



# **CENTRAL MICHIGAN UNIVERSITY PA PROGRAM STUDENT HANDBOOK**

**CLASS OF 2026**

**Central Michigan University, Mt. Pleasant Campus**

<http://chp.cmich.edu/pa>

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HEALTH PROFESSIONS

**PHYSICIAN ASSISTANT**

CENTRAL MICHIGAN UNIVERSITY

**Welcome to the Central Michigan University Physician Assistant Program Class of 2026!**

Congratulations on being accepted into Central Michigan University's Physician Assistant Program Class of 2026! It is our pleasure to welcome you. The faculty and staff are looking forward to participating in providing students with a rewarding and successful educational experience. Students will find the program to be rigorous and challenging but well worth the effort.

This learner handbook is designed to explain the policies and procedures of the program and to provide supplemental information regarding the program and the University. Over the 27 months of the program, you will likely have many questions. Please use this handbook as a reference to address those questions. Please bear in mind that the information provided in this handbook is subject to change. Changes in structure and policy regarding the didactic and clinical year may occur. The program will make every attempt possible to provide you with updated information as it becomes available. If you find that any additional information would have been particularly helpful to you, please let us know.

Once again, the academic environment in the Physician Assistant Program can be very demanding of time and resources as well as ambitious, taxing, and anxiety-provoking. Historically you are all top students who strive for perfection. This program is very rigorous and intensive. Remember that likely every one of your classmates is, like yourself, one of the best and brightest of all learners pursuing a Physician Assistant education. The key to successful performance is to remain focused on your goals and to utilize the many opportunities provided by the program to help you through your studies. Having the highest score or best grades should no longer be your priority. We strongly advise you to keep your eye on the big picture and the end goal. There may be many dips and turns on the road you traverse to earn your degree and become a practicing PA-C, but if you approach your education with determination, humility, practicality and commitment, the faculty and staff will do our very best to foster your success and celebrate your accomplishments. As Henry Ford once said, "Coming together is the beginning. Keeping together is progress. Working together is success." It is never easy to go it alone no matter what the task. It has always been the desire of the faculty and staff to work together with you. Likewise, we urge all students in the class of 2026 to work together, in providing support toward one another. Just remember, we are all in this together.

Once again, congratulations and welcome! We wish you continued success as a learner and as a graduate Physician Assistant.

**Faculty & Staff of the CMU PA Program**

## Contents

<b>INTRODUCTION AND INSTITUTIONAL INFORMATION</b>	<b>6</b>
A. PA PROGRAM STUDENT HANDBOOK OVERVIEW	6
B. ACCREDITATION STATEMENT <sup>[A3.12a]</sup>	7
C. ABOUT CMU’S PHYSICIAN ASSISTANT PROGRAM	7
D. ORGANIZATIONAL CHART	8
E. PROGRAM/FACULTY INFORMATION	9
F. PA PROGRAM COMMITTEES	11
G. PROGRAM MISSION	12
H. VISION	12
I. CURRICULUM	13
J. PROGRAM CALENDAR	14
K. PROGRAM COURSE SCHEDULE	15
L. COURSE SCHEDULE BY SEMESTER	17
Didactic Phase (Semesters I-IV)	17
Clinical Phase (Semesters V-VII)	18
M. ACADEMIC & CLASSROOM POLICIES	19
Classroom Policies	19
N. DIDACTIC FIRST YEAR	20
Mentorship Experience	20
Service Learning	20
O. CLINICAL YEAR (SUPERVISED CLINICAL PRACTICE EXPERIENCES)	21
Terminology for Clinical Year	21
Clinical Education Team	21
Pod Identification	22
Match Process for SCPE Assignments	22
Special Circumstance Placement Consideration	22
Out-of-State Clinical Assignments	23
<b>ESSENTIAL TECHNICAL &amp; ACADEMIC STANDARDS FOR MATRICULATION AND PROMOTION</b>	<b>24</b>
P. GRADING	24
Minimum Passing Course Grades	24
Incomplete (I) Grade	24
Minimum Overall GPA Requirement	25
Grade Grievance	25
Student Withdrawal and/or Dismissal	25

Q. FACULTY ADVISING _____	26
Personal Concerns _____	26
Evaluation of Comportment (Professionalism, Values & Work Ethic) _____	26
Group Cohort Meetings _____	27
R. ACADEMIC INTEGRITY _____	27
University Policy _____	27
Enforcement _____	28
Appeals _____	29
Office of Student Conduct _____	29
Office of Research and Graduate Studies _____	29
S. PROGRAM POLICIES and PROCEDURES _____	29
Professionalism Policy _____	29
Academic Policy _____	30
Substance/Impairment Policy _____	30
Outside Activities and Work Policy _____	30
T. STUDENT LEARNING OUTCOMES AND PROGRAM GOALS _____	31
CMU PA Program Learning Outcomes _____	31
CMU PA Program Goals _____	32
Technical Standards for CMU PA Program _____	32
U. PROGRAM ASSESSMENT _____	35
Summative Examinations and Assessment _____	36
V. PHYSICIAN ASSISTANTS AT CENTRAL MICHIGAN UNIVERSITY (PAACMU) STUDENT SOCIETY _____	39
Overview and Activities _____	39
Duties of Class Officers/EBOARD _____	39
Ceremonies for the PA Program _____	41
W. ADDITIONAL POLICIES AND PROCEDURES _____	41
Sexual Harassment Policy _____	41
Institutional Equality _____	42
Safety Policy _____	42
Family Educational Rights and Privacy Act (FERPA) _____	44
Student Records and Release of Information Policies _____	45
Health Insurance Portability and Accountability Act (HIPAA) _____	46
X. PA PROGRAM GENERAL POLICIES & PROCEDURES _____	48
General Policy Statement _____	48
Guidelines for Attire _____	48
Department and Professional Standards _____	49

Netiquette _____	51
Communication Between the Program and Students _____	51
General Attendance Policy _____	53
Latex Allergy Policy _____	54
Criminal Background Checks/Drug Screenings _____	55
<b>Y. STUDENT RESOURCES _____</b>	<b>55</b>
University Health Services _____	56
IT Help Desk _____	56
Student Disability Services _____	57
Counseling Services/Mental Health Services _____	57
Inclement Weather _____	57
Library and Research Services _____	57
Students In Need _____	58
<b>THE OATH OF THE PHYSICIAN ASSISTANT _____</b>	<b>59</b>
<b>APPENDIX _____</b>	<b>60</b>
PROFESSIONALISM POLICY _____	60
DIDACTIC YEAR ADVISING POLICY _____	62
DIDACTIC YEAR REMEDIATION POLICY _____	63
DIDACTIC YEAR ACADEMIC POLICY _____	64
DIDACTIC YEAR ATTENDANCE POLICY _____	69
DIDACTIC YEAR TESTING ATTENDANCE POLICY _____	70
SUBSTANCE USE POLICY _____	71
INCIDENT/EXPOSURE FORM _____	73
STUDENT CHECKLIST _____	74
ACKNOWLEDGEMENT FORMS _____	75

**Definition of the PA Profession**

As defined by the ARC-PA (2010/2014),<sup>1</sup> PAs are “academically and clinically prepared to practice medicine with the direction and responsible supervision of a Doctor of Medicine or Osteopathy. The physician-PA team relationship is fundamental to the PA profession and enhances the delivery of high-quality healthcare. Within the physician-PA relationship, PAs make clinical decisions and provide a broad range of diagnostic, therapeutic, preventive and health maintenance services.” The ARC-PA continues to note that the “clinical role of PAs includes primary and specialty care in medical and surgical practice settings.” However, the PA practice may also include “educational, research and administrative activities.” As a result, “the role of the PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to respond to emergencies in a calm and reasoned manner.” Thus, “essential attributes of the graduate PA include an attitude of **respect for self and others, adherence to the concepts of privilege, and confidentiality** in communicating with patients and a **commitment to the patient’s welfare.**”

**Statement of Values of the PA Profession**

As healthcare practitioners, PAs have a responsibility to conduct themselves ethically in their interactions with patients, colleagues, other health professionals and society. The following “Statement of Values” was adopted by the American Academy of Physician Assistants (AAPA).<sup>2</sup> These values provide a foundation upon which the PA profession’s ethical guidelines rest. All students who matriculate into the CMU Physician Assistant Program are expected to adopt and hold dear the following values:

- PAs hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- PAs uphold the tenets of patient autonomy, beneficence, non-maleficence, and justice.
- PAs recognize and promote the value of diversity.
- PAs treat equally all persons who seek their care.
- PAs hold in confidence the information shared in the course of practicing medicine.
- PAs assess their personal capabilities and limitations, striving always to improve their medical practice.
- PAs actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- PAs work with other members of the health care team to provide compassionate and effective care of patients.
- PAs use their knowledge and experience to contribute to an improved community.
- PAs respect their professional relationship with physicians.
- PAs share and expand knowledge within the profession.

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1. ARC-PA Standards, 5<sup>th</sup> edition eff. 2021 with updated clarifications eff. 9/2023.

<https://www.arc-pa.org/wp-content/uploads/2023/10/Standards-5th-Ed-September-2023.pdf>

2. AAPA. Guidelines for Ethical Conduct for the Physician Assistant Profession. Amended 2018.

<https://www.aapa.org/wp-content/uploads/2021/11/Guidelines-for-Ethical-Conduct-for-the-PA-Profession-7-1-21.pdf>

## INTRODUCTION AND INSTITUTIONAL INFORMATION

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### A. PA PROGRAM STUDENT HANDBOOK OVERVIEW

This handbook is intended to provide you with useful information and resources as you pursue your education and training in the CMU PA Program. It contains program-specific policies and regulations that all students are required to follow. Furthermore, Accreditation Review Commission on Education (ARC-PA)<sup>3</sup> Standards, denoted by brackets [ ] and superscript font, are referenced throughout this handbook to flag key specific topics as required for meeting accreditation mandates.

Please bear in mind that information provided in this book is subject to change as programmatic needs arise, ARC-PA standards are revised, opportunities present, clinical rotations evolve, and University policies update. Specifically, CMU's PA Program reserves the right to alter or amend learners' graduate program handbooks, including curriculum content or course sequence, clinical year structure, policies and/or procedures. The program will make every attempt possible to provide you with updated information as it becomes available. Conversely, if you find that any additional information would be helpful to have in this handbook, please let us know.

Central Michigan University (CMU) and the College of Graduate Studies have established additional policies and regulations which also govern learners in the PA Program. It is your responsibility to read the College of Graduate Studies Graduate Bulletin and the PA Program handbooks (for the didactic first year and the clinical SCPE second year of studies), and to comply with all rules, policies and regulations published therein. Copies of the Graduate Bulletin and other resources can be found at <https://bulletins.cmich.edu/default.asp>.

This handbook will be readily available for you to access by visiting the PA Program website. Please read the Student Policies and Procedures Handbook carefully and sign the acknowledgement form found at the end of this document. Understand that policies may be changed, deleted, or added at any time during the duration of the program at the discretion of the Program Director and faculty. The form acknowledging your understanding of the current policies and procedures as well as the potential for policy changes must be signed and uploaded into Typhon.

## B. ACCREDITATION STATEMENT <sup>[A3.12a]</sup>

At its **March 2024** meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) placed the **Central Michigan University Physician Assistant Program** sponsored by **Central Michigan University** on **Accreditation-Probation** status until its next review in **March 2026**.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance. Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation-Provisional or Accreditation-Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

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

## C. ABOUT CMU'S PHYSICIAN ASSISTANT PROGRAM

The CMU PA Program was created in 1996 to address the health care needs of the Mid-Michigan area and the Upper Peninsula, which include many rural and medically underserved communities. The program's dedicated faculty, comprehensive curriculum and diverse SCPE opportunities, along with our commitment to promoting leadership, community service, and professional development, have earned CMU an excellent reputation as a leader in PA education.

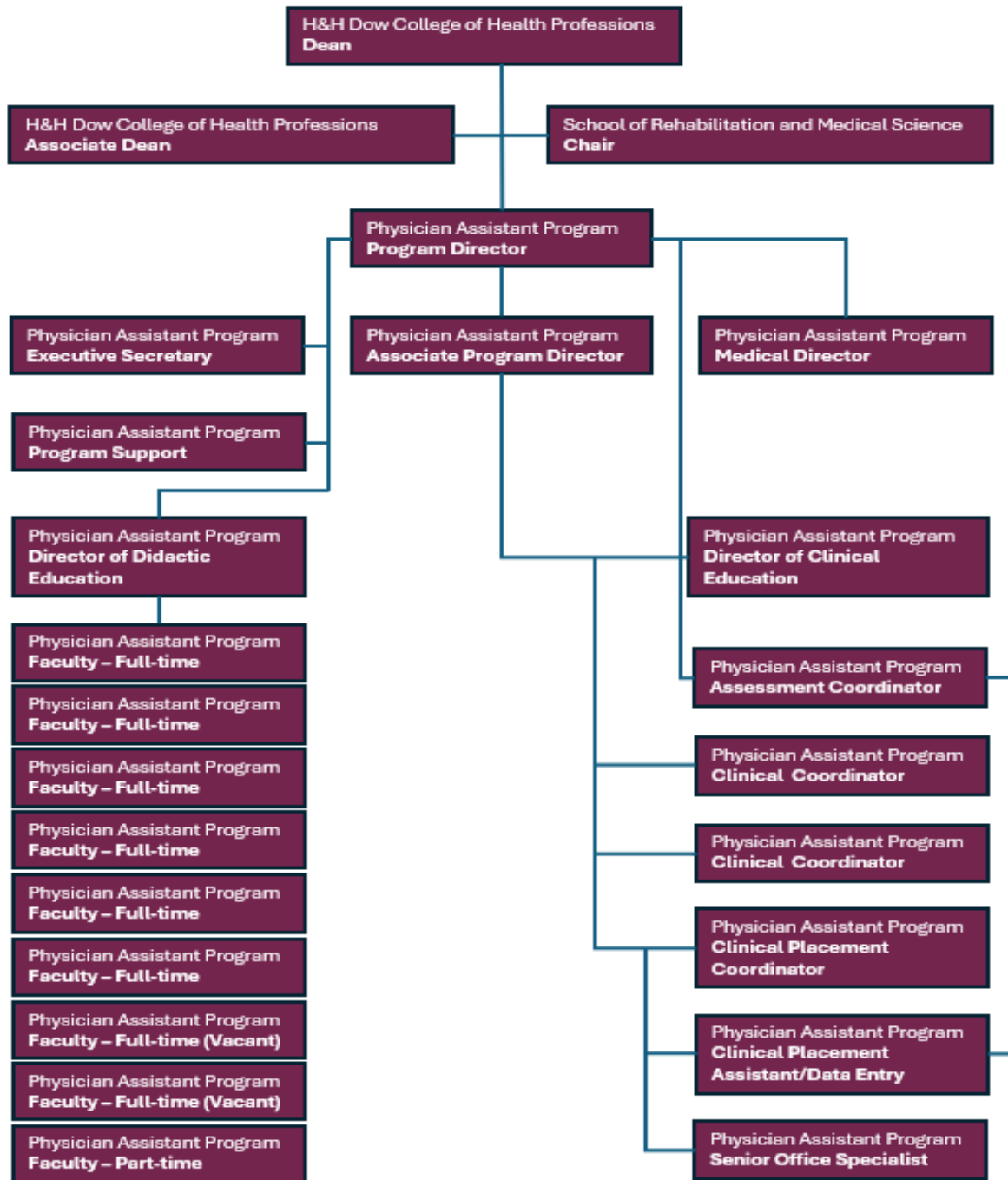
The program operates within the College of Health Professions - School of Rehabilitation and Medical Sciences (SRMS). The CMU PA Program is a 27-month, full-time graduate professional program designed to be taken over seven consecutive semesters with a curriculum emphasis on primary care medicine and clinical methods. The program trains learners to become competent, ethical, compassionate, and professional health care providers while preparing them for certification and licensing as graduate PAs. A Master of Science in Physician Assistant (MSPA) degree is awarded upon successful program completion.

1. ARC-PA is an independent accrediting body overseen by a board composed of representatives of five Physician organizations as well as Commissioners from the AAPA and the Physician Assistant Education Association (PAEA). ARC-PA evaluates Physician Assistant Programs and awards accreditation based on compliance with guidelines in the Standards set forth by ARC-PA. Only graduates of programs accredited by the ARC-PA or its predecessors are eligible to take the Physician Assistant National Certifying Examination (PANCE) offered by the National Commission on Certification of Physician Assistants (NCCPA). Certification is required to be eligible for licensure to practice as a PA.



D. ORGANIZATIONAL CHART

CENTRAL MICHIGAN UNIVERSITY PHYSICIAN ASSISTANT PROGRAM ORGANIZATION CHART  
ACADEMIC YEAR 2024-2025



## E. PROGRAM/FACULTY INFORMATION

H&H Dow College of Health Professions Dean-----Tom Masterson, PhD

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## F. PA PROGRAM COMMITTEES

**Faculty Executive Committee (FEC):** The FEC is comprised of all faculty and staff and chaired by the Program Director. This committee oversees and votes regarding all programmatic decisions both assessment and operational. This committee will receive recommendations from the CC or SAC. All programmatic decisions involving curricular modifications, implementation of policy and programmatic self-assessment and accreditation are voted upon and enacted by this committee. Similarly, any recommendations presented by the SAC will be voted upon by all participants of this committee for implementation.

**Student Affairs Committee (SAC):** The SAC is comprised of the directors in the program which include the Program Director, Medical Director, Associate Program Director, Director of Clinical Education, and Director of Didactic Education. This committee will hear concerns raised by faculty or students regarding student academic performance or professionalism. The SAC will make a recommendation to the FEC if disciplinary action is warranted.

**Curriculum Committee (CC):** The CC will review material from the DAC and all curricular items, including Master Course Syllabi, curricular changes, suggested data-driven updates, etc. This committee will make recommendations for improvement to the FEC for consideration.

**Data Analytics Committee (DAC):** The DAC will review all data received via the self-assessment process. The data committee analyzes data generated from the programmatic self-assessment process including evaluation tools, benchmarks, data, data analysis, modifications, etc., and makes recommendations for improvement to the CC for consideration.

**Admissions Committee (AC):** The purpose of the AC is to address issues in the admissions process. Discussions may include the application requirements, interview process, etc. Participants of this committee include the Associate Program Director (Chair), the Director of Graduate Admissions, Director of Clinical Education, Director of Didactic Education, and the Executive Secretary for recording. Additional faculty may be added to the committee if interested and approved by the Committee Chair.

**Clinical Year Committee (CYC):** This committee includes the entire Clinical Year team, which meets to discuss various aspects of the clinical year including placements, preceptors, students, evaluations, testing, site visits, and various Rotation and SCPE concerns. The Director of Clinical Education chairs this committee.

**Interprofessional Education Committee (IPEC):** This committee will meet to discuss IPE events, plan new events, and evaluate past events. Committee members include the Program and Associate Program Directors, the Director of Didactic Education, Mentorship faculty, Director of Interprofessional Education Center Medical Director, and an office professional for recording.

**Student Progress Committee (SPC):** This committee will meet to discuss the status of each student regarding GPA and level of clinical knowledge, develop exams to administer to students before starting

the clinical year and analyze results. Will make recommendations on each student's progress to FEC and provide suggestions for initiation of intervention as appropriate.

**Student Success Committee (SSC):** This committee will meet to review and discuss factors contributing to student success/struggle. This will include subcommittees for Advising, Professionalism, Remediation, and Diversity, Equity, and Inclusion.

**Planning Committee:** This committee works with student executive board members on planning events such as town halls, ceremonies, exams, and gatherings.

**Accreditation Committee:** This committee will discuss documents for reaccreditation application and self-study. They will review compliance with standards, implement and document modifications needed, monitor outcomes, execute evaluations, assess results, and document outcomes.

**OSCE/Simulation Committee:** This committee will meet to plan for upcoming OSCE/simulation activities for formative and summative OSCE's. They will develop new cases, review student performance, and debrief cases after utilization.

## G. PROGRAM MISSION

To produce well-educated and highly-trained physician assistants who provide evidence-based medical services within interdisciplinary primary care environments to include medically underserved and diverse populations.

## H. VISION

We are committed to:

- Fostering the interpersonal and collaborative attributes necessary for our PA students to become exemplary medical providers working in team-based practices.
- Producing graduates who will master the skills required to practice preventive and diagnostic medicine competently and compassionately.

## I. CURRICULUM [B1.01 through B1.04, B2.02 through B2.20]

The CMU PA Program consists of seven (7) continuous semesters (27 months) of rigorous graduate level training that covers most areas of medicine. The program, during the first 15 months (4 semesters) of didactic study, provides students with a firm background in basic medical science, stressing the importance of patient interaction and teamwork in medicine as well as development of clinical reasoning and problem-solving through courses such as clinical medicine, patient assessment, history and physical exam skills, pharmacotherapy, clinical problem solving, pathophysiology and diagnostic and therapeutic procedures.

The second year of the program is 12 months (3 semesters) in duration and will provide students with Supervised Clinical Practice Experiences (SCPEs). Students will be matched to practicing providers who will serve as preceptors to assist in further educating and training PA students. These providers consist primarily of licensed practicing physicians and PAs [B3.05]. This training is accomplished through actual patient encounters in team-based settings. Clinical rotations (SCPE's) consist of 7 core rotations including **Family Medicine, Pediatrics, Women's Health, Behavioral/Mental Health, General Surgery, Internal Medicine, and Emergency Medicine** [B3.07]. Students are also tasked with choosing their 8<sup>th</sup> SCPE, which is an elective rotation, of the student's choice, in an area of interest for the 5 weeks.

For a student to successfully continue from the didactic phase to the clinical phase of the program, a student must maintain at least 3.0 GPA during the first 15 months. Additionally, each of the SCPE's must be successfully completed during the clinical year, along with summative testing, in order to be eligible to graduate. Students will learn more about the process of specification of clinical sites during the late Fall or early Spring of the 1<sup>st</sup> year. During the Summer II semester, students will have an orientation that is designed to cover all aspects of the clinical year. Students will receive a second program handbook during that orientation session entitled ***PA Program Clinical Year Handbook***.

## J. PROGRAM CALENDAR

### Tentative Calendar Timeline for Class of 2026

#### Didactic Year (15 months)

- **Summer 2024**
  - May 13, 2024 – August 1, 2024
- **Fall 2024**
  - August 26, 2024 – December 13, 2024
- **Spring 2025**
  - January 13, 2025 – May 9, 2025
- **Summer 2025**
  - May 19, 2025 – August 7, 2025

#### Clinical Year (12 months)

This will consist of the 7 core rotations and elective possibilities. Exact schedule will be determined by the Clinical Team and discussed during Clinical Year orientation Summer 2025.

- **PHA 690/ Fall 2025**
  - August 25, 2025 – December 15, 2025
- **PHA 691/Spring 2026**
  - January 5, 2026 – May 1, 2026
- **PHA 692 & PHA 693/Summer 2026**
  - May 11, 2026 – July 31, 2026

### K. PROGRAM COURSE SCHEDULE

Didactic Curriculum		First Year - 15 months						
Summer I		Fall			Spring		Summer II	
Regional Human Anatomy		Infectious Disease			Clinical Procedures I			
		Clinical Medicine I			Clinical Medicine II		Clinical Medicine III	
Clinical Pharmacology I		Clinical Pharmacology II			Clinical Pharmacology III		Surgery	
Issues in Practice		Clinical Procedures I			OB/GYN		Clinical Procedures II	
Evidence-Based Medicine		Scientific Basis of Medicine I			Scientific Basis of Medicine II		Scientific Basis of Medicine III	
Preventive Medicine		Clinical Problem Solving I			Clinical Problem Solving II		Clinical Problem Solving III	
Diagnostic Tests I		Diagnostic Tests II			Diagnostic Tests III		Emergency Medicine	
History and Physical Exam I		History and Physical Exam II			History and Physical Exam III			
Ethics		Psychiatry			Pediatrics			
<b>20 Credits</b>		<b>23 Credits</b>			<b>26 Credits</b>		<b>15 Credits</b>	
		Clinical Experience			Second Year - 12 months			
Aug/Sept	Sept/Oct	Oct/Nov	Nov/Dec	Break	Jan/Feb	March/Apr	May/June	June/July
Family Medicine	Pediatrics	Surgery	Behavioral Health		Emergency Medicine	Internal Medicine	OB/GYN	Elective

The first year of 15 months involves didactic coursework, which is followed by 12-month Supervised Clinical Practical Experience (SCPE) rotations – in Primary Care (Family Medicine, OB/GYN, and Behavioral/ Mental Health), along with Critical Care Medicine (Internal Medicine, Emergency Medicine, and General Surgery), and Elective options. Each of the SCPE rotations will be grouped, followed by a Callback period where students return to campus for a time that is dedicated for end-of-rotation examinations, case presentation exercises, student advising, and student preparation readiness for the next SCP.

Above is a sample representation of rotation sequencing; SCPE assignment scheduling is based on preceptor and clinical site availability. Students will be assigned to clinical rotations at program-approved training sites, many of which are based in medically underserved areas throughout Michigan. Students



are required to accept rotation assignments as assigned by the PA Program. The clinical year closes with summative written and practical examinations as well as a professionalism evaluation.

It is important to note that for any course to be applied toward your MSPA degree, it must be taken and completed at Central Michigan University while enrolled in the Physician Assistant Program. Under no circumstances will graduate level courses taken during your undergraduate education, or at any time prior to beginning the Physician Assistant Program, be counted toward your graduate degree. (For example, if you take the required Regional Anatomy course (HSC630) prior to your first semester in the Physician Assistant Program, the course will not be counted toward your MSPA degree, and you will be required to retake the course as part of your PA education unless you have received special circumstances from the Program Director). PA courses taken at institutions other than CMU will not be accepted for credit towards your MSPA. Furthermore, transfer credits will not be accepted.

## L. Course Schedule by Semester

### Didactic Phase (Semesters I-IV)

Semester	Course No.	Course Title	Credit Hours (lecture-lab)
<b>Summer I (Semester I)</b>			
	HSC 630P	Regional Anatomy	5 (3-4)
	PHA 624	Issues in Practice	2 (2-0)
	PHA 625	Clinical Pharmacology	3 (3-0)
	PHA 645	Critical Appraisal of Medical Literature and Evidence-Based Medicine	2 (2-0)
	PHA 650	Diagnostic Tests I	2 (2-0)
	PHA 660	History and Physical Exam I	3 (2-2)
	PHA 671	Preventative Medicine	1 (1-0)
	PHA 672	Applied Ethics for the Physician Assistant	2 (2-0)
<b>Total Credit Hours Semester I</b>			<b>20</b>
Semester	Course No.	Course Title	Credit Hours (lecture-lab)
<b>Fall I (Semester II)</b>			
	PHA 620	Infectious Disease	3 (3-0)
	PHA 626	Clinical Pharmacology II	3 (3-0)
	PHA 608	Clinical Medicine I	4 (4-0)
	PHA 633	Scientific Basis of Medicine I	2 (2-0)
	PHA 640	Clinical Problem Solving I	3 (1-4)
	PHA 651	Diagnostic Tests II	2 (2-0)
	PHA 661	History and Physical Exam II	3 (2-2)
	PHA 672	Psychiatry	3 (3-0)
<b>Total Credit Hours Semester II</b>			<b>23</b>
Semester	Course No.	Course Title	Credit Hours (lecture-lab)
<b>Spring I (Semester III)</b>			
	PHA 630	Clinical Procedures I	3 (1-4)
	PHA 609	Clinical Medicine II	4 (4-0)
	PHA 612	OB/GYN	3 (3-0)
	PHA 614	Pediatrics	3 (3-0)
	PHA 627	Clinical Pharmacology III	2 (2-0)
	PHA 634	Scientific Basis of Medicine II	2 (2-0)
	PHA 641	Clinical Problem Solving II	3 (1-4)
	PHA 652	Diagnostic Tests III	2 (2-0)
<b>Total Credit Hours Semester III</b>			<b>26</b>

Semester	Course No.	Course Title	Credit Hours (lecture-lab)
<b>Summer II (Semester IV)</b>	PHA 610	Clinical Medicine III	3 (3-0)
	PHA 616	Surgery	2 (2-0)
	PHA 618	Emergency Medicine	2 (2-0)
	PHA 631	Clinical Procedures II	3 (1-4)
	PHA 635	Scientific Basis of Medicine III	2 (2-0)
	PHA 642	Clinical Problem Solving III	3 (1-4)
<b>Total Credit Hours Semester IV</b>			<b>15</b>
<b>Total Credit Hours Semesters I-IV</b>			<b>84</b>

During the didactic phase of the program, learners take courses that build on their prerequisite knowledge and skills to develop an extensive fund of knowledge in human anatomy, physiology, pathophysiology, behavioral medicine, infectious disease, pharmacology, ethics, clinical medicine, and medical/surgical specialty areas. Learners also complete courses to develop specific skills and competencies in obtaining a medical history, physical examination, treatment processes and clinical procedures.

### Clinical Phase (Semesters V- VII)

<b>Fall II (Semester V)</b>	PHA 690	Supervised Clinical Practice Education I	<b>15</b>
<b>Spring II (Semester VI)</b>	PHA 691	Supervised Clinical Practice Education II	<b>15</b>
<b>Summer III (Semester VII)</b>	PHA 692	Supervised Clinical Practice Education III	15
	PHA 693	Summative Course	1
<b>Total Credit Hours Semester VII</b>			<b>16</b>
<b>Total Credit Hours Semesters V-VII</b>			<b>46</b>
<b>Program Total Credit Hours (as required for graduation)</b>			<b>130 hours</b>

All courses must be taken in the semester/order listed unless students are decelerated or extended leave. In the case of deceleration, the Student Progress Committee, in coordination with the Faculty Executive Committee and the Office of Graduate Studies, will work with the student to resume the program and complete coursework/curriculum. More detailed information regarding the didactic and clinical curriculums, including rules and regulations, can be found throughout this handbook.

## M. ACADEMIC & CLASSROOM POLICIES

Lectures are generally given in blocks, Monday – Friday, to best accommodate laboratory sections and seminars during the didactic year, as well as clinical mentorship days that occur during the Summer II semester. Break times from classes are given per university policy during the didactic year only. **Final decisions regarding laboratory sections, course meeting times, and testing are under the authority of the Program Director only. Students are prohibited from requesting changes to lab sections and class time after the semester has begun.**

- Since the time allocation for some examinations often requires many hours, the tests and student assessment sessions are scheduled as an extension of regular class times. This occurs most often with practical examinations that use standardized patients or simulations.

### Classroom Policies

- Attendance for all classes – whether a lab or lecture - for which a student is registered to attend, is **required** of all learners.
- If a student is unable to attend a scheduled class for any reason, permission can be granted by the Program Director and/or in collaboration with the Instructor of Record. It is the responsibility of the student to inform the Program Director and Instructor of Record ahead of time, or as soon as possible, of such absences.
- Any student with special accommodations from CMU Student Disability Services is responsible for informing all pertinent instructors in each class, for every semester. This includes the Clinical Year.
- Learners are expected to be in the classroom, ready to begin classes at the designated start of class time. Tardiness will not be tolerated and will be reflected in the student professionalism evaluation.
- Clinical mentorship days can be canceled at any time by the program.
- All small group, laboratory, and mentoring scheduled assignments are planned out by the faculty and cannot be changed by learners.
- Use of any electronic device in any classroom or laboratory session is prohibited unless specifically permitted by the Instructor of Record or permissible per student accommodation by SDS.
  - Use of laptops and other electronic devices in the classrooms are at the discretion of the Instructor of Record or permissible per student accommodation per SDS directive.
  - Phones are prohibited for recording of lectures in any manner (i.e., audio, video, etc.), screenshots, and taking of pictures are prohibited unless pre-approved by the Instructor of Record, or a student has a designated accommodation by Student Disability Services.
- Classroom seating and laboratory assignments are at the discretion of the Instructor of Record and the Program Director as necessary.
- Students are expected to take all examinations on the scheduled dates. The rescheduling of an examination is determined by the Instructor of Record if circumstances warrant (e.g., documented illness, previously identified religious holiday, or unforeseen circumstances/emergency). If a student fails to take a scheduled examination, without obtaining permission from the course director prior to the examination, decreased scoring will be

determined by the course instructor as is documented in the course syllabus and CMU PA Program policy. Examinations are timed and the examinee will not be given extra time to complete the examination unless the student was granted accommodations by the office of Student Disability Services.

## N. DIDACTIC FIRST YEAR

Although the program shares the critical requirements and expectations of many MSPA programs, there are areas of emphasis which make this program unique. Per our program mission, we educate students with a focus in providing and supporting primary and rural healthcare. This is achieved through the clinical mentorship program, displaced campus for SCPE placements, and service-learning opportunities and requirements.

### 1. Mentorship Experience

A three-semester Clinical Problem Solving (CPS) course series draws upon medical knowledge learned in all other courses. Furthermore, primary care clinical mentorship experiences are integrated into this course, during the Summer II semester, which provides not only exposure to role models for professional behavior and inter-professional shared learning, but also serve as an active introduction to patient management while reinforcing knowledge and skills gained through classroom work.

The once a week **clinical mentorship experience** runs for approximately 10 weeks during the Summer II semester of the didactic year. Through the clinical problem-solving coursework and mentorship, PA students learn to become critical thinkers. To learn more about the clinical mentorship experience, visit: <https://www.cmich.edu/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/physician-assistant/curriculum-overview>.

### 2. Service Learning

Throughout the 27 months of the program, each student is required to complete **40 hours** of service learning. Service learning provides students with another opportunity to learn outside of the classroom. Students can participate in experiential learning where they are able to engage in activities that address both human and community needs. These are structured opportunities that allow for continued development of critical thinking skills. This is then demonstrated through a reflection that is presented to their peers during the didactic year.

## O. CLINICAL YEAR (SUPERVISED CLINICAL PRACTICE EXPERIENCES)

### Terminology for Clinical Year

**ARC-PA:** Accreditation Review Commission on Education for the Physician Assistant.

**OSCE:** Objective Structured Clinical Examination - practical evaluation using standardized patients in case-based testing. Done throughout the H&P course and also the clinical year.

**POD:** The general area of a town or city assigned for the clinical year. POD may include areas up to 90 miles from city or town identified as a clinical assignment. Displacement from the POD can occur due to site availability, and students will need to be prepared to spend some time out of their POD during the clinical year. There is no guarantee the student will be in the POD for the entire clinical time.

**Preceptor:** Any instructional faculty member who provides student supervision during a SCPE. Students may train with multiple different seasoned clinicians including - MD/DO, PA, NP, CNM, PhD, or any licensed clinician, for example: LMSW, MALPC, MSLCPC, MALPCC, LBSW, etc.

**Rotation:** Used synonymously with SCPE.

**SCPE:** Supervised Clinical Practice Experience (SCPE) - the time when students are overseen by a preceptor during clinical rotations during the last 12 months of the program. SCPE's are 5 weeks in length.

- Most PA programs in the state of Michigan facilitate their clinical rotations in coordination with a health care system with association to the university. CMU's PA Program is unique in that our clinical placements are secured throughout the state of Michigan, including the Upper Peninsula. The displaced campus allows for placements in rural areas or those underserved. This is advantageous to our students as they will be assigned to clinical sites that are not congested with other medical learners. This allows for more one-on-one instruction for our students. Of equal importance is that this clinical model is in line with our mission and vision.

**EORE:** End of Rotation exam, taken at each Callback after completion of one of the 7 core rotations.

**EOCE:** End of Curriculum Exam, taken after the Clinical year student has taken AND passed all 7 EORE exams in the last months of the clinical year. If the minimum score that is determined by the program is not achieved, the student will undergo remediation and retake the exam resulting in a delay of graduation by 60 days.

### Clinical Education Team

Director of Clinical Education (DCE) – Chair

Clinical Coordinator (CC)

Clinical Placement Coordinator (CPC)

Clinical Placement Coordinator Assistant

Program Director (PD)

Support Faculty

*Standards associated with Clinical year [B3.01- B3.07]*

### Pod Identification

Our SCPE sites are unique in comparison to other PA programs. As most programs are associated with one specific health system, CMU's PA Program must rely on multiple health systems and independent clinical sites for its SCPE's. Because of this unique set up, the program creates areas or PODS based on the number of resources it can provide. The number of PODS varies per year and are not necessarily available every year.

- POD placement, special circumstances, and SCPE locations are determined at the end of the Fall semester of the didactic year.

*\*A note about PODS: Although the program strives to place students within their assigned POD for all SCPE's, **the program reserves the right to relocate students in SCPE's outside of the generalized 90-mile radius of the POD if necessary.** The program also may reassign a student to a new POD altogether during the clinical year if core rotations requirements cannot be met. There is a likelihood of displacement from a POD at least once during the clinical year and be aware that a change may become necessary days before the rotation is scheduled to start.*

### Match Process for SCPE Assignments (See Policy and Procedure Folder)

This process will align students within a POD in which they will train for most of the clinical year. Utilizing an online survey tool, the program will do its best to match students with their top preferences. The survey lists a sample selection of available pods and requires the student to place areas in chronological order from number one preference to number five. *If the survey is not completed or submitted, the clinical team reserves the right to place the student in the areas that remain after filling all completed surveys and requests first.*

### Special Circumstance Placement Consideration

Students with extenuating circumstances may apply for special consideration in clinical placement when alternatives are available. All requests must be made to the Physician Assistant Program for referral to the Director of Clinical Education prior to the match process. Requests should be made in writing, sent by e-mail, and include a description of the extenuating circumstances. It is the responsibility of the student to confirm submission of the document to the program for review. The Director of Clinical Education will consult with the Clinical Education Team on each request. Requests will be granted based on, but not limited to, personal need, professional conflict (patient-physician relationship; student-faculty relationship), site availability, and educational capacity. The Clinical Team will do their best, but there is no guarantee the request will be granted. Students granted special considerations placement are still expected to complete the match process.

- The program makes all decisions regarding SCPE assignments, content, and sequencing. The PA Program reserves the right to modify the above referenced SCPE rotation assignments in accordance with accreditation standards, preceptor availability, clinical site resources, and program needs.

- **Students must not solicit clinical sites or preceptors.** It is the sole responsibility of the Program to coordinate Clinical Sites and preceptors for program-required rotations. **However, referrals are permitted** (see bullet below). Similarly, a student's family members, future family members, or spouse, are also **not permitted** to solicit clinical sites or preceptors or be clinician instructors for the related student. [ARC-PA Standard A3.03]
- Students are permitted to identify a potential preceptor new to the program. Students are asked to provide contact information for the potential preceptor. The Clinical Placement Coordinator will contact the site to inquire about the interest and appropriateness of the site. Once the site is vetted via phone, a site visit will be made by a member of the clinical team to determine if the site meets the requirements to provide acceptable clinical experiences. [A3.03]
- Students are not allowed to have a relative or family member serve as a preceptor for himself or herself. The provider (relative) may serve as a preceptor to a classmate.
- Students are not allowed to have clinical rotations with a current employer. Also, if a student has a signed contract to work with a particular office or preceptor after graduation, the student may not use that provider as a preceptor during the clinical year once the contract is signed. **This includes the elective rotation.**

### Out-of-State Clinical Assignments

Students are required to complete all core SCPE assignments within the state of Michigan. Occasionally, placements will be made in neighboring states where current Michigan Health Systems have branched facilities beyond Michigan borders. States included are WI, IL, IN and OH. These placements will only be granted within health systems where CMU has existing Affiliation Agreements. Students may request their elective rotation anywhere outside the state of Michigan, however, the Clinical Placement Coordinator will consult with the Clinical Education Team on each request. Each student will be allowed only ONE out of state rotation (unless placement is in accordance with the above circumstances) or ONE international rotation (elective only) as appropriate. [B3.02]

**The student will be responsible for all housing and transportation costs for the entirety of the clinical year, even if there is a displacement from the POD, which includes out of state or international sites.**



## ESSENTIAL TECHNICAL & ACADEMIC STANDARDS FOR MATRICULATION AND PROMOTION

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Student grades, academic integrity and professional conduct are factors in student promotion. The student must meet all three program requirements to remain in the program. Any failures in the requirements listed may result in the students' deceleration or dismissal from the PA Program.

### P. Grading

Grades in the PA Program are issued in accordance with the grading system for the College of Graduate Studies (CGS) as described in the [Graduate Bulletin](#). Assignment of course grades is the responsibility and prerogative of the course instructor. Your course instructor will inform you of the criteria that will be used to determine final course grades via the course syllabus. In general, where course grades are determined based on a cumulative system of points, grades will be assigned according to a straight grade system, weighted total, or a statistical model. Please note that this includes a 4-point system for calculation of grade point averages, with no D grades in the marking system.

GPA equivalents are as follows:

A	4.0	95-100%
A-	3.7	90-94%
B+	3.5	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.5	76-79%
C	2.0	70-75%
E	0.0	69.99% and below

- **Minimum Passing Course Grades**

Students must earn a grade of A through C or CR (credit) in order to receive a course credit toward their degree and to continue in the program. Courses in which a student earns a grade below C do not count toward meeting MSPA degree requirements and require an academic hearing by the Student Affairs Committee and the faculty. Earning below a C in a course (under 70%) or NC (noncredit) can result in deceleration. Please see full Academic Policy for the Didactic Year; the Clinical Year Academic Policy will be found in the *Clinical Year Handbook*.

- **Incomplete (I) Grades**

At the discretion of the instructor, a grade of Incomplete may be used in reporting a student's standing in a semester's work. The instructor must receive a satisfactory explanation for the

student's inability to complete the required work of the course or be aware of extenuating circumstances. In addition, the grade may be used only if the student's prior performance in the course has been satisfactory and at least 50% completed.

- **Minimum Overall GPA Requirements**

*Students must **maintain a cumulative grade point average of 3.0 throughout the program** or they will be placed on academic probation as described in the [Graduate Bulletin](#). During this probationary period, the student will have two semesters to bring the GPA to a 3.0 or above. Failure to do so will result in deceleration to retake courses to improve the GPA in the courses they received below a 3.0 GPA.*

- **Grade Grievance** <sup>[A3.15g]</sup>

Please refer to the College of [Graduate Studies Bulletin](#) for information about the Grade Grievance Policy. For other student grievances, students should first attempt to resolve issues within the Physician Assistant Program through the faculty and the Program Director. The [Ombuds Office](#) works to resolve issues between students, university offices, departments or individuals which cannot be resolved through regular channels. Student Ombuds Office can be found in Warriner Hall 214. The University Ombudsperson is a designated neutral available to individuals in conflict, with concerns, and requiring assistance with policy and process such as grade grievances. The Ombuds is an informal, impartial, and independent.

### Student Withdrawal and/or Dismissal <sup>(A3.15d)</sup>

- If a student would like to withdrawal from a course or the PA Program, they will need to contact the instructor of record, their advisor, and the CMU PA Program Director. A meeting will be scheduled with the student to discuss withdrawal reasonings. The information will be presented to the Student Progress Committee. Discussion will include rematriculating with the upcoming cohort if the student desires, and/or full withdrawal from the CMU PA Program. A decision will be made and discussed in a further follow-up meeting with the student and the Program Director. The Registrar's office will be contacted by the Program Director and the student for further proceedings once a decision has been made. If full withdrawal from the program/dismissal is the decision, the Office of Graduate Studies will also be contacted (see Student Dismissal Policy). Withdrawal information for Central Michigan University can be found [here](#).
- In the event a student enrolled in the CMU PA Program is of concern for dismissal from the program, a specific policy must be followed. The student and CMU PA Program will adhere to the policy and procedures set forth by the Office of Graduate Studies. The Program Director and Associate Program Director will be fully involved in this process. The CMU PA Program will adhere to the policies for dismissal set forth by the Office of Graduate Studies. ([Graduate Academic and Retention Standards](#) and also [Academic Integrity](#)). Professionalism issues will also be addressed and could result in dismissal based on documentation findings. Students must be on probation as described by policy of the Office of Graduate Studies prior to dismissal for academic performance.

## Q. FACULTY ADVISING <sup>[A2.05]</sup>

- **Academic concerns:** Each student is assigned a member of the faculty as his or her academic advisor. The role of the Faculty Advisor is to monitor student progress in the program and to serve as the student's advocate. Each student is encouraged to meet with his or her Faculty Advisor a recommended two times per semester during the Didactic year, and at least once a semester during the Clinical Year. All students will have one in-person, on-site, advising visit from a member of the Clinical team during the Clinical year. **However, when an academic problem arises, students are required to promptly meet with their Faculty Advisor.**
- Students are not to change advisors; if a problem arises the student must contact the Program Director to discuss any advisor changes.
- All advising, evaluation, and remediation of a student will be documented online (Typhon) as well as in the student file in hard copy.
- Please see the full *Didactic Advising Policy* at the end of the Handbook.

### Personal Concerns

If a personal problem arises, students are advised to meet with their Faculty Advisor (at their discretion) or Program Director, particularly if the problem is impacting their academic performance. Students may be referred to on-campus services including [University Health Services](#) or the [University Counseling Center](#), depending on the concern. Short term counseling is available for students through the Counseling Center. If further services are required, a student will be directed to contact providers in the community who are experienced in working with college students. A student or faculty member may also submit and have access to CMU CARES. <https://www.cmich.edu/student-life/cmu-cares>. CMU CARES provides students with helpful information and support in navigating campus and community resources to support student well-being and success.

### Evaluation of Comportment (Professionalism, Values & Work Ethic)

Evaluations may be conducted by the instructional faculty including lab instructors, your assigned clinical mentors and preceptors, members of the student affairs committee and other appropriate individuals. Standards for academic evaluation are applied to all students in a particular course of study. Such standards may be articulated, verbally or in writing as part of a course and included in course evaluation forms. Under academic standards relating to professional comportment, deficiencies in comportment give rise to adverse academic evaluations, grades, and narrative reports of performance. Such matters are normally addressed in a remedial manner; however, if a faculty member, while evaluating professional behaviors, obtains evidence of wrongful misconduct by a student in violation of Program or University policy, the allegation may be pursued as a disciplinary infraction and referred to the [Office of Student Conduct](#). Please see *Professionalism Policy*.

- **The faculty evaluator may factor into the course evaluation the results of any such disciplinary case arising out of a particular course.**

## Group Cohort Meetings

The Program Director will meet periodically with students as a cohort. These townhall meetings will occur during the Didactic and Clinical Year. Meetings with the Clinical Year students are formally scheduled during Callback sessions. The purposes of the meeting may include:

- Updating students about program issues and projects;
- Promoting Physician Assistant leadership opportunities;
- Promoting scholarship opportunities; and
- Addressing questions, concerns and suggestions related to the Physician Assistant Program and Physician Assistant profession.
- The Program Director will conduct townhall meetings during each semester. Student concerns from a global perspective will be addressed and brought back to the Faculty Executive Committee or further appropriate committees when appropriate.
- In addition to these meetings, further meetings with the student E-BOARD will also occur when needed. This will include discussions about student events, student initiatives, volunteer opportunities, quiz bowl preparation, white coat, and graduation preparation to name a few.

## R. ACADEMIC INTEGRITY

Program Rules and Regulations apply to all students, program staff, faculty, the Medical Director, and the Program Director regardless of location, except in circumstances where certain discrepancies may exist between program policies and those established at clinical rotation sites. In the event that more than one policy exists on a particular topic, the Program Policy or clinical site policy take precedence.

### University Policy<sup>[A1]</sup>

Central Michigan University's Physician Assistant Program is supported by the over-arching leadership and management of the University. As such, the Physician Assistant Program, its faculty, staff, and students are subject to all University policies. For further information beyond what is provided in this handbook, please refer to the links below:

- [https://www.cmich.edu/office\\_president/general\\_counsel/Pages/policies.aspx](https://www.cmich.edu/office_president/general_counsel/Pages/policies.aspx)
- <https://www.cmich.edu/offices-departments/office-of-student-conduct/university-policies/code-of-student-rights-responsibilities-and-disciplinary-procedures>

All students enrolled in the Physician Assistant Program obligate themselves to these rules and regulations of the University, the College of Graduate Studies, the PA Program, and all clinical institutions in which they practice. Each student is expected to be fully acquainted and comply with all published policies, rules and regulations of the University and the PA Program. Serious violations of these policies, rules and regulations may result in failed course grades and/or dismissal from the program.

## Academic Integrity

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, altering academic documents and other forms of dishonest behavior, is prohibited.

A breakdown of behaviors that constitute academic dishonesty can be found on the CMU University Policies website ([Academic Integrity](#)). The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Conduct or the College of Graduate Studies.

The PA Program expects the highest standards of academic integrity throughout the university and our medical communities. Because academic integrity and ethical behavior are vital to an academic environment and the development of qualified PAs, graduate students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics.

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work that a student submits must be the product of his/her efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes plagiarism, cheating and other forms of dishonest behavior is prohibited and will result in a referral to the CMU Office of Student Conduct.

Please refer to the following academic integrity policies, which are also briefly reviewed in this section of the handbook:

- **CMU's [Code Policy of Academic and Professional Integrity](#)**

This Code is for the entire University and all colleges and programs in its domain. All students are therefore expected to conduct themselves in an exemplary fashion, according to the standards of conduct outlined in the following:

- a) CMU's Academic Integrity Policy
- b) The **PA Program's [Technical Standards](#)**
- c) All codes of conduct at affiliated clinical placement sites
- d) Relevant laws and regulations related to performance or practice
- e) Societal standards of responsible adult behavior
- f) Appropriate use of social media

## Enforcement

The department strives to enforce the standards of conduct and academic honesty for students as set out in official university publications such as the Academic Integrity Policy for Graduate Students published in the [Graduate Bulletin](#) and the University's general [Academic Integrity Policy](#).

- Allegations of academic dishonesty or unethical behavior will be handled according to the policies in the [Graduate Bulletin](#) in coordination with the CMU Office of Student Conduct.
- Academic support information can be found here:  
<https://www.cmich.edu/offices-departments/office-student-success/academic-support>

## Appeals

Appeals of decisions are processed according to the policies set forth in the Academic Integrity Policy for Graduate Students published in the Graduate Bulletin. Any appeal decision reached pursuant to this section shall be final and not subject to further review.

### Office of Student Conduct

<https://www.cmich.edu/offices-departments/office-of-student-conduct>

Ronan Hall 280

(989) 774-1345

[StudentConduct@cmich.edu](mailto:StudentConduct@cmich.edu)

### Office of Research and Graduate Studies

<https://www.cmich.edu/offices-departments/office-research-graduate-studies>

(989) 774-6777

[ORGS@cmich.edu](mailto:ORGS@cmich.edu)

## S. Program Policies and Procedures

Professionalism Policy (see Appendix for full policy)

### **Overview and Application**

In addition to evaluation of academic performance, PA students are also subject to evaluation of their clinical performance and professional comportment in the curriculum. As members of the health care community, PA students are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. Professional maturity, integrity, and competence are expected of students in every aspect of the educational and clinical setting with faculty members, clinical mentors and preceptors, healthcare team and office co-workers, patients, and their families. As future medical professionals practicing as PAs, students are obliged to practice diligence, as summarized in the ***Definition of the PA Profession - State of Values*** box on the previous pages, and are also expected to:

- Prepare ahead and complete assignments on time.
- Perform tasks promptly and completely, with appropriate level of attention to detail, accuracy, and safety.
- Be attentive to Clinical Placement Site policies and lab policies pertaining to attire and maintaining optimal patient confidentiality and privacy. Attire can be addressed when it is a safety concern in a particular lab or clinical setting.

- Be respectful and relate positively with people representing varying ethnic backgrounds, economic levels, sexual orientations, and belief systems.
- Acknowledge mistakes, accept, and utilize constructive feedback, and take steps to correct errors.
- Be punctual and appropriately prepared.

Academic Policy (see Appendix)

Substance/Impairment Policy (see Appendix)

Outside Activities and Work Policy <sup>[A3.04], [A3.15e]</sup>

Employment is **strongly discouraged**. The Physician Assistant curriculum has been designed to be a full-time activity for students. It consists of a very demanding course load with a great deal of time spent in class and in clinical experiences. There are also many special seminars, films and guest lecturers that may be available to students on relatively short notice. We encourage you to seek outside sources of financial support (scholarships, loans, etc.) so that you may devote as much time as possible to your professional education.

Physician Assistant students may not perform employment/service work within the Physician Assistant Program and will not be substituted for regular staff. Students are prohibited from substituting for clerical and/or clinical personnel during first year clinical experiences and clinical rotations. While enrolled in the program, no student may serve as a formal instructor to other enrolled students. We do allow tutoring within our program. [A3.04, A3.05]

***Please note that ALL program policies are available for your review on our website. They can be found at:***

<https://www.cmich.edu/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/physician-assistant/curriculum-overview>

***Please note that students are responsible for the material covered in these policies. Please reach out to the Program Director or Associate Program Director for any questions or clarifications on policies.***

## T. Student Learning Outcomes and Program Goals

### Program Competencies

The Central Michigan University Physician Assistant Program has developed program learning outcomes within the PA Program required competency domains required for PA practice. These domains are as follows:

- Medical Knowledge (MK)
- Clinical and Technical Skills (CTS)
- Clinical Reasoning and Problem Solving (CRPS)
- Interpersonal Skills (IS)
- Professional Behaviors (PB)

### Program Learning Outcomes

Students in the Physician Assistant Program will:

1. Apply core knowledge about established and evolving biomedical and clinical sciences to patient care. (MK)
2. Elicit a detailed medical history on a patient and perform a physical exam appropriate for the patient's reason for visit, demographic, and current condition. (CTS)
3. Formulate a differential diagnosis relevant to findings in the history, physical exam, and pertinent diagnostic testing. (CRPS)
4. Create an evidence-based, cost-aware treatment, and management plan for medical and behavioral conditions across the lifespan. (MK, CRPS)
5. Perform clinical procedures with appropriate techniques and skills. (CTS)
6. Utilize their interpersonal and communication skills to collaborate with patients, their families, and other health professionals. (IS, PB)
7. Work effectively with physicians and other health care professionals as members of inter-professional, patient-centered teams. (IS, PB)
8. Properly document care, coding, and billing of all patient encounter types. (CTS)
9. Demonstrate ethical behavior consistent with professional standards, current laws, health policy, and regulation that governs the delivery of healthcare. (PB)
10. Demonstrate professionalism through respectful, compassionate, and responsive interactions with patients, peers, and supervisors. (IS, PB)
11. Demonstrate knowledge of different beliefs, needs of underserved populations, and respect all people without regard to race, color, religion, ethnicity, sexual orientation, gender, age, or disability. (MK, IS, PB)
12. Exhibit attributes of engaged citizenship and social justice through active community service and service-learning opportunities. (IS)
13. Search, interpret, and evaluate medical literature to assure lifelong learning and excellence in healthcare. (MK, CTS)
14. Apply concepts of personal wellness and recognize the importance of avoiding provider burnout. (PB)



## CMU PA Program Goals

1. Provide graduates with the requisite fund of medical knowledge to provide evidence-based medical care in all settings.
2. Provide the graduate with the clinical skills necessary to provide competent medical care.
3. Provide the graduate with the skills necessary to demonstrate competence in oral and written communication skills.
4. Educate students to develop the essential skills of critical thinking and decision-making based on the integration of best research evidence with clinical expertise and the consideration of patient values, in order to be able to render quality, safe and cost-effective patient-centered medical care.
5. Inculcate in each graduate professionalism as demonstrated by respectful, compassionate, and responsive interactions with patients, peers, and supervisors.
6. Reinforce collaborative learning and working styles necessary to work within the interdisciplinary healthcare environment.
7. Raise awareness of social determinants of health, in order to promote the development of knowledge and skills necessary for providing quality and equitable health care.

## Technical Standards for CMU PA Program

The [Technical Standards](#) (Standards of Conduct) were reviewed and adopted by Central Michigan University's Physician Assistant Program, faculty, and administration to ensure students in the PA Program were prepared for the study and practice of medicine. As such, the approved standards require students to demonstrate capacity/ability in five broad areas:

1. Perception/Observation
2. Communication
3. Motor/Tactile Function
4. Cognition
5. Professionalism (Mature and Ethical Conduct)

### 1. Perception/Observation

Students must be able to accurately perceive, by the use of senses and mental abilities, the presentation of information through:

- Small group discussions and presentations.
- Large-group lectures.
- One-on-one interactions.
- Demonstrations.
- Laboratory experiments/exercises.
- Patient encounters (at a distance and close at hand).
- Diagnostic findings.
- Procedures.
- Written material.
- Audiovisual material.

## 2. Communication

Students must be able to communicate skillfully (in English), both written and verbally, with faculty members, other members of the health care team, patients, families, and other students, in order to:

- Elicit information.
- Convey information.
- Clarify information.
- Create rapport.
- Develop therapeutic relationships.
- Demonstrate competencies.

## 3. Motor/Tactile Function

Students must have sufficient motor function and tactile ability to:

- Attend (and participate in) all classes, groups and activities which are part of the curriculum.
- Read and write.
- Examine patients.
- Do basic laboratory procedures and tests.
- Perform diagnostic procedures.
- Provide general and emergency patient care.
- Function in outpatient, inpatient and surgical venues.
- Perform in a reasonably independent and competent way in sometimes chaotic clinical environments.
- Demonstrate competencies:
  - Medical knowledge (MK)
  - Clinical and technical skills (CTS)
  - Clinical reasoning and problem solving (CRPS)
  - Interpersonal skills (IS)
  - Professional behaviors (PB)

## 4. Cognition

Students must be able to demonstrate higher-level cognitive abilities, which include:

- Rational thought.
- Measurement.
- Calculation.
- Visual-spatial comprehension.
- Conceptualization.
- Analysis.
- Synthesis.
- Organization.
- Representation (oral, written, diagrammatic, three dimensional).
- Memory.

- Application.
- Clinical reasoning.
- Ethical reasoning.
- Sound judgment.

## 5. Professionalism (Mature and Ethical Conduct)

Students must be able to:

- Consistently display integrity, honesty, empathy, caring, fairness, respect for self and others, diligence and dedication.
- Promptly complete all assignments and responsibilities attendant to the diagnosis and care of patients.
- Communicate with, examine and provide care for all patients – including those whose gender, culture, sexual orientation or spiritual beliefs are different from students' own.
- Develop mature, sensitive and effective relationships, not only with patients but with all members of the PA Program community and health care teams.
- Maintain sobriety in all academic and clinical environments, and refrain from the illegal use of substances at all times.
- Abide by all state, federal and local laws, as well as all CMU codes of conduct and PA Program Policy.
- Tolerate physically, emotionally and mentally demanding workloads.
- Function effectively under stress and proactively make use of available resources to help maintain both physical and mental health.
- Adapt to changing environments, display flexibility and be able to learn in the face of uncertainty.
- Take responsibility for themselves and their behaviors.

All candidates for graduation from CMU's PA Program must possess essential knowledge, skills, and abilities necessary to complete the curriculum successfully in order to function in a variety of clinical settings and to provide a wide spectrum of patient care. Therefore, every PA student must master a common body of basic science knowledge and master the principles, knowledge, and procedures of the major required supervised clinical practical experience (SCPE) specialties in Family Medicine (FM), Pediatrics (PEDS), Women's Health (WH), Internal Medicine (IM), General Surgery (SURG), Emergency Medicine (EM), and Behavioral and Mental Health (B/MH).

Without the essential capacities, students cannot fulfill the requirements of all the courses and clerkships in the PA Program. **Meeting the technical standards is, therefore, required for matriculation** (insomuch as the abilities can reasonably be determined before matriculation), subsequent promotion from term to term, and finally graduation from CMU PA Program.

## U. Program Assessment

- Students will participate in a comprehensive robust programmatic assessment process. It is essential that students take ownership assessment methods. This constitutes a professional development opportunity for students to impact future classes by participating in continuous quality improvement.
- The leadership and faculty of the MSPA program at CMU are dedicated to a process of continuous self-evaluation and analysis of all aspects of program operations. The Faculty Executive Committee (FEC), Data Analytic Committee (DAC) and the Curriculum Committee (CC), in consultation with the Dean of Health Professions College, determine all program decision-making.
- The MSPA program curricular plan evaluates all aspects of the curriculum, including formative and summative outcomes. The curriculum will be evaluated regularly by achieving educational best practices, determining compliance with ARC-PA standards, and measuring graduates' results on the NCCPA examination. Program alumni and employers of these alumni will be surveyed to determine if the program is achieving program goals, as well as mission and goal statements.
- The Curricular Strategic Plan is implemented through regular faculty meetings and an Annual Program Review meeting to comprehensively evaluate all aspects of the program. The loop of programmatic improvement represents a critical, self-evaluative and analytical process that results in appropriate changes in the curriculum as needed to ensure the mission is achieved. Curricular alignment with ARC-PA standards, NCCPA blueprint, OSCE scores, and survey results contribute to this planning process. The MSPA program is therefore a living organism impacted by these assessment processes with appropriate modifications and programmatic improvements based upon valid data sources. To keep current with the ever-changing paradigm of PA practice, a culture of continuous self-analysis will create an ethos of academic excellence among the faculty and students.
- The programmatic assessment process also includes ongoing strategic planning. This process is aligned with university strategic planning and is driven by the assessment process. The curricular strategic plan is closely aligned with the operational strategic plan and is supportive of personnel, financial and physical resources. The cycle is complete as the strategic plan and corresponding changes reflect the mission of the program.
- Student learning outcomes will begin with all principal and instructional faculty members being involved in the evaluation of students. During the didactic phase of study (academic year), students are evaluated by the Instructor of Record which may include principal faculty, instructional faculty, or both. The principal faculty member who was assigned as the Instructor of Record for a particular course evaluates learning outcomes for all courses taught by other principal faculty. For team-taught courses (for example, H and P class), principal faculty will provide questions to the Instructor of Record for inclusion into assessment instruments.
- The MSPA program also assesses students following each applicable rotation in the clinical-year phase of the program. The clinical team under the direction of the Director of Clinical Education will be responsible for organizing callback days and collecting data on clinical aspects of the

program. The data collected will encompass PAEA End of Rotation™ exam (EORE) scores, preceptor evaluations, capstone presentations, required electronic entries, as well as periodic system-focused patient exams. This data will be used to track student progress and overall program achievement of competencies. The EOREs are all-encompassing exams that cover material that graduates of the CMU PA Program are expected to know for clinical practice and to perform satisfactorily on the PANCE. The EOREs will provide a comparison of CMU PA students to other PA students across the nation.

- Students will also be evaluated via a final evaluation from the preceptor, attending and participating in professional seminars on callback days, clinical rotation specific documents/assignments, submission of student evaluation of preceptor, self, and site, along with successful completion of required electronic entries.
- The electronic tracking system (Typhon) used by students during the clinical year will be used for assessment purposes. The collected data will be reviewed and assessed by the Clinical Coordinator, Clinical Team, and ultimately reviewed with the Director of Clinical Education.
- The program faculty realizes that aspiring to successfully measure learning outcomes in the Clinical Year does not merely mean a specific number of patient encounters have been logged by a student. Rather than just relying on numerical evidence of case logs, the program is developing a system of measuring clinical experiences that demonstrate that students are growing in clinical acumen as the Clinical Year progresses.
- The mission of the program focuses on rural, underserved populations, and therefore students will be expected to demonstrate higher levels of patient interactions as they grow in competence as clinicians. The program will aspire to elevate the assessment process in the clinical year to successfully grow from novice to skilled learner. The program faculty will define program expectations and competencies to be acquired during SCPEs and attempt to connect this process with the didactic curriculum. They believe that the curriculum is a continuum from day one to graduation that will guide the program toward a successful integrated assessment system.
- During each didactic semester, students will also be graded on complete system-focused, problem-specific simulated patient encounters. These exams will be organized and scheduled by assigned academic-year instructors and housed in the History and Physical Exam courses as well as PHA 631. These exams will be in preparation for the Clinical Year experiences and upcoming OSCE in the Clinical Year.
- In the final semester of the Didactic Year, the students will take the PAEA provided PACKRAT I to create a baseline for their knowledge. They will also perform a FORMATIVE OSCE in the second semester of the Clinical Year. During the second semester of the Clinical Year, students will take the comprehensive examination PACKRAT II to collect data and comparison to their Didactic 4<sup>th</sup> semester PACKRAT I.

### Summative Examinations and Assessment

The program will conduct and document a summative evaluation of each student during the Clinical Year of the program with the final SUMMATIVE evaluations within the final four months of the program to help

verify each student is prepared and competent to enter clinical practice. The summative evaluation will include assessment of student knowledge, interpersonal skills, patient care skills and professionalism. Part of the summative evaluation process involves cognitive assessment to provide feedback on strengths and weaknesses for both students and the program. The cognitive evaluation is comprised of multiple parts.

- The students will complete a 300-question comprehensive examination (SUMMATIVE EXAM), that is program written, within the last four months of the program. This test follows the National Commission on Certification of Physician Assistants (NCCPA) blueprint and mimics the PANCE in areas of length and content of task.
- The students will also complete the PAEA End of Curriculum Exam once they have completed and passed all rotation EOREs. They will need to meet a program data driven cut score “passing” otherwise delaying graduation for further remediation.
- They will also complete the Summative OSCEs. The OSCEs will include multiple stations, to assess proficiency in psychomotor skills, history taking skills, physical examination skills, interpersonal assessment, procedural and skill techniques, and interpretation of laboratory data. The student will be required to generate a primary diagnosis, differential diagnoses, and plan, as well providing appropriate patient education. Professionalism will also be addressed. The OSCE will be administered at such time during the final four months of the program that students who need to be remediated within a specific domain(s) in which their performance was below the satisfactory cut score (below 80%) and will have time to remediate their exam.
- The program will also use a summative professionalism assessment tool (see professionalism policy) as a component of the SUMMATIVE evaluation processes; however, evaluation of professionalism will also be conducted at the conclusion of each semester during the didactic portion of the program. Therefore, professionalism will be assessed both as a formative and summative process. This will enable faculty to provide feedback about student’s professional skills and provide remediation as needed. The preceptor final evaluation also provides a composite data point for professional behaviors during the SCPE rotations.
- In addition to the student evaluation, assessment of the program will also occur throughout both academic and Clinical Years, as per ARC-PA standards. If at any time, the program is determined not in compliance with its accrediting body standards, it will be documented and a plan will be devised, implemented, and assessed, thereby, closing the feedback loop. The Program Director will oversee and guide this process to ensure compliance with the ARC-PA standards regarding all aspects of program assessment, in collaboration with the Director of Didactic Education and Director of Clinical Education.
- Principal and Adjunct Faculty, as well as the Program Director, will actively participate in the evaluation of the MSPA Program. Other instructional faculty including preceptors will play a role in continued program assessment. Evaluation of the program will be continuous and comprehensive and will be discussed at faculty meetings and at the annual faculty retreat/annual program evaluation.
- The on-going assessment process will be initiated for the inaugural class and maintained throughout the program. At each annual faculty retreat, the ongoing development and

maintenance of curricular standards will be benchmarked against program competencies, ARC-PA standards, and NCCPA blueprint topics. Measurement of whether the program is meeting the learning outcomes and goals will be embedded into the annual review.

- Outcomes generated from the previous year will include course-embedded assessments and overall course grades, student evaluation of faculty/courses, cumulative program GPAs, OSCE performances, Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) evaluations, SUMMATIVE EXAM, End of Curriculum Exam, preceptor evaluations of cognitive, psychomotor, and professional behaviors, student retention and graduation rates, graduate surveys, exit surveys, graduate scores on the PANCE and faculty retention. Data collected annually in these areas will be analyzed for any weaknesses and will be triangulated and analyzed for emerging trends. This results in necessary adjustments to the curriculum, policy and procedure, and pedagogical methods. Programmatic changes are incorporated into the upcoming year as needed.

## V. PHYSICIAN ASSISTANTS AT CENTRAL MICHIGAN UNIVERSITY (PAACMU) STUDENT SOCIETY

### Overview and Activities

The Physician Assistant Association at Central Michigan University (PAACMU) was established by the CMU Physician Assistant students to promote academic achievement and clinical excellence and to promote the Physician Assistant as a member of the health care delivery team. Membership is open to all students in the CMU Physician Assistant Program, and dues are determined on a yearly basis by the officers (EBOARD) and members in the society. The Program Director serves as the advisor and provides direction in PAACMU activities.

During the second year, the president and other officers offer their knowledge and experience to officers in the first-year class. Additionally, the president may continue to serve the second-year class by assisting in the dissemination of information important to the class and by planning gatherings.

Each year the PAACMU participates in numerous community-based service projects. The student society also participates in the Assembly of Representatives (AOR) each year, with the class president serving as the AOR representative. The AOR meets annually in the first two days of the AAPA Annual Conference to establish Student Academy (SAAAPA) policies and bylaws, elect the SAAAPA Board of Directors, and direct activities of the Board for the following year.

### Duties of Class Officers/EBOARD

#### **President**

This position requires a flexible, open-minded and motivated person who possesses excellent time management skills. The main responsibility of the class President is to be a good communicator. The President represents the class at state and national meetings, helps with organizing projects and facilitates communication between the class, faculty, campus administrators and other professionals. This position also requires a person to be a team player, since most decisions that are made on behalf of the class are discussed with the E-board members and classmates.

#### **Vice President**

The main role of the Vice President is to assist the President and other E-board members in all matters that pertain to class issues. The Vice President coordinates special student projects and organizes the new class orientation in March.

#### **Secretary**

The class Secretary is responsible for keeping lecture notes, recording important dates for class events, creating a class email list and forwarding email announcements from faculty and staff to the class list, typing E-board meeting minutes, creating a "phone tree" for last-minute class announcements and



organizing the PA Student Resource Room. The Secretary must be extremely organized and able to maintain a good working relationship with other class officers.

### **Class Treasurer**

The class Treasurer is responsible for maintaining the class bank account, tax-free identification number and budget; collecting class dues; issuing checks for class functions; and arranging a representative to speak to your class regarding medical equipment in-service.

Ability to create Excel spreadsheets, balance a checking account, keep/manage a budget and take a strong initiative to manage the budget and make reimbursements appropriately is required. The Treasurer also must have knowledge of (or willingness to learn) banking rules pertaining to clubs/organizations and appropriate (as outlined by the university) activities for your class to sponsor. This is by no means a time-consuming position once dues have been set, collected, and registered, and a budget determined.

### **MAPA/AAPA Representative**

The MAPA representative works closely with MAPA on a variety of levels. The MAPA Representative's main duties are to attend MAPA meetings, vote on behalf of CMU in the MAPA elections and update your classmates on current MAPA issues. MAPA meetings are usually held quarterly on a Saturday morning, but occasionally have been scheduled bimonthly. Other optional duties are to provide newsletters to MAPA regarding your class activities and progress and assist in projects for the annual MAPA conference in October. The Representative will work closely with the Program Office for both MAPA and AAPA. The AAPA conference is to take place in May of the 2<sup>nd</sup> summer. The AOR or MAPA/AAPA Representative will need to attend the conference and all student activities. Will also help and support the \*Quiz Bowl team that will be participating at the AAPA conference.

\*Quiz Bowl for both MAPA/AAPA - this is part of the PA Program requirements (Learning Outcomes 4 and 16.)

### **Social Coordinators**

The Social Coordinators are responsible for planning fun activities to give classmates a reprieve from the stresses of PA student life. Examples of past years' activities include: a summer picnic for both first- and second-year students, Halloween party, Christmas party, dinner at the Cabin, intramural sports and nights on the town.

### **Historian**

The Historian's main job is to take pictures of class parties, outings, community service projects and other events. The Historian also is responsible for assembling a scrapbook at the culmination of the program which can be entered in an annual AAPA contest.

### **Volunteer Coordinator**

The Volunteer Coordinator assists in the organization of volunteer activities including but not limited to, blood pressure clinics or blood drives in the community and disseminating health information to the community.

**Student-Faculty Liaison**

The Student-Faculty Liaison is the link between students and faculty. When a faculty member has a message for the class (usually an announcement), it is the liaison's responsibility to meet with the faculty member and relay the message to the class. More often, classmates will raise a concern to the Student-Faculty Liaison who will bring the concern to the appropriate faculty. Popular requests are class and exam schedule changes.

**Fundraising Coordinator**

The Fundraising Coordinator will assist in establishing fundraising opportunities for the cohort to use for white coat ceremony, graduation, and other class activities that may come with costs.

**Diversity Chair**

The main responsibility of the Diversity Chair is to be aware of multicultural events taking place at CMU and provide this information to the class, along with activities within the community and the profession.

**Ceremonies for the PA Program**

- **White Coat Ceremony** – This is a ceremony set to celebrate the transition between Didactic and Clinical Year. The Program in coordination with the Eboard will determine the date, time, and location this event will take place. This is typically done in the summer, prior to advancing to the Clinical Year.
- **Graduation Ceremony** – This is a Ceremony at the end of the 27 months. It is specific only to the PA Program. The Program will determine the date and location of this event with the President/VP of the class. This event must take place on campus.

**W. ADDITIONAL POLICIES AND PROCEDURES****Sexual Harassment Policy**

University policy and the Michigan Civil Rights Act prohibit sexual harassment of any person. The university is committed to maintaining an educational and working environment free of conduct which degrades or subjugates individuals, including conduct which constitutes sexual harassment. Students who have questions or concerns about sexual harassment on campus should contact the OCRIE office at: <https://www.cmich.edu/offices-departments/OCRIE>.

- [Sexual Assault Services](#)
- <https://www.cmich.edu/about/campus-safety/cmu-police/crime-prevention/sexual-assault>

***Sexual Aggression Peer Advocates (SAPA) are available 24/7 to provide free, confidential support. Call (989) 774-2255 anytime or text SAPA CHAT: 989-621-3359.***

## Institutional Equality

CMU is an AA/EO institution that strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, gender, sexual orientation, veteran status, or weight. For more information, visit:

[https://www.cmich.edu/office\\_president/OCRIE/Pages/default.aspx](https://www.cmich.edu/office_president/OCRIE/Pages/default.aspx).

**LGBTQIA:** Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity, including non-binary pronouns (e.g., they/them/theirs, ze/zir/zirs). View Central Michigan University's [chosen name policy](#) and the [name change form](#). Rosters do not list pronouns, so while you are not obligated to do so, you may indicate the pronouns you use so that faculty and staff do not make assumptions based on your name and/or appearance/self-presentation. Chosen names and pronouns are to be always respected in the classroom and within the program. Mistakes in addressing one another may happen, so we encourage an environment of openness to correction and learning. There will not be tolerance of repeated comments that disrespect or antagonize students who have indicated pronouns or a chosen name. Chosen names and personal pronouns may evolve over time, so if at any point during the program a student would like to be addressed differently, please let the program know.

**LGBTQIA Equality Statement:** The CMU PA Program is firmly committed to diversity and equality in all areas of campus life. We will work to promote an anti-discriminatory environment where LGBTQ students feel safe and welcome. The PA program recognizes that discrimination can be direct or indirect and take place at both institutional and personal levels. We believe that such discrimination is unacceptable and are committed to providing equality of opportunity for all by eliminating all discrimination, harassment, bullying, or victimization. If you need additional support or access to resources, please reach out to the [Office of LGBTQ Services and Gender Equity Programs](#).

## Safety Policy

### Infectious and Environmental Precautions

[A3.08]

It is the policy of the Physician Assistant Program to maintain a safe work and learning environment for our faculty, staff and students. To this end, faculty, staff and students will receive necessary training on biological, environmental and physical hazards likely to be encountered. It is the basic responsibility of members of the university to treat safety and environmental issues as serious concerns and as important parts of their daily lives.

- Central Michigan University's Risk Management, Environmental Health and Safety Services <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/risk-management-environmental-health-safety> develops and maintains program specific policies and conducts training for the Physician Assistant Program on **blood borne pathogen (BBP)** exposure and office safety to include hazard communication, ergonomics and

electrical safety. CMU Campus Safety guidelines can be found on the CMU Campus Police website at [www.police.cmich.edu](http://www.police.cmich.edu).

- Biohazard waste management and the Blood Borne Pathogen training is coordinated through a program called Success Factors and the Risk Management, Environmental Health and Safety Services. [Biohazard Waste Management Plan](#).
- The objectives of the BBP Exposure Control Plan and Training are:
  - To protect employees from the health hazards associated with bloodborne pathogens.
  - To provide appropriate treatment and counseling if an employee is exposed to bloodborne pathogens.
  - To provide employees with timely and appropriate training information on bloodborne pathogen related diseases.
- ***In case of any incident, injury, or exposure***, <sup>(A3.08)</sup> refer to the guidelines as outlined. Once your immediate screening and medical needs have been addressed, you are to contact the Program Director, complete and forward the **incident form (see Appendix)** to the Program Director or Director of Clinical Education within 24 hours for review and processing. The form is also available through the Program Office or online in Typhon.
- The accidental exposure policy is composed of three prongs that are designed to
  - 1) reduce the incidence of exposure;
  - 2) protect others from being exposed to infected learners; and
  - 3) train learners what to do in the event of an accidental exposure.
- The PA Program will address Universal Precautions and other methods of prevention as well as student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.

**Universal precautions** are considered adequate to protect healthcare workers and students involved in small volume production, diagnostic activities and research involving non-pathogenic or low-level pathogens. As per CMU recommendations at:

<https://www.cmich.edu/offices-departments/office-research-graduate-studies/office-of-laboratory-and-field-safety/biological-safety>

- **Treat all specimens as if they are infectious and capable of transmitting serious infection.** The term "Universal Precautions" refers to a method of infection control developed by the Centers for Disease Control and the National Institute of Health in which blood and body fluids of all people are handled as if they contain bloodborne pathogens. Body fluids to which Universal Precautions apply:
  - Blood and other body fluids containing visible blood. (Blood is the single most important source of HIV, HBV, and other bloodborne pathogens in the occupational setting.)
  - Semen and vaginal secretions.
  - Body fluids. (Spinal fluid, joint fluid, fluid surrounding the heart and lungs, or amniotic fluid.)

- Any undetermined body fluid. (In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious.)
- As learners begin to interact with patients, they will encounter the risk of exposure to infectious diseases. Although there is no way to eliminate this risk, learners will be provided appropriate training on **OSHA guidelines and universal precautions** for the appropriate handling of blood and body fluids (and other risk reduction behaviors). Specifically, all learners must complete Occupational Safety and Health Administration (OSHA) and Blood Borne Pathogens (BBP) Training via eLearning success factors before mentorship and again before leaving for Clinical Year. As a result, is important to be familiar with how to use:
  - **Personal Protective Equipment (PPE)** – For example, gloves, glasses/masks/face-shields, gowns, scrubs, shoe coverings, and pocket resuscitation mask with one-way valve or Micro shield Mouth-to-Mouth Resuscitation Barrier for use as advised by faculty or your clinical supervisors when indicated.
  - **Environmental engineering controls** – For example, hand washing stations, sharps containers, safer sharps devices, autoclaves, storage containers, eye wash stations, self-retracting needles, etc.
- **Emergency Guide Quick Chart:**  
<https://www.cmich.edu/about/emergency-management/emergency-procedures-quick-charts>
- In the event the student has an exposure to infectious or environmental hazards, please see the environmental website for further action: <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/risk-management-environmental-health-safety/environmental-health-safety>.
  - **Immediate Attention Emergencies** - For all emergency situations, phone 911 immediately for assistance. Indicate the nature of the problem, your identification, and your specific campus location. Once the injured party is attended to and transported, report the incident immediately, following the appropriate procedure.
  - **Information on Biohazards** - Biohazards are microorganisms, biological materials, and/or agents which present a risk or potential risk of infection to humans or animals and may negatively impact the environment. To learn more, visit: <https://www.cmich.edu/offices-departments/office-research-graduate-studies/office-of-laboratory-and-field-safety>.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. Please refer to the Graduate Bulletin for more information on FERPA policies and procedures. Information regarding FERPA may be found on the Registrar's Office website at: <https://www.cmich.edu/offices-departments/office-scholarships-financial-aid/consumer-information/confidentiality-and-release-of-information>.

## Student Records and Release of Information Policies

[A3.19, A3.20]

In order to ensure consistency in academic integrity and student performance, records will be kept throughout the academic years in both electronic and paper formats. The documentation will include, but is not limited to, records of student admissions, academic performance, professional performance, remediation efforts, and student progress within the program. This information is protected by both FERPA and HIPAA regulations as applicable. As such, PA students will not have access to any confidential information of *other* students *or* faculty members. In addition, student health records are confidential and will not be accessible to or reviewed by program, principal, or instructional faculty or staff except for immunizations, drug screen, and tuberculosis screening results which may be maintained and released with written permission from the student. Students do have a form that is to be completed by a Healthcare provider regarding clearance for the PA Program and is found in the program database Typhon.

### **Student Access to Records**

In accordance with FERPA, the Physician Assistant Program is required to allow students access to view their educational records. Access will be available in the Physician Assistant Program office (HPB 2076) during regular office hours. Students requesting access will be permitted to view their records in the Physician Assistant Program office; students will not be permitted to remove their records in whole or in part from the office. A student may obtain a copy of information in his/her file through the Physician Assistant Program Executive Secretary.

### **Release of Information – General Requests**

#### **a. General Requests**

It is common for Physician Assistant Programs to receive requests from recruiters, vendors and family members for student information. In accordance with FERPA, Physician Assistant Program faculty and staff may release any “Directory Information” at their discretion. Directory Information as defined by Central Michigan University includes: student’s name, campus address, home address, telephone listing, campus e-mail address, state of residence, age, date and place of birth, classification, enrollment status, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance and graduation, degrees and awards received and previous educational institution attended by the student. All general requests for information regarding Physician Assistant students will be forwarded to the Registrar’s Office to be disbursed according to the consent provisions on record.

- A student has the right to refuse the designation of his/her personal information as Directory Information. If a student exercises this right, no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order or a subpoena. Please see the Graduate Bulletin for more information and instructions regarding the procedure for withholding personal information.
- Information may also be found at the Registrar’s office: <http://www.registrars.cmich.edu/records/confidentiality.htm>

**b. Release of Information – Specific Requests**

Physician Assistant Programs are often requested to provide letters of recommendation or other student or graduate information for purposes of employment, awards, grants and scholarships for which the student has applied. For the Physician Assistant Program or faculty to provide information in response to a specific request, the student must provide written permission to the program for release of information. Otherwise, the program will respond to any request for specific information (letters of recommendation, reference information, etc.) with only directory information and the reason for denial of information.

**Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a Federal Regulation dealing with health records. The purpose of the Act is to ensure the privacy and security of Protected Health Information (PHI) regarding patient records and research subject data.

- You will take a formal HIPAA review in Summer 1 and again in Summer 2, just prior to your SCPE year.
- HIPAA training may be repeated at any time during the Clinical Year at the discretion of the clinical placement site administrators, in accordance with the established affiliation agreement, and clinical site.

CMU Physician Assistant Program students must adhere to all HIPAA guidelines, which include:

- Patient information may not be discussed where the information may be overheard by unauthorized individuals (i.e., hallways, elevators, water coolers, at home or at social events).
- Dictation of patient information must occur in a private location where the information cannot be overheard by unauthorized individuals.
- Documents containing confidential information must be stored in a safe and secure location.
- Documents containing confidential information must be picked up as soon as possible from printers, copy machines, mailboxes, fax machines, etc.
- Confidential documents must be disposed of by shredding or otherwise destroying the documents. Tearing up and placing in a standard trash receptacle is not acceptable.
- PHI may not be accessed for personal use. PHI may only be accessed as is necessary to fulfill your professional duties.
- It is the provider's duty and responsibility to keep health care information completely confidential.
- Computer "passwords" must not be written down or shared.

**HIPAA SECURITY REMINDER**

*CMU faculty, staff and students who access electronic PHI are reminded that they are responsible for maintaining the security of their personal account and of their workstation. Violations of CMU policies regarding the security of PHI are punishable by disciplinary steps up to and including termination. See CMU HIPAA Sanction Policy.*

*HIPAA Certified or Labeled computers hold access to electronic PHI, such as medical records/health information and are designated for use only for charting or review of PHI. Only “pre-approved” software is to be installed on HIPAA computers in coordination with your department’s information tech representative. If you do not have a technical representative, call the Help Desk for guidance regarding which HIPAA technician is assigned to assist your department. In order for CMU to comply with federal HIPAA regulations, remember:*

**To maintain the security of your account:**

- *All users must change their password at least 3 times per year.*
- *Use a strong password that includes a mix of letters, both upper and lowercase, numbers and special characters. See CMU HIPAA Password Guidelines.*
- *Never write down your password unless it is to be kept in a securely locked area for disaster recovery/emergency purposes.*
- *Do not give your password to anyone else or let someone work under your account/password—each account can be tracked, and the designated user will be held responsible for privacy violations.*
- *Report to your supervisor any problems with an account, such as an account that has been locked out for multiple incorrect log on attempts without your knowledge.*

**To maintain the security of your workstation:**

- *Always lock your workstation when you are away from it.*
- *Log out of the application and/or computer after completing PHI work.*
- *CMU policy prohibits storing PHI on removable media, such as floppy disks or CDs, or on your computer’s hard drive, such as the “My Documents” folder. PHI may only be stored within the appropriate primary system (SAP, Pyramed, etc.) or in the HIPAA protected network.*
- *Ensure that only pre-approved software is installed on the workstation.*
- *Report to your supervisor any new or suspicious software installed without your knowledge.*



## X. PA PROGRAM GENERAL POLICIES & PROCEDURES

### General Policy Statement <sup>[A3.02]</sup>

In addition to institutional regulations, students in the Physician Assistant Program must comply with standards governing attendance and professional conduct. Rules of professional conduct have been carefully established to safeguard the privacy, rights and comfort of your colleagues and patients and to protect the image of the profession and the University. Violations of these regulations are subject to disciplinary action and may result in termination from the Physician Assistant Program. By signing the “Acknowledgement of Receipt and Understanding of Physician Assistant Program Student Handbook” form, students acknowledge their responsibility to understand and adhere to the rules, regulations and procedures for the program, the College and Central Michigan University.

The policies and procedures of the Central Michigan University Physician Assistant Program, as published in this document or otherwise, may be modified or amended at any time with due notice and/or publication. The following policies and procedures refer only to the Physician Assistant Program unless otherwise stated.

### Guidelines for Attire

There is no specific dress code for CMU PA Program students in either the Didactic or Clinical Year. Students in the Clinical Year will have their attire/dress code determined by their clinical site within each rotation. This is also the policy for the mentorship experience.

Students will be responsible for the following regarding attire:

- Students are required to wear their name badge while on campus and in the clinical setting. They must have identification showing they are a PA student. This must include the name badge at all times but can include the white coat with the CMU PA patch in the clinical setting. (A3.06)
- Clothing, accessories, and printed material containing harassing, crude, obscene or sexually suggestive language or symbolism is not allowed.
- Students with visible body piercings must obtain the permission of the preceptor and/or the clinical site prior to attendance in the clinical year and mentorship experience. There are no regulations for this in the classroom.

**Students will be expected to follow the above guidelines while attending lectures, laboratories and other program activities.**

**Additional rules and regulations apply for students in a clinical setting, mentorship, and participating in simulation labs, as follows:**

- Students are expected to maintain attire specific to the lab or clinical site requirements.
- Students are forbidden to wear a ¾ length white lab coat and must wear the short ½ length white coat.

- Artificial fingernails, wraps, tips, gels, overlays, etc., have been shown to be a source of nosocomial infections, and therefore are not permitted during the mentoring or the Clinical Year.
- Attire during the Clinical Year and mentorship experience will be at the discretion of the clinical site and preceptor.
- Wear PA Student identification (Badge) always.
- Wear closed toe shoes.
- All dress guidelines set forth by the preceptor and/or clinical site must be followed.
- Simulation lab attire will be determined by the instructor of record for that course.

### White Coat Policy

White coats are typically ordered by the cohort during Summer I. This must be a ½ length/waist length coat. The students will be provided with Program Patches to be applied to the coats. Embroidery on the coat will be determined by the cohort, with approval from the Program Director. Students will use the initials PA-S after their name on the coat to identify them as a student. No other certifications will be displayed on the white coat while you are a PA student. As stated previously the student must always wear their PA student badge as well, identifying them as a student. <sup>[A3.06]</sup>

### Department and Professional Standards

Central Michigan University and the Physician Assistant Program expect each student to exhibit integrity, honesty, good moral character, and professionalism. The program expects all students to always comport themselves in a professional manner, both inside and outside of the program. As representatives of Central Michigan University and future health care providers, behavior unbecoming a professional student will not be tolerated. Physician Assistant students must always display respect for all individuals, including program faculty, staff, and students, as well as clinical mentors, preceptors, and patients. Students displaying unprofessional behaviors will be cited for unprofessional conduct. Unprofessional behavior will include, but not limited to:

- Displaying an attitude of arrogance, superiority and/or disdain toward faculty, staff, students, preceptors, mentors, patients, and any other individual.
- Being disrespectful to Physician Assistant Program faculty, staff, students, preceptors, mentors, patients, and any other individual.
- Discussing patients in a public setting (for example, the elevator, shuttle or cafeteria), on social media or outside of a professional context. This constitutes a serious breach of patient rights.
- Recording (i.e., audio, video) conversations with program faculty and staff.
- Use of cell phones in classes, laboratory sessions, and mentoring sites during times of instruction or patient care.

Students who validly hold other professional licenses/titles such as a Ph.D., International Medical Graduates, Respiratory Therapist, Pharmacist, Laboratory Technician, Licensed Practical Nurse or Registered Nurse may neither function in those capacities nor utilize these titles in spoken or written communications while working as a representative of the Physician Assistant Program, such as during mentorship or Clinical Rotations.

Students shall not misrepresent their status as students by identifying themselves as anything other than a Physician Assistant Student, nor shall they allow their patients to misrepresent them as a graduate Physician Assistant or Physician.

Students found to violate these guidelines may be issued a Citation for Unprofessional Behavior. In addition, university policy indicates that departments involved in clinical programs may evaluate students based on their ability to relate successfully with patients, so students who do not meet these professional standards may be placed on probation, suspended or dismissed from the program.

### Discrimination and Harassment Policy

CMU's Nondiscrimination Policy as stated on the CMU Website states that the policy prohibits unlawful acts of discrimination and harassment made by the members of the campus community. This includes students whether they are on or off campus on clinical rotations. You are still a member of the CMU community. CMU lists the following as protected classes under the Nondiscrimination Policy: age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status or weight.

The University's Equal Opportunity and Affirmative Action Protocol prohibits unlawful acts of discrimination or harassment on the basis of age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight by members of the university community. Prohibited acts of discrimination or harassment include discrimination or harassment in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under the University's Equal Opportunity and Affirmative Action Protocol.

To discuss a concern please contact the Office of Civil Rights and Institutional Equity at 989-774-3253.

If found in violation of the policy the university will impose sanctions on the student. Those sanctions are listed and defined in The Graduate Studies Bulletin.

### Unprofessional Behavior Citations

When issued a Citation for Unprofessional Behavior, each student will be given an opportunity to defend his/her position regarding the matter. The SAC in collaboration with the FEC may recommend counseling, referral and/or education to prevent subsequent episodes of unprofessional behavior; formal sanctions;

or immediate dismissal from the CMU Physician Assistant Program, determined by the extent of the citation.

If a student receives a second Citation for Unprofessional Behavior, the FEC will consider all citations and determine an appropriate response to the events identified. The response of the committee may include educational activities, formal sanctions, referral to the [Office of Student Conduct](#), or dismissal from the CMU Physician Assistant Program.

The student may appeal any decision/recommendation of the Faculty Executive Committee through the [Office of Student Conduct](#).

Citations for Unprofessional Behavior will be kept in the student's CMU Physician Assistant Program records. All acts of unprofessional behaviors will be considered by the faculty evaluator and Student Affairs Committee during the student's Didactic and Clinical Year summative evaluations.

### Netiquette

In all electronic correspondence with CMU faculty and staff, mentors, preceptors, clinical sites, classmates, etc., students will be expected to be professional and polite.

- **Remember the human.** Remember that the recipient of your electronic message is a person with feelings, and that it is easy for meaning to be misconstrued over the internet (especially sarcasm). Always remember that electronic correspondence containing confidential patient information must be very carefully monitored and protected.
- Correspondence containing patient medical information is strictly prohibited unless otherwise encrypted.

### Communication Between the Program and Students

The program will utilize a wide variety of communication methods to maintain a constant connection between the program and students.

#### Email

Upon acceptance to CMU, each student was issued a complimentary personal university email account (a "CMU account") for his/her use while enrolled at CMU. All official university correspondence will be directed to these CMU accounts, and it will be the student's responsibility to monitor this account regularly and to read all posted University correspondence. Students may use these CMU accounts as they wish, subject to restrictions of CMU's [Acceptable Use Policy](#). In addition, students are reminded that some of the CMU-generated correspondence to these accounts will contain confidential information, and it is important that they keep their passwords as secure as possible and change it at least twice each year.

All email correspondence with the program/within the program will be done through the CMU account, not a personal email account. This will be for the duration of time the student is in the program.

The university recognizes that a student may wish to forward mail issued to his/her CMU account to another email account hosted off-campus, and CMU's Office of Information Technology provides instructions for doing this through its Help Desk (989) 774-3662. If a student elects to forward email initially addressed to their CMU account, he/she remains responsible for all important dates, events, billing deadlines, or other important forwarded information. In addition, CMU will not be held responsible for any breach of confidentiality that might occur while information is being forwarded to an off-campus location.

**Students are required to check their CMU email accounts AND outlook calendar daily** for correspondence from the PA Program, which may include program updates, class schedules, last minute class changes and other critical information. Students are responsible for keeping their email inboxes clean to prevent unsuccessful transmission of program correspondence due to insufficient space. Students are expected to check email while on vacation or away from campus. If you are traveling to a location without email access, please contact your advisor prior to departure. If a student is contacted via email from the program, it is asked that a response to the request is made *within 48 hours of receipt*.

Please note that the CMU email server has very limited space. Large files (i.e., PowerPoint presentations, files with pictures, etc.) should not be sent nor stored in your CMU email account. Files should be saved to your hard drive, file space or personal folders.

a. Blackboard

Students will have access to Blackboard, which will provide important information concerning their registered courses throughout their tenure in this program. Faculty and Staff will use Blackboard to communicate with students regarding courses, labs, and other schedule information. It is important to also check Blackboard daily and look for any Announcements.

b. Social Media

The PA Program recognizes the prevalence and importance of social media in modern education. Social media, however, is not an appropriate or professional means of communication between students, preceptors, and/or the program and is prohibited.

c. Contact Information

It is the responsibility of the student to provide the program with an accurate and up-to-date mailing address and telephone number(s). Any changes should be reported immediately to the Physician Assistant Program Executive Secretary as well as the CMU Office of the Registrar. Please keep the information up to date in Typhon as well.

d. Storage of Digital Personal Information

To ensure the security of patient information in compliance with HIPAA requirements, students are strictly prohibited from using any digital device to store or track patient information.

### General Attendance Policy

The policies outlined below are guidelines to the general policy held by the program. There are variances in policy between the Didactic and Clinical Year. Please refer to those manuals for more detail attendance policy regarding that portion of your education.

Attendance at all program activities (classes, guest lectures, laboratories, clinics, etc.) **is mandatory and required**. All non-emergency absences must be approved by the program in advance. Any absence of three consecutive days or more must be validated by a health care provider's note; however, for repeat absences (>2 per semester), the program reserves the right to ask for a health care provider's note for absences which may be shorter than three consecutive days. We ask that no medical information is given regarding the student on this excuse, rather that there is a valid reason, and the student is excused. (A3.19) The Instructor of Record and Program Director need to be notified in a timely manner regarding absences, preferably prior to classes that day. Please refer to each course syllabus for specifics on notification and absence policies.

Unexcused absences will be viewed as violations of professional ethics. Failure to comply with this policy will result in the following consequences:

- Meeting with the Instructor of Record for lecture or lab events, or the Program Director for special program scheduled events.
- Meeting with Faculty Advisor
- Referral to the SAC or FEC to determine an appropriate course of action, which may include any of the following:
  - Warning letter to be placed in the student's temporary file.
  - Letter of reprimand to become part of permanent record with the Registrar.
  - Dismissal from the Physician Assistant Program.

In the event of an absence, you must contact the Instructor of Record AND Program Director as soon as possible to explain your absence.

### **Tardy Policy**

The PA Program strives to instill life-long habits for success in the medical profession, and therefore will track and expect students' punctuality as it relates to program activities. Students are required to arrive on time for classes, lectures, clinical appointments, and other program events, as they will be required to do in the professional world. Repeated tardiness will result in a meeting with the Program Director and/or SAC. They may also result in point deduction in courses per the course syllabus (Please see Attendance policy for more information).

### **Part-Time Attendance**

Part-time attendance is not allowed.

## Leaves of Absence

Generally, short- and long-term leaves of absence are not allowed except for the following reasons:

- Maternity/paternity leave
- Health reasons (either one's own or a family member's)
- Compelling problems of a personal nature
- Military Duty

Any student requesting a leave of absence must submit the request to his/her Faculty Advisor and Program Director explaining the reason for the request and all activities that the student intends to undertake while on leave. Any relevant supporting documentation should be included, such as a health care provider's note in the case of illness. Leaves of absence must be approved by the FEC. Approved leaves of absence may be subject to rules and regulations which will be delineated in a contract signed by the student and the Program Director. Please note that Physician Assistant Program students cannot simultaneously attend another Physician Assistant program, medical school, or other institution of higher education while attending CMU's Physician Assistant Program, and that this policy also applies to periods of extended leave.

Students who are granted extended leave during their Didactic Year usually resume coursework into the next academic year. Students returning from leave granted during their Clinical Year are subject to the discretion of the FEC in consultation with the Director of Clinical Education. This will result in an extension of the Clinical Year and delay of graduation.

(Please see Attendance and Leave of Absence Policies).

## Latex Allergy Policy

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Although students with localized contact irritant dermatitis can be accommodated, those with a history of generalized reactions or true anaphylaxis need clearance from an allergist and may need to carry an Epi-pen™.

Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be latex allergic must determine whether to continue with PA training, acknowledging the risk of becoming ill even if after reasonable precautions are taken and accommodations are made.

If such a student elects to continue in training, the student must realize that he/she assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences. Although the Program will do all it can to provide latex-free gloves during laboratory sessions, it cannot guarantee a latex-free environment because other students may not be using latex-free gloves and other materials. Furthermore, we cannot guarantee a latex-free environment at every clinical training site.

If a student chooses to proceed with training in the face of significant risk, the student will be required to sign a waiver stating that he or she understands the risk. This waiver will be forwarded to each of the student's clinical sites.

### Criminal Background Checks/Drug Screenings

Students will need to complete a Background check through iChat and a 10-panel drug screen prior to the first day of the program. There will also be a need for a Criminal Background Check and another Drug Screen prior to the start of the Clinical Year.

Please reach out to the Clinical Placement Coordinator with questions or need for further information.

## Y. STUDENT RESOURCES

Below is a list of available resources to all students enrolled at Central Michigan University.

### Health Professions Building Hours of Operation

The Physician Assistant Program administrative suite is located at 2070 Health Professions Building (HPB).

#### **The Program hours are:**

- Monday-Friday 7:30 AM - 4:30 PM

#### **The Health Professions Building Hours:**

- Main entrance/Atrium: Monday-Thursday 7:00 AM - 10:00 PM; Friday 7:00 AM - 6:00 PM
- Classrooms: Monday-Thursday 7:30 AM - 10:00 PM; Friday 7:00 AM - 6:00 PM

#### **Use of PA Graduate Lounge (HPB 1028)**

- This study space is available during hours that the HPB is open to students. Students have after-hours and weekend access to the HPB by using their key "badge" issued by the Physician Assistant Program.
- Long distance calls are not permitted. Food and non-alcoholic beverages are allowed so long as students keep a reasonable level of cleanliness and clean up after spills. The privilege of having food in the Graduate Student Lounge will be withdrawn if cleanliness is not maintained.
- State-of-the-art instructional and student technology rooms equipped with Mac and PC workstations, laser printers, copiers and scanners are strategically located throughout the campus to provide easy access for students. For a full list of computer labs on campus, visit: <http://www.it.cmich.edu/it/labs.asp>.
- Students will have scheduled hours for Open Lab times for practice. This space will be shared during the first semester and callback weeks throughout the year.
- **Parking at Central Michigan University** is at a premium, and Campus Police are vigilant in enforcing parking rules. Students should obtain an appropriate parking permit, which is now done online. Please visit the [Parking Services website](#) for more information.



### University Health Services

University Health Services is in Foust Hall. Clinic Hours are Monday-Friday 8:00 AM - 5:00 PM. Walk-in service for urgent problems is available in the Primary Care Suite, Foust 202. Appointments may be scheduled by calling (989) 774-5693 [TDD: (989) 774-3055].

All regularly enrolled CMU students, their spouses and other authorized users are eligible to use Health Services. For more information on University Health Services, please visit the University Health Services website at <https://www.cmuhealth.org/services>.

- **In case of Emergency:** Dial 911 for ambulance and CMU police assistance. Emergency care is provided by the Central Michigan Community Hospital Emergency Room.

### IT Help Desk

The IT Help Desk can troubleshoot a variety of hardware and software problems with its two tiers of technical support. In addition, computer repair technicians are available to support more complex hardware and software issues. Problems escalated to this level may be subject to time and material charges. To obtain technical support, call the Help Desk at (989) 774-3662 or visit the Help Desk located at Park Library 101.

- **Media Services** - Provides a wide range of audio/visual resources as well as on-call educational technical support for the classroom needs of students and faculty. For a full list of media services, visit [http://www.it.cmich.edu/it/media\\_srvc.asp](http://www.it.cmich.edu/it/media_srvc.asp).
- **Printer/Copier Services** - Students are expected to purchase their own personal printers and ink cartridges for printing assignments/course materials at home. Printers and copy machines are also located in public computer labs, within departments and elsewhere around campus, including the second floor of the Health Professions Building and Park Library. CMU Printing Services provides a full-service printing operation in the Combined Services building along with a copy center for students. A copy center is also located in the lower level of the Bovee University Center. For a list of copy center services, visit: <http://www.print.cmich.edu/>.
- **IT Training**
  - CMU routinely provides university-wide information technology training courses. The Woldt Computer Lab offers a variety of technology workshops focusing on the areas needed most by students. Online computer-based training is also available through the Michigan Virtual University at <http://lab.oit.cmich.edu/workshops.php>.
  - Students are expected to have a working knowledge of Word Processing, Internet browsing techniques and PowerPoint presentation. If you do not feel comfortable with your knowledge in these areas, please contact the IT Help Desk to be scheduled for training.
- **Wireless Internet Access** - The Health Professions Building has full wireless coverage. Wireless network cards should be WiFi compliant. All access points support 802.11A, B and G. Use of the Wireless system is subject to the terms of the CMU Network and Resource Acceptable Policy, CMU Wireless Policy (PDF), CSA and Port Registration and Network Bandwidth Quota System.

### Student Disability Services

Hours are Monday - Friday: 8:00 AM – 5:00 PM.

Central Michigan University complies with the Americans with Disabilities Act and Sect 504 of the Rehabilitation Act. If you have a disability and anticipate needing accommodations, please register with the Office of Student Disability Services (Park Library, Room 120, 989-774-3018) and *provide your instructors* with a letter of accommodations as soon as possible. Retroactive requests for accommodations will not be honored. For more information, see [The Student Disability Services Website](#).

Any student with accommodations from CMU Student Disability Services is responsible for informing all pertinent instructors in each class, for every semester, at the start of the semester.

### Counseling Services/Mental Health Services

- Students have access to on-campus services including:
  - [University Health Services](#) or the [University Counseling Center](#), depending on the concern.
  - A student or faculty member may also submit and have access to CMU CARES. <https://www.cmich.edu/student-life/cmu-cares>. CMU CARES provides students with helpful information and support navigating campus and community resources to support student well-being and success.

### INCLEMENT WEATHER

The determination of the operational status of the campus during inclement weather is the responsibility of the President or designee. During inclement or impending poor weather conditions, such determination will be made in consultation with state and county roads departments, state police, and with the National Weather Service on the forecasts for the local weather. The Office of the President will announce the appropriate operational policy status in accordance with the provisions of this policy. Depending on the severity of prevailing or impending road conditions, the University will observe a state of full operation, minimum manning, or closed. Full Operation indicates no change in operational status-business as usual. Minimum Manning will denote the maintenance of a "skeletal crew" for the continued operation of individual office functions. The instructional schedule will continue to be observed under minimum manning. In the event commuting students miss class(es) because of prevailing or impending weather conditions, they are not to be penalized pursuant to the University Attendance Policy. Closed status will be issued when it is determined that the University is to be closed.

### LIBRARY AND RESEARCH SERVICES

As a CMU student, you have full access to the services and resources of the CMU Library. Reference librarians will help you find information on your research topic and answer other questions related to the library. The library's Documents on Demand office will obtain copies of the books and journal articles for you. Check out the [library's website](#) for more information.

- Reference librarians for the College of Health Professions - Elizabeth Heitsch [heits1e@cmich.edu](mailto:heits1e@cmich.edu) or 989-774-2286
- [Ask a Librarian](#)
- Documents on Demand: [docreg@cmich.edu](mailto:docreg@cmich.edu) or 989-774-3022
- [ILLIAD](#)

### **Interlibrary Loan Services**

Research material not available in the campus library collection can be obtained through the Interlibrary Loan office. This service is free to students. Through Interlibrary loan and ILLiad, students can obtain books, journal and newspaper articles, dissertations, and theses. The average response time for photocopies of articles is seven days, although some items may arrive in as little as 24 hours. Books arrive in 3-10 days depending on the distance for the mail.

Students may request materials through the Interlibrary Loan service via web forms located on the Libraries web page: <https://www.cmich.edu/research/cmu-library>.

### **STUDENTS IN NEED**

Central Michigan University does provide services for students who may find they are in need. There are various Student Emergency Funds and a Student Food Pantry.

**Please contact the Executive Secretary for forms or visit the following:**

[Student Food Pantry](#)

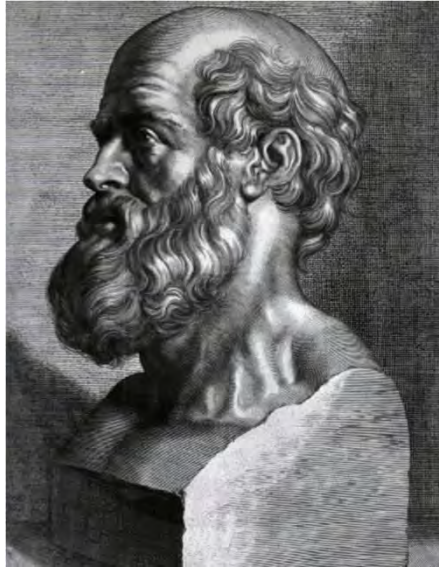
[Student Support](#)

[Office of Financial Aid](#)

### **LINKS:**

- AAPA <https://www.aapa.org/>
- MAPA <https://www.michiganpa.org/>
- PAEA <https://paeaonline.org/>
  - TOPIC LIST <https://paeaonline.org/assessment/end-of-rotation/content>
- NCCPA <https://www.nccpa.net/>
  - PANCE BLUEPRINT <https://www.nccpa.net/become-certified/pance-blueprint/>

## The Oath of the Physician Assistant <sup>[B2.16]</sup>



*I will recognize and promote the value of diversity. I will treat equally all persons who seek my care.*

*I will hold in confidence the information shared in the course of practicing medicine.*

*I will assess my personal capabilities and limitations, striving always to improve my medical practice.*

*I will actively seek to expand my knowledge and skills, keeping abreast of advances in medicine.*

*I will work with other members of the health care team to provide compassionate and effective care of patients.*

*I will use my knowledge and experience to contribute to an improved community. I will respect my professional relationship with the physician.*

*I will share and expand knowledge within the profession. These duties are pledged with sincerity and upon my honor.*

## APPENDIX

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### PROFESSIONALISM POLICY

**BACKGROUND:**

The importance of professional attributes in a Physician Assistant (PA) must be emphasized throughout the PA curriculum. Central Michigan University's PA Program will emphasize and evaluate honesty, respect, acceptance, humility, responsibility, dedication, cultural sensitivity, good judgment, and service to others. These behaviors will be emphasized in the classroom and in the clinical setting as pillars of professionalism and essential to all PA students.

**PURPOSE:**

To prepare Physician Assistant students for the requirements of professional practice. To achieve compliance with Accreditation Standard for Physician Assistants B2.19 which states: the Curriculum must include instruction in (a) intellectual honesty, (b) academic integrity, and (c) professional conduct.

**DEFINITIONS:**

**Honesty:** truth in all written, verbal, and other forms of communication with faculty, preceptors, patients, and classmates. Integrity in test taking, whether on campus or off campus, is demonstrated by refraining from cheating of any kind, sharing testing topics or answers with other students, or false documentation of any kind.

**Respect:** demonstrates respect for the dignity of all individuals and property they encounter.

**Acceptance:** willingness to tolerate a difficult, unpleasant, or unfamiliar situation.

**Humility:** a modest view of one's own importance; humbleness.

**Responsibility:** recognizing one's duty to deal with something or a moral obligation to behave correctly including meeting deadlines and timely submission of all assignments throughout the PA curriculum.

**Dedication:** demonstration of the quality of being resolute or committed to a task or purpose.

**Cultural Sensitivity:** showing awareness of cultural differences and similarities without assigning a positive or negative value to such differences.

**Good Judgement:** diligent, conscientious, and productive; abides by standards and rules; meets deadlines and follows through on assigned tasks within an appropriate designated time frame.

**Service to Others:** applying what is learned in the classroom and clinic to help with community challenges and problems and reflecting upon experiences to achieve a deeper understanding of future service to one's patients and community.

**POLICY:**

Students will be regularly evaluated throughout both the didactic and clinical phases of the PA curriculum. When infractions of any of the above professional attributes take place, attempts to remediate the student will be approached with individualized student success as the goal. Each infraction, no matter the

nature of the issue, will be managed on a case-by-case basis. Every attempt of professional remediation will be with an overall goal of providing the student with the best remediation action for their infraction. Possible plans may include, but are not limited to, additional assignments to better understand professional behaviors and the expectation of the student, adjusted due dates and timelines to assist students in meeting obligations in a more consistent fashion, student meetings to discuss ways to improve on unprofessional or irresponsible behaviors. If there are repeated or more serious infractions of the professionalism policy, which will be determined by the Program Director and Progress Committee, students will be referred to the Student Affairs Committee or the Office of Student Conduct where case-by-case determinations will be made based on the nature of the infraction. This could include, but is not limited to, a probationary period where students will have additional timelines or assignments to assist in the student's demonstration of professional practice, a verbal or written warning, failure of a course or clinical rotation, or de-matriculation or dismissal from the Physician Assistant Program.

**PROCEDURE:**

During the didactic phase of the program, students will be evaluated for professional behaviors using a program faculty-approved evaluation at the conclusion of each semester. This evaluation is to be completed by the student's faculty advisor and at least one other faculty member each semester. If unprofessional behaviors occur, additional evaluations will be done on a case-by-case basis.

During the clinical year, SCPE preceptors will complete a final student evaluation at the conclusion of each rotation, which addresses professional behaviors. Additionally, faculty or Clinical Year advisors will evaluate a student routinely as part of the clinical year curriculum, as needed based on unprofessional behaviors, and within the last four months of the program as part of the summative evaluation process. The summative professionalism evaluation must be passed with an 80% to graduate from the CMU PA Program.

## DIDACTIC YEAR ADVISING POLICY

### **BACKGROUND:**

Academic advising of PA students during their didactic year is paramount to their success in the program. Advising allows the student to learn their strengths and weaknesses and make appropriate changes necessary for successful coursework. Advising is needed to educate the student on study methods and habits and allows for referral to resources to aid in personal issues that could impact their progress and success in the CMU PA Program.

*ARC-PA Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA Program.*

### **PURPOSE:**

The purpose of advising is to take notice of struggles the student may be having, evaluate any academic concerns, and identify any physical or mental difficulties. Advisors can point out and implement new study strategies and guide the student toward other forms of counsel as a way of strengthening their academic performance. They may also identify areas of improvement for self-care and overall well-being.

### **POLICY:**

Students will meet with their assigned advisor twice during each semester. Students who have obtained a course grade of a C in a previous semester course, will warrant at least 3 visits with their academic advisor per semester to keep track of progress and to discuss any further concerns. These advising sessions will be set and scheduled by the advisor and are strongly encouraged. Advisors will be available by appointment only for additional advising at the individual need of the student. All documentation of these meetings will take place in Typhon.

### **PROCEDURE:**

At new-student orientation, students will be made aware of academic advising requirements. Furthermore, this information will be described in the student handbook. Students will be given the name of their assigned advisor within the first two weeks of Summer I semester. Advisors will schedule the first advisor/advisee meeting prior to midterms in Summer I and again before their final exams in that first semester. Students with a C in a previous semester course will warrant an advising meeting within the first two weeks of the new semester. Advisors will also be available at other times throughout the semester, at a mutually agreed upon time or during regular office hours, at the student's request. All meetings will be documented in Typhon. If an advisor identifies an area of concern that will require referral for personal issues that could impact their progress in the PA Program, immediate referral and or information will be given to the student (ARC-PA standard A3.10). All areas of concern will be documented in Typhon, the Program Director will be notified, and further follow up scheduled.

## DIDACTIC YEAR REMEDIATION POLICY

### **BACKGROUND:**

The rigorousness of the PA program may potentially lead to a student failing a course. This failure is usually a result of poor performance on an examination. If a failure occurs, the student will have the opportunity to remediate the course/exam to maintain the required GPA for advancement in the PA Program.

### **PURPOSE:**

To ensure a student the opportunity to remediate a course/exam to better their understanding and grasp of essential subject matter and potentially improve their GPA to be taken off academic probation or advance into the clinical phase of the program.

*ARC-PA standard A3.15:* The program must define policies and procedures for remediation and deceleration.

### **POLICY:**

All students who receive a grade below a 70% on any exam, will be given the option for remediation. Only one exam per semester, per course, will be subject to remediation with subsequent eligibility for grade improvement. The maximum score for grade improvement on a failed exam is 70%. There will be no remediation or grade improvement for final exams in any course. Remediation will be at the discretion of the instructor of record, as described in each course syllabus.

### **PROCEDURE:**

If a student receives a failing grade in any didactic course (below a 70%), they will be given the option of remediation. They are not required to do remediation, but this is strongly recommended. The remediation will be the responsibility of the instructor of record for the affected course. If a student fails an exam (<70%), in the didactic year, the Student Progress Committee and the student's advisor will be notified by the instructor of record. In the event the instructor of record is adjunct faculty, the appointed overseeing faculty instructor will aide in the remediation assignment. (All adjunct faculty courses will have a full-time faculty instructor of record to oversee the course). Remediation will include some type of assignment for the student that pertains to the area(s) of deficiency noted on the exam. The form in which the remediation activity takes is at the discretion of the course instructor. Once the assignment is successfully completed, the student will then be given an alternate quiz, as developed by the course instructor, to test their knowledge on the course topics in total. Remediation will be allowed for all exams; however, only ONE failed exam will be eligible for grade improvement, up to 70%, per semester for that course. There will be no grade adjustment or remediation for final exams. All remediation evaluations and discussions will be documented in Typhon under Didactic Remediation.



## DIACTIC YEAR ACADEMIC POLICY

### BACKGROUND:

Assuring a minimum standard is the benchmark for clinical success. Monitoring student grades and averages at the end of each semester will assure the standard is met.

### PURPOSE:

To establish and monitor minimum grade point average of all PA students in the didactic portion of the PA Program. GPA and grades are a means to evaluate and ensure student success in the program and beyond. (ARC-PA standard A3.02 *The program must define, publish, make readily available and consistently apply its policies and practices to all students.*)

### POLICY:

- All students in the PA Program must maintain a 3.0 grade point average after each semester.
- All letter grades of C (70% minimum) in any didactic course will be reported to the Student Progress Committee by the course instructor and the student's advisor for discussion of remediation.
- If a student's cumulative GPA falls below 3.0 at the end of any semester, that student will be placed on academic probation (per CMU Graduate Bulletin). The student will then have 2 semesters to regain a cumulative GPA of 3.0 or above.
- Failure to raise this average to 3.0 or above will result in the student decelerating for one year until the course(s) in which the failing or C grade was earned, is offered again in the schedule of the CMU PA Curriculum. Once the course is offered again, the student may retake course(s), at their expense, when the final grade was a C (70%). This is to garner the student's increase in necessary clinical knowledge, as well as to increase the cumulative GPA to a 3.0 or greater. By regaining a cumulative GPA of 3.0 or higher, the student will be taken off academic probation ([per Graduate Studies Bulletin](#)) and continue to progress through the curriculum to the Clinical Year.
- Should the student fail any course in the program (below a C), the student will automatically decelerate and restart the program with the next incoming cohort to repeat the failed course at their expense. Students are also given the opportunity to audit any course in the didactic curriculum that they have already completed and passed to enhance their existing medical/clinical knowledge. This can be accomplished by registering for PHA 694 (@3 credits) for each semester they choose to repeat via course audit.
- Failure to pass the same course the second time or failure of a second course (any) during the Didactic Year will result in **dismissal from the program and the student cannot** reapply to the CMU PA Program. Likewise, failure of two courses during any time in the Didactic portion of the PA Program also results in dismissal.
- Students must pass all courses with a C (70% minimum) or better to progress in the program.

- To advance to the Clinical Year, the student must maintain a cumulative 3.0 GPA or higher by end of the summer semester prior to the clinical year (Summer II). If the student does not achieve the required cumulative GPA of 3.0, they will decelerate and retake courses that are below the standard to improve the cumulative GPA. They would then start the Clinical Year the following year, with a new cohort.

In Summary, all letter grades of C or below must be reported to the Student Progress Committee and the student's advisor by the course instructor. Any **One-time** grade of F (below 70%), the student is decelerated to the next year to re-take that course. At this time, it is at the discretion of the Student Progress Committee that the student may audit further courses in that semester. Should the student fail the repeated course a 2<sup>nd</sup> time, they will be dismissed from the program and cannot reapply to the CMU PA Program. Two failures of courses in a single semester, as well as a total of 2 failed courses during the Didactic Year, will **result in dismissal** from the CMU PA Program. The dismissed student is not allowed to re-apply to the CMU PA Program.

**PROCEDURE:**

It is the responsibility of the Instructor of Record to monitor all student's final grades. Any grade of C or less, the instructor of record will report the student grade to the Student Progress Committee and the student's advisor, for further recommendation by the committee. It is noted that students will be monitored if they receive a C in a course, in any semester and will warrant more frequent advising and possible remediation.

**Applies To:** CMU PA Students

**Date of Revision:** June 17, 2023

**BACKGROUND:**

ARC-PA Standard A3.15 a-c states: *The program must define, publish, consistently apply and make readily available to students upon admission: a) any required academic standards, b) requirements and deadlines for progression in and completion of the program.*

**PURPOSE:**

To comply with ARC-PA standard A3.15 a & b, we must define, publish, apply, and make readily available to students the expectations of the CMU PA Program in regard to academic standards a student must achieve as well as how a PA student progresses in the program and what is required for completion of the PA Program.

**POLICY:**

CMU PA Program policy regarding ARC Standard A 3.15, a & b, applies to both the incoming and current didactic students as well as the clinical year students. This information will be available to them via the CMU PA Program website as well as the Program Handbook and CMU Clinical Year Handbook.

**PROCEDURE:**

**Standard A3.15a**

- a) Academic Standards- Upon Admission
  1. Earned a bachelor's degree with a cumulative GPA of 3.0 or higher (3.25 if CMU graduate)
  2. Successfully complete Pre-requisite courses
    - a. Anatomy Lecture/Lab
    - b. Physiology Lecture/Lab
    - c. Pathophysiology
    - d. Microbiology (with or without lab)
    - e. Biochemistry (with or without lab)
    - f. Developmental Psychology (birth -geriatric age)
  3. Acquire at least 500 hours of direct patient care.
    - a. Program-approved DPC experiences-[Direct Patient Care Hours List \(cmich.edu\)](#)
- b) Academic Standards- after matriculation
  1. Maintain a cumulative 3.00 or above GPA for all PA courses (PHA XXX or HSC 630 if applicable)

- a. Falling below a 3.00 GPA after any semester will result in Academic Probation by the Office of Graduate Studies. Per policy, students will have 2 semesters to reach an overall GPA of 3.0
  - i. Graduate Policy- <https://cmich.smartcatalogiq.com/en/2023-2024/graduate-bulletin/policies-and-general-information/academic-policies-and-information/graduate-academic-and-retention-standards/>
2. Pass all courses in the PA curriculum with a C or better

### Standard 3.15b

- a) Requirements and Deadlines for Progression in the Program
  1. PA students will advance through the curriculum via semesters IF they are able to meet the Academic Standard after matriculation.
  2. Per Graduate Studies Policy, a student who is unable to achieve a GPA of 3.0 or better after 2 probationary semesters may be dematriculated. The PA Program Progress Committee would meet prior to any action taken by Graduate Studies to advocate for the student based on other aspects of student performance.
  3. A student must “successfully relate” to clients to progress in the program as explained in the Graduate Studies Bulletin. If a student does not successfully relate or performs poorly regarding patient care, clinical knowledge or professionalism, they may be placed on probation, suspended or decelerated and/or dismissed from the program
  4. All courses must be successfully completed (C or better) in order for a student to progress to the next semester. In the event that the student fails a course, they will be decelerated until such time as they can retake the failed course and pass with a C or greater. In the event that they are also below a 3.0 GPA, they will remain on probation per Graduate Studies policy.
- b) Requirements and Deadlines for Completion of the Program
  1. Successfully complete all PA courses in the PA curriculum with a GPA of 3.0 or higher – 130 credit hrs.
  2. Successfully complete all Supervised Clinical Practical Experiences as defined by the program (8 rotations)
    - a. Pass all end-of-rotation exams for each SCPE with a score of 70% or higher
    - b. Pass the preceptor evaluation at the end of all SCPE’s with a score of 75% or higher and with scores of 3 or higher in all sections.
    - c. Achieve a score of 1475 or greater on the End of Curriculum Exam
    - d. Achieve a passing score on the Capstone project
    - e. Fulfill the service-learning requirement of 40 recorded hours while in program
    - f. Earn a passing score of 80% on program summative professionalism evaluation
    - g. Fulfill the Observed Structured Clinical Examination (OSCE) requirement of

successfully completing all stations with an overall passing score of 80%.

- c) Please note the following:
1. Once a student has matriculated in the PA Program, in the case of a student-initiated leave or program- defined deceleration, the student has 48 months to successfully complete all requirements of the PA program.
  2. A student is only allowed (1) deceleration throughout the duration of the program whether student-initiated or program-initiated, for professional remediation or academic remediation.
  3. Any student who has been decelerated in the clinical year and has been without didactic instruction for more than one year will be required to repeat the didactic curriculum before resuming clinical rotations at their expense.

Approved by Faculty Executive Committee on June 17, 2023



6/17/2023

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Signature

Date

Debra Kimball-Christie, M.S., PA-C

CMU PA Program Director

## DIDACTIC YEAR ATTENDANCE POLICY

### **BACKGROUND:**

The PA Program is very rigorous and therefore requires students to be extremely disciplined in their study habits to succeed. Part of their success depends upon seeing and hearing the materials taught. Therefore, attendance in the courses is paramount to that success.

### **PURPOSE:**

To ensure that students do not miss any materials presented by professors thus getting the full experience of their training to assure their success.

### **POLICY:**

Classroom attendance is mandatory for all courses. This may occur virtually when a professor is not present or when the professor records a presentation. During such times of virtual presentations, students are still mandated to sign in online showing their full attendance. Missing classes may result in point deduction and or further discipline depending upon the frequency and reason for the absences. All in-person instruction will require students to be in person, in the classroom, unless there is an excused absence.

### **PROCEDURE:**

The student handbook outlines the mandating of attendance in all courses in the PA Program either virtual or in person. Upon the need to miss a class, a written request via email must be sent to the instructor of record with copies to the **Director of Didactic Education, Associate Program Director, and the Program Director**. If the absence is excused, no further action will be needed. If unexcused, a grade deduction will occur according to the course syllabus. Further unexcused absences will result in further grade deductions, a written warning, followed by a meeting with the instructor of record, the Director of Didactic Education, the Associate Program Director, and the Program Director. If the unexcused absences become more than one, the student will be referred to the Student Affairs Committee and Office of Student Conduct for further discipline. More than three unexcused absences from the classroom could result in dismissal from the program.

Tardiness will also be addressed. If you are tardy (enter the classroom while instruction is ongoing) you will need to wait until the next break. If you are tardy for a class (unexcused), it will result in a 5% reduction in your overall grade. If you encounter more than 2 tardies for a course, you will be referred to the Student Progress Committee for further discipline.

## DIDACTIC YEAR TESTING ATTENDANCE POLICY

### **BACKGROUND:**

To ensure the integrity of the PA cohort and uphold PAEA and ARC-PA standards, all course examinations must be proctored in person and occur simultaneously for all students.

### **DEFINITIONS:**

Course examinations: any quiz, test, exam, mid-term, or final examination.

### **PURPOSE:**

To ensure that students do not have access to examination materials before or after an examination is delivered, all students are required to take all forms of testing (quizzes, tests, exams, mid-terms, and final exams) at the same time under the proctor of a PA Program faculty/staff member. Exams taken prior to or after a scheduled time could potentially compromise the validity of the exam should a student either gain or give exam information to other students.

### **POLICY:**

All tests of any kind as defined above shall be listed in the course syllabus on a course timeline. All students taking a course are aware of testing dates and that they are required to sit for the exam at the scheduled time/place. Any student with an excused absence on test day will need to submit their reasoning to the Instructor of Record, the program Associate Director, Program Director, and Director of Didactic Education prior to the schedule conflict. Any failure to make this request before exam time, or in the event of an unexcused absence, will result in a "0" score for that exam. No re-take will be allowed. If an absence is approved as excused, or if taking the exam early is approved, there will be no deduction in the raw score. This policy does not apply for absences in a course on non-test taking days (See attendance policy).

### **PROCEDURE:**

The student is required to show up on time for all scheduled exams. Upon recognition of an emergency or urgent schedule conflict, the student will notify the Instructor of Record, Director of Didactic Education, Associate Program Director, and Program Director. If the absence is approved as excused, the student will be allowed to take the exam at a different time that will be decided by the instructor of record. The exam format will be decided upon by the instructor of record. There will be no deduction in the maximum score. If the student request is denied, or in the event of an unexcused absence exam, the student will be allotted a 0% for that exam and will not be offered another exam or re-take opportunity.

## SUBSTANCE USE POLICY

### **BACKGROUND:**

Students enrolled in the PA Program may present with a myriad of medical issues. The Central Michigan University Physician Assistant Program wants to accommodate to the best of our ability all medical issues and disabilities. As a result, some students may be prescribed controlled substances as a treatment modality. Students must attend courses and clinicals in a sober state. At no time can a controlled substance of any kind create a state of altered mental status that jeopardizes learning and patients. We at CMU strive to not only serve and protect our students, but their future patients as well. Students who take a prescribed controlled substance must therefore not be impaired in the classroom or clinical setting.

### **PURPOSE:**

The Central Michigan University Physician Assistant Program is committed to protecting the health, safety, and welfare of its students, staff, and patients. To carry out this commitment, the PA Program seeks to assure that a drug-free workplace is maintained and that students perform their duties unimpaired by the effects of alcohol and controlled substances, including cannabis.

A critical part of Physician Assistant education involves the learning experience in hospitals and other health care facilities. Use of these facilities for training is essential, and students must be able to complete their assigned rotations. Hospitals and health care facilities have their own policies regarding substance use and require that the Physician Assistant Program have all students complete an annual drug screen prior to allowing them to rotate at their facilities.

### **DEFINITIONS:**

Controlled Substance: any substance controlled by the DEA requiring special licensure to prescribe. Controlled substances can be legitimate (legal and prescribed) and illegitimate (illegal and non-prescribed).

### **POLICY:**

The CMU Physician Assistant Program may require substance use testing of students at any time, including testing of students by affiliates, as a condition of participation with the affiliate and continued enrollment in the Physician Assistant Program, consistent with Physician Assistant Program Technical Standards of Professionalism, sobriety is expected in all academic and clinical environments.

### **PROCEDURE:**

The Physician Assistant Program recognizes that PA students may exhibit patterns and behaviors suggestive of a substance use disorder. The Physician Assistant Program is committed to assisting students struggling with substance use to regain their health while protecting the well-being of patients, classmates, faculty, and staff. Educational programs and resource information will be posted and made available through the Office of Student Conduct. Students with any specific concerns are encouraged to meet with the Office of Student Conduct. Students may be tested for psychoactive substances or alcohol



at any time based upon a reasonable cause as determined solely by the CMU PA Program including but not limited to:

- a. Any concern about student conduct that is consistent with alcohol or substance use.
- b. Any concern about student academic performance, including but not limited to, a failing grade in any course or clerkship.
- c. Administrative evaluation such as when any student returns from a leave of absence or extended rotation away from the PA Program.
- d. Information provided by other students, faculty, staff, or police and deemed credible by the Physician Assistant Program.
- e. Any student who self-reports a concern or problem that is consistent with substance use.

Students shall be notified of the required testing for controlled substances. Students who test positive on the initial test may request a second test using the same specimen. Students who refuse to be tested will be considered to have a positive result for the test. Any students who's initial and second test results are positive (either through an actual test or refusal to undergo a test) and who do not have a prescription for the substance for which they have tested positive, are in violation of this policy. The Student Affairs Committee will review the report, in collaboration with the Office of Student Conduct, and allow the student an opportunity to address the results. The student may have an opportunity to provide a written response to the findings. If the Student Affairs Committee and Office of Student Conduct find sufficient evidence to suggest a violation of this policy, this will result in the recommendation for treatment and/or disciplinary action, including potential dismissal from the CMU PA Program.

## INCIDENT/EXPOSURE FORM

Central Michigan University

### ACCIDENTAL PERSONAL INJURY REPORT

**\*Please attach/include any paperwork that you may have received from any care that was initiated after the injury**

Visitor       Vendor       Student (Non-employee)       Other

This form should be completed and sent to the **Clinical Education Director** within **24 hours** of the accident.

Please email to [flann1ka@cmich.edu](mailto:flann1ka@cmich.edu)

Name of Injured Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Exact Location of Accident: \_\_\_\_\_ Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Activity that caused the injury: \_\_\_\_\_

**Nature of Injury or illness**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> abrasion or contusion  | <input type="checkbox"/> concussion                          | <input type="checkbox"/> heat exhaustion | <input type="checkbox"/> poisoning         |
| <input type="checkbox"/> bite                   | <input type="checkbox"/> fainting                            | <input type="checkbox"/> inhalation      | <input type="checkbox"/> puncture          |
| <input type="checkbox"/> blood to blood contact | <input type="checkbox"/> foreign body in contact or imbedded | <input type="checkbox"/> laceration      | <input type="checkbox"/> shock, electrical |
| <input type="checkbox"/> burn                   | <input type="checkbox"/> fracture                            | <input type="checkbox"/> nosebleed       | <input type="checkbox"/> sprain-strain     |
| <input type="checkbox"/> Other (explain)        |  |  |  |

Part of body injured (be specific, i.e., left upper arm, third finger right hand, etc.): \_\_\_\_\_

Describe clearly how the incident/accident occurred (attach supplemental material – photos, diagrams, measurements): \_\_\_\_\_

Identify acts and/or conditions which appear as a primary cause: \_\_\_\_\_

**WITNESSES (people who saw the incident/injury)**

Name	Address	Phone	Witness in relation to incident/injury
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Describe machine, tool, substance, or product (if any) involved in the injury and how involved: \_\_\_\_\_

Treatment rendered, if any (name of Dr., Hospital, first aid given, etc.): \_\_\_\_\_

Name of person completing report (PLEASE PRINT) \_\_\_\_\_ Signature of person completing report \_\_\_\_\_

Department & Campus Address: \_\_\_\_\_ Dept. Phone No: \_\_\_\_\_ Date of Report: \_\_\_\_\_

## STUDENT CHECKLIST

### **Prior to the First day of class:**

#### **Due by 5/13/2024**

- Student Physical Exam Completed
- Confidentiality Statement Signed
- Clinical Clerkship Acknowledgement of Understanding Signed
- Copies of Learner Records & Reports Uploaded to Typhon
- Release of Specific Information form
- Acknowledgement of Facial/body piercing and tattoo dress code Uploaded to Typhon
- Consent to Disclose Information uploaded to Typhon
- Negative 10-pane Drug Screen uploaded to Typhon (usually ordered in conjunction with physical exam)
- Verification of required Immunizations/Vaccinations and Student Health Status uploaded.
- Negative Background Check Received
- Copy of Current Health Insurance Card Uploaded in Typhon
- Student Receipt & Acknowledgement Student Policy Handbook
- Covid Vaccination & Booster verification

### **Didactic Year:**

#### **Due 8/1/2024**

- ELearning HIPPA/OSHA(Blood Borne Pathogens) –Success Factors (watch for email)
- 2 Step TB Test

#### **Due: Obtain Vaccine between 9/1/2024- 10/1/2024**

- Documentation of receipt of the current annual Seasonal Influenza Vaccine

#### **Due – 12/1/2024**

- Positive Hepatitis B Titer (3 shot series required).
- Independently complete BLS (American Heart Association) – must be valid for remainder of program. Must be dated after July 1, 2024.**

### **Clinical Year**

#### **Due 8/1/2025-Must be valid thru 7/31/2026**

- Renew Background Check
- Renew TB (1-step)
- Negative Drug Test
- Update Health Insurance
- Renew HIPPA/OSHA(Blood Borne Pathogens) –SuccessFactors on-line training.
- Receipt & Acknowledgement Student Clinical Year Handbook

## ACKNOWLEDGEMENT FORMS

### Acknowledgement of Receipt and Understanding of Physician Assistant Program 2026 PA Program Student Handbook & Graduate Bulletin

I acknowledge that I have received a copy of the PA Program Student Handbook and the Central Michigan University College of Graduate Studies Bulletin.

I have read the Central Michigan University Physician Assistant Program Learner Handbook and the College of Graduate Studies Bulletin of Central Michigan University (<https://cmich.smartcatalogiq.com/>). I understand the contents and terms listed in the manuals and agree to adhere to all the policies and procedures in the manuals. By signing below, I understand and accept that throughout my tenure at Central Michigan University, I must possess all the technical standards listed in the CMU PA Program Student Handbook and Policy Manual.

I also understand that if I do not abide by all of the policies and procedures of the Central Michigan University Physician Assistant Program Student Handbook **and** the Bulletin of the College of Graduate Studies, I will accept and abide by the consequence of such actions as recommended by the CMU PA Program Progress Committee and/or university officials.

I also understand that my rights, responsibilities and conduct as a learner in the CMU Physician Assistant Program are regulated by policies and procedures of Central Michigan University and the College of Graduate Studies.

First Name: \_\_\_\_\_

Full Middle Name: \_\_\_\_\_ (If initial only, please provide and check box )

Last Name: \_\_\_\_\_

Learner's Signature: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

.....  
*A copy of this form shall be signed by the learner upon receiving the Learner Handbook and placed in his/her Physician Assistant Program learner file.*