Mesa University.
4. Support academic integrity.
5. Conduct himself/herself in accordance with generally accepted standards of conduct as embodied in governmental laws and regulations.
6. Conduct himself/herself in a manner which sustains the atmosphere necessary for the broader educational purposes of the university community and the PA profession.

7. Respect individual differences and to conduct himself/herself so as not to violate the rights of other students and members of the administration and faculty.

FACULTY RESPONSIBILITIES

Education is a cooperative effort between educator and student. As such, both parties must fulfill their obligations if the integrity and efficacy of the instructional process are to be preserved. Therefore, each faculty member has the responsibility to:

1. Inform students of course outcomes and general outline. Contribute to and remain abreast of the latest developments in the medical field.
2. Continually pursue teaching excellence.
3. Treat all students with respect and fairness without regard to ancestry, religion, gender, political belief, marital status, disability, or country of origin.
4. Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
5. Attend classes regularly and punctually, adhere to the scheduled class and examination times, and arrange for notification of absence and coverage of classes as per CMU policy.
6. Establish and maintain appropriate availability to meet with students.
7. Present, at the beginning of the semester, the following course information:
 - a. Classroom procedures to be followed, and expectations concerning class attendance and proposed dates of major evaluations (including examinations, papers, and other projects).
 - b. Schedule of class-related activities, including class meetings and laboratory sessions.
 - c. List of texts and/or other materials needed for the course.
 - d. Other special policies.
8. Provide and adhere, within reasonable limits, to the written course syllabus.
9. Know course material thoroughly and prepare and present the material conscientiously.
10. Be informed of university services and recommend their use to students when appropriate.
11. Follow these policies concerning written work and grades:
 - a. Grade and return written work promptly
 - b. Submit final grades by the scheduled deadline
12. Implement CMU procedures for student evaluation of courses and faculty teaching with attention to preserving student anonymity.
13. Maintain a scholarly atmosphere. Colorado Mesa University Community Expectations:
Colorado Mesa University is an educational community allowing for free civil and rational discourse while establishing an environment conducive to professional students and research. Matriculation of a student at CMU and into the professional Master of Physician Assistant Studies Program implies adherence to policies and procedures inherent in the academic community.

Section 3: GENERAL INFORMATION

GENERAL INFORMATION

COMMENCEMENT

Upon successful completion of the didactic curriculum, students are required to participate in the program's Pinning Ceremony. Upon successful completion of all didactic and clinical requirements, all students must participate in a White Coat Ceremony and are required to attend CMU's Commencement Ceremony.

DIDACTIC PHASE SCHEDULE AND CALENDAR

Generally, classes and labs are scheduled Monday–Friday between the hours of 7:00 am – 7:00 pm. When needed, content experts from the medical community are used for lecturing to facilitate student learning, so flexibility in scheduling may be required. Some evening and weekend classes may be required. Students will be notified promptly in case of a schedule change or required evening or weekend classroom or laboratory hours. Course schedules will be available on the PA program Outlook calendar one week before each semester's start and are subject to change.

Class and laboratory schedules are subject to change. Schedule changes are at the sole discretion of the CMU faculty and staff and students may not request a change in class, laboratory, or exam schedules. Students are expected to procure their own transportation to and from all program-related activities.

FACULTY OFFICE HOURS

Faculty members are available to meet with students during scheduled office hours and by appointment. Students are encouraged to email or call to schedule a meeting time when needed.

REQUIRED PURCHASES

An overview of the MPAS Program estimated cost, including tuition and student expenses, can be found in **Appendix H**.

Each student is required to purchase the following:

1. Textbooks
2. Program-approved computer
3. Personal medical/health insurance
4. Professional liability coverage

Each student is responsible for:

1. Their own transportation to and from all program-related activities and assigned clinical sites, and will also be responsible for housing, food, and miscellaneous living expenses.
2. Costs related to their own physical examination(s), including required lab work and immunizations prior to starting the program. The completed physical examination reports are to be submitted to an external verification service before entering the Master of Physician Assistant Studies Program. TB testing and an Influenza vaccination need to be administered annually. Requirements will be communicated prior to admission and based on CDC guidelines and clinical site requirements.
3. Costs related to criminal background checks and drug screens as required prior to starting the program with results uploaded to external verification service. No information should be given directly to the program.
4. Costs associated with training and certifications, professional memberships, and course fees.

Section 4: POLICIES

ACADEMIC STANDARDS, PERFORMANCE, AND PROGRESSION POLICY

Policy Name: Academic Standards, Performance, and Progression

Background and Purpose

This policy provides clear expectations on requirements related to academic performance and progression. Also, the policy outlines formal procedures related to probationary status or dismissal.

Policy Statement

Requirements for Progression

(ARC-PA A3.15b)

Due to the sequential nature of the MPAS curriculum, students will be expected to complete all courses in each semester before progressing to the next semester. At the conclusion of each semester, the Progress and Promotion (P&P) Committee will meet to discuss any concerns (academic or professional) that would impact a student's standing and/or progression in the program.

All didactic outcomes will be evaluated by course assessments specified in each course syllabus. A listing of required and suggested texts will be provided for each course and located in the syllabus for the course. All didactic courses must be completed before entering clinical rotations. All required Supervised Clinical Practice Experiences (SCPE) must be completed before graduation.

Required Academic Standards

(A3.15a)

Didactic Phase

Grades for each PA student will reflect the evaluation criteria as stated in the course syllabi. Grades for assignments and assessments will be calculated to two decimal points. All PHAS courses and BIOL courses in the MPAS curriculum must be passed with a performance of 80% (letter grade of a B) or better on the final grade. Where the courses have multiple examinations, the student must maintain an 80% over average, but on the individual exams, a student may score 75% without requiring a plan for remediation. A score of less than 75% on any exam will require a plan for remediation which may include assessment of knowledge deficiency resulting in reexamination or demonstration of adequate knowledge base through other assessment modalities. A final course score of 79.50%-79.99% will round to 80%. A final course score of 79.49 or lower signifies a failing course grade and the student will be given the option of deceleration (see deceleration policy) or withdrawing from the program.

Clinical Phase

The grading policy for each SCPE is outlined in the specific course syllabus. Assessments and evaluations of students will be performed in a variety of clinical settings by a variety of evaluators and monitored by the program to ensure the progress of each student. Formative mid-rotation and preceptor evaluations will allow for student deficiencies and safety concerns. The Director of Clinical Education (DCE) will document student progress during the clinical phase. The Clinical Coordinator (CC) will monitor mid-rotation evaluations and preceptor evaluation and communicate any concerning scores to the DCE for evaluation. Any item on the preceptor evaluation of student performance that scores a 1 or a 2 will be reviewed by the DCE and a progress plan may be developed to address any deficiencies. Any academic or professionalism concerns during the clinical phase will be presented to the P&P Committee. A specific remediation plan will be developed at the discretion of the P&P committee, DCE, faculty advisor, and input from the clinical preceptor.

All clinical phase courses in the MPAS curriculum must be passed with a performance of 80% or better. Students must maintain an 80% overall average for the SCPE, but on the End-of-Rotation Exam, a student may score 75%

without requiring a retake examination. If a student scores less than 75% on an End-of-Rotation exam they have 30 days to retake the examination. Only one reexamination attempt is allowed per End-of-Rotation Exam topic. Deficient areas will be identified from exam reporting, and the student will pursue self-directed learning to address deficiencies before retesting. Failure of an End-of-Rotation Exam retest will result in the student being placed on Academic Probation and reviewed by the P&P Committee. A student who fails a SCPE for any reason will automatically be placed on academic probation. A student who fails a SCPE could result in delayed graduation and additional credit hour costs for the student. The student may meet with the P&P Committee to develop a plan for remediation.

Program Grading Scale

Percentage	Letter
90-100	A
80-89	B
70-79	C
Below 70	F

Requirements for Graduation

(ARC-PA A3.15b)

To graduate and earn a Master of Physician Assistant Studies degree from Colorado Mesa University, students must:

- Successfully pass all didactic and clinical courses with a minimum cumulative grade point average of 3.0
- Successfully pass all components of the Summative Evaluation
- Demonstrate they have met all the Program student learning outcomes/competencies required for entry level practice.
- Good Academic and Professional standing approval by MPAS P&P Committee
- Complete the University's requirements to graduate as outlined, <http://www.coloradomesa.edu/registrar/graduation.html>

Remediation

(ARC-PA A3.15c)

Student progress is monitored and documented promptly identifies deficiencies in knowledge or skills and establishes remediation means. Remediation is the opportunity to correct unsatisfactory performance, progress and/or professional conduct in the program.

- Remediation, a formalized Progress Plan, is required for any failed written examination, skills assessment, or key assignment included in the curriculum.
- Remediation, in the form of a formalized Progress Plan may be required for any "Below Expectation" rating on a Professionalism Evaluation.
- A preceptor evaluation grade of less than 75% during the clinical phase will result in failure of the clinical rotation and referral to the P&P Committee. The P&P Committee will review the preceptor evaluation and may require the rotation be repeated as part of the progress plan. This holds true even if the final grade for the course is passing.
- If the clinical site, preceptor, or program discontinues the SCPE due to patient safety, professionalism, or student competency concerns, the student will receive a failing grade for the course and the course will need to be repeated.
- If the clinical site or preceptor requests to temporarily remove the student from a rotation due to competency concerns, patient safety, or professionalism concerns, then the student will be referred to the P&P committee.

- A Progress Plan is designed to notify students of the program’s expectations to provide the greatest opportunity to achieve success in meeting the learning outcomes of a course, professionalism expectations, or program competencies.
- The Progress Plan will describe the type of remediation activity required, a timeline to complete the activity to meet the intent of the plan successfully, identification of the person who will review and document completion of the activity, and correction of the deficiency and success in meeting the activity outcome.
- Failure to fulfill all the terms of the Progress Plan may result in dismissal from the program.
- The student must sign the Progress Plan acknowledging the steps and timeline for completing the remediation activity.
- The course director or faculty advisor will be responsible for documenting the remediation efforts and outcomes on the MPAS program’s Progress Plan with oversight by the P&P Committee. Documentation must detail the activity, correction of the deficiency and satisfactory completion of meeting the learning outcomes in the student file.
- The specific Progress Plan is developed at the discretion of the student’s advisor, course director, and/or Program Director (PD) with final approval by the P&P Committee.
- Progress Plans may include but is not limited to the following:
 - Reading and study assignments with follow-up discussion/oral assessment
 - Case-based learning exercises focused on areas of deficiencies
 - Written self-reflection exercises
 - Written response to selected exam items with reference citations
 - Individual skills-training or faculty led tutoring
 - Additional supervised clinical practice experience including repeating an entire rotation
 - Retake of a written exam, OSCE, skills assessment, or end of rotation exam.

Re-Assessment

- In courses with modules, any student who fails a written examination by scoring less than 75% may be required to take another examination. If a student fails more than two module exams within one PHAS course, the student will be referred to the P&P Committee. Students that fail their retake exam will be referred to the P&P Committee for evaluation and recommendation, which may include academic warning, deceleration or result in dismissal from the program.
- Students who fail a patient simulation exam, OSCE, by scoring less than 75%, will be required to remediate the patient simulation. Deficient areas will be identified by video review or rubric review, and the student will pursue self-directed, or instructor-guided learning to address deficiencies before retesting. Failure of remediation will be referred to the P&P committee for evaluation and recommendation, which may include academic warning, academic probation, deceleration, or may result in dismissal from the program.

Progress and Promotion Committee (P&P Committee) (ARC-PA A3.15d)

The MPAS P&P Committee is comprised of the medical director, director of didactic education, PA principal faculty, and staff. The committee’s purpose is to ensure that students are progressing through the program at the appropriate rate. This committee is also designed to address any individual student professional or academic issues that may arise during the program.

Students who fail to maintain academic standards, including professional behavior, shall be referred to the P&P Committee. The committee will review the situation and recommend a plan, which may include remediation, academic warning, probation, or dismissal from the program.

- a. A “Progress Plan” (**Appendix B**) will identify deficiencies and a plan for the student to correct those deficiencies.
- b. A formal report will be generated containing any action taken and the result, which will be shared with the MPAS faculty and student involved and subsequently placed in the student’s file.

At the end of each semester:

1. Each faculty advisor will meet with their student advises to review the previous semester. They will complete the “Professional Evaluation” (**Appendix B**) together and review academic performance. A copy of the “Professionalism Evaluation” along with any written report of the meeting will be placed in the student’s file following the encounter.
2. If a faculty advisor has any concerns about a student’s academic performance, including their professional conduct, they will notify the P&P committee of their concerns. The P&P committee will meet or communicate about the situation and involve the student and faculty advisor if more information is needed. Following their review, the committee will make a recommendation for a Progress Plan.
3. The committee will also review the progress of those students who have been previously referred to the P&P Committee.
4. The committee will present a verbal report to the faculty on the analysis of any students placed on academic warning or probation from the previous semester.

A faculty advisor or instructor of record can also request a P&P committee meeting at any time during the semester if they deem it necessary based on student academic performance or professional conduct.

Adverse Actions

Academic Warning and Probation

Academic Warning

An academic warning can be given at any time by the P&P Committee if a student:

- Fails two or more exams or skill assessments in any one course in the same semester in the didactic year
- Cumulatively fails three or more exams in multiple courses in the same semester during the didactic year
- Cumulative GPA is below 3.0 overall
- Students who consistently scores at a 3.0 may also be brought to the P&P committee to discuss academic performance
- Students who have multiple exams in one course or across multiple courses that are <80%
- At the discretion of an advisor or course director with approval from the P&P committee

Academic Probation

Students will be placed on academic probation if they have a final course grade of less than 80% in any BIOL or PHAS courses. Students who are on academic probation in any semester must meet with the P&P Committee to discuss options for continuing in the program. A student may not continue with their cohort if they are on academic probation for more than two **consecutive** or **nonconsecutive** academic semesters. The student may have the option to withdrawal from the program or decelerate per recommendation from the P&P Committee.

To regain good standing, a Progress Plan will be created with required steps to return from a warning/probation. Failure to complete the required actions in the timeline determined by the committee may result in the P&P Committee recommending dismissal from the program. It may be necessary for students to repeat a course to be removed from academic probation. A student allowed to repeat a didactic year course will join the next cohort with an available seat and retake the course(see deceleration policy) A student has one opportunity to

pass a course they are retaking. Failure to pass the course on the second attempt will result in dismissal from the program. A student failing a SCPE may be allowed to remediate the SCPE (per the P&P Committee) while on academic probation. Students on academic probation may be restricted from missing class to participate in extracurricular activities.

All probational issues, academic or professional, must be reported to the state licensing boards when the student applies for licensing.

Professional Probation

(ARC-PA B4.02e)

Violation of the Professional Standards of Conduct represents a serious offense subject to course failure and/or dismissal from the program. Any violation of the standards will be documented by the faculty or staff witnessing the transgression, sent to the faculty advisor and P&P Committee for review. Any other serious professionalism violations may constitute grounds for disciplinary action, including but not limited to probation or dismissal from the program. Students may be placed on Professional Probation when they do not demonstrate acceptable professional behavior as evidenced by one or more of the following:

- Receiving an “unacceptable” mark on a didactic or clinical phase professionalism evaluation
- Disruption of or interference with the University’s educational objectives, its operations, staff, and faculty in the performance of their work, or any other aspect of its mission as evidenced by behavioral misconduct or failure to adhere to program policies and procedures defined in the CMU MPAS Program Handbook.
- Violation of the MPAS Program or University’s code of academic integrity or a conduct infraction.

To regain good standing when placed on professionalism probation:

- Students become eligible to regain good standing in the semester following the semester they were placed on Professionalism Probation. If placed on Professionalism Probation during the didactic phase the review and recommendation to regain good standing or further action must be completed by the faculty advisor, Director of Didactic Education (DDE), and P&P Committee. If placed on Professionalism probation during the clinical phase the review and recommendation to regain good standing or further action must be completed by the faculty advisor, DCE, and P&P Committee.
- To regain good standing following placement on Professionalism Probation, students must refrain from demonstrating any of the professionalism deficiencies during the probationary period. The P&P Committee will review documentation. (See program Conduct and Behavior Policy).
- Students on professional probation may be restricted from missing class to participate in extracurricular activities.

Dismissal

(ARC-PA A3.15d)

Academic warning and academic probation do not always precede academic dismissal. The following students may be subject to dismissal:

- Students who have not achieved a 3.0 GPA overall and a 3.0 in all BIOL and PHAS courses after two consecutive academic semesters of academic probation.
- Any student who has been on academic probation for two or more nonconsecutive semesters may be dismissed from the program
- Provisionally admitted students who do not meet the requirements of their provisional acceptance
- Students who do not meet stipulations of a progress plan set at the time of being placed on academic probation. This includes students who have been on academic probation for two semesters
- Students who fail to meet the post-acceptance requirements in the manner specified in the admissions post-acceptance requirements

- Students who fail to pass a course on the second attempt.
- Students unable to meet the minimum technical standards necessary to achieve the knowledge, skills, and competencies of any entry-level physician assistant (See CMU MPAS Program Technical Standards)
- Students unable to complete all program requirements for graduation within six years of the first day of enrollment
- Student behavior that poses a threat to the mental or physical well-being of patients
- The student fails to behave in a professional manner, including instances of academic misconduct (see Conduct and Behavior Policy)
- The student violates the policies or manuals set forth by the program and/or University
- The student who fails to attend or completes the entire duration of the published SCPE assigned to them without prior approval from the PD.

A student dismissed from the CMU MPAS Program is prohibited from any further attendance in class or participation in SCPE. Appeals of dismissal shall be submitted in writing to the PD within four weeks of official notice of termination. The appeal decision can be further appealed to the Department Head and then the CMU Graduate Studies Advisory Committee if filed within two weeks of the department head's decision. Further appeal(s) shall be made in writing within two weeks to the Vice President of Academic Affairs. The VPAA has the final decision on the appeal. See the full University policy in the Graduate Policy and Procedure manual: During this process, the PD may decide not to support the student's appeal for readmission to the university. Please see the University Graduate Policy and Procedures manual at <http://www.coloradomesa.edu/academic-affairs/documents/manuals/GraduatePoliciesProcedures.pdf>.

Deceleration

(ARC-PA A3.15c)

CMU MPAS students may not self-opt into deceleration. If a student is required to repeat a didactic course to continue in the program, the student must wait until the course is offered with a cohort that has an available seat (less than 28 students). A student who is required to repeat a didactic course may not join a cohort that is at the maximum cohort size approved by the ARC-PA. They may not participate in any further activities in the program until they have met the requirements for program progression. The P&P Committee reserves the right to attach conditions that must be met for a student to decelerate and progress within the program. This may include student auditing courses to refresh clinical skills or knowledge. Deceleration may only occur one time during the student's enrollment in the program. All program completion requirements must be completed within six years of the first day of enrollment. Inability to do so will render the student ineligible to graduate from the CMU MPAS Program.

Leave of Absence

Matriculated students may request a leave of absence when personal (non-academic) circumstances arise which jeopardize the likelihood of successful completion of their studies. A student's poor academic performance will not be regarded as a justifiable reason to request a leave of absence. Students must submit a written formal request with an explanation for the request to the Program Director. Requests will be handled on a case-by-case basis. The Program Director reserves the right to approve, modify, or deny the request. Only students who are in good standing can request a leave of absence. Program faculty reserves the right to attach conditions that must be met for students to return. The program may require an audit of courses upon returning to the program to refresh clinical skills or knowledge.

All program completion requirements must be completed within six years of the first day of enrollment. Inability to do so will render the student ineligible to graduate from the CMU MPAS Program.

Student Program Grievances

(ARC-PA A3.15g)

The ability to give and receive feedback is a professional behavior that physician assistant students are expected to develop. MPAS faculty members strive to develop their role as educators continuously. We encourage students to communicate concerns regarding the program to the appropriate individual(s) discreetly and constructively. If a student has concerns about an instructor or class, the student should communicate directly with the person involved. The CMU MPAS program strives to apply policies consistently throughout a student's time in the program. If a student feels that a policy has not been consistently applied, they can file a formal grievance as outlined below.

The following provides guidelines for timely and fair resolution of complaints or problems related to grades, academic decisions for students, or program policy concerns in the physician assistant program at CMU.

Appeals Process

The MPAS Program recognizes due process and the rights of students to appeal program decisions/actions affecting their progress within the Program.

- In the MPAS Program, it is expected that the student will, within five (5) working days following the grade or decision of dispute, or program policy concerning schedule a meeting with the instructor or faculty member.
- If the problem is resolved through the initial meeting, no further action is indicated.

Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the PD. The written appeal must include:

1. A statement addressing how the appeal meets one or more of the three criteria necessary for a formal grade appeal; or documentation that the program policy concern has not adequately been addressed.
2. A description of what occurred during the informal resolution process.
3. Copies of all graded materials from the course that are in the student's possession.
4. Any relevant documents the student wants reviewed as part of the appeal process.
5. A copy of the course syllabus or policy.

Results and next steps:

1. The PD will render a decision in writing, with an explanation, within ten days of receiving the student's written appeal.
2. If dissatisfied with the PD's decision, within five (5) working days, the student will file a written appeal with the Department Head of Kinesiology. The Department Head of Kinesiology will investigate and render a decision in writing within ten days.
3. If the student still does not believe the conflict has been resolved, the student is directed to the Colorado Mesa University Mav Guide for further steps to be taken and includes information on the following:
 - a. Appeals related to a Campus Judicial hearing or decision;
 - b. Appeals related to a Sanction for Academic Dishonesty;
 - c. Appeals related to a Student Grade;
4. If a student is appealing a grade, the student must demonstrate in writing that the grade was unfair based on one or more of the following conditions.
 - a. The grading decision was based on something other than course performance, (unless the grade was a result of a penalty for academic dishonesty).
 - b. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.

- c. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the instructor.

This section on the Grade Appeal Procedure has been excerpted from the Student Code of Conduct/Maverick Guide which is available at: <http://www.coloradomesa.edu/student-services/maverick-guide.html>. Where discrepant from university policy, the timeline for grade appeals and process for program policy grievances will be as outlined in the program policy above.

Withdrawal

(ARC-PA A3.15d)

Unless a leave of absence is formally requested and granted, withdrawal from an individual course, will not allow a student to progress in the program as required and therefore constitutes withdrawal from the program. Students can withdraw from the program at their discretion and must submit written notification to the PD and schedule an exit interview.

It is the student's responsibility to withdraw, using the appropriate CMU form, from any class which they are no longer attending or risk receiving a failing grade in that class. Students wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline. For further information regarding university policies on withdrawal, please see the Maverick Guide: <http://www.coloradomesa.edu/student-services/maverick-guide.html>.

Readmission

CMU Office of Graduate Studies has an established policy that students dismissed from a degree program may appeal for readmission after a one-semester suspension (not including summer semester). In this case, a percent of the credit for coursework (excluding thesis and dissertation) previously earned at Colorado Mesa University can be applied to the degree after readmission. All limitations regarding times will be reset as though the student was entering the program for the first time. All appeals and requests for readmission to graduate degree programs will be submitted to the Office of Graduate Studies and reviewed in collaboration with the Program Director, Department Head, and faculty. If the appeal is denied, then a further appeal can be submitted to the Vice President for Academic Affairs, within three calendar weeks. The decision of the VPAA is final and not contestable. A student dismissed from the CMU MPAS Program and, on appeal, can re-apply and must follow the outlined program procedures for the next application cycle. Students will be assessed through the same process used for all candidates which consider previous academic dismissals. Program faculty reserves the right to attach conditions that must be met for students to return. The program may require an audit of courses returning to the program to refresh clinical skills or knowledge.

Academic Counseling

(ARC-PA A2.05e, A3.10)

Each student admitted to the MPAS Program will be assigned by the Program Director to a principal faculty member to serve as an advisor. Students may be assigned a different advisor when faculty turnover occurs, when personal advisor/advisee conflicts occur, or as deemed necessary by the PD. A student may request advice at any time. Formal sessions occur at the end of each semester. Advisor and advisee will complete a Professionalism Evaluation and review academic performance. Advisors will recommend students for progression to the next semester with approval by the P&P Committee.

Although faculty advisors are a student's primary point of contact for academic counseling, the advisor, when necessary, may recommend students seek professional counseling from CMU's Behavioral Health Services. Student support services are available to all MPAS students that feel personal issues are impacting their progress in the program. <http://www.coloradomesa.edu/student-services/health-safety/counseling.html>. CMU provides an anonymous way to report a concern about student or community member. If students, faculty, or

staff are unsure of who to contact or if they feel uncomfortable calling Campus Safety of the Behavioral Health Services called "Report It". <http://www.coloradomesa.edu/safety/report.html>.

ASSESSMENT POLICY

Policy Name: Assessment Policy

Background and Purpose: This policy provides clear details about assessment expectations.

Assessment Tardiness

Students must arrive at least 10 minutes before the assessment's scheduled start time. Assessments will begin on time. Students arriving after an assessment has begun will be allowed to take the assessment, but no additional time beyond the scheduled conclusion of the assessment will be permitted. If a student arrives for an assessment after another student has completed the assessment, he/she will not be allowed to take the assessment and therefore receives a score of zero (0). Recurrent tardiness is considered unprofessional and may result in a formal evaluation of a student's professionalism and remedial action.

Absence on Assessment Days

Students are expected to take assessments on the assigned day/time. When unanticipated absences (due to illness) occur on the day of an assessment, students are required to notify the course director and DDE as soon as possible. A plan will be made to take the assessment at the soonest available date. Student scores will not be released until everyone has taken the assessment.

Anticipated absences on the day of an assessment must be approved by the course director and DDE at least 2 weeks before the assessment. Students must complete the assessment prior to the anticipated absence. Grades won't be released until all students have completed the assessment. Students missing an assessment due to an anticipated absence may be approved to take the exam one day early.

Assessment and Academic Integrity

Assessments are administered in accordance with the syllabus schedule and outlook calendar. Students are responsible for active participation in their education – studying, preparing for class, and seeking assistance when uncertain about material that is taught. Unless otherwise stated, reference materials are not to be used by the student during evaluations, tests, or practical exams.

Throughout an examination, students are not allowed to access any of their own materials, including phones, notes, or computer programs outside of the testing platform. Phones must be placed on silent, and students must leave all personal material, including phones and backpacks, along the outer edge of the room. Any student who does not comply will be in violation of the university's academic honor code. No food or beverage will be allowed in the classroom during exams. Students should not wear hats, coats, hoodies, or watches during an exam.

During an examination, students will be allowed one piece of blank scrap paper (provided by the program). No other materials will be permitted on the desks during an exam. When the student has completed the examination, this paper must be turned in to the proctor. Failure to do so could result in a failing grade for the exam.

Students are not allowed to ask questions related to test questions during the exam. The only questions permitted are those related to formatting errors, which make completing a question difficult, or technological difficulties. Any question asked of a proctor will be repeated for the class's benefit.

When an exam is administered electronically, the testing window must be fully maximized, and no other windows may be open simultaneously. Once students complete their examination, they must receive an acknowledgement from the proctor that their exam has successfully uploaded. Upon leaving the classroom, they are not permitted to reenter the classroom until all exam takers have finished.

Students are expected to stay seated during an exam. Students should raise their hand and communicate any needs to the test proctor prior to leaving their seat. Students will not be permitted to leave the room during any exam scheduled for 2 hours or less. If a student must use the restroom during an exam only one (1) student at a time may be out of the room, student must ask for permission, and student's must empty pockets prior to going to the restroom. When a student leaves the room, if they do not check in with the proctor their test will be considered completed. Students who have a medical condition that requires them to access the restroom more frequently can work with disability services to arrange appropriate accommodation. Once a student completes their exam, we ask that students leave the classroom as quietly as possible. To maintain a quiet atmosphere, for both test takers and neighboring classrooms, congregating in the hallway is not permitted following the completion of exams.

To provide for a consistent and secure test environment, the following guidelines will be followed by all MPAS students.

Prior to the examination

1. Charge your laptop battery and assure that your computer is in good working order.
2. Update your browser.
3. Ensure your computer/software meets Exam Master requirements.
4. Verify that you can log into your Exam Master account.
5. Ensure you have downloaded the locked browser feature.

Exam Review

Students will be able to review their exam after completion by all students. Exam reviews are only mandatory for students who score less than a 75% on the exam. Professional behavior during an exam review is expected. Conduct deemed unprofessional may result in a formal evaluation of a student's professionalism.

This review's purpose is to challenge the exam material and allow the student to note topics they miss. During the test review, students must leave all personal material, including phones and backpacks, along the outer edge of the room. If needed, students will be provided with one piece of paper to record challenges to questions, which they get to keep. Once a student is done reviewing the material, they must return the assessment and any assessment material to the instructor or close online testing platform prior to accessing their personal materials. If materials are taken out of the room, the student involved may receive a failing grade for the examination.

In the event a student wishes to challenge an examination question, the student must address this during the exam review challenge period following the test. The student must address a specific issue regarding the examination question or assignment, such as having multiple correct answers, having no correct answers, topic was not in objectives, etc. The student is required to provide a written explanation to support the student's argument. This argument must be made using supporting documentation, referencing assigned readings and objectives from the syllabus, by 5 pm of the test day. Challenges based on the PowerPoints are acceptable, however assigned readings will take preference. The Course Director will consider the student's challenge and will respond in writing (email is acceptable) within 3 business days as to their decision regarding the question being challenged. Questions that are deemed not acceptable (no correct answer, topics not covered) will be omitted from the exam.

Students will not be allowed to keep copies of any test or quiz given in the program. It is a violation of the academic honesty policy to reproduce any portion of a test, quiz, or material discussed during a test review, or to distribute any reproductions made by others. This includes distribution to fellow students, or students in future MPAS cohorts.

Grade Recording & Dissemination

Course grades will be accessible online via course gradebooks in the Desire2Learn learning management system. Exam grades will be made accessible via an online testing platform. Examination and course grades will not be provided via telephone or email.

Late Work

Because of their interactive nature, certain assignments (forum posts, journal entries, SCPE onboarding, etc.) may receive no credit if they are late. Other late work will receive a deduction of one letter grade for every day that it is late. Due date extensions are a privilege, not a right, and will only be granted due to the most extreme circumstances and at the instructor's discretion.

Assignment Guidelines

Students are responsible for reading each course syllabus to determine assignment guidelines, including those for online forum posting. All work on examinations, exercises, and assignments are to be completed individually unless direction is given by the faculty member that said assignment may be completed as a group project or with the assistance of others. Due dates are established by the course director, as indicated in the course schedule. Students who feel they have extenuating circumstances necessitating an extension for any assignment should discuss this with the course director before the assignment's due date. Unless an extension is negotiated, late work will be penalized in accordance with the student handbook.

ATTENDANCE POLICY

Policy Name: Attendance Policy

Background and Purpose

This policy provides clear expectations on attendance.

The Master of Physician Assistant Studies (MPAS) Program is committed to the development of professionals. Courses are designed to build upon previous knowledge. Because of these factors, attendance is mandatory. The faculty does recognize that students have outside obligations and that situations may arise that cause a student to be absent or tardy. Therefore, the following guidelines will serve as the basis for faculty actions:

1. Attendance on all class days and clinical days is required. Students are expected to arrive 10 minutes early so that they are ready to start class or rotations at their assigned time.
2. Students will prioritize utilizing semester or rotation breaks for vacation and other personal needs such as weddings, trips, etc.
3. Each student is responsible for his or her own academic success. When an absence from a scheduled educational activity is anticipated during the didactic phase, the student, via email, will submit an Absence Report Form to the Director of Didactic Education (no less than two weeks before the anticipated absence when possible). The student will also notify the Course Director via email about the upcoming absence. The Absence Report will propose expectations to complete make-up work and assessments. The Course Director and Student's Advisor will determine if the proposed plan is appropriate. Approval of the Absence Report will be disseminated to the student and necessary instructors. Typically, students must complete assessments and assignments before departure. Absences are for a short duration of one or two days. Anticipated absences during the clinical phase are discouraged. Prior written approval by the PD is required for any anticipated absences that occur during the clinical phase. Students should utilize any breaks in their schedule for anticipated absences during the clinical phase.

An anticipated absence may negatively impact a student's performance in a course and may impact a student's progression in the program since not all course activities, assignments, or assessments are able to be made up.

4. When an absence from a scheduled educational activity is not anticipated, the student shall email the Course Director prior to the start of class, if possible. Students must also submit the Absence Report Form (with make-up plan proposal) to the Director of Didactic Education and Course Director at the earliest opportunity. Approval of the Absence Report will be disseminated to the student and necessary instructors. When an unanticipated absence occurs during the clinical phase, the clinical site/preceptor must be notified as soon as possible. Students are expected to communicate in multiple ways (phone, email, text, etc.) to their clinical site/preceptor as necessary to ensure the clinical site/preceptor is aware of the unanticipated absence. Students should continue to communicate their unanticipated absence with their clinical site/preceptor until the clinical site/preceptor confirms they are aware of the unanticipated absence. The student will report all absences to the DCE using EXXAT. The DCE will work with students on a plan to make up any missed hours as needed.

Students with 3 consecutive absences or an accumulation of 5 absences during the program may be referred to meet with the Progress & Promotion Committee for assessment of the situation and recommendations, with possible disciplinary actions. Disciplinary actions could result in failure of assessments, failure of courses, delayed graduation, or dismissal from the program as determined by the P&P Committee.

Instructors or faculty will not be required to individually review material covered during absences. See Academic Standards, performance, and progression policy for information about non-medical leave of absence.

5. Students must obtain approval from appropriate faculty before bringing guests to any program activity.
6. Bereavement days may be granted for the death of an immediate family member at the discretion of the program director. Immediate family members are defined as: wife/husband, grandparents, parents, brother/sister, children, and grandchildren. All of the above designations include “step” and “in law” derivations.
7. If students elect to attend the annual Colorado Academy of Physician Assistants (CAPA) or American Academy of Physician Assistants (AAPA) meetings, they will be excused from clinical rotations and/or class (whenever possible). A student must submit a letter or email or request to the program director **at least 30 days prior to the conference**. Requests for additional conference time will be reviewed individually by the program director. Failure to submit a written request will disqualify attendance. For AAPA conference, students will be excused to attend all Student Academy of AAPA (SAAAPA) activities (maximum 3 days) plus one day of travel before and one day travel afterwards. If a student misses a day of classes or rotations to attend the conference, s/he must provide a written summary covering a minimum of 4 CME sessions or other pre-approved activities to the program director per day missed.

Specialized Training Absence

Missing an Objective Structure Clinical Examination (OSCE), stimulated patient encounter or specific training may not be able to be made up and would result in receiving no credit for the assessment or learning activity. If the assessment or learning can be made up, it may result in additional cost incurred associated with rescheduling of the assessment or learning activity.

Inclement Weather/University Closure Policy:

In the case of an emergency, students, faculty, and staff will be notified through one or more of the following channels: Text Message (sign up via MAVzone), University Social Media outlets, Colorado Mesa University Email, or MAVzone. In the event of inclement weather or other unusual circumstances, classes may be rescheduled for evenings or weekends. Content may be presented by other lecture capture means. Therefore, closure of campus likely will not disrupt the academic schedule.

Please note that this policy applies in addition to the University policies on attendance and absences. Please see the Maverick Guide <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Leave of Absence

- 1) Students who are ill for an extended period may apply for a medical leave of absence after five consecutive absences by contacting the program director. A note from a physician, PA, or NP may be required.
- 2) Any leave of absence (medical, maternity, personal) will be determined on a case by-case basis at the discretion of the program director. The student should submit a letter to the director indicating the request and providing a reason for such a request. The program director will review with the request with faculty and will notify the student of the decision. If the request is granted, steps to be taken by the student to become reactivated in the program will be indicated. All course work and clinical requirements must be completed prior to graduation, and completion of the program may be delayed by any leave of absence. Students should consult the financial aid office before requesting a leave of absence, as this may impact financial aid too. Due to the pace and interactive nature of courses, the following limits will be put on leaves of absence:
 - a. During the didactic year, students may be approved (at the discretion of the program director) for up to 2 consecutive weeks of leave. If a student needs to miss more than 2 consecutive weeks of class, they must withdraw from the semester and return the following year. Any student taking a year's leave will be required to participate in activities as determined by the faculty to maintain necessary skills and knowledge. Students will not be approved to take more than one year of leave from the program. Any student requiring more than a year absence would need to withdraw from the program and reapply for admission as a new student when they are able.
 - b. During the clinical year, students may be approved (at the discretion of the program director and/or the director of clinical education) for up to 10 weeks of leave from clinical rotations. Students will be expected to complete all rotations before graduation, so any leave of absence from the clinical year will result in a delay in graduation date and the student's date of eligibility to sit for the NCCPA PANCE exam. The Director of Clinical Education and the Clinical Coordinator will work with the student to coordinate their return to clinical rotations following the leave of absence, and the student may be required to delay their re-start to coincide with the cohort's clinical calendar. In addition, due to the complexity of obtaining and scheduling outstanding clinical rotations, a delay in scheduling clinical rotations is likely to occur.

When a student returns to clinical rotations following a leave of absence, he or she must be able to follow all clinical scheduling expectations, including travel to distant clinical sites and participating in core and elective rotations as assigned by the clinical coordinators. Because rotation scheduling depends on site availability and the schedules of the rest of the cohort, no special adjustments to the clinical rotation schedule can be made for students after medical leave. Students unable to participate in the clinical scheduling process may need to take a leave of absence until they are able to matriculate with a cohort with an open seat. Please note the program cannot accommodate a cohort size greater than approved by the ARC-PA (28 students).

DRESS CODE POLICY

Policy Name: Dress Code

Background and Purpose

Colorado Mesa University Master of Physician Assistant Studies program (CMU MPAS) is dedicated to educating students to function as respected healthcare professionals. As such, students should dress in a manner befitting a professional. Physicians, physician assistants, and other professionals from the community will frequently be present in the classroom, either as guests or as content experts. Students while in class or on Zoom are expected to dress in a professional manner. The maintenance of a professional appearance and demeanor facilitates the acceptance of the profession and the individual by patients and other health professionals.

Policy Statement

CMU MPAS students should maintain a neat, clean, and professional appearance during all didactic classes, volunteer opportunities, and clinical rotations. When participating in any clinical patient care or patient care simulations and lab experiences, students should wear professional clothing that allows them to move appropriately. Students should be able to sit, squat, and touch their toes easily and without inappropriate skin exposure in whatever they are wearing.

DIDACTIC PHASE ATTIRE

While attending classes or laboratory sessions, clothing choices should be tasteful and professional. Please note the CMU MPAS Program utilizes clinicians from the community as adjunct faculty and content experts. Inappropriately dressed students will be asked to leave class and will have an unexcused absence until they return properly dressed.

Acceptable Attire

- Business casual
- Dress slacks, trousers, dresses/skirts of appropriate length
- Dress shirt or polo shirts
- No sandals or open-toe shoes in the clinic or lab.

Unacceptable Attire (The following is considered unprofessional outside of specific lab sessions)

- Cut-off or torn clothing
- Short skirts or shorts
- Tank tops
- Low-cut short shirts
- Yoga pants
- Visible undergarments
- Sweatpants/Sweatshirts
- Hats during class
- Athletic shorts
- Flip flops

CLINICAL PHASE ATTIRE

Business casual attire is required for all Supervised Clinical Practice Experiences (SCPEs). Exceptions to this rule should only be made based on direct instruction from the preceptor. Scrubs are not permitted except in surgery, unless otherwise specified by preceptor. Inappropriately dressed students will be asked to leave the rotation site

and will receive an unexcused absence until they return properly dressed. While participating in any program activity outside of the Colorado Mesa University campus, students must present a professional appearance. Open-toe shoes are not allowed in clinical facilities.

Acceptable Attire

- Dress slacks, trousers, dresses/skirts of appropriate length
- Dress shirt or polo shirt
- Enclosed low-heeled shoes, flats (no sneakers, sandals, or open-toed shoes in the clinic, operating room, procedure room, or lab). It is recommended that shoes be worn with socks or tights.
- Students should wear a short white lab jacket with the CMU MPAS program logo and be clearly identified as Physician Assistant (PA) students to distinguish them from other health professional students and practitioners during clinical experiences. During clinical rotations, all students must wear and visibly display student identification badges as provided by CMU.
- All PA students must clearly introduce themselves as CMU PA students and be clearly and continuously identified as students during all clinical experiences (*ARC-PA A3.06*)
- As guest at clinical sites, students are expected to follow the clinic's attire policies.

Unacceptable Attire (In addition to the list above)

- Shorts, jeans, stretch pants, skirts above the knee, t-shirts, tank tops, hats, or any clothing causing inappropriate exposure of skin that includes but not limited to low cut necklines or tops revealing cleavage.
- Students should not wear any perfume, colognes, or body fragrances.

This professional attire should be observed whenever students are at hospital or institutional auxiliary sites. This includes visits to study in the hospital library, major group meetings, Grand Rounds or Continuing Medical Education (CME), hospital/community experiences, etc. Book bags are not to be seen in patient care areas. Please store these items in a safe and secure area. The student will be responsible for the safety and security of their personal belongings.

Piercings and Tattoos

The program recognizes that students may express their personal taste through piercings and tattoos. However, as a guest at clinical sites, students are expected to follow the clinic's standards for piercings and tattoos. This may mean removing all visible piercings prior to participating in a clinical rotation activity. Students may also be asked to cover any tattoos, as much as is physically possible, while participating in clinical rotations. Any concerns prior to clinical rotations should be directed to the Director of Clinical Education or Program Director.

Grooming and Hygiene

Due to the possibility of allergies and sensitivities of classmates, instructors, and patients, students are not to wear any perfume, cologne, or strong fragrance while in class or participating in patient care. Dark colored nail polish, artificial nails and large rings, earrings, and necklaces are not appropriate.

Students are encouraged to maintain appropriate levels of personal hygiene. If faculty members have concerns about any offensive body odor of a student, that student may be discretely asked to return home and appropriately remedy the problem. Hair must be clean and neat and must not interfere with working with patients/clients. Facial hair must be clean and neatly trimmed. Nails will be kept short and trimmed.

ELECTRONIC DEVICES, E-MAIL, AND SOCIAL MEDIA

Policy Name: Electronic Devices, E-Mail, and Social Media Policy

Background and Purpose

The purpose of this policy is to outline the Colorado Mesa University Master of Physician Assistant Studies Program, (CMU MPAS), expectations regarding student use of electronic devices, electronic mail (E-mail) and Social Media.

Electronic Devices

Electronic Devices in the Classroom

Classroom technology is intended to enhance the educational experience for students. Faculty and course instructors have the sole authority to determine, if, when, and what type of technology is to be used during class. Any use of technology that disrupts the learning environment, promotes dishonesty, or is used for illegal activities will be prohibited. For more information regarding classroom conduct, reference the Student Code of Conduct and Behavior policy.

Laptop, notebook, and tablet computers

It is the discretion of the faculty and course instructors to determine whether the use of electronic devices in the classroom or laboratory is appropriate. Any use of these devices for activities not related to the class or laboratory, including messaging, game playing, watching videos, and internet surfing, are prohibited. Faculty or course instructors can modify these stipulations at their discretion. A computer is required for exams throughout the program.

Mobile phones

Mobile phones must be placed in silent mode during class time and laboratory sessions. If there is an urgent/emergent circumstance that warrants checking the phone and/or receiving a call, the student must notify the instructor in advance that they may need to excuse themselves to take an important call. Unless given specific permission from faculty or course instructors, students are to abstain from text messaging in the classroom and laboratory. If a disturbance is generated by electronic device or mobile phone use, the student will be warned and may be asked to leave the class or laboratory. For more information regarding classroom conduct, please see the *Student Code of Conduct and Behavior Policy*.

Electronic devices and academic integrity

Electronic devices, including mobile phones, can be used dishonestly for academic advantages; having an electronic device open, nearby, or in-hand during an assessment can result in concern of (and charges of) violating the *Academic Integrity* policy. All electronic devices (excluding devices used during an assessment) must be securely stored prior to any assessments, unless otherwise stated by faculty. Devices used during an assessment will have a browser lockdown enabled. Concerns of possible dishonesty should be addressed with reference to *Academic Integrity* in the *Student Code of Conduct on Behavior* policy.

Electronic devices and illegal activities

Faculty or course instructors may prohibit activities that may potentially violate laws, including laws regarding invasions of privacy, sexual harassment, intellectual property rights, or copyrights. An example of this might include taking photos/videos without the subject's permission.

E-mail/Microsoft Teams

All enrolled students will have a CMU student e-mail and Microsoft Teams accounts assigned to them. CMU e-mail and Microsoft Teams will be used for all official communication. Therefore, students are to check their CMU

e-mail and Microsoft Teams account regularly and respond to programmatic communication daily. Each student is responsible for all material and messages sent via e-mail or their account. Microsoft TEAMS is the main avenue for communication during the clinical phase.

The following is prohibited:

- Forgery (or attempted forgery) of electronic mail messages
- Attempts to read, delete, copy, or modify the electronic mail of other users
- Attempts at sending harassing, obscene and/or other threatening e-mails to another user
- Attempts at sending unsolicited junk mail; “for-profit” messages, or chain letters
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility or location that can potentially be in view of other individuals (Maverick Guide, 2017, p.25).

Reference the Maverick Guide for more information regarding CMU’s Electronic Mail Policy.

<https://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>.

Program Calendar

Updates regarding class schedules will be communicated via the Program Calendar. Students can access the Program Calendar using the university e-mail system. Students are expected to monitor the Program Calendar for schedule changes to class, lab, or other program activities.

Social Media

The CMU MPAS Program recognizes that social media use is prevalent in society for both professional and personal purposes. Social media includes all methods of interaction online in all forms of user generated and distributed content, including but not limited to, blogs, social networking sites or applications (Facebook, Twitter, Instagram, Myspace, LinkedIn, TikTok, Snapchat, etc.), and wikis.

The CMU MPAS Program students should understand and adhere to the following guidelines and professional considerations when utilizing social media:

- Monitor their online presence as well as online site policies and privacy settings and maintain up-to-date use of privacy settings to limit the unknown access to your profile or application. Remember that those with your permission to view your information may have the ability to share it without your consent. Therefore, all postings should be considered public and potentially visible to anyone at any time.
- Students should represent themselves in a mature, professional, and responsible manner. Uncivil or disrespectful language used in communication is considered unprofessional and is not acceptable. Potential employers, licensing boards, healthcare facilities, and other individuals, including patients, may screen social media sites.
- Statements made online are considered to represent the views of an individual as if spoken verbally or written. It is considered unprofessional to critique classmates, peers, preceptors, or university faculty/staff. Damaging another's reputation is also considered unprofessional behavior and could result in personal liability to you if found to be defamatory in a court of law. A student’s actions online are subject to legal ramifications.
- Classroom and clinical site training commitments should be respected. Students should not be using social media during in-class and on-site clinical time.

- Patient privacy must be respected. Students may not post or otherwise disclose patient information in violation of federal or state law or applicable professional ethics and healthcare facility policies. This includes cases or pictures. Removal of an individual's name only does not constitute proper "de-identification" of protected health information. Furthermore, including data such as age, gender, race, diagnosis, date, or location of evaluation may still allow the reader to recognize the identity of a specific individual. A student may not take or post photos of patients, clinical facilities, or healthcare workers without expressed permission. Health information privacy laws apply to all social media sites.
- Students should ensure accuracy regarding statements made about the CMU MPAS Program. Students should not provide false, intentionally inaccurate, or inflammatory comments.
- All laws governing the fair use of copyrighted material must be followed.
- All course work of the CMU MPAS Program, student and classroom privacy should be protected. Students should not share questions or answers to assignments, exams, or quizzes on social media. Sharing should only occur in other circumstances as approved by the faculty.

The CMU MPAS Program reserves the right to discipline students failing to follow the above stated guidelines. Using electronic devices, electronic mail, or social media violates CMU or MPAS Program policies on professionalism and proper conduct may result in a review by the Progress and Promotion Committee and disciplinary action.

IMMUNIZATION AND HEALTH POLICY

Policy Name: Immunization and Health Policy

Background and Purpose

This policy provides clear requirements for the Colorado Mesa University Master of Physician Assistant Studies (MPAS) program Immunization and Health screening procedures.

IMMUNICATIONS & HEALTH SCREENING (ARC-PA A3.07)

All MPAS students must verify that they do not have conditions that endanger the health and well-being of other students and patients. Colorado state regulations require that all university students have two (2) valid doses of Measles, Mumps, and Rubella vaccine, unless the student was born before July 1, 1957. Due to the requirements of local hospitals, students will be required to receive quantitative titers for MMR, Varicella, and Hepatitis B as well as the annual flu annual vaccine along with a primary series of the COVID-19 vaccine. Students who have medical contraindications to receiving these vaccines must provide documentation from a medical provider. This information should be provided to the third-party verification service, and it will be available for review by the Colorado Department of Public Health and Environment (CDPHE) and the local Board of Public Health.

Screening requirements are subject to change as mandated by clinical sites or changes in the laws regulating occupational exposure. To that end, the following policies are presented:

1. Students are responsible for any/all charges related to verification of health screening.
2. Students may choose the examiner.
3. The program's health forms are to be used to complete all health screening requirements satisfactorily. Health screening forms are considered confidential and are housed within the third-party verifications service. Program faculty will not have access to students' medical records except for immunizations, TB screenings, needle sticks/sharp reports, results of drug screens, and criminal background checks, which are not considered part of the health record (ARC-PA A3.17b, A3.19).
4. Minimum health immunization requirements are based on current Centers for Disease Control (CDC) and CDPHE recommendations (ARC-PA A3.07a). Immunization and TB screening records may be released to clinical locations with student's written consent. The CDC recommendations can be found at <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>.

The MPAS Program requires all pre-matriculants to provide proof that the following immunizations have been obtained and/or serologic testing results demonstrating proof of immunity. All serological results should be completed 3 years prior to matriculation:

- Hepatitis B: Must provide documentation of a vaccine series and a quantitative titer with reference range of hepatitis B surface antibody (HBsAB) test results to validate immune status. If the surface antibody is negative, the student shall receive a second hepatitis B series and a second surface antibody draw. If that is negative, they will be considered a non-respondent status and will need to fill out a waiver form.
- Measles, Mumps and Rubella (MMR): Records of quantitative titer with reference ranges validating current immunity and documentation of 2-dose vaccine series has been administered.
- Varicella: Records of qualitative titer with reference ranges validating current immunity. If the student is non-immune, proof of vaccination must be provided to include dates of all doses the vaccine were received.
- Tetanus/Diphtheria/Pertussis: Proof of current vaccination
- Meningococcal Disease: Record of having received one vaccination.

- Influenza: Record of having received viral influenza immunization covering the winter season preceding matriculation. Students will be required to obtain influenza immunization annually while enrolled in the program.
 - COVID-19: Record of having received a completed primary series of COVID-19 immunization.
5. Tuberculosis Screening: The MPAS Program requires health screening for Tuberculosis prior to any academic clinical encounter. Acceptable tests for Tuberculosis include the QuantiFERON-TB GOLD in-Tube test (QFT-GIT) assay, or the two-step tuberculin skin test (TST). TB testing is required in individuals with a history of Bacille Calmette-Guerin (BCG) vaccination with TB blood test the recommended test. If TB testing is positive, evaluation (and treatment if indicated) must be completed in accordance with CDC guidelines. <https://www.cdc.gov/tb/topic/testing/default.htm>
 6. The program faculty and staff may review reports that indicate student compliance with health screening policies but will not provide medical care or advice. Program faculty/personnel are not to serve as providers of students' health care (except in an emergency) (ARC-PA A3.09).

Technical Standards

All students accepting seats in the CMU MPAS Program are required to sign a statement attesting to their ability to meet the program's minimum technical standards. These technical standards are necessary for students to achieve the knowledge, skills, and competencies required of an entry-level PA.

Health Insurance

Healthcare agencies require that students have health insurance to participate in clinical experiences. Due to the potential for exposure in the medical environments, all PA students must have valid health insurance in the State of Colorado through a family or individual plan or through professional group plans. The payment of medical fees incurred due to injury or illness arising out of participation in the program is the student's responsibility. Students are required to show proof of insurance before classes start and maintain throughout the program. Students will provide insurance documentation using the third-party verification service. Proof of insurance must include the name of person(s) covered, name of the insurance company, and policy number. Pre-matriculants must submit a Health Insurance Statement and sign a waiver assuming all financial responsibility for any illness or health care costs incurred throughout their studies.

There will be no pro-bono medical, or counseling services provided by any clinical site, clinical provider, or faculty member. MPAS faculty, program director, and the medical director will not participate as medical providers for students, except in emergencies (ARC-PA A3.09). The student must obtain medical care from either their personal healthcare provider or the University's health center. Please see the Maverick Guide, p.10 "Medical Services."

Student Wellness Center – 1060 Orchard Avenue, Suite N (970-644-3740)

The Student Wellness Center can provide the following services:

<https://www.coloradomesa.edu/student-services/wellness/index.html>

- *Medical Services*
- *Mental and Behavioral Health Services*

Professional Liability Insurance

Professional liability insurance is required for all CMU MPAS students. Each student must have a professional liability insurance policy that must be in effect beginning in May of the first spring semester of the didactic phase and coverage must be uninterrupted throughout the clinical year. The CMU MPAS program requires that students have at a minimum liability coverage of \$1, 000,000.00 per occurrence and \$3,000,000.00 in the

aggregate. Students will be required to show proof of insurance and maintain proof in EXXAT, before any clinical experience.

Health Information Release

Clinical sites hosting SCPEs will require a copy of student's immunization history/status and tuberculosis screening results. The MPAS Program requires matriculants to sign a Health Information Release Form (**Appendix G**) authorizing the CMU MPAS Program to both maintain a copy of their information in their program student record, and release copies of this information to clinical sites where students will have SCPEs. This form is included in the post-acceptance documents sent to students prior to matriculation.

Criminal Background Checks

Colorado State Law requires healthcare facilities complete background checks on all employees (and students). If an employee (or student) has been convicted of certain crimes, he/she may not be allowed to work in that facility. All prospective students need to be aware of this law because a student convicted of these crimes may be unable to complete the clinical requirements of the CMU MPAS Program, and consequently, may not be able to graduate from the program. Additionally, the application for licensure as a physician assistant asks questions about felony conviction, misdemeanor conviction punishable by imprisonment for a maximum term of two years, misdemeanor conviction involving the illegal delivery, possession, or use of a controlled substance (including motor vehicle violations), and treatment for substance abuse in the past two years. If any of the above is true, the State Licensing Board for Physician Assistants will review the application for licensure and will make a determination concerning Physician Assistant licensing. The State Licensing Board of Physician Assistants may refuse to grant a physician assistant license to the applicant.

As a result, all students who are accepted to the program will initially be offered conditional acceptance, pending the results of their background check. Any student who has a criminal history that precludes them from working in healthcare, as determined by the Department of Regulatory Agencies, will be dismissed from the program. Any student concerned about licensure may contact the State Licensing Board for clarification of the policy and pre-certification of moral fitness. If a student is caught engaging in criminal activity after a criminal background check is completed, it is the student's responsibility to disclose it to the program director before entering a hospital or medical facility. Such incidents may limit educational opportunities. If a student does not disclose information, it may result in immediate dismissal from the program.

A third-party agency will be utilized to collect, verify, and evaluate a background check and a drug screen prior to the start of classes and annual updates as needed. CMU MPAS Program faculty members are not to receive any communication regarding students' personal health records. Immunizations, TB screenings, needle sticks/sharp reports, results of drug screens, or criminal background checks are not considered a part of the health record (ARC-PA A3.19). Repeat screenings may be necessary and can be requested at any time by the program director or clinical facilities. In addition to the requirements referenced in this policy, clinical sites may require students to complete additional screenings or provide personal protective equipment. Any cost involved in fulfilling requirements of CMU or clinical sites is the student's responsibility.

PROGRAM SAFETY POLICY

Policy Name: Program Safety Policy

Background and Purpose

The purpose of this policy is to outline the Colorado Mesa University Master of Physician Assistant Studies Program's and University's safety and security plans including expectations regarding alcohol and drug possession, use, or distribution, emergency notification system and weapons.

The security and personal safety of CMU MPAS students, faculty, and staff is a priority for the University. A comprehensive security plan has been put in place at CMU. The Grand Junction Police Department (GJPD) is responsible for the public safety concerns of the CMU community and campus. The GJPD is a full service 24-hour-a-day law enforcement agency. Five full-time officers are assigned to patrol the campus and the surrounding area. The university also employs sworn Campus Safety Officers to support GJPD efforts. In addition, CMU offers a Campus Safety Assistance Program designed to provide safe travel around campus for all students, faculty, and staff. The service is available from 6pm to 2am daily and covers all of the main campus and up to two blocks off campus.

Security and Safety for CMU's MPAS Program will be monitored in all off-campus facilities utilized for Supervised Clinical Practice Experiences (SCPE) by faculty and staff. Site visitors will physically inspect clinical sites' security and safety measures. All students will be instructed on safety in the new student orientation and at the end of the didactic phase, with instruction specific to safety during the clinical phase. Agreements between the CMU MPAS Program and clinical sites/preceptors address security and personal safety measures. The SCPE site agrees to orient the student to all site policy and procedures and to ensure students are aware of personal safety and security policies. The SCPE site must take reasonable steps to ensure student safety while at the clinical site. All End of Rotation Evaluations (EORE) will ask students to evaluate the clinical site on both security and safety issues. All student EOREs are reviewed by the clinical team.

CMU is committed to providing a living and working environment in which students and employees can live, work, and study free from sexual harassment, sexual assault, sexual intimidation, and stalking. University policy on Sexual Harassment, Sexual Assault, and Stalking as well as the policy in Student Conduct Grievance Procedures are found in the Maverick Guide. <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Security and personal safety will be monitored continually. (ARC-PA A1.02j) will be reviewed yearly by the PD, DHK, and formally in the PEAC Summit annual program review.

Alcohol and Drugs

In accordance with university standards of conduct, CMU Trustees prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the property or as part of the activities of the university. For the full policy, disciplinary action and definitions see: Maverick Guide, p. 38 "Drug Free and Schools Community Act."

<https://www.coloradomesa.edu/student-services/maverick-guide.html>

Emergency Notification System

CMU has contracted with an emergency notification provider to send alert text messages to cellular phones and distribute email messages in an emergency. The University encourages students, faculty, and staff to participate in the emergency notification system which is voluntary. This is the primary way the University will alert the campus community to an emergency event. The contact information you provide for the notification system will

not be sold or released to any other party. The University intends only to use the provided contact information to alert the campus community of emergency situations or an event that directly poses a life -safety risk to the campus community. In addition, the emergency notification system will be tested once per semester, not to exceed three (3) times per calendar year. CMU does not warrant the successful delivery of each message to each individual recipient. The service depends on the individual cellular and mobile phone carriers to deliver Simple Messaging System or SMS/text messaging to each recipient. There may be a charge by your cell phone provider to receive text messages. In the case of an emergency, students, faculty, and staff will be notified through one or more of the following channels: Text Message (sign up via MAVzone), University Social Media outlets (e.g., Twitter), CMU Email, or MAVzone.

Signing up to Receive Text and Voice Message Alerts

If you have not signed up to receive voice message or text alerts and would like to, please do the following steps:

1. Log in to MAVzone
2. On the Home tab scroll down to the Channel titled "Emergency Warning System"
3. Click on the "Colorado Mesa University Emergency Warning System Contact Information" link
4. Update your contact information
5. Click the "Opt-in/Info Correct" button to complete your registration

WEAPONS

Campus safety is of the utmost priority at CMU. Weapons are not appropriate to the University experience. Weapons of any kind, functional or not, may not be carried or brandished on CMU property except for those covered under C.R.S. 18-12-105(2). When in doubt, contact the Grand Junction police department for clarification. Weapons, including firearms, large knives, and explosives, are not permitted on university property or at any university sponsored event including clinical activities.

Students are allowed to carry small pocketknives and mace or pepper spray if desired, but they must remain in the student's bag or pocket while on campus.

A dangerous weapon is defined as:

- a. A firearm, whether loaded or unloaded, or a firearm replica that could reasonably be mistaken for an actual firearm.
- b. Any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring- loaded knife or a pocketknife with a blade longer than three and one-half inches or
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

On-campus residents under housing contract may store sporting rifles, shotguns, and bow and arrows along with the ammunition for the same in the weapons safe located at the Police Department substation. No weapons of any kind may be kept in the residence halls or campus property.

Students are required to abide by any institutional policies when participating in off-campus activities related to coursework, including clinical rotations

SAFETY AND INFECTION CONTROL POLICY

Policy Name: Safety & Infection Control (*ARC-PA Standard, A3.08*)

Background and Purpose

This policy outlines the systems and practices of the CMU MPAS Program to limit the risk of injury and infection associated with health care training activities. The policy addresses procedures students should follow when undertaking educational activities that would put them at risk. It also defines protocols for when incidents cause injury or threat of infection is present.

Policy Statement

The CMU MPAS Program follows the guidelines and recommendations issued by the Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding the use of Standard Precautions to prevent the spread of infection and minimize exposure to body or blood borne pathogens.

Standard Precautions and Procedures

Standard precautions are the minimum safety and infection prevention practices that apply to all patient care and laboratory or technical skills training experiences in any setting where health care or health care training is provided. These practices are intended to protect students, faculty, staff, and patients, and to prevent the spread and transmission of infectious or bodily fluid or blood borne pathogens. The CMU MPAS Program's Standard Precautions have been summarized below in accordance with the CDC's Guide to Infection Prevention <https://www.cdc.gov/infectioncontrol/pdf/outpatient/guide.pdf>.

1. Hand Hygiene

Proper hand hygiene is essential to reduce the risk of spreading infection. Current CDC guidelines recommend use of an alcohol-based hand rub for hand hygiene except when hands are visibly soiled (e.g., dirt, blood, bodily fluids) or after caring for patients for whom infectious diarrhea is suspected or confirmed, in which cases soap and water should be used. Key recommendations where hand hygiene should be performed include:

- Prior to direct patient contact, even if gloves will be worn
- After touching the patient or objects in the patient's immediate vicinity and before exiting the patient's care area
- After contact with blood, bodily fluids or excretions, wound dressings, or contaminated objects and surfaces
- Prior to performing a procedure or an aseptic task (e.g., placing an IV, preparing an injection)
- If hands will be moving from a contaminated-body site to a clean-body site during patient care
- After personal protective equipment removal

2. Personal Protective Equipment

Personal Protective Equipment (PPE) is defined as wearable equipment designed to protect students, faculty, staff, and patients from contact with, or exposure to, infectious materials. Examples of PPE include gloves, goggles, gowns, face masks/shields, and respirators.

Key recommendations for the use of PPE in outpatient settings:

- Facilities should provide easily accessible and appropriate PPE to students, faculty, and staff
- Remove and discard all used PPE (excluding respirators) prior to leaving the patient's room or area. If a respirator is used, it should be removed and discarded (or reprocessed if able) after leaving the patient's room area and closing the door
- Perform hand hygiene immediately after removal of all PPE

- Students, faculty, and staff should wear gloves for any potential or anticipated contact with bodily fluids, blood, mucous membranes, non-intact skin, body orifices, blood-soiled items, or contaminated equipment
- Wear a gown to protect skin/clothing and a face mask, shield, and goggles (as well as gloves) while performing or assisting procedures likely to generate splashes or sprays of blood or bodily fluids or when contact with blood or body fluids is anticipated
- Do not re-use any single-use PPE or use single-use PPE for more than one patient

3. Injection Safety

Injection safety includes practices intended to prevent transmission of infectious diseases between one patient and another, or between a patient and healthcare provider during preparation and administration of parenteral medications.

Key recommendations for safe injection practices in ambulatory care settings include:

- Aseptic technique is to be used when preparing and administering medications
- Before inserting a device into a medication vial, clean the access area of the vial with 70% alcohol
- Do not reuse a syringe when drawing up medications/solutions
- Never administer medications from the same syringe to more than one patient
- Do not administer products designed for single-dose or single-use to multiple patients
- Do not use fluid infusion or administration sets for multiple patients
- Allocate multidose vials to a single patient whenever possible
- Use self-sheathing needles and/or needleless systems when available
- Dispose of used sharps immediately after use in a closeable, puncture-resistant, and leak-proof sharps container
- Wear a facemask when placing a catheter or injecting material into the epidural or subdural space

4. Environmental Cleaning

Cleaning is defined as the removal of visible soil and organic contamination from a device or surface using the physical action of scrubbing with a detergent or surfactant and water or by using an energy-based process (e.g., ultrasonic cleaners) with appropriate chemical agents. These processes remove massive quantities of microorganisms from surfaces and must always precede disinfection. Disinfection overall is a less lethal process of microbial inactivation (when compared to sterilization). This process eliminates all recognized pathogenic microorganisms but not necessarily all microbial forms (e.g., bacterial spores).

Key recommendations for cleaning and disinfection of environmental surfaces include:

- Establish cleaning and disinfection policies and procedures, including appropriate cleaning and disinfection of surfaces frequently touched and surfaces in direct proximity to the patient, as well as areas of spilled blood and other potentially infectious materials
- Labs and patient care areas should be cleaned regularly and after use
- Use Environmental Protection Agency (EPA) registered disinfectants or detergents/disinfectants with label claims for use in healthcare
- Follow the manufacturer's recommendations for use of cleaners and EPA-registered disinfectants (e.g., amount, dilution, safe use, recommended contact time, and disposal)

5. Medical Equipment

To prevent patient-to-patient transmission of infectious agents, all reusable medical devices and equipment must be cleaned/disinfected and maintained according to the manufacturer's instructions. The level of disinfection or sterilization required is based upon the degree of risk for transmitting infections if the device is contaminated at the time of use.

Key recommendations for cleaning, disinfection, and/or sterilization of medical devices and equipment includes:

- Reusable medical devices and equipment (e.g., blood glucose meters and other point-of-care devices, surgical instruments) are to be cleaned, reprocessed (disinfected or sterilized), and maintained according to the manufacturer's instructions prior to use on another patient. If the manufacturer does not provide such instructions, the device may not be appropriate for multi-patient use
- Manufacturer's instructions for reprocessing should be retained and available where reprocessing is performed
- Reprocessing of medical equipment should be managed by faculty or staff with appropriate training
- Students, faculty, and staff are to have access to and wear appropriate PPE when handling and reprocessing contaminated patient devices and equipment

6. Respiratory Hygiene/Cough Etiquette

Respiratory Hygiene/Cough Etiquette is intended to decrease transmission of illness by rapid implementation of infection prevention measures and applies to any person with respiratory infections who is demonstrating signs of illness including cough, congestion, rhinorrhea, or increased production of respiratory secretions.

Key recommendations for Respiratory Hygiene and Cough Etiquette include:

- Informing other student, faculty, staff, and others of symptoms of a respiratory infection
- Cover mouth/nose when coughing or sneezing
- Use and properly dispose of tissues
- Perform proper hand hygiene after hands have been in contact with respiratory droplets and secretions
- Provide tissues and no-touch receptacles for proper disposal of tissues
- Provide resources for performing hand hygiene
- Encourage those with respiratory infection symptoms to sit as far away from others as possible
- Educate students and staff on the importance of preventing the transmission of communicable diseases by containing respiratory secretions

Additionally, the CMU MPAS Program has established protocols for students to receive appropriate treatment when medical emergencies or campus-related events occur.

1. Prior to patient care or laboratory experiences, including learning activities conducted on campus, students are provided education on, and training regarding, the nature of any potential hazards associated with the experience.
2. Students are instructed on *Standard Precautions* inclusive of safety procedures utilized for chemical hazard safety and blood-borne pathogens exposure control. Students will also be instructed on *Universal Precautions* during the Foundations to Clinical Medicine Course
3. Students must complete Agency (clinical site) specific safety and security training requirements prior to Supervised Clinical Practice Experiences (SCPEs).
4. Students, faculty, and staff are instructed and trained appropriately in safety and infection control policies, including *Standard Precautions*. All *Standard Precautions* training activities are documented in student, faculty, and staff records. The records are filed and securely maintained by the CMU MPAS Program. Training records are available upon request to the employee, the employee's authorized representative, those within the organization with access to medical records, to the Assistant Secretary of Labor for OSHA or designated representative or the Director of NIOSH, or designated representatives, and as otherwise required/stipulated by law and regulation.

5. The CMU MPAS Program Safety and Infection Control Policy will be reviewed with students before beginning the clinical phase of the program.
6. Students, faculty, and staff are to utilize *Standard Precautions* during all activities presenting risk of exposure to blood, bodily fluids, or chemical fluids.
7. Upon hazardous exposure to chemical agents or blood/bodily fluids, incidents should be reported immediately following completion of initial first aid/safety procedures.
8. Needlestick/Bloodborne pathogen exposure occurring on campus are to be reported to the Director of Didactic Education and if off-campus to the Clinical Coordinator who will facilitate the necessary procedures including completion of an Accidental Needle Stick/Blood Borne Pathogens Checklist Appendix I.
9. Events occurring during SCPEs should be immediately reported to preceptors and subsequently reported to the CMU MPAS Program's Clinical Coordinator within 48 hours.
10. Medical evaluation, treatment of injury, and/or assessment for and limitation of the risk of infection should be conducted as follows:
 - a. Emergent Injuries/Care: Call 911 or go to the nearest emergency room.
 - b. Non-Emergent Campus Site Incidents: The University provides a listing of medical and mental health resources. <http://www.coloradomesa.edu/student-services/index.html>
 - c. The listings provide some facilities within reasonable proximity to the University; they do not indicate the University's recommendations for any facility or provider.
 - d. Clinical Site Incidents: Students should provide first aid to their injury and go to nearest emergency room if immediate care is needed. If the injury is stable and occurs during normal business hours, ~~then~~ the student should contact CMU Human Resources (HR) for directions on the appropriate location for treatment and then notify the CMU MPAS clinical team of the incident to ensure that they are following the correct policy.
11. The following Exposure Control Plan should be followed should an exposure incident occur.

PROCEDURE - POST EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the student will:

1. TAKE IMMEDIATE ACTION TO PROTECT YOURSELF:

Emergent Injuries/Care: Call 911 or go to nearest emergency room.

Initiate First Aid or appropriate safety procedures.

Wash the affected area with soap and water or other appropriate solution.

Flush exposed mucous membranes with water.

For incidents occurring on campus, immediately notify the course instructor and DDE

2. FOR INCIDENTS OCCURING DURING CLINICAL ROTATIONS, IMMEDIATELY REPORT EXPOSURE TO THE PRECEPTOR AND/OR HOSPITAL PERSONNEL

Collect patient information if there is an exposure

The appropriate incident forms for the agency must be completed on the day of the incident.

3. REPORT INCIDENT TO CMU CLINICAL COORDINATOR WITHIN 24 HOURS OF THE INCIDENT:

Coordinator will direct student to complete the CMU Employee Accident Form (See Handbook or EXXAT).

4. SUBMIT EMPLOYEE ACCIDENT FORM TO CMU HUMAN RESOURCES AND CLINICAL COORDINATOR IMMEDIATELY:

Email completed forms to humanresources@coloradomesa.edu and the Clinical Coordinator.

Forms should be submitted **as soon as possible** after the incident so HR can determine if medical treatment is desired or needed.

CMU Employee Accident Forms must be submitted to HR no later than 4 days after the incident. Clinical Coordinator will add the Accident Form to the MPAS student file.

5. **MEDICAL EVALUATION, TREATMENT OF INJURY, AND/OR ASSESSMENT FOR AND LIMITATION OF RISK OF INFECTION SHOULD BE CONDUCTED:**

CMU Human Resources will provide a current list of designated medical providers and may make the appointment with a designated provider for the student.

Do not go to Urgent Care, Docs on Call, Student Wellness, or your personal doctor.

A CMU-designated medical provider must be seen for all non-emergent injuries occurring during SCPEs.

The designated medical provider or emergency room (for after-hours care) will immediately conduct a confidential medical evaluation and formulate an appropriate follow-up plan.

Students will be advised if a follow-up appointment with Human Resources is needed.

6. If it is determined that revisions need to be made, the Program Director will ensure that appropriate changes are made to this Exposure Control Plan. The individual policy is reviewed by the administrative policy steward annually with oversight of the policy and review conducted by the PEAC.
7. Students are responsible for paying all costs associated with their healthcare. Except in emergency situations, students should first contact their insurance companies for lists of covered facilities and providers to ensure insurance coverage. For general questions about healthcare in the context of being a student at the University, students should contact Student Services at <http://www.coloradomesa.edu/student-services/index.html> or call 970.248.1366.
8. Continued participation in the program will not be affected by any injuries or illnesses while enrolled provided students continue to meet all Technical Standards and fulfill all defined requirements for program progression.

Program Expectations

The CMU MPAS Program expects faculty, staff, and students to adhere to the safety and infection control guidelines and recommendations described in this policy. The CMU MPAS Program requires all students, faculty, and staff to agree to and sign the "Laboratory Safety Agreement Form" (Appendix G). The program's expectations and policies are not only good procedure, but also demonstrate a commitment to patient safety and professionalism as a health care provider. Failure to practice Standard Precautions is grounds for remedial and/or disciplinary action.

STUDENT CODE OF CONDUCT AND BEHAVIOR POLICY

Policy Name: Student Code of Conduct and Behavior Policy (ARC-PA B2.19, B4.02e, B2.04)

Background and Purpose

Colorado Mesa University is an educational community allowing for free, civil, and rational discourse while establishing an environment conducive to professional study and research. Matriculation of a student at CMU and into the professional MPAS program implies adherence to policies and procedures inherent in the academic community. As stated in the Maverick Guide, “interference in any manner with the public or private rights of other individuals or conduct that threatens or endangers the health and safety of any person will not be tolerated by the University. Conduct at all times should reflect professional, ethical, moral, civil and appropriate academic responsibility.” (MavGuide, 2022).

The CMU MPAS Program adheres to the University’s established policies of conduct and behavior. These policies were established to maintain an atmosphere conducive to effective service as a community of scholars and practitioners. It is the expectation that MPAS students, seeking to become medical professionals, will have personal and professional behavior that is in accordance with the highest standards of moral and ethical conduct. In addition to the university's established conduct and behavior policy, the CMU MPAS program outlines expectations for students' professional and ethical standards of conduct.

The student should be aware that from the time they enter the MPAS Program, until they officially graduate from the Program, they are regarded as MPAS students 24 hours a day, seven days a week. As such, students may not set up independent clinical training situations –whether this is direct patient contact or “shadowing” – without the written prior approval of the Director of Clinical Education or Program Director. In other words, students may only see patients under approved clinical settings and with prior approval of the Director of Clinical Education or Program Director. Students are also cautioned against rendering medical services, except in an emergency, under any circumstances not covered by the above.

Policy Statement

CMU is a community consisting of students, faculty, support staff, and administrators seeking an educational institution committed to establishing a community learning environment. The University has established acts of misconduct guidelines for actions that are consistent with the educational goals of Colorado Mesa University and the traditions of an academic community. Program policies apply to all students, principal faculty, and program director regardless of location. Please see the Maverick Guide for the misconduct guidelines and disciplinary sanctions.

<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

Overview

Upon admittance to the MPAS Program, students agree to conduct themselves in accordance with the professional and ethical standards that govern the Physician Assistant profession. MPAS students must conduct themselves in a highly professional manner consistent with the patient care responsibilities with which they will be entrusted during their training in the program.

The CMU MPAS program has adopted the AAPA Guidelines for Ethical Conduct (<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>) for the Physician Assistant Profession as the framework for our expected professional standards. The PA student’s behavior should emulate that of the medical professional as described in the Code of Ethics.

<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

Expectations

Students must meet the CMU MPAS program professionalism standards to progress and graduate. Students are expected to act in accordance with the standards in the following domains:

Excellence

- Strives for the highest standards of competence in skills and knowledge.
- Accepts correction and guidance graciously and corrects shortcomings.
- Accepts responsibility for educational challenges, and self-learning.
- Respects instructors and their teaching endeavors.
- Submits work of the highest standards of competence and skill.

Humanism and Cultural Competency

- Shows respect, compassion, and empathy for others.
- Honors the choices and rights of others.
- Demonstrates sensitivity and is responsive to culture, gender, age, disabilities, and ethnicity of others.

Accountability

- Punctual and prepared for all obligations.
- Completes assigned tasks on time.
- Maintains professional appearance in professional settings.
- Contributes to group work in a timely manner.

Interpersonal and Communication Skills

- Able to effectively relate to patients, peers, and colleagues.
- Maintains composure during adverse interactions or situations.
- Communicates at a level that is appropriate for a given audience.
- Demonstrates cooperation and collaboration, works well with authority figures, classmates and patients.

Ethical Behaviors

- Maintains confidentiality standards.
- Upholds the ethical principles of the PA profession.
- Upholds CMU and MPAS Program rules, policies, and laws.
- Does not engage in plagiarism, dishonesty, or manipulation.
- No evidence of substance abuse.
- Complies with applicable laws and regulations.

Self-Awareness

- Capacity to identify personal weaknesses and poor habits and seeks help from support services.
- Demonstrates emotional resilience and stability, adaptability, and flexibility.
- Tolerance for ambiguity and anxiety, open to new experiences.
- Demonstrates awareness of how their own behavior affects others and/or groups or organizations.

Assessment of Professionalism

A standard rubric to evaluate professionalism will be used by the student's advisor to evaluate student's professionalism.

Violation of Professional Standards of Conduct

Violation of the Professional Standards of Conduct represents a serious offense subject to course failure and/or dismissal from the program. Any violation of the standards will be documented by the faculty or staff witnessing the incident, and the report shall be sent to the faculty advisor and Student Progress and Promotion Committee (P&P) for review. The P&P will discuss issues related to the academic performance and professionalism of students in the program. Any serious professionalism violation may constitute grounds for disciplinary action, including probation or dismissal from the program. If serious professionalism violations are not resolved through consultation with the student's primary faculty advisor, the P&P committee will meet with the student to develop a remediation plan as well as a timeline for the plan to be satisfactorily completed. (See Academic Standards, Performance and Progression Policy)

Classroom Conduct

It is expected that MPAS students contribute to maintaining a classroom atmosphere that enhances and fosters learning and demonstrates respect for the instructor and fellow students. The definition of disruptive behavior is at the discretion of the instructional faculty. Each semester, students will also meet with their advisor to discuss their professional behavior over the past semester. The programs' "Professionalism Evaluation" form can be found in **Appendix B**.

1. A student who disrupts classroom instruction will receive an initial warning from the instructor on the first occurrence of that class session.
2. A second disruption within the same class session will result in the student being excused from the classroom. The student will not be allowed to return until the next class session.
3. If the student is excused from the same course a second time, he or she must report to the program director (or his/her program advisor) before being allowed to re-enter the classroom. The program director will determine the conditions under which the student may return to the classroom.
4. Individual course attendance policies remain in effect and enforcement of expectations for classroom conduct may affect the student's final grade in the course in which the infraction occurs, as specifically spelled out in the course syllabus.

Academic Honesty

Students enrolled in the MPAS program are expected to exhibit lofty standards of academic honesty and are subject to all CMU policies related to academic integrity. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Any attempt or violation of academic integrity shall result in receiving no credit or a grade of 0% on the assignment and/or exam that the violation occurred.

Please see the Colorado Mesa University Maverick Guide Student Handbook for the full definitions and policies regarding academic integrity. <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Harassment *(ARC-PA A3.15g, A1.02)*

CMU is committed to providing a living and working environment in which students and employees can live, work, and study free from sexual harassment, sexual assault, sexual intimidation, and stalking. University policy on Sexual Harassment, Sexual Assault, and Stalking on p. 50 of the Maverick Guide.

<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

Reporting sexual harassment may help the reporting student in coping with the situation, as well as assist the student with resources to ensure that the student, and others, can attend the University in a safe environment. If the perpetrator of the harassment is another student, the incident should be reported to the Title IX Coordinator, the Office of Student Services in Lowell Heiny Hall 107, a Residence Life staff member, or the Sexual Assault Response Team at (970)270-5895. Instances of sexual harassment by a university employee should be reported to the Title IX Coordinator or Human Resources at 970-248-1426. CMU has a Sexual Assault

Response Team (SART) that maintains a 24-hour hotline number to which sexual assaults can be reported or resources discussed that are appropriate and desired. (970-270-5895)

Student Conduct Grievance Procedures *(ARC-PA A3.15g)*

Any member of the University community may file a complaint (“complainant”) against any other student (“respondent”) for alleged misconduct. Allegations of misconduct should be prepared in writing and presented to the Director of Campus Safety and Student Conduct. The Director of Campus Safety and Student Conduct will provide a Notice of Alleged Misconduct to the involved student(s) and conduct an investigation into the matter. The CMU policy is available on p.59 of the Maverick Guide: <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Student Mistreatment *(ARC-PA A3.15f)*

The CMU MPAS program does not tolerate any mistreatment of students by faculty, staff, or other students. This can include, but is not limited to, personal criticism of students, any discrimination, not consistently enforcing policies among students, exploiting power differential to control the student or have them do personal tasks, hazing, or making remarks or decisions that stereotype learners. If the student perceives any mistreatment, they should first attempt to discuss it with the offender. If the student doesn’t feel comfortable with that, they should go to their academic advisor. If there is no resolution with their advisor or the advisor is the offender, they should go to the Director of Didactic Education (if in didactic phase) or Director of Clinical Education (if in clinical phase). If there is still not resolution the student should go to the Program Director.

STUDENT EMPLOYMENT POLICY

Policy Name: Student Employment *(ARC-PA Standard A3.04, A3.05)*

Background and Purpose

The purpose of this policy is to outline the CMU MPAS Program Student Employment Policy

Policy Statement

The CMU MPAS Program:

- Does not permit its students to work for the MPAS Program *(ARC-PA A3.04)*
- Does not substitute student workers for administrative support staff *(ARC-PA A3.05b)*
- During clinical rotations, students will not be used to substitute for regular clinical or administrative staff under any circumstance *(ARC-PA A3.05b)*
- Strongly discourages students from being employed while enrolled and communicates to students that employment cannot be used to excuse absences from scheduled learning activities or poor performance/progression in the program.

No MPAS student will be required to work for the MPAS program. The MPAS program will not employ any current students to work for the program. Students with specific prior knowledge, experiences, and skills may assist faculty in clarifying explanations or demonstrating procedures in courses or skills lab. However, students will never be instructional faculty, clinical staff, or administrative staff *(ARC-PA A3.05)*.

Student employment during the CMU MPAS program is discouraged due to the rigorous and demanding nature of the academic requirements and associated schedule. Problematic issues, including substantial effects on academic and clinical performance, commonly arise when students choose to be employed during the MPAS educational process.

The curriculum is designed to be a full-time activity for the student. It consists of a very demanding course load with significant time spent in classroom and labs. There may also be special seminars and guest lectures, which may be made available to students on short notice. The CMU MPAS Program may need to adjust the set schedule to accommodate guest lecturers' professional obligations. Students will be expected to have the flexibility to adjust schedules and be available during these times. The MPAS student should expect to be available for didactic education opportunity Monday through Friday 7:00 am- 7:00 pm. Also, occasional weekday evening or Saturday morning sessions may be scheduled. During clinical rotations, students are expected to work the same hours as their preceptor, with at least 30 hours per week. Individual rotations and sites will have varied schedule requirements.

When students feel employment is essential, they must meet with their assigned faculty advisor at the time of program orientation to discuss their unique circumstances, ensure they have received information from the financial aid department and explored funding option alternatives. In cases where students determine employment is necessary and hold professional licenses (e.g., RN, CAN, EMT), MPAS students are not to represent themselves in anyway as a PA or MPAS student when working in a non-program related capacity.

Under no circumstances will employment be considered the appropriate rationale for absence from scheduled learning activities or academic/clinical performance not meeting expectations.

STUDENT AND PROGRAM RECORD POLICY

Policy Name: Student and Program Record Policy

Background and Purpose: The CMU MPAS program is committed to ensuring the privacy of student records and will operate in compliance with Federal and University policies on accessing and disclosing information relevant to the student record. This policy was created to clearly communicate student rights and responsibilities about program and University records and define specific program policies to ensure the maintenance, review, and security of all student and program files and establish a timeline for file retention.

General Information: Federal Education Rights and Privacy Act (FERPA) Provides students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. CMU and the MPAS program are responsible for protecting the confidentiality of educational records, supervising their access to and/or release, for any enrolled, former, or deceased student. The full policy can be accessed at: <https://www.coloradomesa.edu/registrar/ferpa.html>

Privacy

No person shall have access to, nor will CMU disclose any personal information from a student's records without the student's written consent. All exceptions to the rule can be found here: <https://www.coloradomesa.edu/registrar/ferpa.html>

Students may submit an electronic form through MAVzone to authorize another party to view or inquire about their student record. The electronic form is located within the Student Academic tab under personal information, and students must select "Release of Information Authorization." Students may contact the Registrar's office with any questions at (970) 348-1555.

Access to University Student Records

CMU's Office of the Registrar, operating under FERPA guidelines, provides current and former students, and parents of dependent students the right to inspect, review, and challenge their education records. CMU statement on access to student educational records can be found at: <https://www.coloradomesa.edu/registrar/ferpa.html>

Upon review of student records, a student may request the Registrar, in writing, to have his/her educational records amended due to inaccuracies, misleading information or a violation of privacy rights. The full procedure to correct records can be found at: <https://www.coloradomesa.edu/registrar/ferpa.html>

CMU Master of Physician Assistant Studies Program Policy

Student Records (*ARC-PA A3.18, A3.17*)

Student Record Maintenance

The CMU MPAS program maintains files for all MPAS students including:

Admissions and Enrollment Criteria: CASPA application, background check, proof of health insurance, proof of immunization, BLS certification, MPAS Program Health Information Release Form, Technical Standards Attestation, HIPAA/OSHA Training, Handbook and Policy Acknowledgement form.

Student Academic and Professional Progress and Promotion: End of semester advisor evaluation and grade reports, SCPE grade reports and preceptor evaluations, remediation efforts and Progress Plan outcomes, Progress and Promotion committee minutes of adverse actions to include administrative actions.

Completion of Graduation Requirements: documentation will be maintained in each student file that demonstrates students have met all requirements for program completion.

Confidentiality and Security

Ensuring confidentiality and security of education records are of primary importance to the CMU MPAS program. All program principal faculty and staff comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and maintain acknowledgment of compliance in the faculty record.

MPAS students will not have access to academic records or other confidential information of other students or faculty. The MPAS Administrative Assistant will be responsible for ensuring all records are secure, and students do not have access to other faculty or students' confidential information.

Records Request

Students may not have access to academic records or confidential information of other students or faculty. A student may submit a Student Request for Program Records Form to the program administrative assistant, who will follow-up with the instructor or program director for granting permission for record release. Permission to release non-public information will only be done at student request and with written permission to release the information. The Family and Educational Rights and Privacy Act of 1974 (as amended in December 1974) provides that the release of education records (or personally identifiable information therein, except for public directory information) without the written consent of the student will not be made.

Student Health Records *(ARC-PA A3.19)*

Student health records will not be accessible to or reviewed by program principal or instructional faculty or program staff. Student written authorization allows program personnel to maintain and have access to immunization results, TB Screening, results of drug screening, and criminal background checks. All releases will be kept in the student file. The admissions coordinator will verify that no student health records are received by the program or accessible by program personnel. **(Appendix G)**. Student Authorization Form.

Records and Files Maintenance

Grade books must be kept at least two years, while final exams/papers that are not returned to students must be kept for at least one year after the completion of the course in case of student grade appeal or retroactive request for withdrawal from CMU. In case of instructor leave, all records must be kept by the Program Director or Academic Department Head until the retention requirements have expired. Graded student work that is ready to be destroyed should be shredded. Additional information on CMU Faculty maintenance and Retention of Student Records can be found at: <http://www.coloradomesa.edu/academic-affairs/documents/policies/faculty-maintenance-retention-of-student-records.pdf>

In consultation with the CMU Office of the Registrar and in congruence with the American Association of Collegiate Registrars and Admission Officers file retention recommendations, the CMU MPAS program has developed a program retention/maintenance plan for student and program records. The program administrative assistant, with oversight by the Program Director, will be responsible for program record maintenance and ensure compliance with the program record policy.

Document	Length Documents Maintained	Location Documents are Maintained
Student Records		

Academic Advising	10 years AG	Secure program files
Admission Record	10 years	Secure program files
Assurance of Health Screening and immunization records	10 years AG	Secure program files
Dismissal Records Disciplinary Records	Permanent Permanent	Dir. Grad Studies Secure Program Files
Evidence of Satisfactory Completion of Program Requirements	Permanent	Secure program Files and Registrar's Office
Remediation Records	10 years AG	Secure Program Files
Selection Process Results	10 years	Secure program files
Program Records		
Course Director CVs	10 years	Secure Program Files
Faculty Teaching Assignments	10 years	Secure Program Files
Faculty Job Descriptions	10 years	Secure Program Files
Principle Faculty CVs	10 years	Secure Program Files
Program Committee Minutes	10 years	Secure Program Files

Key: AG- After Graduation

SUPERVISED CLINICAL PRACTICE EXPERIENCE PRECEPTOR AND SITE EVALUATION POLICY

Policy Name: Supervised Clinical Practice Experience (SCPE) Preceptor and Site Evaluation

Background and Purpose

Students often carry specific expectations and desires regarding the clinical practice experience component of their physician assistant education. Many students are well acquainted with medical professionals and organizations in the communities in which they reside and may desire clinical rotations at a specific site. The program is aware of student interest and defines the process for site identification and coordination to clearly outline program and student expectations. This policy articulates the process, program expectations, recruitment of, evaluation and approval of clinical training sites and preceptors.

Policy Statement (ARC-PA A3.03)

In compliance with the ARC-PA standards, the CMU MPAS Program:

- Requires a formal affiliation agreement to be established with any clinical site or preceptor involved in providing a SCPE for students enrolled in the program.
- Does not require students to provide or solicit clinical sites or preceptors or to coordinate clinical sites and preceptors for program required SCPEs (ARC-PA A3.03).
- Permits students to submit requests to develop new sites to the Director of Clinical Education (DCE), who then determines the appropriateness of developing the site.
- Coordinates all activities associated with clinical practice experiences including identifying, contacting, initial and ongoing evaluation of the suitability of, and student placement with clinical sites and preceptors.

Clinical Sites

Recruitment

- With the support of CMU, the MPAS Program assumes responsibility for the recruitment of clinical sites and preceptors in sufficient numbers for the program mandated (SCPE) component of the curriculum.
- Does not require the students to provide or solicit clinical sites or preceptors and does not require students to coordinate clinical sites and preceptors for program required SCPEs (ARC-PA A3.03)
- Students may voluntarily submit to the clinical faculty the name(s) of potential preceptors and/or clinical sites not already affiliated with CMU MPAS Program by completing a Student Clinical Site Request Form; however, there is no direct or implied guarantee on the part of the program that the student will be assigned a rotation with any requested preceptor or clinical site, including those already affiliated with the program. It is ultimately up to the DCE to decide whether the preceptor and clinical site are deemed appropriate for use in SCPE(s).

Program Requirements

- Clinical sites must meet all program-defined expectations for clinical training sites (see evaluation section below).
- All clinical sites must establish a formal Affiliation Agreement with the program.

Site Evaluation

Initial

- Completion of a Preceptor and Site Profile Letter of Intent (PIF). This form is initiated by the clinical faculty in communication with a prospective clinical site representative (s). In addition, sites provide clinical rotation expectations.
- Completion of the PIF will be used to validate and verify that the preceptors' licenses and certifications are active and maintained. The PIF will also verify the preceptors' educations, clinical setting, training and experience. (See Preceptor Requirements).
- The clinical education team will review the prospective clinical site and complete an initial SCPE Site/Preceptor Form. This form will ensure that the clinic has sufficient resources (physical facilities, patient exam rooms, supervision, support personnel, patient encounters of the designated specialty content) to provide broad experiential learning opportunities in a *SAFE ENVIRONMENT* in the corresponding clinical practice area (e.g., family medicine, emergency medicine, etc.) for which the physician assistant student will be assigned at that site. (*ARC-PA C2.01*)
- The SCPE Site/Preceptor Form will be reviewed and used to establish program approval of the site as a suitable facility for students to fulfill curriculum mandated SCPE.

Ongoing Site Monitoring

- Evaluation of all active clinical sites is to be conducted every three years. Documentation will include any significant changes of/within the facility or clinical staff.
- Review of Student Evaluation of the Clinical Site/Preceptor/Course form for each clinical site occurs at the conclusion of each rotation. If a rating of "STRONGLY DISAGREE" has been consistently received for a clinical site, the program will evaluate the reason for the rating to ascertain and document the suitability of continued use of the clinical site.
- Review of the number and types of patient encounters students report having at the clinical site to validate the SCPE provides sufficient patient exposures and encounters is conducted annually for all sites. Note: Student performance on SCPEs may trigger earlier intervention as described in separate policies pertinent to evaluation of student performance in meeting the learning expectations for each SCPE.
- Review of the numbers and types of technical/clinical skills procedures students report is conducted annually to verify students are provided opportunities to develop the program- defined technical skills as described in the program learning outcomes.
- Concerns with clinical sites based on ongoing site evaluations, student evaluations, review of patient encounters, and/or review of clinical procedure experiences will be cause for re-evaluation of the clinical site by the clinical education team to determine the suitability of continued use. The clinical education team may consider the following actions when evaluating the suitability of the clinical site: conducting a site visit prior to the next student experience, conducting a site visit in conjunction with the next student placement, telephone contact with the preceptor and or office manager, or removal of the clinical site from program use. Clinical sites will be modified as necessary to ensure the expected learning outcomes will be met by each student by program completion.
- Students must report safety concerns to the clinical education team in a timely manner. If safety concerns are reported about a site or preceptor, then an immediate site intervention will be conducted by the clinical education team. A plan to correct or amend all safety concerns will be documented on the Site Intervention in EXXAT in a timely manner.

Preceptors

- The CMU MPAS Program will designate at least one instructional faculty member (i.e., preceptor) at each clinical site. For each SCPE, students will be provided contact information for the designated preceptor responsible for oversight of the student's performance in that rotation.

- Preceptors are responsible for ensuring program and clinical site policies are addressed, providing adequate clinical supervision, and assessment and supervision of a student's progress in achieving learning outcomes while the student is assigned to that clinical site/rotation.

Specific responsibilities include assuring:

1. Student orientation to the site/rotation.
2. Opportunities for active patient care experiences.
3. Completion (and submission to the program) of the End-of-Rotation Evaluation of Student.

Preceptor Requirements

- Preceptors will consist primarily of practicing physicians and physician assistants (PA) in the following disciplines for the core rotations: family medicine, internal medicine, emergency medicine, inpatient, surgery, pediatrics, women's health, and behavioral medicine. Physicians and PAs practicing in various subspecialties may be utilized for SCPE elective rotations. When circumstances unique to the CMU MPAS Program, then other licensed health care providers (Advanced Nurse Practitioners, Certified Nurse Midwives, Counselors, Psychologists, and Social Workers), experienced in their area of instruction may be designated as preceptors for SCPEs.

When circumstances unique to the program warrant use of other licensed health care providers as preceptors, the provider will be evaluated by the DCE via requirements on the PIF. All listed requirements must be met for the prospective preceptor to be approved. These requirements are as follows:

- Preceptor letter of intent Form (PIF) for prospective preceptors confirms education, training, and experience.
- Prospective preceptor(s) is licensed to practice in their area of instruction.
- Prospective preceptor(s) has at least two years of experience providing health care around instruction where they will serve as a preceptor.
- The clinical site experience and collaboration of care with other health care providers aligns with the program expectations for the SCPE in which they will serve as preceptor.

Licensure

- Providers approved as preceptors must be licensed within the state in which they will be providing SCPE for program students. The Program will verify licensure status at the time of initial preceptor evaluation via Colorado Department of Regulatory Agencies or respective state medical board for out-of-state providers, and again when the licensure is due to expire, to confirm license renewal while the provider remains an active preceptor for the Program, which would include those that have taken a student within the last two years. Verification of licenses will be completed for:

1. [NURSE PRACTITIONER –Verifying Entity Colorado Department of Regulatory Agencies \(CDORA\)](#)
2. [Certified Nurse Midwives: Verifying Entity CDORA:
https://www.colorado.gov/pacific/dora/Midwives](#)
3. [Social Workers- Verifying Entity: CDORA - State Board of Social Work Examiners
https://www.colorado.gov/pacific/dora/Social_Work](#)
4. [Counselors- Verifying entity: CDORA – State Board of Licensed Professional Counselor Examiners
https://www.colorado.gov/pacific/dora/Professional_Counselor](#)
5. [Psychologists- Verifying Entity \(Nationwide\): The Association of State and Provincial Psychology Boards
ASPPB <http://www.asppb.net/?page=LicenseLookup>](#)

CDORA: Colorado State Board of Psychologist Examiners

<https://www.colorado.gov/pacific/dora/Psychologist>

- Specialty Certification:
 - Physician preceptors should be ABMS or AOA board certified in the specialty they provide SCPE for program students. Specialty board certification of physician preceptors will be confirmed by the program at the time of initial evaluations of the potential preceptor via Certifacts by ABMS and again when the certification is due to expire if the provider remains an active preceptor for the program.
 - Physician Assistant preceptors should be NCCPA certified and will be verified for active certified status with NCCPA <https://www.nccpa.net/verify-pa>.
- Establishment of a formal Preceptor Agreement when preceptors are in private practice or otherwise act as the agent of the clinical site for purposes of providing student clinical training experience.
- Preceptors will be verified they are familiar with program defined SPCE expectations and address the fundamental principles for the clinical practice experience. Each preceptor will receive and review the Preceptor Handbook and Rotation syllabi provided to each preceptor before student rotations. Updates and revisions to the Preceptor Handbook and Rotation Syllabi will be provided to preceptors as they occur.

Preceptor Evaluation

Initial:

- Completion of the SCPE Site/Preceptor Form. The clinical education team is responsible for initiation of this form in communication with the prospective preceptor or his/her designee.
- Verification and documentation of (1) current licensure in the state in which the preceptor will be providing the SCPE, and (2) NCCPA certification for PAs; ABMS or AOA specialty board certification for Physicians.
- Clinical site visit to the primary practice location to complete the SCPE Site/Preceptor Form with emphasis on assessing the Preceptor's clinical practice workload, types and numbers of patients seen, and preceptor understanding of program policies, expectations and learning outcomes.
- Faculty or staff may utilize mail, email, telephone, video telecommunication or any combination of these for completion of the SCPE Site/Preceptor Form.
- Evaluate prospective preceptor information to establish program approval as a preceptor for SCPEs.

Ongoing Preceptor Monitoring:

- Review of Student Evaluations of the preceptor to ensure no ratings of "STRONGLY DISAGREE" have been received. In the event a rating of "STRONGLY DISAGREE" has been received, the program will evaluate the reason for the rating to ascertain and document the suitability of and/or conditions for continued assignment of students to the provider for SCPE.
- Ongoing preceptor evaluation of all active preceptors will be documented every three years with any significant changes in the preceptor's practice and/or availability. Documentation will occur within the Follow-up Clinical Site/Preceptor Evaluation Form. Preceptor feedback from previous students will be given now too.
- Review of the number and types of patient encounters to validate the clinical practice experience supports student attainment of program expectations and fundamental principles for the clinical practice experience.
- Review of the numbers and types of technical/clinical skills procedure experiences students report having with the preceptor to verify students are provided opportunities to develop the program-defined technical skills and fundamental principles defined in the SCPE syllabus.

- Concerns with preceptors based on periodic site/preceptor evaluations, student evaluations, review of patient encounters, and/or review of clinical procedure experiences will be cause for re-evaluation of the preceptor by a member of the Clinical Education team which will include direct communication with the preceptor to determine the validity of stated concerns. Information collected will be presented to the Clinical Education team to determine the suitability of continued use of the preceptor. The clinical education team may consider the following actions: conducting a site visit prior to the next student experience with the preceptor, conducting a site visit in conjunction with the next student placement, telephone contact with the preceptor, or removal of the preceptor from program use. Assignment of preceptors will be modified as necessary to ensure the expected learning outcomes will be met by each student by program completion.

Preceptor Responsibilities

- Provide student orientation which addresses, at a minimum: Access to/use of local resources including facilities, computers, and internet; clinical site patient care practices including identifying which patients' students are allowed to see; safety issues including exposure to hazardous materials, exposure control, and procedures to be followed in event of exposure; access to/use of patient health records and medical documentation policies and procedures; and student's schedule.
- Ensure students do not substitute for clinical or administrative staff during the SCPE. If a student is asked to substitute for a staff or person on a rotation, the student must contact the DCE. The DCE may consider the following actions conduct a site visit immediately, or before the next student rotation or in conjunction with the next student rotation, communication with preceptor and or office manager, or removal of the clinical site or preceptor from program use. Information will be presented to the clinical education team to determine the suitability of the use of the preceptor.
- At the beginning of each student's clinical rotation, review the goals and learning objectives, and outcomes for the clinical practice experience with the student to devise a plan for attainment.
- Provide students with opportunities to provide supervised direct patient care and clinical skills/procedural experiences.
- Provide early and frequent feedback to students regarding their clinical performance and ways they might improve their performance.
- Verify and document student achievement of technical skills competency if demonstrated during the rotation.
- Complete the end-of-rotation Clinical Performance Evaluation of the student and return to the program.
- Immediate notification of the program if/when:
 - Student behavior/performance is judged to create risk for the clinical site or its patients.
 - The site determines it will be unable to provide a previously agreed upon student rotation/clinical experience.

Preceptor Development

Initial:

- All preceptors will be provided with electronic or printed copies of the program's Preceptor Handbook, which includes a rotation-specific syllabus to orient them to program curriculum and instructional design, student clinical practice experience expectations, fundamental principles for the clinical practice experience, program-defined learning outcomes and student assessment plan.
- Copies of required documentation related to the student rotation will be provided for review/discussion.

Ongoing:

- The CMU MPAS Program newsletter will be distributed to preceptors electronically. This will highlight MPAS student and program achievements, upcoming CMU events, and provide resources for preceptor development.

- During clinical site visits, preceptors will be asked for ideas and/or suggestions for improvement of clinical practice experiences for both preceptors and students. As these are identified, the clinical faculty will compile the information to be included within the newsletter to be shared with all Preceptors.
- When student evaluations of a preceptor identify a specific need for improvement, the clinical faculty will work with the individual preceptor to create an individualized faculty development plan to address that need.

Clinical Rotation Scheduling

- All students will be scheduled to complete eight mandatory “core” rotations and two elective rotations, all rotations being (4/2) weeks in length, to meet program experiential learning expectations.
- Students will be allowed to participate in two elective rotations to pursue further training in key areas of interest or to remediate their areas(s) of limited exposure to required experiences.
- The core rotations include:
 - 1) Family Medicine
 - 2) Internal/Adult Medicine
 - 3) Inpatient Medicine
 - 4) Emergency Medicine
 - 5) Surgery
 - 6) Pediatrics
 - 7) Women’s Health
 - 8) Behavioral Medicine
- Students are allowed to submit requests for specific clinical sites and/or preceptors. However, while every attempt is made to accommodate student requests, rotation assignment is done by and at the sole discretion of the Clinical Coordinator and/or Director of Clinical Education subject to approval and availability of the Preceptor/Clinical Site.
- Students are not allowed to request or participate in a rotation at a clinical site associated with a family member, friend or anyone who may be influenced by factors other than the student's clinical performance.
- Students may be required to attend rotations at sites outside of the Grand Junction area and will be responsible for all expenses related to such assignments. Students are responsible for arranging lodging for all out-of-town rotations and all expenses associated with housing, meals, transportation, and parking.

Learning outcomes: The program-defined learning outcomes serve as the culminating learning outcomes that must be demonstrated with formal assessment activities during or upon completion of the SCPE. Each individual rotation has rotation-specific learning objectives and fundamental principles of the clinical practice experience that must be satisfactorily demonstrated during or upon completion of that rotation. Refer to the SCPE core syllabus and the individual rotation syllabi provided to students during the Clinical Year Seminar to beginning rotations. Each clinical site is provided with a rotation-specific syllabus to help guide student learning and support student attainment of program expectations and learning outcomes.

TEACH-OUT PLANS AND AGREEMENT POLICY

Policy Name: Teach-Out Plans and Agreement *(ARC-PA Standard A1.02h)*

Background and Purpose

The purpose of this policy is to outline teach-out plans and agreement in the event of program elimination or significant changes in accreditation status.

In the event of program elimination or significant changes in requirements, Colorado Mesa University’s Master of Physician Assistant Studies Program will make appropriate arrangements to ensure that students enrolled in

the program have an opportunity to complete their program in a timely manner with minimal disruption. CMU maintains regional accreditation through the HLC. In the event of program closure and/or loss of accreditation, teaching out currently matriculated students would be carried out in accordance with the HLC policy Commission Approval of Institutional Teach-Out Arrangements FDCR B.10.010.

HLC Commission Approval of Institutional Teach-Out Policies: <https://www.hlcommission.org/Policies/teach-out-arrangements.html>. The Institution must submit a written provisional plan when one or more academic programs risks closure or suspension. The provisional plan must provide for equitable treatment of students by ensuring that they can complete the education program and provides students reasonable opportunities to complete program requirements without additional charges. The provisional plan must provide prompt notification if students incur additional charges.

Section 5: Clinical Year Policies

Clinical Phase Overview

The clinical phase of the CMU MPAS program provides students with the opportunity to continue to apply their medical core knowledge to hands-on patient care. Supervised Clinical Practice Experiences (SCPE) provides the

physician assistant student with the experience necessary to master diagnostic assessment skills and manage a wide range of medical conditions. Working with and under the guidance of a clinical preceptor, students will have the opportunity to integrate knowledge from the didactic phase and apply the growing knowledge and skill set to direct patient care across eight required and two elective rotations.

The focus of all clinical experiences is medical care across the lifespan and includes: pregnancy, infants, children, adolescents, adults, and the elderly. Additionally, each SCPE required rotation has a set of defined course learning outcomes listed in the course syllabus. During rotations, students learn the body of knowledge and clinical skills of each specialty within the framework of the health care team and the PA role. The clinical experience is organized in outpatient, inpatient, emergency, and surgical settings. Throughout the clinical year, students may be exposed to various practice settings in rural, urban, frontier and medically underserved communities.

Specific rotation expectations will also be provided to the preceptor prior to the student's start date. The PA Program seeks feedback from preceptors and students about the applicability of course outcomes to the actual learning situation.

In addition to the SCPE, students will continue to gain skills in professionalism, service to the community, evidence-based medicine, and the transition to clinical practice in the hybrid courses delivered in the final 12-months of the program. Lastly, students will have an opportunity to demonstrate their achievement of the program ten core competencies in a final program summative evaluation.

Required Supervised Clinical Practice Experiences

All students will be scheduled to complete eight mandatory "core" rotations and two elective rotations, all rotations being 2 to 4 weeks in length, in order to meet program experiential learning requirements. Students will be allowed to participate in two elective rotations to pursue further training in key areas of interest or to remediate their area(s) of limited exposure to required experiences. The program does not guarantee students are able to choose their electives. The program will consider students' interests and will work to accommodate requests as site/preceptor availability and scheduling will allow.

Required Core Rotations:

1) Family Medicine (4 weeks)	5) Surgery (4 weeks)
2) Internal/Adult Medicine (4 weeks)	6) Pediatrics (2 weeks)
3) Inpatient Medicine (4 weeks)	7) Women's Health (2 weeks)
4) Emergency Medicine (4 weeks)	8) Behavioral Medicine (2 weeks)

End of Rotation Exams

Students will be required to complete End of Rotation Exams (EOREs) for the following seven core rotations: Family Medicine, Internal Medicine, Emergency Medicine, Surgery, Pediatrics, Women's Health, and Behavioral Medicine. Students may be required to return to CMU to complete the EOREs and will be provided with instructions on when and where to complete the exam. EOREs are to be taken on the designated days. NO make-up opportunities will be provided unless arrangements for a missed test are made prior to the test date.

End of Rotation exams are delivered in PAEA's secure, web-based platform, ExamDriver. Students should not be excused from scheduled SCPE shifts to study for EOREs. Please refer to the course syllabus and Academic Standards, Performance, and Progression Policy for more information about the grading and composition of each exam.

Supervised Clinical Practice Experience Expectations

Supervised Clinical Practice Experiences (SCPEs) are vital to the education of Physician Assistant students. They provide meaningful direct patient care experiences working in a variety of clinical practice environments. This allows students an opportunity to apply and enhance the vast knowledge and skills they have accrued during the didactic phase of the program while continuing to gain new knowledge and skills in a professional clinical setting. Only students who have successfully completed the didactic portion of the Master of Physician Assistant Studies Program will be authorized to begin the clinical experiences. Students may only participate in clinical SCPE during the dates approved by the program and clinical site. If the preceptor of record is not available during the specific SCPE dates scheduled, students should contact the Clinical Team immediately.

Student Supervision

Students function within the academic policies established by the Colorado Mesa University PA Program. Preceptors serve by providing clinical learning experiences, direction, and supervision of students during the clinical rotation. The degree of responsibility delegated to a student depends on the student's attitude and ability. Students have no responsibility for patients except when under the supervision of a preceptor. Students are not to practice medicine without supervision.

Student Restrictions:

Physician Assistant students are prohibited from the following:

1. Initiating unsupervised or unauthorized patient care.
2. Discussing physical findings, lab results, significance of historical data, or treatment plan without prior discussion with the preceptor.
3. Ordering lab or diagnostic studies without prior consultation with the preceptor.
4. Dispensing or writing prescriptions without authorization and preceptor's signature.
5. Disobeying protocols, rules, or regulations governing PA students established by the preceptor.
6. Discharging a patient from the facility without the patient personally being seen and evaluated by the preceptor.
7. Signing off on a patient's Electronic Medical Record without preceptor review.
8. Setting up or scheduling clinical rotations directly with the clinical site.

Preceptors

The Colorado Mesa University Physician Assistant Program will designate at least one Instructional Faculty member (i.e., preceptor) at each clinical site. For each clinical practice rotation, students will be provided contact information for the designated preceptor responsible for oversight of the student's clinical practice experience in that rotation.

Preceptors are responsible for ensuring program and clinical site policies related to the clinical experience are addressed, providing adequate clinical supervision, assessment, and supervision of a student's progress in achieving learning outcomes while the student is assigned to that clinical site/rotation. Preceptors will verify they are familiar with program-defined Supervised Clinical Practice Experience expectations and learning outcomes through review of the Preceptor Handbook and Rotation syllabi provided to each preceptor prior to student rotations.

Preceptors will consist mainly of practicing Physicians and Physician Assistants in the following disciplines: family medicine, internal medicine, surgery, pediatrics, women's health, inpatient medicine, and behavioral medicine. Physicians and Physician Assistants practicing in various subspecialties may be utilized for SCPE elective rotations. Other licensed health care providers experienced in their area of instruction may be designated as

preceptors for SCPEs (Advanced Nurse Practitioners, Certified Nurse Midwives, and Social Workers), when working as part of the medical team and as the Program deems qualified and appropriate.

We want the clinical experience to be both educational and interesting. Therefore, there are expectations and responsibilities of three key parties involved in the SCPEs as outlined below.

Preceptor's Responsibilities

- To orient the student, at the onset of the rotation, with respect to policies and procedures at all clinical sites where students will accompany the Preceptor and with which students are expected to comply.
- Review with the students the expectations and objectives for the rotation in an effort to develop a strategic plan for attainment of these.
- To provide the student with an appropriate clinical environment and a variety of patient encounters which enable the student to meet the program's objectives (as provided by Program). A minimum of 36hrs/week participation in clinical activities is expected.
- To provide the opportunity and guidance for the clinical learning experience and education by allowing students to actively participate in patient care under appropriate supervision and by delegating increasing levels of responsibility for clinical assessment and management as skills develop. However, the Preceptor must retain full responsibility for the patient's care.
- To recognize that the student is on a learner status and to ensure that students do not render patient care beyond the realm of educational value and as permitted by professional standards.
- To understand that physician assistant students must not be used as a substitute for clinical or administrative staff and must be identified as Colorado Mesa University Physician Assistant students during their SCPE.
- To review and co-sign all student documentation and charting. If a student is unable to directly document on the patient's chart or enter the data in the electronic health record, Preceptors should require the student to write up their note on plain paper and review it for accuracy and appropriateness.
- To allow time for teaching activities. This can be accomplished in a variety of ways such as structured teaching rounds, chart review periods, reading assignments or informal consultations between patient encounters and/or recommending specific conferences. It is expected that the Preceptor will model, expose students to and teach in accordance with current practice guidelines and the accepted standards of care.
- To provide the students and program faculty with ongoing constructive feedback on their clinical performance, including Mid-rotation Evaluation and Final Preceptor Evaluation.
- To inform the Director of Clinical Education if he/she will be taking a vacation of one week or greater while supervising a student. Student supervision may be delegated to another licensed healthcare provider at that site during the absence period with Program approval.
- To promptly notify the Director of Clinical Education of any significant deficiencies identified or issues of professional conduct that might diminish the overall learning experience.
- To provide emergency medical care to students in the event of injury or illness (but Preceptor shall not be responsible for the cost of such care).

Student Clinical Responsibilities

- To meet with the Preceptor at the **beginning and midpoint** of clinical rotations and periodically throughout rotations to discuss mutual goals and expectations for the rotation.
- To acknowledge placement specific notes in EXXAT when assigned the rotation and comply with all site-specific requirements and policies regarding all clinical sites in which the student rotates.

- To maintain open communication with the Preceptor, eliciting and accepting feedback regarding clinical performance strengths and weaknesses.
- To complete the rotation requirements outlined in the course syllabus. It is not possible nor expected that the student is exposed to each entity or problem listed during their rotations; however, it is the student's responsibility to engage in self-study of all rotation topics and objectives for each discipline.
- To acknowledge and comply with dress code standards at each clinical site.
- To always behave professionally and ethically.
- To report to the clinical site on time, fully prepared to work with all necessary equipment (i.e., stethoscope, etc.) and ready to learn and work with the Preceptor.
- To always identify oneself as a Colorado Mesa University PA student and elicit permission from the patient to participate in their care.
- To be aware of limitations as PA students and of the limitations and regulations pertaining to PA practice. Students at clinical sites must always work under the supervision of a Preceptor. They may not function in the place of an employee or assume primary responsibility for a patient's care.
- To check Microsoft Teams daily for clinical updates. Students will communicate clinical concerns, questions, and requests via the Clinical Teams channel in a timely manner.
- To contact the Director of Clinical Education immediately with any questions or concerns about the student's role at a site. Students shall not treat and discharge a patient from care without the patient being seen by the clinical Preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.
- Students are expected to work nights, weekends and be on-call if required by the clinical rotation site/Preceptor.
- To attend and participate in any return to campus activities. Students must arrive on time and stay for the entirety of the program activity.
- To log all patient encounters within 4 days of the appointment.
- To complete any assignment, project, presentation, or activity requested by the preceptor.
- To report all blood/bodily fluid exposure(s) to their Preceptor and/or any hospital personnel immediately. Students are to complete any Notice of Incidence report in use at the clinical site. Students should notify the Clinical Coordinator and CMU Human Resources as soon as possible after the incident has been rigorously evaluated according to site protocol. Students are also expected to refer and adhere to the CMU PA program's Safety & Infection Control policy.
- To provide the program with current and accurate contact information to include phone numbers. Should the student be in a location with limited cell phone or computer access, they must inform the Clinical Coordinator and provide an alternate, reliable contact number.

MPAS Clinical Team Responsibilities

- To prepare students academically and clinically for the clinical phase of their education
- To ensure Criminal Background and Sex Offender (CBSO) checks and drug screens are completed by all students as requested by the clinical rotation sites at a cost incurred by the students.
- To provide and ensure each student has completed training in OSHA and HIPAA prior to beginning clinical rotations and that all students have received instruction regarding the risk of exposure and reporting procedures should an exposure occur.
- To identify quality clinical rotation sites and qualified Preceptors dedicated to providing an optimal clinical education experience.
- To develop and maintain affiliation agreements with all clinical rotation sites. If a signed clinical affiliation agreement or memorandum of understanding specifies that policies at the clinical site will supersede certain program policies, the Clinical Coordinator (CC) and DCE will communicate any difference in the policy using the student's placement specific notes on EXXAT when assigned their rotation.

- To orient Preceptors and students to the policies and procedures of the clinical year.
- To ensure that all students have current malpractice liability insurance, current health insurance and up-to-date immunizations.
- To ensure all students maintain up-to-date CPR and ACLS certification before the start of the program's clinical phase.
- To forward to Preceptor, in a timely manner, information regarding number of students scheduled for rotation including rotation beginning/end dates and any documentation they may require
- To inform the Preceptor of rotation objectives and supply student evaluation materials.
- To review all components used for evaluation of clinical rotations and maintain responsibility for the assignment of the final grade for each student for all clinical rotations.
- To maintain open and accessible communication lines between Preceptor and Program faculty to anticipate problems before they arise.
- To respond to questions and/or concerns from the Preceptor or student in a timely manner.

Patient Logging

Patient logging is a key component of your clinical education. Patient logs are completed using the EXXAT clinical management system. You will be asked to record detailed information about your encounter with patients, such as case and visit information, medical procedures and medications prescribed.

It is important to keep up to date with your logs by completing the required documentation AS SOON AS POSSIBLE after the patient encounter to ensure deadlines are met and best recall with inclusion of pertinent details. Professionalism points may be deducted if logs are not completed within 4 days of the patient encounter. Once logs have been submitted, the CMU MPAS program may review, approve, flag, comment on or lock them. Locked logs can no longer be edited. Students will be given instructions on how to complete patient logs before starting the first Supervised Clinical Practice Experience in the Clinical Year Seminar. Online instructional resources are also available in the EXXAT Help Center.

<https://exxat.my.site.com/v4Help/s/article/Adding-Patient-Logs-for-Students-Prism>

Student and Preceptor Evaluation

Evaluation should be an ongoing process beginning on the first clinical day, continuing through rotation completion. Evaluation is a two-way process. The preceptor evaluates student performance, and students evaluate the preceptor and rotation site. Any concerns about the clinical site or preceptor should be reported as soon as possible so the program may take appropriate action if necessary.

Preceptor Evaluation of Student

In preparation for the clinical practice of medicine, the CMU MPAS program uses performance-based mechanisms to provide benchmarks for the clinical year acquisition of skills and knowledge of students in a developmental approach to assessment. A preceptor evaluation grade of less than 75% will result in referral to the P&P Committee and may have to repeat the rotation at the discretion of the program. This holds true if the final grade for the course is passing. In addition, any rating of a 1 or 2 on any individual survey item will be reviewed by the DCE and a progress plan will be generated as needed to address any areas of deficiency.

All evaluations are completed electronically using the EXXAT clinical education management system. Prior to the end of the rotation, the designated preceptor will receive an e-mail from noreply@exxat.com with a link to the student evaluation form. The student is responsible for assuring the completion of the evaluation form(s) and submission to the CMU Clinical Coordinator.

Student Evaluation of Preceptor/Clinical Site

Students will have the chance to evaluate the Preceptor/Clinical Site/Course. When student evaluations of a preceptor identify a specific need for improvement, the clinical faculty will share the feedback with the individual preceptor. If necessary, the DCE will work with the preceptor to address improvement areas.

Site Visit for the Student

A Colorado Mesa University PA Program faculty member will visit students during rotations. The site visit evaluates the student's patient interactions, clinical reasoning, and brief feedback from the preceptors and office staff. Medical documentation may also be reviewed during the site visit. At least two site visits will occur during the student's clinical phase, although more visits may occur at the request of the student, preceptor, or faculty.

Visits may be announced or unannounced. If the visit is announced, the student will notify the preceptor ahead of time about the visit. When the faculty member arrives, the student introduces the faculty member to the preceptor and to appropriate support personnel. The student should be prepared to answer questions and verbally present a case to the preceptor or faculty member. The student will discuss the treatment plan, evidence-based issues, referrals, patient education and follow-up management. Clinical site visits are important to ensure student progression in clinical skills and are used as a formative experience and an additional data point in student assessment. Student concerns will be addressed at the site visit or brought to the Progress and Promotion Committee for review.

Removal from Clinical Rotation

Any student who has willfully, accidentally, or unwittingly endangered the life of a patient, staff, peer, or him/herself during a rotation will be removed from the rotation immediately. If the clinical site, preceptor, or program discontinues the SCPE due to patient safety, professionalism, or competency concerns, the student will fail the course and will be referred to the P&P Committee. Incidents resulting in patient safety concerns will be reported to the Director of Clinical Education and the P&P Committee for appropriate action.

Colorado Mesa University PA program is particularly sensitive to any concern or issues that the preceptor feels strongly should be addressed in an expeditious manner. The Director of Clinical Education, Medical Director, and Program Director retain the authority to remove a student from class, clinical site, or other program function if indicated.

Student Availability

Students are expected to be available and in close association with preceptors during practice hours. Students should accompany preceptors to hospitals, operating rooms, nursing homes, and other practice settings. Evening and weekend learning experiences are beneficial and may be expected of students.

Students can submit requests for specific clinical sites and/or preceptors. However, while every attempt is made to accommodate student requests, rotation assignment is done by and at the sole discretion of the Clinical Coordinator and/or Director of Clinical Education subject to approval and availability of the Preceptor/Clinical Site.

Students are expected to attend all SCPE rotations confirmed and published in EXXAT. With rare exception, it is NOT appropriate for students to request changes, once rotations are confirmed. The Program Director must

approve any changes to rotations once they have been confirmed. Some examples of legitimate reasons for change are the terminal illness of a family member or a significant personal health problem that requires special medical treatment. Students that do not attend or complete an assigned rotation without prior written approval from the Program Director may be subject to immediate dismissal from the program. The final decision of placement is at the discretion of the PA Program.

Required Supplies

Students are expected to have a penlight, stethoscope, watch, and a hand-held digital device to access point-of-care resources on every rotation. Refer to the syllabus for the specific SCPE to verify supplies or equipment required in specific settings.

Academic Responsibilities

Students learn at different rates, but students must assume an active role in education. The student is expected to show initiative by asking questions, completing assignments, following patients, and giving feedback concerning how well the clinical rotation is meeting objectives. Students take examinations at the end of all required rotations on materials pertinent to medical practice and patient care. Microsoft TEAMS is the preferred communication platform during the clinical phase.

Troubleshooting

The Director of Clinical Education and/or Program Director must be aware of any problems encountered during the supervised clinical practice experience. If you have concerns, please contact us immediately. We are prepared to take an active role in improving tricky situations. In the rare case when problems arise, students can expect a prompt, dependable and competent response.

The PA program maintains regular contact with students and preceptors. Regular communication is intended to facilitate relationships among students, preceptors, and the PA program. Communication provides a mechanism for addressing informal questions about teaching, learning, and evaluation processes. Preceptors may contact the Director of Clinical Education and/or Program Director at any time with questions or comments. Students are also expected to contact the program with questions or problems.

CLINICAL ATTENDANCE POLICY

Background and Purpose

This policy provides clear expectations on attendance during the program's clinical phase.

The rotation schedule is determined by the preceptor on the first day of the rotation and may include weekends, holidays, or research assignments/presentations. Students are expected to work the same hours as their preceptor, with at least 36 hours per week. Students will confirm their assigned schedule to the clinical team by completing the Preceptor Check-In Questionnaire within five days after starting the rotation. The Preceptor Check-In Questionnaire will also ask students to confirm the best method of contacting the clinical site and preceptor should an unplanned absence occur.

Absences may not be requested prior to a rotation or placement being published in Exxat. Once a placement is published and the student is aware of the rotation dates, the student may then choose to submit an Absence Report form to the Director of Clinical Education and Clinical Coordinator via Exxat. Students should not assume he/she has the approval to be absent from a clinical rotation site and should not communicate planned absences with the preceptor without explicit approval from the Director of Clinical Education.

Unanticipated Clinical Absences:

When an absence from a scheduled clinical activity is not anticipated, the student shall take the following steps before the start of the scheduled shift or as soon as reasonably possible:

1. Contact the clinical site as directed by the preceptor/site contact.
2. Contact the Clinical Team using your personal TEAMS channel to notify the program of the absence. In case of emergency or emergent medical need, call 911.
3. Submit the absence report form via EXXAT for the Director of Clinical Education and Clinical Coordinator to review along with a plan to make up any missed time.

For the full attendance policy, please refer to the Attendance Policy in this handbook.

Section 6: STUDENT RESOURCES

STUDENT RESOURCES

BEHAVIORAL HEALTH SERVICES

All full-time and part-time CMU students are entitled to professional counseling sessions through the Student Wellness Center for a copay. Financial hardships may be requested through the Office of Student Services. 24/7 crisis and emergency services are available at Mind Springs Health by calling 1-888-207-4004. For more information or to make an appointment please see <https://www.coloradomesa.edu/student-services/health-safety/counseling.html> or call (970)644-3740.

CAREER SERVICES *(ARC-PA A1.04, A3.10)*

Career counselors are available to CMU students to help attain career goals and include resume workshops, interviewing skills, and access to job databases. To make an appointment with a career counselor, call (970)248-1404. For additional information see CMU Career Services at: <http://www.coloradomesa.edu/career/students/index.html>

COLORADO MESA UNIVERSITY INFORMATION TECHNOLOGY

CMU Policies regarding the following topics can be found at <http://www.coloradomesa.edu/information-technology/policies.html>

- End User Agreement
- Computer Use Policy
- Network Use Agreement
- Electronic Communication Policy

CERTIFICATION EXAMINATION

Physician Assistants graduating from an accredited MPAS program are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the NCCPA. PANCE is a comprehensive examination, administered via computer, testing didactic knowledge and problem-solving abilities. In order to maintain certification, PAs are required to obtain a minimum of 100 hours of continuing medical education (CME) every 2 years following graduation and passing the PANCE examination. Additionally, PAs must pass the Physician Assistant National Recertifying Examination (PANRE) every ten years.

D2L/DAYLIGHT & COMPUTER HELP DESK

D2L/Daylight is the learning management system used to deliver course materials online. All course syllabi and other documents will be posted there, along with assignment grades, faculty information and group email information. The student help desk is available to answer questions regarding D2L/Daylight and can be accessed at <https://www.coloradomesa.edu/information-technology/student-resources.html> or by calling (970)248-2111.

EDUCATIONAL ACCESS SERVICES

Educational Access Services (EAS) is designed to assist instructors and students with disabilities by providing academic accommodations as outlined in Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. Additional information on Educational Access Services can be found at: <http://www.coloradomesa.edu/educational-access/index.html>

FINANCIAL AID

For information regarding Financial Aid Services, see the following: <https://www.coloradomesa.edu/financial-aid/index.html>.

HEALTH SERVICES

All registered Colorado Mesa University students who have paid their student fees may access health services at the Student Wellness Center. All students accessing health services will be required to pay a \$15.00 co-pay at time of service. The student wellness center is open during the fall and spring when school is in session and an after-hours number can be called for 24/7 emergency coverage. Counseling services are provided to all students paying student fees for a \$5.00 copay per session. (Maverick Guide, p. 10).

<https://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

The program will continue to review compliance with this standard and coordinate with CMU administrators to address any concerns related to health services (A1.05)

LIBRARY

Library services are available to all MPAS students including access to more than 300,000 books, journals, CDs, electronic books, 90 article databases and personalized research assistance from library staff. For more information, please see <https://www.coloradomesa.edu/library/index.html>.

PARKING, MAPS, AND FACILITIES INFORMATION

Parking

Updated information regarding parking can be found at:

<https://www.coloradomesa.edu/parking/index.html>.

General information regarding parking policies can be accessed in the Maverick Guide:

<https://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

Campus Maps

Please reference the following site for information regarding campus maps:

<https://www.coloradomesa.edu/campus-info/maps.html>

Facilities Services

The following link provides information regarding Facilities Services:

<https://www.coloradomesa.edu/facilities/index.html>

PRINTING

The university printing policy can be found at:

<https://www.coloradomesa.edu/information-technology/services/mavprint.html>

STUDENT SERVICES

MPAS students have access to services and resources to help them reach their academic and career goals. The Office for Student Services is dedicated to aiding in the success of all students attending CMU. All students can seek assistance with issues that are interfering with the successful completion of their academic goals at CMU.

<https://www.coloradomesa.edu/student-services/index.html>

TUTORIAL LEARNING SERVICES

The tutorial learning center offers free tutoring services in a variety of subjects.

<https://www.coloradomesa.edu/tutoring/index.html>

Section 6: APPENDICES

APPENDIX A:

PROFESSIONAL EXPECTATIONS & COMMUNITY CONDUCT AGREEMENT

PROFESSIONAL EXPECTATIONS & COMMUNITY CONDUCT AGREEMENT

CMU Master of Physician Assistant Studies Program

The purpose of the Professional Expectations & Community Conduct Agreement is to clarify the conduct expectations for the PA community of learners. All MPAS students are required to review and understand the Professional Expectations & Community Conduct Agreement, and agree to uphold it.

If you have any questions about the information contained in this Agreement, please do not hesitate to contact the PA Program Director.

1. As a student within the CMU Master of Physician Assistant Studies teaching and learning community, I commit to:
 - a. Be fully present: attentive, responsive, and engaged.
 - b. Be responsible for myself and my actions.
 - c. Presume welcome and extend welcome: in informal interactions, in small group discussion, and in large group discussions and interactions.
 - d. Be a purposeful thinker: critical, creative, and reflective.
 - e. Strive for high-quality work and perform with perseverance.
 - f. Develop and practice new understandings and sensitivities to diversity.
 - g. Show care and compassion and avoid assuming my experience is normative for others.
 - h. Refrain from fixing, saving, or correcting others in the community. I will turn to inquiry (wonder) rather than defense when an interaction becomes escalated.
 - i. Pay attention to the distinction between dialogue (which begins with a question) and aggressive confrontation (verbal, non-verbal, or written). I will make sure my questions are sincere, rather than calculated to advance a hidden agenda.
 - j. Remain open and receptive to constructive feedback and criticism related to my ongoing personal and professional formation.
 - k. Maintain confidentiality when expected of me, especially regarding material shared by other students privately.
2. I will check my CMU email address regularly (at least every day), and I will take full responsibility for knowing the content of all University, program, course and instructor announcements sent to my address. I will be accountable to respond to these announcements and messages as appropriate.
3. I will be accountable for all required work in each of my courses and learning experiences, including adherence to deadlines and due dates.
4. I will follow the principles of academic integrity.
5. I will assume full responsibility for class attendance and participation. I understand that due to the concentrated and rigorous nature of the PA program, with emphasis on participatory learning, all students are expected to attend every class session as scheduled.
6. I will be accountable for contacting my instructor in case of an absence. I understand that I will be held responsible for the content and activities of the class session, even if I was not in attendance.
7. I understand my rights and responsibilities related to these policies.

The student acknowledges and accepts the terms of this Professional Expectations & Community Conduct Agreement and, if violations occur, the student will submit to the Progress and Promotion Committee processes for remediation of concerns.

I have reviewed and understand the CMU Master of Physician Assistant Studies Program's Professional Expectations & Community Conduct Agreement and agree to uphold it.

Student Signature: _____ Date: _____

APPENDIX B:MPAS PROGRAM PROFESSIONALISM EVALUATION

PROFESSIONALISM EVALUATION

CMU Master of Physician Assistant Studies Program

Student Name:

On a scale of 1-3

(1=does not meet expectation, 2=meets some expectations, but needs improvement, 3= meets expectation) please evaluate (as appropriate for their progression in the curriculum) the following:

Student:	Semester	Comments
<i>Medical Knowledge</i>		
1) Demonstrate the biomedical, clinical, and social knowledge to care for patients across all ages and in a variety of settings.		
<i>Interpersonal and Communication Skills</i>		
1) Demonstrate an ability to elicit an accurate medical history and perform a detailed physical exam to make patient-centered diagnostic and therapeutic management plans.		
2) Demonstrate the ability to provide appropriate patient education and interventions for individual and community disease prevention and health promotion.		
3) Demonstrate effective oral and written communication, which results in an exchange of information and collaboration with patients, families, caregivers, and medical professionals.		
<i>Patient Care</i>		
1) Apply acquired medical, behavioral, and social science knowledge necessary to evaluate, diagnose, and care for patients across the life span in a variety of clinical settings.		
2) Demonstrate the clinical problem-solving skills necessary to develop a differential diagnosis and patient-centered diagnostic and therapeutic management plans that include pharmacologic and nonpharmacologic interventions.		

3) Perform core technical skills required in primary care including diagnostic and therapeutic clinical procedures.		
4) Integrate evidence from scientific studies to make evidenced-based and culturally sensitive clinical judgements in the individualized care and management of patients.		
Professionalism		
1) Demonstrate professionalism and ethical behaviors of compassion, respect, integrity, and accountability, while maintaining sensitivity and responsiveness to patients, families, and the multidisciplinary healthcare team.		
2) Demonstrate continuous self-assessment and implementation of an improvement plan that includes compassionate self-care and a commitment to life-long learning.		
Professionalism Standards	Semester	Comments
Responsibility		
Arrives on time and stays for entire class/clinical rotation		
Submits assignments (including clinical compliance items/patient logs) on time		
Communicates absences to instructors/DDE,DCE/Preceptors and submits required documentation for absence.		
Student reports safety concerns/exposures/injuries to the appropriate Program liaison in a timely manner		
Student follows all established protocols for scheduling onboarding during clinical year		
Respect		

Careful not to distract others (avoids socializing, sleeping, leaving class, not adhering to dress code, reading unrelated material)		
Electronic devices are only used for lecture related purposes		
Uses appropriate language in class/rotations		
Shows respect to peers and instructors (not interrupting, laughing at or discrediting comments made by others)		
Utilize the appropriate communication channels for all communications with the Program		
Responds to all Program communications in a timely manner and within the appropriate channels		
Preparedness		
Regularly participates in class		
Reviews material prior to class		
Ethical Behaviors		
Maintains confidentiality standards.		
Upholds University and Program rules, policies, laws, and conduct code.		
Demonstrates Academic Integrity.		
Complies with applicable laws and regulations.		
Self-Awareness		
Capacity to identify personal weaknesses and poor habits and seeks help from support services.		
Tolerance for ambiguity and anxiety, open to new experiences.		
Demonstrates awareness of how their own behavior affects others and/or groups or organizations.		
Student follows established protocols when contacting potential preceptors about doing a rotation with them		

Student Comments/Reflection

Advisor Comments

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

APPENDIX C:PROGRESS PLAN

PROGRESS PLAN

CMU Master of Physician Assistant Studies Program

A **Progress Plan** is designed to notify faculty and students of program expectations established to provide the greatest opportunity to achieve success in meeting the learning outcomes of a course or program competencies when an initial attempt has been unsuccessful. The progress plan will describe the type of activity/work required, a timeline to complete the work successfully, identification of the person who will review and document completion of the activity, correction of the deficiency and success in meeting the activity outcome.

Student name: _____

Semester and year: _____ Date: _____

Course Title and Number: _____ Exam: _____

Course Director: _____

Identified deficiency in knowledge, skills or professional conduct:

Remediation/Completion Plan:

Expected completion date: _____

By signing the Progress Plan, I acknowledge the steps and timeline for completing the plan and understand that failure to fulfill the terms of the remediation work may result in dismissal from the program.

Student Signature: _____ Date: _____

Evidence of correction of the deficiency and success in meeting the activity outcome:

By signing below, I acknowledge that the identified deficiency has been corrected as outlined in the work plan by satisfactory completing and meeting the activity outcome.

Student Signature: _____ **Date:** _____

Advisor/Course Director Signature: _____

P&P Committee Chair Signature: _____

APPENDIX D: PHYSICIAN ASSISTANT CURRICULUM AND COURSE DESCRIPTIONS

Colorado Mesa University

MASTER OF PHYSICIAN ASSISTANT STUDIES CURRICULUM (112 semester hours)

- BIOL 500 – Advanced Human Anatomy (3)
- BIOL 500L – Advanced Human Anatomy Lab (1)
- PHAS 501 – Biomedical Science (4)
- PHAS 502 – Clinical Pharmacology (3)
- PHAS 503 – Health Promotion and Disease Prevention (2)
- PHAS 510 – Foundation to Clinical Medicine (2)
- PHAS 511 – Clinical Medicine I (13)
- PHAS 512 – Clinical Medicine II (13)
- PHAS 513 – Clinical Medicine III (13)
- PHAS 520 – History and Physical Exam (2)
- PHAS 520L – History and Physical Exam Lab (1)
- PHAS 521 – Patient Assessment, Diagnostics and Clinical Skills Lab 1 (2)
- PHAS 522 – Patient Assessment, Diagnostics and Clinical Skills Lab II (2)
- PHAS 523 – Patient Assessment, Diagnostics and Clinical Skills Lab III (2)
- PHAS 530 – Introduction to Research and Evidence-Based Medicine (2)
- PHAS 531 – Clinical Reasoning I (2)
- PHAS 532 – Clinical Reasoning II (2)
- PHAS 533 – Clinical Reasoning III (2)
- PHAS 541 – PA Professionalism I (2)
- PHAS 542 – PA Professionalism II (2)
- PHAS 543 – PA Professionalism Capstone (1)
- PHAS 570 – Clinical Year Seminar (1)
- PHAS 571 – Family Medicine Rotation (4)
- PHAS 572 – Behavioral Medicine and Mental Health Rotation (2)
- PHAS 573 – Internal Medicine Rotation (4)
- PHAS 574 – Women’s Health Rotation (2)
- PHAS 575 – Pediatric Medicine Rotation (2)
- PHAS 576 – Surgery Rotation (4)
- PHAS 577 – Emergency Medicine Rotation (4)
- PHAS 578 – Inpatient Medicine Rotation (4)
- PHAS 579 – Elective Rotation (4)
- PHAS 580 – Elective Rotation (4)
- PHAS 581 – Summative Seminar (1)

COURSE DESCRIPTIONS

Course descriptions can be found via the course catalog by using this link:

<https://catalog.coloradomesa.edu/course-descriptions/phas/>

REQUIRED COURSE SEQUENCING

Year One, Spring: 20 credits

PHAS 541 – PA Professionalism (2) – J-Term
BIOL 500 – Advanced Human Anatomy (3)
BIOL 500L – Advanced Human Anatomy Lab (1)
PHAS 501 – Biomedical Science (4)
PHAS 502 – Clinical Pharmacology (3)
PHAS 510 – Foundation to Clinical Medicine (2)
PHAS 520 – History and Physical Exam (2)
PHAS 520L – History and Physical Exam Lab (1)
PHAS 530 – Introduction to Research and Evidence-Based Medicine (2)

Year One, Summer: 17 credits

PHAS 511 – Clinical Medicine I (13)
PHAS 531 – Clinical Reasoning (2)
PHAS 521 – Patient Assessment, Diagnostics and Clinical Skills Lab 1 (2)

Year One, Fall: 19 credits

PHAS 512 – Clinical Medicine II (13)
PHAS 532 – Clinical Reasoning II (2)
PHAS 522 – Patient Assessment, Diagnostics and Clinical Skills Lab II (2)
PHAS 503 – Health Promotion and Disease Prevention (2)

Year Two, Spring: 18 credits

PHAS 513 – Clinical Medicine II (13)
PHAS 533 – Clinical Reasoning III (2)
PHAS 523 – Patient Assessment, Diagnostics and Clinical Skills Lab III (2)
PHAS 570 – Clinical Year Seminar (1)

Year Two, Summer: 12 credits

PHAS 571 – Family Medicine Rotation (4)
PHAS 572 – Behavioral Medicine and Mental Health Rotation (2)
PHAS 573 – Internal Medicine Rotation (4)
PHAS 542 – PA Professionalism II (2)

Year Two, Fall: 13 credits

PHAS 574 – Women's Health Rotation (2)
PHAS 575 – Pediatric Medicine Rotation (2)
PHAS 576 – Surgery Rotation (4)
PHAS 577 – Emergency Medicine Rotation (4)
PHAS 543 – PA Professionalism Capstone (1)

Year Three, Spring: 13 credits

PHAS 578 – Inpatient Medicine Rotation (4)
PHAS 579 – Elective Rotation (4)
PHAS 580 – Elective Rotation (4)
PHAS 581 – Summative Seminar (1)

Note: Above rotation schedule is a version of a possible schedule. Individual students' rotation schedules during the clinical year will vary.

APPENDIX E: Policy Forms

CONFIDENTIALITY AGREEMENT

CMU Master of Physician Assistant Studies Program

This confidentiality agreement is entered into this _____ day of _____ year of _____ between all clinical and preceptor sites and the undersigned (individual).

This agreement protects the preceptor's confidential information from disclosure by any individual. This agreement is necessary due to the individual's access to confidential information, which if disclosed by the individual, could cause harm to the preceptor or a patient.

The individual shall not disclose or use at any time any secret, privileged, or confidential information concerning the preceptor/patient which the individual has become aware of in any manner. Confidential information shall include information concerning the preceptor/patient not generally known to the public including but not limited to the preceptor's products, services, patient records, treatments or any other information relating to the business of the preceptor.

Student Name: _____

Student Signature: _____ Date: _____

LABORATORY PRACTICE AND PROCEDURES

CMU Master of Physician Assistant Studies Program

(* See Laboratory Safety Agreement Below)

Equipment

- Equipment is stored in a specific space and should be returned to that area after use.
- Water or other spilled materials should be mopped up immediately. Bodily fluid or hazardous material spills should be reported immediately to the lab supervisor or instructor.
- Clean linens should be folded and replaced at the end of the lab session. Dirty linens should be placed in the dirty linen hamper.
- Materials such as tongue depressors, cotton swabs, etc. will be stored in the treatment rooms and specified closets. These should be returned to their original positions if unused or disposed of properly after use. Please inform the instructor if you notice stock is getting low.
- Equipment/Laboratories are not to be used for self-evaluation.
- Equipment/Supplies are not to be used for personal use.
- All sharp materials (i.e., blades, needles, etc.) should be disposed of after use in appropriate biohazard sharps cabinets.

Laboratory Clothing

- Students are required to wear closed-toe shoes in all laboratory settings.
- For labs requiring treatment modalities that may soil clothing, pants or shorts are suggested.
- Students are recommended to wear scrubs for anatomy lab due to the materials handled.
- For physical evaluation and diagnostic labs, appropriate clothing is recommended as identified by course instructors.

General Rules for the Laboratory

- NO FOOD OR DRINK IS ALLOWED IN THE LABORATORY AT ANYTIME.
- At the conclusion of each classroom or lab session you are expected to prepare the lab for the next class - see that all tables, linens, chairs, and equipment are returned to their original positions and dispose of all trash in appropriate receptacles.
- Reference the program's exposure policy for any exposure during lab activities.

Incidental Findings

- It is possible that during a learner's course of study, incidental medical findings, anatomical anomalies, and/or implantable medical devices may be noted. These findings may include previously known or previously unknown pathological findings or normal variants. These discoveries may occur during physical examination, point of care ultrasound, or laboratory sessions, among other educational settings. Students are responsible for determining whether to peruse further assessment of such findings. When such findings are identified, students are expected to maintain the confidentiality of their peers.

LABORATORY SAFETY AGREEMENT FORM

CMU Master of Physician Assistant Studies Program

Participation in the laboratory classes exposes persons to the risk of injury and illness from hazardous materials and equipment. Special risks arise to persons performing any testing involving urine, blood, or other biologic specimens. The transmission of hepatitis and HIV is of special concern, but other diseases may also be transmitted by direct contact with clinical specimens. In addition, students will be working with other potentially hazardous material including but not limited to gels, casting material, scalpels, cow tongue, pig's feet, fluorescein stain, etc. In order to reduce the risk of injury or infection, the following precautions must be followed:

1. Treat EVERY specimen as if it is contaminated.
2. Wear gloves when handling blood-soiled items or equipment and when performing phlebotomy. Gloves must be worn throughout testing.
3. Wash hands after removing gloves, immediately after contact with blood or body fluids, and before leaving the classroom.
4. Minimize the creation of aerosols during centrifugation by using caps and keeping centrifuge lids closed during centrifugation.
5. Use mechanical pipettes for manipulation of liquids.
6. Decontaminate all work surfaces with 10% bleach or other appropriate sanitizing wipes after any contamination and before leaving the lab.
7. Dispose of needles and all sharps directly into the sharps container provided.
8. Gloves, protective eye wear, and protective clothing must be worn when working with other chemicals, equipment, and other hazardous materials.
9. If an injury or exposure occurs, the student must follow the program's exposure policy.

I hereby acknowledge that I have read and understand the above statements regarding the hazards of laboratory testing and the precautions to be taken to prevent injury and illness. I agree to comply with these and other established safety regulations and practices, and will consult the instructor for advice in circumstances where safety practice is in doubt.

Student Signature

Date

Student Name

**Colorado Mesa University Master of Physician Assistant Studies Program
ACADEMIC PHYSICAL EXAM AND ANATOMICAL ULTRASOUND WAIVER**

Name: _____

By signing this document, I assert the following:

- I understand that any physical exam or ultrasound performed at CMU is for academic purposes only and is not to be considered a diagnostic procedure. I understand that any faculty/adjunct faculty/guest lecturer performing a physical exam or ultrasound at CMU is in no way acting as a diagnostician or medical caregiver and cannot give medical advice.
- I understand the possibility that some undiagnosed disease/disorder might be present, but not discovered with a physical exam or academic anatomic ultrasound.
- I also understand that a physical exam or academic anatomical ultrasound might yield “incidental findings” or possible evidence of disease/ disorder, but that such evidence would be non-definitive of disease in and of itself. In the event of these circumstances, I take full responsibility for determining whether or not to pursue further assessment of any such findings.
- I understand that if I have sonographically visible findings (such as a known pathology, an anatomical variant, or an implanted medical device), these may be revealed by ultrasound during sonography if I am participating as an ultrasound model.
- I understand that if I have physical exam findings (such as a known or unknown pathology, an anatomical variant, or an implanted medical device), these may be revealed during physical exam training during my participation.

Name

Date

PA PROGRAM HEALTH INFORMATION RELEASE FORM

CMU Master of Physician Assistant Studies Program

First Name:		Last Name:	
Maiden/Former Name:		DOB:	
Email:			
Address:			
City:		State:	
		Zip:	

1. I hereby authorize representatives of Colorado Mesa University Master of Physician Assistant Studies Program (hereafter referred to as CMU MPAS Program) to: (initial all)

Receive and maintain a complete record of all my immunizations: _____

Receive results of any serological testing as proof of immunity: _____

Receive my tuberculosis test results: _____

Keep aforementioned materials in my official CMU student record: _____

I furthermore, release the aforementioned information to clinical rotation sites, assigned by CMU MPAS Program, in which I will be present at in order to fulfill requirements of the clinical year of instruction set forth by the CMU MPAS Program: _____

I authorize the aforementioned information to be released in an oral or written form of communication to clinical rotation sites: _____

I understand that information disclosed under this authorization may be disclosed again by the person or organization to which it is sent. The privacy of this information may not be protected under the federal privacy regulations: _____

2. The purpose of this disclosure is to assure timely dissemination of this information when required by clinical affiliates as a condition to any clinical practice experience. _____

3. A photocopy is considered as valid as the original document: _____

Signature: _____ Date: _____

PERMISSION TO RELEASE NON-PUBLIC INFORMATION

CMU Master of Physician Assistant Studies Program

The Family and Educational Rights and Privacy Act of 1974 (as amended in December 1974) provides that the release of education records (or personally identifiable information therein, except for public directory information) without the written consent of the student will not be made.

In order for Colorado Mesa University to comply with the law, please provide the information requested below and sign this release form.

PLEASE PRINT

NAME: _____ CMU 700 NUMBER: _____
 First Middle Last

PERMANENT ADDRESS: _____
 Number and Street City State Zip

INFORMATION TO BE RELEASED:

PERSON TO RECEIVE INFORMATION:

Name: _____ Agency: _____

Number and Street: _____

City, State: _____

Student Signature: _____ Date: _____

PROGRAM WITHDRAWAL FORM
CMU Master of Physician Assistant Studies Program

Student Name: _____

Permanent Address: _____

Phone Number: _____

I am withdrawing from the Physician Assistant Program for the following reason(s):

I have scheduled an exit interview with the Program Director: Yes No

Date of Exit Interview: _____

SOCIAL MEDIA POLICY AGREEMENT FORM

CMU Master of Physician Assistant Studies Program

Definition of Social Media

Social Media: Includes all methods of interaction online in all forms of user generated and distributed content, including blogs, social networking sites (Facebook, Twitter, Myspace), and wikis.

Professional Use: Refers to using social media to advance a segment or function of Colorado Mesa University as part of your job responsibilities.

Personal Use: Refers to things you may do to socialize or advance yourself personally, although this may include some professional activities such as networking or promoting your academic research or writing.

Purpose

It is in Colorado Mesa University's interest, and we believe in each student's interest, to be aware of and participate in social media - the information, interactions, and idea exchange available via the internet. As an institute of higher education, we believe in the importance of open exchange, learning, and honest discourse.

In addition, CMU MPAS program encourages employees and students to be champions on behalf of the organization by spreading the word about CMU's mission, vision, and values. The rapidly growing phenomenon of blogging, social networks, and other forms of online electronic publishing are emerging as unprecedented opportunities for outreach, information-sharing, and advocacy.

Personal Use

While social media offers great opportunities for Colorado Mesa University MPAS program employees and students to communicate and collaborate, both internally and externally, it also brings equally great responsibilities. Social media blurs the lines between personal and professional as no other technology has before. By identifying yourself as a CMU University employee or student within a social network, you are now connected to your colleagues, managers, fellow students, prospective students, donors, parents, and other friends.

As a student of Colorado Mesa University, online postings always have the potential to impact the university, even those made on a personal level.

Online postings should always represent a personal point of view and not necessarily that of CMU. When posting a point of view, a student should neither claim nor imply they are speaking on CMU's behalf. When appropriate, clearly indicate that the views expressed on posts are the author's own and do not necessarily reflect the views of CMU.

Professional Use

As mentioned above, professional use refers to using social media to advance a part or activity of CMU, such as a department (i.e., alumni, admissions, biology), as part of your job responsibilities. The guidelines in this area are meant to ensure consistency and quality in representation of CMU in social media, and also to ensure that departments and offices are not creating redundancies, or sending competing or mixed messages to valued CMU audiences.

SOCIAL MEDIA POLICY AGREEMENT FORM

CMU Master of Physician Assistant Studies Program

1. Representing CMU as a whole is reserved for the Office of Communications and Marketing and the Office of the President. No unauthorized person or group should seek to speak for the university, secure an account, or name representing the entire Colorado Mesa University.
2. Remember that you are legally responsible for anything you post online. Ensure you abide by copyright and fair use laws. Always cite sources and references and, whenever possible, link back to them.
3. Online postings should not disclose any information that is confidential or proprietary to the university or to any third party that has disclosed information to Colorado Mesa University.
4. If a member of the news media or a blogger contacts you about an online posting that concerns the business of CMU, please refer that person to the Office of Communications and Marketing.
5. If you make an error, be up front about your mistake and correct it quickly. In a blog, if you choose to modify an earlier post, make it clear that you have done so. The key with social media is to be as transparent as possible.

The Colorado Mesa University MPAS Program gratefully acknowledges the following sources in the creation of its social computing policy: Bethel University, Burelles Luce, IBM, Easter Seals

Student Name: _____

Student Signature: _____

Date: _____

STUDENT REQUEST FOR RECORDS

CMU Master of Physician Assistant Studies Program

Records requested: (Please list item, date instructor, and course)

Name: _____ Date: _____ Time: _____

Delivered by: _____ Date: _____ Time: _____

Returned by: _____ Date: _____ Time: _____

ABSENCE REPORT FORM
CMU Master of Physician Assistant Studies Program

To be completed by student only:

Student Name: _____

Today's Date: _____

Requested Date(s) and time of Absence(s): _____

Anticipated Missed Classes: _____

Explain your plan to make up all required assignments and assessments for each course missed. Include the proposed date and time each item will be completed or submitted.
(Please note, students will typically be required to complete assessments and assignments prior to absence.)

To be completed by PA faculty or staff only:

- Approved / Excused
- Approved /Excused and plan was modified by the Instructor. Please review approved plan above.
- Denied / Unexcused

Faculty Signature: _____ Date: _____

APPENDIX G: Accidental Needle Stick/Blood Borne Pathogens Checklist

1. TAKE IMMEDIATE ACTION TO PROTECT YOURSELF

- Initiate First Aid or appropriate safety procedures.
- Wash the affected area with soap and water or other appropriate solution.
- Flush exposed mucous membranes with water.
- For incidents occurring on campus, immediately notify the course instructor and Clinical Coordinator.

Emergent Injuries/Care: Call 911 or go to nearest emergency room.

2. REPORT ALL BLOOD/BODILY FLUID EXPOSURE(S) TO THE CMU FACULTY IF EVENT OCCURS ON CAMPUS OR TO PRECEPTOR AND/OR HOSPITAL PERSONNEL (AS INSTRUCTED BY THE PRECEPTOR IF DURING SCPEs IMMEDIATELY.

- The appropriate incident forms for CMU and/or the agency must be completed on the day.
- For incidents occurring on campus, Director of the incident.
 - Didactic Education must be notified, as well.

3. MEDICAL EVALUATION, TREATMENT OF INJURY, AND/OR ASSESSMENT FOR AND LIMITATION OF RISK OF INFECTION SHOULD BE CONDUCTED:

- Students should go to locations directed by university or clinical site personnel.
- Clinical Coordinator will add the Accident Form to the MPAS student file.
- The designated medical provider or emergency room (for after-hours care) will immediately conduct a confidential medical evaluation and formulate an appropriate follow-up plan.

Non-Emergent Campus Site Incidents: The University provides a listing of medical and mental health resources. <http://www.coloradomesa.edu/student-services/index.html>

4. FOR INCIDENTS OCCURRING DURING SCPEs, REPORT EXPOSURE TO THE PA PROGRAM'S CLINICAL COORDINATOR WITHIN 48 HOURS OF THE TIME OF INCIDENT.

A CMU EMPLOYEE ACCIDENT REPORT will be sent to you to complete.

A copy of the form will be added to the program's student file and the original form shall be submitted to the CMU Human Resources Office promptly after submission.

5. STUDENTS SHOULD MAKE AN APPOINTMENT WITH CMU HUMAN RESOURCES TO FILL OUT A CLAIM FORM AND DISCUSS THE INCIDENT WITHIN 4 DAYS.

- HR will determine if additional medical treatment is desired or needed and may make the appointment with a designated provider for the student.
 - Follow-up appointment with Human Resources is appointments needed.
- The student may be requested to take a CMU HR Representative to the site for an investigation.
- Refer and adhere to the CMU PA Program's Safety & Infection Control policy, which can be found in the Student Handbook and Clinical Handbook.

APPENDIX H: STUDENT HANDBOOK ACCEPTANCE FORM

STUDENT HANDBOOK ATTESTATION FORM

CMU Master of Physician Assistant Studies Program

Student Handbook (ARC-PA A3.02):

I have read the "Student CMU MPAS Program Handbook," and agree I understand and will comply with both CMU and MPAS Program policies and expectations. My questions regarding the handbook and institutional policies have been asked and answered to my satisfaction.

Printed name

Student Signature

Date

Professional Competencies:

I understand I am expected to make progress in Physician Assistant competencies (see Student Handbook) throughout the curriculum. I also understand I am expected to demonstrate entry-level criteria consistently in the classroom and clinical setting before graduation.

Printed name

Signature

Date

Application for Licensure:

I understand that the application for licensure as a Physician Assistant asks questions about felony conviction, misdemeanor conviction punishable by imprisonment for a maximum term of two years, misdemeanor conviction involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), and treatment for substance abuse in the past 2 years. If any of the before is true, I understand that the individual state licensing boards will review my application for licensure and will decide about my eligibility for Physician Assistant licensing. I understand that the individual state licensing board may refuse to grant a license to me.

Printed name

Signature

Date

Please make sure all questions are answered by your advisor or the program director before signing this attestation form.