



CENTRAL MICHIGAN UNIVERSITY PA PROGRAM STUDENT HANDBOOK

CLASS OF 2027

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 2027!

Congratulations on being accepted into Central Michigan University's Physician Assistant Program Class of 2027! It is our pleasure to welcome you. The faculty and staff look forward to providing students with a rewarding and successful educational experience. Students will find the program rigorous and challenging but well worth the effort.

This learner handbook is designed to explain the program's policies and procedures and 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 try 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 have all been a top student who strives 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 utilize the many opportunities the program provides to help you through your studies. Having the highest score or best grades should no longer be your priority. We strongly advise you to focus 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. Still, if you approach your education with determination, humility, practicality, and commitment, the faculty and staff will do their 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 a success." It is never easy to go alone no matter what the task. The faculty and staff have always desired to work together with you. Likewise, we urge all students in the Class of 2027 to work together in providing support to one another. Just remember, we are all in this together.

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

Faculty & Staff of the CMU PA Program

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Definition of the PA Profession

As defined by the ARC-PA (2010/2014),¹ 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 American Academy of Physician Assistants (AAPA) adopted the following “Statement of Values.”² These values provide a foundation for the PA profession’s ethical guidelines. All students who matriculate into the CMU Physician Assistant Program are expected to adopt and hold dear the following values:

- PAs are held as their primary responsibility for the health, safety, welfare, and dignity of all human beings.
- PAs uphold patient autonomy, beneficence, non-maleficence, and justice.
- PAs recognize and promote the value of diversity.
- PAs treat all people who seek their care equally.
- PAs hold in confidence the information shared while 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 medical advances.
- PAs work with other members of the healthcare team to provide compassionate and effective care to 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.

INTRODUCTION AND INSTITUTIONAL INFORMATION

1. ARC-PA Standards, 5th edition eff. 2020 with updated clarifications eff. 7/2024.

<https://www.arc-pa.org/wp-content/uploads/2024/07/Standards-5th-Ed-July-2024.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>

A. PA PROGRAM STUDENT HANDBOOK OVERVIEW

This handbook is intended to provide helpful 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) ³ Standards, denoted by brackets [] and superscript font, are referenced throughout this handbook to flag specific topics required for meeting accreditation mandates.

Please bear in mind that the information in this book is subject to change as programmatic needs arise, ARC-PA standards are revised, opportunities are present, clinical rotations evolve, and University policies are updated. 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 try to provide you with updated information as it becomes available. Conversely, if you find any additional information that 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 that 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 acknowledgment form at this document's end. 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 and the potential for policy changes must be signed and uploaded into Typhon.

B. ACCREDITATION STATEMENT ^[A3.12a]

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

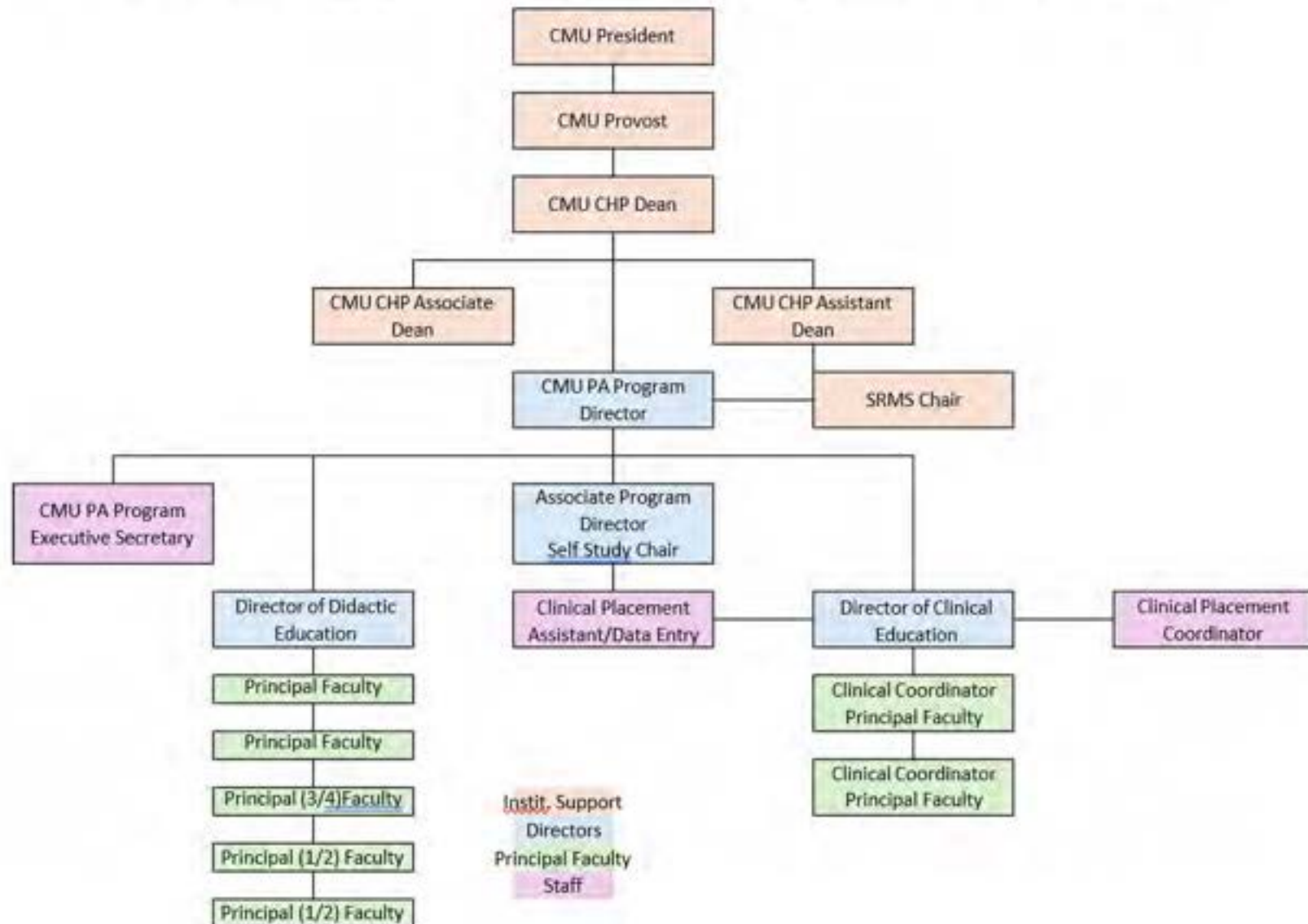
The CMU PA Program was created in 1996 to address the health care needs of the Mid-Michigan area and the Upper Peninsula, which include many rural and medically underserved communities. The program's dedicated faculty, comprehensive curriculum and diverse SCPE opportunities, along with our commitment 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 ORGANIZATIONAL CHART 2024 - 2025



E. PROGRAM/FACULTY INFORMATION

CMU President-----Neil MacKinnon, PhD

CMU Provost-----Paula Lancaster, PhD

CMU CHP Interim Dean-----Gregory Zimmerman, EdD

CMU CHP Associate Dean-----Blaine Long, PhD, AT, ATC

CMU CHP Assistant Dean-----Rachael Nelson, PhD

SRMS Chair-----Christopher Hamlyn, EdD, AT, ATC, CSCS

Interim Program Director-----Katie Flannery, PA-C
flann1ka@cmich.edu Ext #2337

Program Medical Director-----Tamara Moutsatson, DO
mouts1tj@cmich.edu

Associate Program Director-----April Adado, DMSc, MS, PA-C
adado1aa@cmich.edu Ext #2929

Program Director of Didactic Education-----Brittany Reiber, PA-C
bentl1br@cmich.edu Ext #1729

Program Director of Clinical Education-----Elizabeth Frutiger, PA-C
fruti1e@cmich.edu Ext #1140

Program Clinical Coordinator/Principal Faculty-----Audrey Shaw, PA-C
patte2aj@cmich.edu Ext #1479

Program Clinical Coordinator/Principal Faculty-----Susanna Storeng, DMSc, PA-C, DFAAPA
store1s@cmich.edu Ext #3809

Principal Faculty -----Dom Ausiello, MD
ausie1d@cmich.edu Ext #1372

Principal Faculty -----Michael Fillenworth, PA-C
fil1e1m@cmich.edu Ext #1273

Principal Faculty-----Ahmad Hakemi, MD
hakem1a@cmich.edu Ext #1277

Principal Faculty -----Amy Kerkela, PA-C
kerke1al@cmich.edu Ext #1271

Principal Faculty -----Lixin Li, MD, PhD
li6l@cmich.edu Ext #3039

Instructional Faculty -----Alex Persyn, PA-C
persy1az@cmich.edu Ext #1273

Instructional Faculty -----Amanda Moulton, PharmD
moult2ar@cmich.edu Ext #1273

Instructional Faculty -----Allan Riggs, PA-C
riggs1ar@cmich.edu Ext #1372

Program Clinical Placement Coordinator-----Amanda Scarbrough, BS
scarb1ar@cmich.edu Ext #2479

Program Clinical Coordinator Assistant/Data Entry-----Nicole Bailey, BS
dent1nj@cmich.edu Ext #3794

Program Executive Secretary-----Katie Long
long3kl@cmich.edu Ext #1273

F. PA PROGRAM COMMITTEES

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.

Self-Study Committee (SSC): The SSC 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 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.

Student Progress Committee (SPC): The SPC 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.

DEIB Committee: This committee has a goal to promote justice, equity, diversity, inclusion, and belonging throughout the PA Program and to implement the DEIB action plan set forth by the PA Program Faculty.

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. GOALS

Goal 1: Obtain a first-time pass rate of PANCE at or above the national average.

Goal 2: Cultivate PA graduates with the medical knowledge and clinical skills necessary to provide competent care in all aspects of entry-level medicine.

Goal 3: Educate students to develop the essential skills of critical thinking and appraisal of research to improve best practices of evidence-based medicine in their patient care.

Goal 4: Reinforce collaborative learning and working styles necessary to work within the interdisciplinary healthcare environment.

Goal 5: Expose students to rural and/or underserved healthcare populations through their clinical experiences.

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, Surgery, Internal Medicine, and Emergency Medicine** [B3.07]. Students are also tasked with choosing their 8th 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 1st 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 2027

Didactic Year (15 months)

- **Summer 2025**
 - May 19, 2025 – August 7, 2025
- **Fall 2025**
 - August 25, 2025 – December 13, 2025
- **Spring 2026**
 - January 12, 2026 – May 8, 2026
- **Summer 2026**
 - May 18, 2026 – August 6, 2026

Clinical Year (12 months)

This will consist of the 7 core rotations and elective possibilities. The clinical team will determine the exact schedule, which will be discussed during the Clinical Year orientation in the Summer of 2026.

- **PHA 690/ Fall 2026**
- **PHA 691/Spring 2027**
- **PHA 692 & PHA 693/Summer 2027**

K. PROGRAM COURSE SCHEDULE

Didactic Curriculum				First Year - 15 months									
Summer I				Fall				Spring				Summer II	
Regional Human Anatomy				Infectious Disease				Clinical Procedures					
				Clinical Medicine I				Clinical Medicine II				Clinical Medicine III	
Clinical Pharmacology I				Clinical Pharmacology II				Clinical Pharmacology III				Surgery	
Issues in Practice				Psychiatry				OB/GYN				Simulation	
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								Pediatrics					
21 Credits				22 Credits				24 Credits				14 Credits	
				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 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 SCPE.

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 CMU 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(A3.13C).

L. Course Schedule by Semester

Didactic Phase (Semesters I-IV)

Semester	Course No.	Course Title	Credit Hours (lecture-lab)
Summer I (Semester I)			
	HSC 630A	Regional Anatomy	5 (3-4)
	PHA 624	Issues in Practice	2 (2-0)
	PHA 625	Clinical Pharmacology I	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	2 (2-0)
	PHA 672	Applied Ethics for the Physician Assistant	2 (2-0)
Total Credit Hours Semester I			21
Semester	Course No.	Course Title	Credit Hours (lecture-lab)
Fall I (Semester II)			
	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	2 (1-2)
	PHA 651	Diagnostic Tests II	2 (2-0)
	PHA 661	History and Physical Exam II	3 (2-2)
	PHA 672	Psychiatry	3 (3-0)
Total Credit Hours Semester II			22
Semester	Course No.	Course Title	Credit Hours (lecture-lab)
Spring I (Semester III)			
	PHA 630	Clinical Procedures	3 (2-2)
	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	2 (1-2)
	PHA 652	Diagnostic Tests III	2 (2-0)
Total Credit Hours Semester III	PHA 662	History and Physical Exam III	3 (2-2)
			24

Semester	Course No.	Course Title	Credit Hours (lecture-lab)
Summer II (Semester IV)	PHA 610	Clinical Medicine III	4 (4-0)
	PHA 616	Surgery	2 (2-0)
	PHA 618	Emergency Medicine	3 (3-0)
	PHA 631	Simulation	1 (10-2)
	PHA 635	Scientific Basis of Medicine III	2 (2-0)
	PHA 642	Clinical Problem Solving III	2 (1-2)
Total Credit Hours Semester IV			14
Total Credit Hours Semesters I-IV			81

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)

Fall II (Semester V)	PHA 690	Supervised Clinical Practice Education I	16
Spring II (Semester VI)	PHA 691	Supervised Clinical Practice Education II	16
Summer III (Semester VII)	PHA 692	Supervised Clinical Practice Education III	16
	PHA 693	Summative Course	1
Total Credit Hours Semesters V-VII			49
Program Total Credit Hours (as required for graduation)			130 hours

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 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 cannot attend a scheduled class for any reason, permission can be granted by the Program Director and/or in collaboration with the Instructor of Record. The student is responsible for informing the Program Director and Instructor of Record ahead of time, or as soon as possible, of such absences.
- Any student with special accommodation 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.
- The faculty plans out all small group, laboratory, and mentoring scheduled assignments 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.
 - The use of laptops and other electronic devices in the classrooms is at the discretion of the Instructor of Record or permissible per student accommodation per the SDS directive.
 - Phones are prohibited for recording 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 Instructor of Record determines the rescheduling of an examination 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 before the examination, decreased scoring will be

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

N. DIDACTIC FIRST YEAR

Although the program shares the critical requirements and expectations of many PA programs, there are areas of emphasis that make it unique. Per our program mission, we educate students with a focus on 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 serves 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. PA students learn to become critical thinkers through clinical problem-solving coursework and mentorship. 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 can engage in activities that address both human and community needs. These structured opportunities 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 the clinical year.

Clinical Placement Site Area: The general area of a town or city assigned for the clinical year. The area may include up to 90 miles from the city or town identified as a clinical assignment. Displacement from the area can occur due to site availability, and students must be prepared to spend some time out of their area during the clinical year. The student is not guaranteed to be in the area for the entire clinical time.

Preceptor: Any instructional faculty member who provides student supervision during a SCPE. Students may train with 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) - when a preceptor oversees students during clinical rotations during the last 12 months of the program. SCPE's are 5 weeks in length.

- Most PA programs in Michigan facilitate their clinical rotations in coordination with a health care system associated with the university. CMU's PA Program is unique because our clinical placements are secured throughout Michigan, including the Upper Peninsula. The displaced campus allows for placements in rural areas or those underserved. This benefits our students as they will be assigned to clinical sites 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 completing 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 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 Coordinators (CC)

Clinical Placement Coordinator (CPC)

Clinical Placement Coordinator Assistant

Program Director (PD)

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

Clinical Placement Site Area Identification

Our SCPE sites are unique compared to other PA Programs. While 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 SCPEs. Because of this unique setup, the program creates areas based on the number of resources it can provide. The number of areas varies per year and is not necessarily available every year.

- Clinical Placement Site Area, special circumstances, and SCPE locations are determined at the end of the Fall semester of the didactic year.

A note about clinical placement site areas: Although the program strives to place students within their assigned areas for all SCPEs, the program reserves the right to relocate students in SCPEs **outside of the generalized 90-mile radius of the area if necessary. The program may also reassign a student to a new area during the clinical year if core rotation requirements are unmet. Displacement from an area at least once during the clinical year is likely, so be aware that a change may become necessary days before the rotation starts.*

Match Process for SCPE Assignments

This process will align students within a clinical placement site area in which they will train for most of the clinical year. The program will do its best to match students with their top preferences by utilizing an online survey tool. The survey lists a sample selection of available areas and requires students to place areas chronologically 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 remaining areas after completing all completed surveys and requests.*

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 Director of Clinical Education before the match process. Requests should be written in writing, e-mail, and include a description of the extenuating circumstances. It is the student's responsibility to confirm the submission of the document to the program for review. The Director of Clinical Education will consult with the Clinical Team on each request. Requests will be granted based on, but not limited to, personal needs, 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 SCPE assignments, content, and sequencing decisions. The PA Program reserves the right to modify the above-referenced SCPE rotation assignments according to 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 clinical team member 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 themselves. The provider (relative) may serve as a preceptor to a classmate.
- Students are not allowed to have clinical rotations with their current employer. Also, suppose a student has a contract to work with a particular office or preceptor after graduation. In that case, the student may not use that provider as a preceptor during the clinical year once the contract is signed. **This includes 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 Michigan; however, the Clinical Placement Coordinator will consult with the Clinical Team on each request. Each student will be allowed only ONE out-of-state rotation (unless placement is under 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 clinical placement area, which includes out-of-state or international sites.

ESSENTIAL TECHNICAL & ACADEMIC STANDARDS FOR MATRICULATION AND PROMOTION

Student grades, academic integrity, and professional conduct are factors in student promotion. To remain in the program, the student must meet all three program requirements. Failures in these requirements may result in the student's deceleration or dismissal from the PA Program.

P. Grading

Grades in the PA Program are issued under 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 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 calculating grade point averages, with no D grades in the marking system.

GPA equivalents are as follows:

A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	84-86%
B-	2.7	80-83%
C+	2.3	77-79%
C	2.0	74-76%
E	0.0	73.99% and below

- **Minimum Passing Course Grades**

Students must earn a grade of A through C or CR (credit) 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 Progress Committee. Earning below a C in a course (under 74%) or NC (noncredit) will result in deceleration. Please see the full Didactic 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 on 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 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 3.0 or above. Failure to do so will result in deceleration in retaking courses to improve their GPA in the courses they received below a 3.0 GPA.

- **Grade Grievance** ^[A3.15g]

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 that cannot be resolved through regular channels. The student Ombuds Office can be found at Warriner Hall 214. The University Ombudsperson is a designated neutral available to individuals in conflict, with concerns, and require assistance with policy and processes such as grade grievances. The Ombuds is an informal, impartial, and independent.

Student Withdrawal and/or Dismissal ^(A3.15d)

- Students who want to withdraw from a course or the PA Program must contact the instructor of record, their advisor, and the CMU PA Program Director. A meeting will be scheduled with the students to discuss withdrawal reasonings. The information will be presented to the Student Progress Committee. Discussion will include decelerating to 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. Withdrawal information for Central Michigan University can be found [here](#).
- If a student enrolled in the CMU PA Program is concerned about 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 fully participate 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 the Office of Graduate Studies policy before dismissal for academic performance.

Q. FACULTY ADVISING ^[A2.05e]

- **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 must 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 in Typhon.
- Please see the full *Didactic Year Advising Policy*.

Personal Concerns ^[A3.10]

If a personal problem arises, students are advised to meet with their Faculty Advisor (at their discretion) or Program Director, particularly if the problem impacts their academic performance. Depending on their concerns, students may be referred to on-campus services, including University Health Services or the University Counseling Center. 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 progress 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 performance reports. Such matters are usually 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 the *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 town hall 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
- Address questions, concerns, and suggestions related to the Physician Assistant Program and the profession of Physician Assistant.
- The Program Director will conduct town hall meetings each semester. Student concerns from a global perspective will be addressed and brought back to the Faculty Executive Committee or other appropriate committees when appropriate.
- In addition to these meetings, further meetings with the student E-BOARD will also occur when needed. These will include discussions about student events, initiatives, volunteer opportunities, quiz bowl preparation, white coat preparation, 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 when certain discrepancies exist between program policies and those established at clinical rotation sites. The Program Policy or clinical site policy takes precedence if multiple policies exist on a particular topic.

University Policy^[A1]

Central Michigan University's Physician Assistant Program is supported by the university's overarching leadership and management. 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/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 follow the 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 with 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. The high value placed on truth in the academic community implies a corresponding intolerance of scholastic dishonesty. Written or other work that students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, including cheating, plagiarism, altering academic documents, and other dishonest behavior, is prohibited.

The CMU University Policies website (Academic Integrity) provides a breakdown of behaviors that constitute academic dishonesty. 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.

The high value placed on truth in the academic community implies a corresponding intolerance of scholastic dishonesty. Written or other work that a student submits must be the product of his/her efforts and 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

Office of Research and Graduate Studies

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

(989) 774-6777

ORGS@cmich.edu

S. Program Policies and Procedures

Professionalism Policy

Overview and Application

In addition to evaluating academic performance, PA students are also subject to evaluating their clinical performance and professional comportment in the curriculum. As healthcare community members, PA students are expected to behave consistently 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, paying appropriate attention to detail, accuracy, and safety.
- Be attentive to Clinical Placement Site and lab policies regarding attire and maintaining optimal patient confidentiality and privacy. Attire can be addressed when it is a safety concern in a 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.

Outside Activities and Work Policy ^{[A3.04], [A3.15e]}

Employment is **strongly discouraged**. The Physician Assistant curriculum has been designed to be a full-time student activity. It consists of a demanding course load with much time spent in class and clinical experiences. Many special seminars, films, and guest lecturers may also 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 on our website for your review. 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/current-pa-students>

Please note that students are responsible for the material covered in these policies. If you have any questions or need clarification on policies, please reach out to the Program Director or Associate Program Director.

T. Program Competencies, Learning Outcomes, and Goals

Program Competencies

1. Medical Knowledge (5 PLOs)
2. Patient Care (6 PLOs)
3. Interpersonal and Communication Skills (4 PLOs)
4. Professionalism (4 PLOs)
5. Systems-based Practice (4 PLOs)
6. Practice-based learning and Improvement (4 PLOs)

Program Learning Outcomes

Medical Knowledge- Graduates of CMU PA program will be able to apply comprehensive knowledge of biologic and clinical sciences to provide acute, chronic, urgent, and emergent care across the life span to infants, children, adolescents, adults and the elderly.

MK1- Apply core knowledge about established and evolving biomedical and clinical sciences to provide patient-centered care to both healthy and ill patients.

MK2- Demonstrate knowledge of major organ systems, anatomy, and function of the human body.

MK3- Describe the signs, symptoms and typical clinical presentations associated with various diseases to make an accurate assessment of patients across the lifespan.

MK4- Select, interpret, and apply appropriate diagnostic tests and laboratory studies to appropriately inform clinical decision-making.

MK5- Differentiate pharmacologic and non-pharmacologic treatment strategies, including patient education and counseling, in caring for healthy and/or ill patients who present with various medical conditions.

Patient Care- CMU PA program graduates must demonstrate care that is effective, patient-centered, timely, efficient, and equitable for the treatment of health problems and the promotion of wellness. Graduates of the CMU PA program will be able to analyze and synthesize relevant clinical, diagnostic, cultural, and contextual information to diagnose and manage patients across the lifespan (prenatal, infant, children, adolescents, adult, and the elderly).

PC1 - Demonstrate the ability to perform age-appropriate assessment, evaluation, and management of patients across the life span.

PC2 - Perform effective, patient-centered history-taking and physical examination for comprehensive and problem-focused patient visits.

PC3 - Perform medical and surgical procedures considered necessary for general practice

PC4 - Provide effective education and counseling for patients and their families.

PC5 - Provide appropriate care to patients with chronic conditions

PC6 - Provide health care services and education aimed at the prevention of health problems as well as the maintenance of optimal health

Interpersonal and Communication Skills- Graduates of the CMU PA program will be able to communicate effectively with patients, families and health team members, incorporating compassion, empathy, and cultural humility to build meaningful therapeutic and interprofessional relationships.

ICS1- Use interpersonal and communication skills to work effectively with other health care professionals as a member or leader of a health care team or professional group.

ICS2 - Use effective communication skills to elicit and provide information to patients, families, and health team members.

ICS3- Demonstrate sensitivity, empathy, honesty and compassion in patient encounters in order to provide culturally responsive care that prioritizes the cultural health beliefs and practices of a diverse patient population.

ICS4- Accurately and adequately document medical information for clinical, legal, quality and financial purposes.

Professionalism- Graduates of the CMU PA Program will prioritize the interests of those being served above their own. Graduates must recognize their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency, or mental illness. CMU graduates must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.

P1 - Demonstrate respect for the dignity and privacy of patients, including maintaining confidentiality, patient autonomy, and informed consent in the delivery of patient-centered care.

P2- Exhibit an understanding of the regulatory environment and laws regarding professional practice.

P3 - Demonstrate individual accountability and ability to recognize personal limitations, admit mistakes and errors and accept and provide feedback in a productive and constructive manner.

P4- Demonstrate commitment to excellence and on-going professional development.

Systems-Based Practice- CMU graduates will understand the societal, organizational, and economic environments in which health care is delivered. Graduates must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. CMU graduates should work to improve the larger health care system and continually advocate on behalf of their patients.

SBP1 - Demonstrate an awareness of the larger context in systems of health care and effectively utilize system resources to provide optimal care.

SBP2- Practice cost-effective health care and resource allocation that does not compromise quality of care.

SBP3- Recognize the influence of genetic, socioeconomic, environmental, and other determinants on the health of the individual and community.

SBP4- Promote a safe environment for patient care.

Practice Based Learning and Improvement- Graduates of the CMU PA program will be able to engage in critical analysis of their own practice experience, medical literature, and other information resources for the purpose of self-improvement. CMU graduates must be able to assess, evaluate, and improve their patient care practices and provide and receive professional feedback related to optimal patient care.

PBLI1- Regularly assess personal strengths and areas for improvement in clinical practice using feedback from preceptors, faculty, and patients.

PBLI2- Utilize a variety of educational resources, keeping up to date with advances in medical science, technology, and practice to enhance knowledge and skills.

PBLI3 - Participate in learning activities with other healthcare professionals, allowing for improved team-based care, and collaboration with interdisciplinary teams.

PBLI4- Develop skills to integrate the best available evidence, apply clinical guidelines and protocols appropriately, and determine an evidence-based evaluation to optimize patient care circumstances, preferences, and outcomes.

CMU PA Program Goals

Goal 1: Obtain a first-time pass rate of PANCE at or above the national average.

Goal 2: Cultivate PA graduates with the medical knowledge and clinical skills necessary to provide competent care in all aspects of entry-level medicine.

Goal 3: Educate students to develop the essential skills of critical thinking and appraisal of research to improve best practices of evidence-based medicine in their patient care.

Goal 4: Reinforce collaborative learning and working styles necessary to work within the interdisciplinary healthcare environment.

Goal 5: Expose students to rural and/or underserved healthcare populations through their clinical experiences.

Technical Standards for CMU PA Program

The [Technical Standards](#) were reviewed and adopted by our physician assistant (PA) program, faculty, and administration to ensure students in the PA program are prepared for the study and practice of medicine. The CMU PA program requires that all students must meet the following technical standards for admission, matriculation, ongoing participation, and graduation from the program. In the event that, during training, a student is unable to fulfill these technical standards, with or without reasonable accommodation, then the student may be asked to leave the program. The technical standards can be divided into five broad areas of which students must demonstrate capacity to meet the necessary requirements of the program's curriculum and to graduate as competent providers:

1. Perception/Observation
2. Communication
3. Motor/Tactile Function
4. Intellectual – Conceptual, Integrative, and Critical Thinking Abilities
5. Professionalism (Mature and Ethical Conduct)

Perception/Observation

Students must be able to:

- Observe lectures, demonstrations, exercises, and patients accurately and completely, both at a distance and closely. This ability requires functional vision, hearing, and tactile sensation.
- Observe and interpret the physical and emotional status of a patient accurately at a distance and closely.
- Visualize images such as radiographs (x-rays), EKGs (electrocardiograms), and other diagnostic images.
- Visualize information presented in images on paper form, electronic form, slides, or videos.

The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

Communication

Communication includes verbal communication as well as reading, writing, and the use of electronic devices.

Students must be able to:

- Speak and hear clearly.
- Elicit and transmit patient information orally and through written English communication.
- Communicate effectively and sensitively with patients.
- Communicate effectively and efficiently in oral, written, and electronic form with all members of the health care team.
- Describe changes in mood, activity, and posture.
- Perceive verbal and nonverbal communication signals and cues.
- Document complete medical records, including a plan, according to medical protocols in a thorough and timely manner.
- Connect with patients to develop effective therapeutic relationships.

The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

Motor/Tactile Function

Students must be able to:

- Possess physical stamina sufficient to complete the rigorous courses of didactic and clinical study, which includes prolonged periods of sitting, standing, and rapid ambulation.
- Properly perform palpation, percussion, auscultation, manual muscle testing, and other diagnostic procedures.
- Perform basic laboratory tests (urinalysis, phlebotomy, etc.), carry out diagnostic procedures (lumbar puncture, chest tube, etc.), and read EKGs and diagnostic imaging.
- Provide general care and emergency treatment to patients (cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of

obstructed airways, the suturing of simple wounds, the performance of simple obstetrical maneuvers, etc.). These

actions require coordination of gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- Manual dexterity to complete medical/electronic medical records.

The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

Intellectual – Conceptual, Integrative, and Critical Thinking Abilities

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

- Showing good judgment and providing a reasonable explanation for likely diagnoses and management plan.
- Recalling and retaining information in an efficient and timely manner.
- Comprehending three-dimensional relationships and understanding the spatial relationships of structures.
- Measurement, calculation, reasoning, analysis, and synthesis.
- Problem solving and critical analysis of complex situations encountered in medical environments.

The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

Professionalism (Mature and Ethical Conduct)

Students must be able to:

- Consistently display integrity, honesty, empathy, compassion, fairness, respect for self and others, diligence, and dedication.
- Promptly complete all assignments and responsibilities related 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 and misuse 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.

The use of a trained intermediary to perform the necessary skills on behalf of the candidate is not permitted.

Central Michigan University is committed to providing students with the academic accommodation and auxiliary aids necessary to ensure access to all university services, programs, and activities. The technical standards for the CMU PA program can be met with or without reasonable accommodation. Students who may qualify for and wish to seek accommodation should consult with the CMU Student Disability Services. The CMU PA program will consider for admission to its program any candidate who demonstrates the ability to acquire knowledge necessary for the practice of medicine, as well as the ability to perform or to learn to perform the technical standards as described above. Candidates will be evaluated not only on their scholastic accomplishments, but also on these technical standards which are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective healthcare providers.

U. Program Assessment

- Students will participate in a comprehensive, robust programmatic assessment process. Students must take ownership of 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 CMU PA Program are dedicated to continuous self-evaluation and analysis of all aspects of program operations. The Self Study Committee and the Curriculum Committee (CC), in collaboration with the program faculty and in consultation with the Dean of Health Professions College, determine all program decision-making.
- The CMU PA 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.
- The Curricular Strategic Plan is implemented through regular faculty meetings and an Annual Program Review meeting to evaluate all aspects of the program comprehensively. 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 CMU PA Program is, therefore, a living organism impacted by these assessment processes with appropriate modifications and programmatic improvements based on 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, which is aligned with university strategic planning and driven by the assessment process. The curricular strategic plan is closely aligned with the operational strategic plan and supports personnel, financial, and physical resources. The cycle is complete as the strategic plan and corresponding changes reflect the program's mission.
- Student learning outcomes will begin with all principal and instructional faculty members being involved in evaluating 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 CMU PA 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, and 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 compare 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, completing clinical rotation-specific documents/assignments, submitting student evaluations of preceptor, self, and site, and completing 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 coordinators and clinical team, and ultimately, it will be reviewed with the director of clinical education.
- The program faculty realizes that aspiring to measure learning outcomes in the Clinical Year successfully does not mean a student has logged a specific number of patient encounters. Rather than just relying on numerical evidence from case logs, the program is developing a system of measuring clinical experiences, demonstrating that students are growing in clinical acumen as the Clinical Year progresses.
- The program's mission 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 grow from novice to skilled learner successfully. 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 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 and PHA 631. These exams will be in preparation for the Clinical Year experiences and the 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 compare it to their Didactic 4th semester PACKRAT I.

Summative Examinations and Assessment

The program will conduct and document a summative evaluation of each student during the Clinical Year, with the final summative evaluations within the final four months of the program to help verify that each student is prepared and competent to enter clinical practice. The summative evaluation will include an 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 the PAEA End of Curriculum Exam after completing and passing all rotation EOREs. They will need to meet a program data-driven cut score of “passing”; otherwise, they will be delayed in 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 remediate within a specific domain(s) in which their performance was below the satisfactory cut score (below 80%) will have time to remediate their exam.
- The program will also use a summative professionalism assessment as a component of the SUMMATIVE evaluation processes; however, evaluation of professionalism will also be conducted after 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 students’ professional skills and provide remediation as needed. The preceptor's 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 Associate Program Director and Self-study committee.
- The principal and Adjunct Faculty, as well as the Program Director, will actively participate in evaluating the CMU PA Program. Other instructional faculty, including preceptors, will also play a role in continued program assessment. The program's evaluation will be continuous and comprehensive and will be discussed at faculty meetings and the annual faculty retreat/annual program evaluation.
- The ongoing 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 meets 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, 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 weaknesses and 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 of the society. The Program Director serves as the advisor and provides directions 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 important information 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), 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 the Board's activities for the following year.

Duties of Class Officers/EBOARD

President

This position requires a flexible, open-minded, and motivated person with excellent time management skills. The primary 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 made on the class's behalf 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 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 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 ordering class apparel.

The 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 must also know (or be willing 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 2nd 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 participating at the MAPA conference. The MAPA representative must attend the MAPA conference.

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, a Halloween party, a 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. At the program's culmination, the historian is also responsible for assembling a scrapbook that can be entered in an annual AAPA contest.

Volunteer Coordinator

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

Fundraising Coordinator

The Fundraising Coordinator will assist in establishing fundraising opportunities for the cohort to use for the 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 the class with this information, along with activities within the community and the profession.

Ceremonies for the PA Program

- **White Coat Ceremony**—This is a ceremony to celebrate the transition between the Didactic and Clinical Years. The Program, in coordination with the EBOARD, will determine the date, time, and location of this event. It is typically held in the summer before advancing to the Clinical Year.
- **Graduation Ceremony**—This is 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/vice president 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.

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.
- 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,*** ^(A3.08) 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** 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]

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. They will not be accessible to or reviewed by the program, principal, instructional faculty, or staff except for immunizations, drug screening, 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 the 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 ^[A3.02]

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 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 always include the name badge 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 a 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.
- The clinical site and preceptor will determine attire during the clinical year and the mentorship experience.
- 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 the Spring semester. 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 students. No other certifications will be displayed on the white coat while you are a PA student. As stated previously, the students must always wear their PA student badge as well, identifying them as a student. ^[A3.06]

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 represent 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 the program faculty and staff.
- Cell phones are used in classes, laboratory sessions, and mentoring sites during instruction or patient care.

Students who validly hold other professional licenses/titles such as a Ph.D., International Medical Graduate, 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 graduate Physician Assistants or Physicians.

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 whether students 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 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 student progress committee, in collaboration with the student's advisor, 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 student progress committee will consider all citations and determine an appropriate response to the events identified. The committee's response 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 Student Progress Committee through the [Office of Student Conduct](#) and/or the Dean's office. Please refer to the Graduate Studies Handbook for an appeal process.

Citations for Unprofessional Behavior will be kept in the student's CMU Physician Assistant Program records. The Student Progress Committee will consider all acts of unprofessional behavior during the student's Didactic and Clinical Year summative evaluations.

Netiquette

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

- **Remember the human.** Remember that the recipient of your electronic message is a person with feelings. 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 emails 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 (e.g., PowerPoint presentations, files with pictures, etc.) should not be sent or stored in your CMU email account. Instead, they 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 Student Progress Committee 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 the 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 Student Progress Committee. They may also result in point deductions in courses per the course syllabus (Please see the 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. Leaves of Absence must be approved by the Program Director and Associate Program Director. 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 Program Director in consultation with the Director of Clinical Education. This will result in an extension of the Clinical Year and a delay in 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 an 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 despite significant risk, he or she 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 before the first day of the program. A criminal background check and another drug screen will also be needed before 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/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 limited, and Campus Police are vigilant in enforcing parking rules. Students should obtain an appropriate parking permit, which can now be 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 through Friday, 8:00 AM to 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.** The McLaren Central Michigan or MyMichigan Emergency Room provides emergency care.

IT Help Desk

With its two tiers of technical support, the IT Help Desk can troubleshoot a variety of hardware and software problems. 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/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: <https://www.cmich.edu/offices-departments/finance-administrative-services/auxiliary-services/printing-services>.
- ***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.
 - <https://www.cmich.edu/offices-departments/office-information-technology/training-and-professional-development>.
 - 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 University 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 or 989-774-2286
- [Ask a Librarian](#)
- Documents on Demand: docreq@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^[B2.16]



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.

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

Please email to fruti1e@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

☐ abrasion or contusion☐ concussion☐ heat exhaustion☐ poisoning☐ bite☐ fainting☐ inhalation☐ puncture☐ blood to blood contact☐ foreign body in contact or imbedded☐ laceration☐ shock, electrical☐ burn☐ fracture☐ nosebleed☐ sprain-strain☐ 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**Before the First day of class:****Due by 5/19/2025**

- ☐ Student Physical Exam Completed and uploaded to COMPLIO.
- ☐ Confidentiality Statement Signed and uploaded to TYPHON.
- ☐ Clinical Clerkship Acknowledgement of Understanding Signed and uploaded to TYPHON.
- ☐ Copies of Learner Records & Reports Uploaded to TYPHON.
- ☐ The release of the Specific Information form was uploaded to TYPHON.
- ☐ Consent to Disclose Information uploaded to TYPHON.
- ☐ Negative 10-panel Drug Screen **ordered through COMPLIO** and uploaded to COMPLIO.
- ☐ Verification of required Immunizations/Vaccinations and Student Health Status uploaded to COMPLIO.
- ☐ Background Check ordered through COMPLIO and uploaded to COMPLIO.
- ☐ A copy of the current health insurance card was uploaded to COMPLIO.
- ☐ Student Receipt & Acknowledgement Student Policy Handbook, uploaded to TYPHON.
- ☐ Covid Vaccination & Booster verification uploaded to COMPLIO.

Didactic Year:**Due 8/4/2025**

- ☐ Success Factors; HIPAA/OSHA (Blood Borne Pathogens) –(watch for email)
- ☐ 2-Step TB Test, ordered through COMPLIO and uploaded to COMPLIO.

Due: 9/1/2025- 10/1/2025

- ☐ FLU VACCINE and uploaded to COMPLIO.

Due – 12/1/2025

- ☐ Positive Hepatitis B Titer (Immunization series required)

Independently Due, BLS (American Heart Association only)—it must be valid for the remainder of the program. It must be dated after July 1, 2025, and due by 12/1/2025.

Clinical Year**Due 7/1/2026-8/1/2026**

- ☐ Renew Background Check through COMPLIO
- ☐ Renew TB (1-step) through COMPLIO
- ☐ Renew Drug Screen through COMPLIO
- ☐ Update Health Insurance if there is a change in coverage.
- ☐ Renew HIPAA/OSHA (Blood Borne Pathogens) –SuccessFactors on-line training.
- ☐ Receipt & Acknowledgement Student Clinical Year Handbook

Due 9/1/2026-10/1/2026

- ☐ FLU VACCINE and uploaded to COMPLIO.

ACKNOWLEDGEMENT FORMS

Acknowledgment of Receipt and Understanding of Physician Assistant Program 2027 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 adhere to all the policies and procedures outlined in the Central Michigan University Physician Assistant Program Student Handbook and the Bulletin of the College of Graduate Studies, I will accept and comply with the consequences of such actions as recommended by the CMU PA Program Student Progress Committee and/or the university officials.

I also understand that my rights, responsibilities, and conduct as a learner in the CMU Physician Assistant Program are regulated by the 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.