

**Le Moyne College**  
**Department of Physician**  
**Assistant Studies**  
**Student Handbook**



**2025-2026**

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# Le Moyne College

## Department of Physician Assistant Studies

### Policies and Procedures

There are four documents that include the policies, procedures, rules, and regulations that apply to PA students regarding academic, professional, and behavioral performance. These include the *Le Moyne College Catalog* <http://collegecatalog.lemoyne.edu/>, the *Le Moyne College Student Handbook* <https://www.lemoyne.edu/Handbook>, the *Le Moyne College Purcell School of Graduate Studies Handbook* <http://collegecatalog.lemoyne.edu/graduate-information/policies-procedures/> and the *Le Moyne College PA Student Handbook* <https://www.lemoyne.edu/Portals/0/PA/Handbook.pdf>.

These documents can be found on the Le Moyne website. Taken as a whole, these documents should provide the student with the guidance necessary to survive and thrive in the PA program. The Program has taken care to avoid discrepancies, but if you should encounter such a discrepancy or have questions or concerns regarding any policy in any of these four documents, please bring it to the Program Director's attention. *This document supersedes all previous versions of the Department of PA Studies Student Handbook.*

The program policies apply to all students, principal faculty and the program director regardless of location. During the clinical year, it is possible that certain program policies will be superseded by those at the clinical site.

### Mission Statement

The Le Moyne College Master of Science program in PA Studies is dedicated to the education of students to become clinically competent PAs practicing in a diverse and ever-changing health care environment.

### Admissions

The Le Moyne College Catalog contains a full list of prerequisites for entering the PA Program. This information is also available on the PA Program website at <http://www.lemoyne.edu/Apply/Graduate-and-Professional-Admission/Physician-Assistant-Studies>.

Application is through the Centralized Application Service for PAs (CASPA). After a review of all application materials, the Admissions Committee will invite qualified applicants based on the quality and quantity of the applicant pool to interview on campus. Those students that do not meet minimum requirements or are non-competitive in the applicant pool will be automatically denied admission. This interview consists of a group interview and an individual interview. The Admissions Committee will recommend applicants for acceptance. The Program Director will then review all materials and recommend acceptance (for applicants who have completed all prerequisites and are highly recommended for admission), conditional acceptance (for applicants who need to complete prerequisites), wait-list (applicants may be offered acceptance if the best qualified candidates do not fill all available seats) and non-admission (applicants who do not meet minimum requirements or are non-competitive within the applicant pool). Applicants will generally be notified of their status within 4 (four) weeks of the interview.

### Advanced Standing

The Le Moyne College PA Program does not grant advanced placement, give credit for required PAS courses, or accept transfer of credit for PA courses. Previous health care experience is required, but no



credit for PAS courses is granted for that experience.

## **Non-Discrimination**

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 (“Title IX”); Section 504 of the Rehabilitation Act of 1973 (“Section 504”); the Americans with Disabilities Act (“ADA”); the Age Discrimination in Employment Act; the Age Discrimination Act; and the New York State Human Rights Law) regarding discrimination. The College does not discriminate against students, faculty, staff or other beneficiaries on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities. Le Moyne College is an Affirmative Action/Equal Opportunity Employer.

For further information regarding Title IX, contact Dr. Melissa Moore at (315) 445-4543. All other inquiries relative to the regulations mentioned above may be addressed to Shaun Crisler, Associate Provost of Student Development, at (315) 445-4552.

The college publishes a non-discriminatory policy in compliance with Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendment of 1972; and all applicable federal and New York State statutes, rules and regulations.

In accordance with the Le Moyne PA program mission and goals, and as designated by our Health Resources & Services Administration (HRSA) Primary Care grant, preference will be given to military veterans and individuals from rural and medically under-served communities. All applicants must meet the prerequisites to be considered for an interview or admission; the aforementioned preferences will be part of the holistic way in which well-qualified candidates are further evaluated.

## **ADA Statement**

The College and Program do not discriminate based on disability. However, a student must be able to meet technical standards in order to progress and graduate from the program. We are committed to providing reasonable accommodations to students in order to help them achieve their goals.

According to the Le Moyne College Student Handbook, Disability Support Services (DSS) also arranges academic accommodations for students eligible for assistance under section 504 of the Rehabilitation Act of 1973, as amended, and the American Disabilities Act of 1990. Students with physical, learning or emotional disabilities are encouraged to contact the Director of Disability Support Services as soon as possible in order to ensure that academic accommodations can be made in a timely manner. Students with temporary disabilities acquired as a result of illness or injury, who need academic accommodations, are also served by the DSS. Written documentation of a disability or temporary disability is required before academic accommodations are implemented. Non-academic services for students with disabilities are coordinated by the Assistant Vice President for Campus Programs in the Office of Student Development (315-445-4526).

Contact information for Disability Support Services:

First Floor, Falcone Library

315-445-4118

315-445-6014 (fax)

<https://www.lemoyne.edu/student-advising-support/disability-support/>

NCCPA Policies and Procedures for PANCE

<https://www.nccpa.net/wp-content/uploads/2021/05/PANCE-Policy-Procedures-and-Authorization5-21-1.pdf>

## Tutoring

Tutoring@Le Moyne, located online. Appointments are based on second year student availability. Peer tutors are usually available for most subjects. This service is available to first year students ONLY.

To sign up, visit

<https://www.lemoyne.edu/student-advising-support/academic-support/student-success-center/>. Create an account and log in to select the current semester's schedule. If you need tutoring for a subject not listed, please email [tutoring@lemoyne.edu](mailto:tutoring@lemoyne.edu). Tutoring is free.

Students and/or tutors do not substitute for or function as instructional faculty. It is the student's responsibility to ensure that information that is taught by tutors is consistent and accurate with the course materials.

## Identification

Each student receives a photo identification card at orientation. This ID must be worn during all clinical experiences, professional activities, and other times as required by the program. This ID must be clearly identified in the clinical setting to distinguish Le Moyne students from physicians, medical students and other health profession students and graduates. In addition, students will receive a special ID card with electronic access to labs and the science building. Access may be limited at certain times of the year, hours of the day, and depending on classes in which the student is enrolled. Each student is responsible for replacement of this badge should it be lost.

During the didactic year, students must always and clearly identify themselves as a PA student:

- Verbally - by name and as a LMC PAS-1
- In Writing - by name and as a LMC PAS-1

While on a clinical rotation, students must ***always and clearly identify*** themselves as a PA student:

- Verbally - by name and as a LMC PAS-2
- In Writing - by name and as a LMC PAS-2

By wearing Le Moyne College photo identification in an easily visible location, a white lab coat, as well as any additional identification badges required by the clinical site.

## Criminal Background Clearance and Drug Screening

Students matriculating into the PA Program will undergo a number of screening and documentation requirements. Among the various screening requirements are criminal background check(s) and random drug tests.

Prior to matriculation, students will be required to undergo a criminal background check. Failure to complete this process and submission of documents on or before the deadline given will result in forfeiture of the student's seat.

Please note: *Students who answer "no" to questions relating to criminal background on their CASPA application, and who are found to have a positive background check, are at risk of being dismissed from the program on the basis of misrepresentation. Applicants who have been convicted of a felony or misdemeanor might be denied certification or licensure as a health professional. Information regarding eligibility can be obtained from appropriate credentialing boards. In addition, various clinical rotation*

*sites might not permit participation in that clinical experience.*

During the course of training, students might be required to undergo one or more additional criminal background checks – including finger-printing. In addition, students might be required to undergo a drug screen. If, after reviewing the requirements for a clinical site, you find that this is required, you must refer to the instructions located on Exxat on how to complete these requirements. If you do not check the requirements and initiate the process for the required background check, your training will be delayed.

It is critical that the process for both these requirements be started within 2 business days of the published placement. This means that all students should be checking the clinical site requirements once they are assigned to a site. Delays in beginning any rotation because of the student's failure to fulfill these requirements in a timely fashion will result in a delay in graduating from the program.

**PLEASE NOTE:** A criminal background check that reveals criminal activity and/or a failure to pass a drug screening will be referred to the Program Director and the Academic and Behavioral Progression Committee and is likely to impact clinical training and/or to affect the student's status in the DPAS. In addition, criminal offenses committed after the student matriculates may result in the student's dismissal from the program; if this occurs, tuition and fees will not be refunded.

Applicants are advised that results of criminal background checks and other required screening will be released to third parties involved in their clinical education, if requested.

When the DPAS receives notification that a student has a positive drug test, either from a clinical site or from a drug test that may have been voluntarily undertaken by the student, the following shall occur:

1. The student will be notified by the program director or clinical team that a positive drug test report has been received
2. The student will meet with the clinical coordinator or their representative to discuss the positive result and next steps
3. The student will be informed that he/she must take another drug test within one month of our receipt of the drug test report, through an approved vendor, at the student's expense
4. The student will not be allowed to participate in clinical rotations or activities until clearance has been obtained by the appropriate parties.
5. If the second drug test is negative, then the student will resume participation in clinical rotations and be warned that any subsequent positive drug tests will lead to appearance before the academic and behavioral progression committee.
6. If the second drug test is positive or if the student declines to take a second drug test, then the student will be required to appear before the academic and behavioral progression committee for consideration of academic or behavioral probation or dismissal.

## Health and Wellness

Principal faculty, including the program director and medical director, must not participate as health care providers for students in the program, except in an emergency situation.

Students who encounter personal problems of any kind, especially problems that might affect their academic performance, are encouraged to contact their Primary Care Provider and the Wellness Center for Health and Counseling <https://www.lemoyne.edu/student-advising-support/health-wellness/>. The Center is located in Romero Hall; appointments may be arranged by phone at 315-445-4195. The Center provides

both individual and group counseling on a strictly confidential basis. The professional staff is also available on an emergency basis.

If you need after hours mental health support, please download the Telus app using the QR code below or find it in the app store. You can also call 1.866.743.7732

*Call. Chat. Anytime. Anywhere.*



If a student is on a distant rotation during the second year of education, the student is encouraged to call the Wellness Center for health or personal problems that may occur. A 24-hour hot-line is available. For any issues that may influence the student's ability to progress in the program, contact faculty and clinical team for any additional support.

## **Health Insurance**

All students are required to maintain health insurance for the duration of the PAS program. The student must provide proof to the program each August. This insurance policy must provide coverage for the student in the event of illness or injury resulting from patient care. If the carrier changes at any point during the clinical year, the student must let the DPAS Office know immediately. Students are not covered under Workman's Compensation or any other policy by Le Moyne College or by any of our affiliated clinical sites.

## **Health Clearance**

**Annual Health Assessments** are performed in the summer before clinical rotations begin. This will include a complete physical examination and approved TB screening, both of which may be done by a provider of the student's choice. The subsequent reading of the PPD is done 48-72 hours later by the chosen provider or by the LMC Wellness Center only. If being done at LMC Wellness Center, the PPD may NOT be read by anyone other than the LMC Wellness Center staff. No exceptions.

Some clinical sites require that an updated PPD or physical be performed later in the clinical year. Students are responsible for reviewing individual site requirements in Exxat and are expected to plan with the Wellness Center to have this done should it be necessary.

*There is a fee for the approved TB screening.*

*Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and screening results which may be maintained and released with written permission from the student.*

## **Immunizations and Screening**

There are several sources for the required immunizations for students entering the Le Moyne College PA Program: those required by the State of New York for all students, those required/suggested by the State of New York for all health care providers, and the recommendations from the CDC for adult immunization and immunization for health care providers.

Students must submit the following documentation: Proof of immunization for or immunity to the

following:

- *Measles (Rubeola)*  
You must provide proof of 2 immunization dates OR the date that you had a titer drawn and the results. **If you have had a titer drawn, a copy of the titer lab report must also be submitted to the Wellness Center.** If the results of the titer come back negative or equivocal you are required to receive 2 new vaccinations (MMR\*) and record the vaccination dates. The 2 new MMRs must be administered at least 30 days apart. After you get the 2 new MMRs an additional titer is not required at this time.
- *German Measles (Rubella)*  
You must provide proof of 2 immunization dates OR the date that you had a titer drawn and the results. **If a titer has been drawn, a copy of the titer lab report must also be submitted to the Wellness Center.** If the results of the titer come back negative or equivocal you are required to receive an MMR and record the vaccination date. After you get the new MMR an additional titer is not required at this time.
- *Mumps*  
You must provide proof of 2 immunization dates OR the date that you had a titer drawn and the results. **If a titer has been drawn, a copy of the titer report must also be submitted to the Wellness Center.** If the results of the titer come back negative or equivocal you are required to receive an MMR and record the vaccination date. After you get the new MMR, an additional titer is not required at this time.
- *Chicken Pox (Varicella)*  
You must provide proof of immunization dates OR the date that you had a titer drawn and the results. **A copy of the titer lab report must also be submitted to the Wellness Center.** If the results of the titer come back negative or equivocal you are required to receive 2 follow-up Varicella vaccinations and record the dates they were given. After you get the new Varicella vaccination an additional titer is not required at this time.
- *Tetanus*  
You must provide proof of having a Tdap within the last 10 years. Td no longer fulfills this requirement. (This immunization will provide a highly recommended booster vaccine to Pertussis and Diphtheria, as well.)
- *Hepatitis B*  
All health care providers need to have a series of Hepatitis B immunizations. In order to enroll in our Program, you must minimally show proof that the series has started. Since this series of immunization takes place over several months, you may not have the series completed by the time you begin classes. (In this case, an estimated completion date should be recorded.) At this time, Le Moyne College offers Hep B vaccine in the Wellness Center. You may also elect to get this done through your own doctor. When the series is finished, you are required to have a titer drawn no sooner than 30 days after you received the last vaccination. This date needs to be recorded as well as the results of the titer. A copy of the titer lab report must also be submitted to the Wellness Center. If the results of the titer are negative or equivocal, you are required to repeat the series, after which, an additional titer must be drawn no sooner than 30 days after the last vaccination was received. This date must be recorded.
- *Tuberculosis screening*  
You must have tuberculosis testing done prior to beginning your clinical rotations. Testing can be any of the following: PPD, Quantiferon Gold and T-spot. Le Moyne College offers PPD skin testing in the Wellness Center. There is a fee to cover the cost of this service.

If a PPD is placed, documentation of the date the test was administered along with the product manufacturer, Lot #/expiration date must be recorded on your health form. Additionally, the date the skin test was read along with the results, in mm of induration must be recorded. If, and only if, you have a history of a positive PPD, the following information must be recorded: date of conversion, size of reaction, last chest X-ray, and any treatment you may have had for a positive PPD. For those testing positive the student must send a recent chest x-ray report. Usually no further chest x-ray is needed if student remains asymptomatic.

Some sites may require a chest x-ray within one year of their rotation. Repeat PPD testing every 6 months or 3 months may be required by certain clinical sites.

The Quantiferon Gold and T-spot tests are a single-visit blood test for tuberculosis (TB) screening. They are also known as an interferon gamma release assay (IGRA) blood tests. The US Centers for Disease Control (CDC) Guidelines recommend use of IGRA tests as the preferred test for persons who have been BCG vaccinated.

- *Meningococcal disease*

Le Moyne College is required to maintain a record of students receiving a meningitis (ACYW) vaccine or a complete Men B series within 5 years, or to have students sign a waiver that acknowledges meningococcal disease risks and refusal of meningococcal meningitis immunization.

- *Influenza vaccination*

The standard of care in New York State (NYS) is that all healthcare providers should receive an annual influenza vaccination. In order to ensure patient safety, many clinical sites mandate students receive an annual flu vaccine. Students must provide proof of having received the Influenza vaccine each fall (and prior to the start of Rotation 2) and /or provide notification to the DPAS Office with any objections to receiving this vaccine. Failure to obtain the vaccine or provide this documentation of objection will result in a delay of the start of the clinical rotation. LMC Wellness Center will arrange for a flu clinic on campus prior to the start of Rotation 2. Fees will vary depending on the student's insurance coverage. Proof of immunization must be uploaded to the student's Exxat profile prior to the start of Rotation 2.

- *Covid-19 vaccination*

All students - both residential and non-residential - must have valid proof of being fully vaccinated against COVID-19 prior to starting clinical rotations. Many clinical sites mandate students receive the Covid-19 vaccine and/or provide notification to the DPAS office with any objections to receiving this vaccine. **Unless a student has a medical/religious exemption, all unvaccinated students may not be able to start clinical rotations.** Students wishing to request a medical/religious exemption must do so in writing. Please refer to:

<https://www.lemoyne.edu/Student-Life/Supporting-Our-Students/Student-Well-Being>

**Titers: Whenever a titer is required, the Wellness Center requires a copy of the lab result.**

If a student objects to any of the above health requirements, s/he must discuss the objection with the Wellness Center. A waiver may be offered under certain circumstances. However, if such a waiver is granted, the student must take full responsibility for any exposure or development of illness related to such an exposure, including any financial loss. Consequences of exposure to an illness to which a student has not been immunized may include chronic illness, loss of income, inability to complete the program, inability to practice professionally, or death. It might also expose an unborn fetus to risk in a pregnant

student. These waivers will severely limit clinical site options and could impact the ability of the student to complete the requirements of the program.

Further information can be found at

[https://www.cdc.gov/vaccines/hcp/imz-schedules/adult-age.html?CDC\\_AAref\\_Val=https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html](https://www.cdc.gov/vaccines/hcp/imz-schedules/adult-age.html?CDC_AAref_Val=https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html)

[http://www.health.ny.gov/prevention/immunization/health\\_care\\_personnel/](http://www.health.ny.gov/prevention/immunization/health_care_personnel/)

If you need any additional clarification, please contact the Le Moyne College Wellness Center for Health and Counseling at 315-445-4440.

It is the responsibility of the student to remain up-to-date on their annual physical and immunization status. If a student is delinquent in maintaining these records, they will be pulled from the clinical site, and the missed clinical time will need to be made up.

*Students are responsible to pay the cost of any fees incurred.*

## Communicable Disease Precautions

### *HIV and other Blood-Borne Pathogens*

Students must recognize that they may be exposed to a variety of infectious diseases. To protect against exposure to HIV and other infectious diseases, all students will be instructed in the use of universal precautions. While on clinical rotations, students will treat all body fluids as if infected. These requirements reflect federal law instituted by OSHA.

## Student Injury

If a student is injured while on a rotation site, he or she should immediately notify the attending physician or site coordinator at the clinical site and seek appropriate evaluation and treatment (i.e., Emergency Room, primary care provider). The Clinical Coordinator and the Le Moyne Wellness Center for Health and Counseling should be notified by the student within 24 hours of the incident. **Any costs incurred shall be the responsibility of the student.**

**If a student is injured while on Campus for any reason Security must be contacted ( extension 4444)and an incident report filed.**

## Blood Borne Exposures and Environmental Hazards Policy

A student must report any exposure to body fluid (puncture, cut, splash, etc.) to the appropriate person at the site **and** the DPAS Clinical Coordinator if on rotations. If the exposure occurs during the didactic year, report any exposure to the appropriate faculty member. The student shall follow the policies and procedures of the given site for such an exposure, and at a minimum, the *Le Moyne College PA Program Policies and Procedures for Exposure* (below). **Any costs incurred shall be the responsibility of the student.**

### *Le Moyne College PA Program Policies and Procedures for Exposure*

If you are exposed to blood or body fluids while on rotation, refer to the CDC guidelines.

<https://www.cdc.gov/niosh/docs/2007-157/default.html>

1. Notify the attending physician, resident, or site coordinator at your clinical site.
2. Follow the rules and regulations of the hospital, clinic, state or particular site for HIV and Hepatitis counseling and testing.

3. Notify the DPAS Clinical Coordinator within 24 hours.
4. Fill out the Student Exposure Incident Report and send or bring it into the Le Moyne College PA Program within 72 hours of the incident. Note that this will be filed in your medical record in the Student Wellness Center and remains a confidential portion of the medical record.

## **Infection Control, Blood Borne Pathogens, & Environmental Hazards**

Students are required to complete training on infection control, blood borne pathogens, and environmental hazards prior to their clinical year or hospital experience during the didactic year. Proof of successful completion of the above programs is required prior to students beginning their clinical year or hospital experience during the didactic year.

### **Latex Allergy**

(Adapted and used with permission from Keith Moore, Barry University)

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. These include: local reaction, eye/nose itching or watering eyes, gastrointestinal symptoms (pain, nausea, vomiting, diarrhea), constricted sensation in the throat, dyspnea (difficulty breathing), generalized urticaria with angioedema (tissue swelling), and/or anaphylaxis (cardiovascular collapse).

Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be latex allergic must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken and accommodations are made.

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

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

### **Technical Standards**

The PA Studies program of Le Moyne College provides education and training to prepare the student to practice medicine under the supervision of a licensed physician. There is a minimum level of knowledge and skill required to meet the standards of PA practice, entailing both academic and non-academic performance. The student must possess the mental, physical and emotional abilities essential to attaining the competencies required to function as a PA. Reasonable accommodations will be made for qualified individuals with a disability. A student should be able to perform these functions in a reasonably independent manner either with or without accommodations.



**Intellectual capacities:** Ability to learn and apply basic and clinical scientific knowledge in order to provide competent and safe patient care.

- The student must demonstrate acquisition of knowledge through coursework and examinations.
- The student must demonstrate application of knowledge through problem solving during courses and in the clinical setting.

**Physical capacities:** Ability to fulfill requirements of clinical rotations, including taking a medical history, performing a physical examination, and performing standard medical procedures.

- The student must recognize limitations and develop appropriate adaptations in order to provide safe and competent patient care.

**Psychological capacities:** Ability to cope with the stress of classroom and clinical rotations

- The student demonstrates mature and professional behavior when confronted with unexpected events in the classroom, outside the classroom, and in the clinical setting.
- The student understands that a safe learning environment extends beyond the classroom and into the public areas; in order to provide a safe learning environment, all students are expected to demonstrate respectful verbal communication and non-threatening body language at all times.
- The student understands that providing safe patient care requires the ability to maintain a positive professional demeanor; student demonstrates mature and respectful communications at all times in the clinical setting.
- Le Moyne College Department of PA Studies maintains a policy of zero tolerance for disruption of the classroom, clinic, or other program-sanctioned activities.

In order to successfully fulfill the program's goals and graduate from the PA program, each student must be able to perform the following:

**1. *Elicit a detailed and accurate medical history, perform a complete physical examination, and record all pertinent data.***

In order to accurately and effectively evaluate a patient's medical condition, the student must possess the mental, physical, and emotional qualities to:

- Fully utilize intellectual ability, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop effective relationships with patients (regardless of cultural, ethnic, social, or economic background) in order to be able to gather pertinent patient information.
  - The student must establish rapport with the patient and/or patient's family.
  - The student must demonstrate respect, compassion, and competence in communications.
- Communicate effectively both verbally and in writing.
  - The student must possess excellent verbal and written communication skills in the English language.
- Use and interpret information from diagnostic maneuvers (e.g. inspection, palpation, auscultation, percussion, etc.).
  - The student must have the physical abilities to perform diagnostic maneuvers.
  - The student must possess the clinical thinking skills to interpret information and data from diagnostic maneuvers.
- Use and interpret information from diagnostic instruments (e.g. stethoscope, sphygmomanometer, otoscope, ophthalmoscope, etc.)
  - The student must have the physical abilities to utilize diagnostic instruments.
  - The student must possess the clinical thinking skills to interpret information and data from

using diagnostic instruments.

**2. *Perform therapeutic and emergency procedures, and order, perform and/or interpret routine diagnostic studies.***

- Examples of therapeutic procedures include injections, immunizations, wound care, suturing, suture removal, incision and drainage of superficial infections, dressing changes, insertion of nasogastric and bladder catheters, splint application and follow-up of simple fractures.
- Examples of emergency procedures include BLS, ACLS, IV insertion, arterial and venous blood draws, and airway management.
- Examples of diagnostic procedures include specimen procurement and performance of basic laboratory tests and procedures, such as electrocardiograph tracings, common radiological studies, PAP smears). The student should be able to interpret x-rays and other graphic images and digital or analog representations of physiologic phenomena (e.g. EKGs, etc.).
- The student must possess the intellectual, physical, and psychological qualities to determine the appropriate use and timing of therapeutic, emergency, and diagnostic procedures, and to carry them out safely and effectively. The student must:
  - Work with and cooperate with faculty, students, staff, the public, and employees at all levels. The student must demonstrate respect, compassion, and competence in communications.
  - Perceive the nature of sound. Sound is important for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sound.
  - Have the ability to express or exchange ideas effectively for those activities in which one must convey detailed or important spoken instructions to others accurately and quickly.
  - Measure, calculate reason, analyze, and synthesize information, including the comprehension and understanding of three-dimensional relationships. Problem-solving requires all of these skills, and the PA must be able to perform them in a timely manner.
  - Perform an adequate range of body motion and mobility-to enable the individual to perform essential functions. This might include bending and stooping.
  - Exert force sufficient to lift, carry, push, pull, or otherwise move objects, such as books or equipment, including assisting in moving a human body.
  - Sedentary work involves sitting most of the time, but could involve walking or standing for brief periods.
  - Distinguish objects visually with or without optical equipment when special and minute accuracy is demanded, and defective near acuity would adversely affect performance and/or safety of self and/or others.

**3. *Counsel patients regarding physical and mental health, including diet, disease prevention, normal growth and development, and family planning.***

- In order to accurately and effectively counsel a patient, the student must possess the mental, physical, and emotional qualities to communicate effectively and efficiently with patients, their families, and all members of the health care team about a patient's condition.
  - The student must be able to establish rapport with patients, families, other members of the health care team in any inpatient, outpatient, or long-term care setting.
  - The student must demonstrate respect, competence, and compassion in all communications.
  - The student must demonstrate appropriate communication skills, including the ability to complete accurate and timely medical records.
  - The student must demonstrate the integration and application of basic biomedical, psychological and social components to evaluate the counseling and educational needs of

the patient, and to develop an appropriate plan for counseling.

**4. *Assist the physician in all clinical settings, and perform under the supervision of licensed physicians in such settings as hospitals, nursing homes, health maintenance organizations, private primary care facilities, industrial clinics, and community health centers.***

- In order to assist the physician in all clinical settings, the student must possess the mental, physical, and emotional abilities to perform rounds and office visits, gather and record data relevant to the patient's progress, and develop and implement diagnostic and therapeutic plans.
  - The student must be able to acquire and interpret information from documents and computer information systems, including literature searches, data retrieval, and laboratory reports, and images from slides, paper, films, videos.
  - The student must be able to communicate clearly and accurately.
  - The student must demonstrate respect, competence, and compassion in all patient and professional encounters.
  - The student must be able to respond promptly to urgencies within the hospital or clinic setting and assist co-workers in providing prompt and competent medical care.
  - The student must be able to adapt to changing environments and hours, display flexibility, and function effectively under stress and in the face of uncertainties inherent in the clinical problems of patients.

**5. *Facilitate the appropriate referral of patients and maintain awareness of existing health delivery systems and social welfare resources.***

- The student must be able to communicate effectively to facilitate appropriate referrals.
- The student must demonstrate respect, competence, and compassion when referring a patient.
- The student must acquire and demonstrate knowledge and understanding of appropriate referral resources.

**6. *Develop and integrate a strong knowledge base of basic biomedical sciences necessary to clinical thinking and to patient care.***

- The student must possess the mental, physical, and emotional abilities to:
  - Acquire knowledge and skills through demonstrations and experiences in the basic and medical sciences, including but not limited to case presentations, seminars, lectures, laboratory dissection, physiologic and pharmacologic demonstrations, microbiologic cultures, microscopic images of microorganisms and tissues in normal and pathologic states.
  - Apply the knowledge through critical evaluation of information relative to the given patient problem and clinical problem-solving.

**7. *Possess sufficient psychological stability to withstand stress, uncertainties, and changing circumstances that characterize the dependent practice of medicine.***

- Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that are evaluated during the admissions and education processes.
- The student demonstrates a professional demeanor and respectful communications at all times.
- The student recognizes limitations and seeks help for situations that may hinder the student's learning or clinical performance, or for situations that may adversely affect others.

**8. *Consider cultural background during all aspects of taking a history, performing a physical examination, ordering diagnostic tests, recommending treatment, providing patient counseling and education, and documentation. Students are expected to reach cultural awareness at a minimum.***

- Cultural proficiency: Shows all characteristics of cultural competence, and reaches further to add knowledge and innovative approaches to management and service delivery based on cultural needs.
- Cultural competence: Characterized by a set of attitudes, practices, and/or policies that respects and accepts difference. Recognize that individuals within each cultural group have unique characteristics.
- Cultural pre-competence: Tolerant of ambiguity, recognizes and explores differences, recognizes own weakness in serving different cultures, seeks information from other cultures. Need to avoid false sense of accomplishment or failure and avoid tokenism.
- Cultural awareness: Has begun the process of acquiring competency; explores culture as an integral component in caring for the patient.

## Behavioral Objectives

The PA student:

- Responds to faculty, staff and peers tactfully and respectfully in a timely manner
- Uses body posture and gestures that suggest attentiveness, approachability and acceptance
- Refrains from revealing negative feelings through tone of voice or body language
- Recognizes effects of own non-verbal communication upon others
- Adjusts verbal and non-verbal communications to others
- Reacts in a positive manner to questions, suggestions, and/or constructive criticism
- Recognizes that once a negotiated decision has been reached, further discussion or actions may be non-productive
- Demonstrates a positive attitude toward learning
- Is on time for all scheduled classes, labs, and clinical assignments, including timely return from breaks
- Relies on personal resources before approaching others for help
- Demonstrates cooperation with and mutual respect for peers

## Professional Behavior

The development of professional behaviors and role identity is an important aspect of any professional educational program. The transition from being a college student or other non-health professional to becoming a PA takes some time and effort. At Le Moyne, students are expected to begin to demonstrate professional comportment as soon as they enter the program; faculty are charged with providing feedback to students to help them attain the professional behaviors required. Studies have shown that students who have difficulty developing positive professional behavior during training are more likely to face disciplinary action by state regulatory boards. Therefore, the Department of PA Studies considers acquiring strong positive professional behaviors to be one of the academic standards required for passing each course and progressing in the program.

Professional behavior is not easily defined, but unprofessional behavior is readily identifiable. Generally, ***professional behavior means having respect for everyone, including oneself, holding oneself to the highest ethical and moral behaviors, and developing the knowledge and skills that enable one to provide competent and compassionate care to patients.*** Altruism, honesty, respect, competence, compassion are the hallmarks of a medical professional. Students are expected to demonstrate behavior that exemplifies those hallmarks.

The following attributes are examples of professional behavior. Evaluation of these attributes is discussed under Academic Standing. **Note:** *This is not an exhaustive list and may include other related items not specifically listed, but implied by the term “professional behavior.”*

## **Professional Expectations**

Adapted from NACE Core Competencies and the Academy for Professionalism in HealthCare and the Navigating Professionalism Conference

### **Altruism**

- Advocates for patients
- Helps team members who are busy
- Endures inconvenience to accommodate patient needs
- Contributes to the profession; active in local and national organizations
- Teaches others

### **Honor and Integrity**

- Student follows Honor Code and observes Academic Honesty policy
- Upholds ethical standards in research and scholarly activity
- Attributes ideas and contributions appropriately for other's work
- Assumes personal responsibility for mistakes; admits errors; takes steps to prevent recurrence
- Forthcoming with information; does not withhold and/or use information for power
- Student maintains patient confidentiality; deals with confidential information discreetly and appropriately
- Does not misuse resources (e.g., school computers, clinical site materials)
- Requests help when needed

### **Caring and Compassion**

(Sensitivity, tolerance, openness, communication)

- Treats the patient as an individual, taking into account lifestyle, beliefs, personal idiosyncrasies, and support system
- Optimizes patient comfort and privacy when conducting histories and physical examination
- Communicates bad news with sincerity and compassion; deals with sickness, death, and dying in a professional manner with patient and family members

### **Respect**

(Respect for patient's dignity and autonomy, respect for other health care professionals and staff including teamwork, relationship building)

- Demonstrates respectful behavior toward faculty, staff, colleagues, preceptors, patients, and patients' families
- Respects patient rights/dignity (privacy/confidentiality, consent); knocks on door, introduces self, drapes patients appropriately, and shows respect for patient privacy needs; maintains patient confidentiality at all times
- Demonstrates tolerance to a range of behaviors and beliefs
- Does not disturb small group sessions
- The student follows general rules to maintain a safe environment for learning.
- The student is appropriately attired for all professional activities.
- The student keeps communication open with program faculty, staff, preceptors, and colleagues.

## Responsibility and Accountability

(Autonomy, self-evaluation, motivation, insight, commitment, dedication, duty, legal/policy compliance, self-regulation, service, timeliness, work ethic)

- Demonstrates awareness of own limitations, and identifies needs and plans for improvements
- Cares for self appropriately and presents self in a professional manner (i.e., demeanor, dress, hygiene)
- Maintains appropriate boundaries in professional relationships
- Recognizes and reports errors/poor behavior in peers
- Informs others when not available to fulfill responsibilities and secures replacement
- Takes responsibility for appropriate share of team work
- The student attends all required classes and clinical rotations.
- The student is punctual; arrives on time for class, clinical rotations, etc.
- Accountable for deadlines; completes assignments and responsibilities on time
- Remains flexible to changing circumstances and unanticipated changes
- Answers letters, pages, e-mail, and phone calls in a timely manner
- Balances personal needs and patient responsibilities
- Responds appropriately to constructive feedback
- Provides constructive feedback
- Facilitates conflict resolution
- The student follows guidelines from AAPA for professional conduct

## Excellence and Scholarship

(Management, mentoring)

- Masters techniques and technologies of learning
- Is self-critical and able to identify own areas for learning/practice improvement
- Has internal focus and direction, setting own goals
- Maintains composure under difficult situations
- Takes initiative in organizing, participating, and collaborating in peer study groups

## Leadership

- Helps build and maintain a culture that facilitates professionalism
- Does not provide disruptive leadership (e.g., organizing pranks, inappropriately confronting authority figures)

## Cultural Competence Goals

In keeping with patient communication skills as required by the *Technical Standards*, students are expected to demonstrate positive professional behavior by developing skills in culturally competent patient communication and care.

1. Develop an awareness of others and acceptance of differing culturally based values and beliefs.
2. Develop a self-awareness of individual, organizational and biomedical culture
3. Understand the conflict that arises when differences in culture, values and beliefs exist between a patient and provider(s)
4. Utilize effective patient-centered communication skills to resolve conflict
5. Negotiate a patient-centered management plan that validates the patient's beliefs and engages them in the treatment of their condition or promotion of a healthier lifestyle.

## Classroom Etiquette

The classroom should provide a safe and positive learning environment for all students. In order to create such an environment, it is important that everyone treat each other with respect and common courtesy.

Faculty members have the responsibility for conducting classes and maintaining the learning environment, and they may ask anyone who engages in distracting activity to leave the room. Please be mindful during class participation to be respectful, mature and not monopolize discussions. Visitors and persons not directly enrolled in the PA program or faculty will need to obtain prior approval from the course instructor before entering the classroom

- Some of the expected behaviors include the following:
  - Address instructors by appropriate title (Professor, Doctor, Mr., Mrs., Ms.)
  - Utilize a respectful tone of voice, word choices, and body language
  - Arrive on time
  - Take advantage of breaks between classes for restroom use and personal issues so as not to disrupt classes by arriving late or leaving in the middle
- Activities that might be prohibited by faculty include:
  - Emailing
  - Surfing the Internet (except as directed by faculty)
  - Instant messaging
  - Cell phone use
  - Receiving calls
  - Bringing animals to class (except service animals with documentation, and to the extent that they do not disrupt classroom activities)
  - Bringing children to class (except as requested by faculty)
  - Conducting conversations outside of class participation

## Academic Standing

### Grades

Grades are based on a variety of evaluations that are conducted to ensure that students are attaining the knowledge, understanding, skills and competencies required of a practicing PA. Evaluations are used to assist students in identifying areas for further study and to give them feedback on what they have already learned. Each syllabus includes criteria for grading. Grades are assigned in compliance with College policy, and graduate students are required to maintain a minimum GPA of 3.0 or greater in order to remain in good academic standing. Further information can be found in the “Grading Policies” section of the Le Moyne College Catalog.

The PA Program encourages students to strive for deeper learning and understanding, as well as mastery of the material rather than acquisition of a specific grade. The PA Program evaluates students on a wide range of attributes that are necessary to the practice of medicine, and all these attributes are considered when determining a student’s grade. **A grade of “A” indicates that a student has exceeded expectations; a grade of “B” indicates that the student has met expectations; a grade of “C or D” indicates that the student has not met expectations.** *Students are expected to maintain a grade of B or better in all courses, indicating that they have met expectations.*

### Technical and Professional Behavior Standards

PA students will be evaluated at each mid-term and end-of-term in the area of Technical and Behavioral Standards; students are required to meet these standards during each term of study. Students must possess the mental, physical, and emotional qualities and characteristics that enable them to demonstrate

appropriate professional behaviors, including respect, communication skills, teachability, reliability, responsibility, honesty and integrity. In addition, a student must recognize and care for his/her personal health.

## **Academic and Behavioral Progression Committee: Progression and Graduation**

The Academic and Behavioral Progression Committee evaluates both academic progress and compliance with the PA Program's Technical Standards and Behavioral Objectives twice each semester. The Academic and Behavioral Progression Committee is composed of faculty members. Students are notified by letter if their progress in either area is unsatisfactory at mid-semester as well as at the end of each term, with instructions to meet with appropriate faculty and staff members. This provides timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

Students are promoted from one semester to the next, from the didactic to the clinical year, and graduated based on performance related to both academic progress and compliance with the Technical and Behavioral Standards.

The Academic and Behavioral Progression Committee has the ability to place a student who fails to meet academic, behavioral objectives, and/or Technical Standards expectations on academic and/or behavioral probation. The student has the potential of being decelerated by the Academic and Behavioral Progression Committee in order to repeat a course, or other remediation as indicated for specific issues identified as reasons for the academic and/or behavioral probation. *A student will remain on probation for the duration of the program.* Additional unsatisfactory performance while on probation in either area will result in dismissal from the program.

Remediation may be available for individual courses. Please refer to the individual class syllabi for further information.

## **Behavioral Standing**

Patterns of unprofessional behavior will be referred to the Academic and Behavioral Progression Committee. The student may be required to meet with the Academic and Behavioral Progression Committee to discuss their standing in the program. The Academic and Behavioral Progression Committee may issue a warning, remediation, behavioral probation or dismissal.

## **Academic Standing and Deceleration**

### **YEAR 1**

- A student who receives a grade less than B in any didactic course will be decelerated or dismissed.
  - A student who earns less than a B in a course that is a co-requisite of another, and/or sequential in nature poses a special problem. This specifically applies to Clinical Medicine, Pharmacology, Physical Diagnosis and Patient Evaluation Laboratory and Anatomy & Physiology. A student may not advance to the second sequential course until completion of the first course with a grade of B or better, and may not enroll in the second sequential co-requisite courses. The student will be required to repeat the course, and since that course is not offered for another year, the student will be required to audit all previously passed courses in order to review and adequately prepare for the following sequential courses. For example, if a student is required to repeat fall Pharmacology I,



he/she will be required to also audit Clinical Medicine I the following fall to prepare for success in Clinical Medicine II.

- The students will be responsible for all fees associated with auditing a course. The student should contact the Bursar's office for information on the cost associated with auditing a course.
- A student who receives a grade of less than B for any one course will be placed on academic probation and decelerated.
- A student who receives a grade of less than B for any two courses will be dismissed from the program.
- A student who receives a grade of less than C in the didactic year for any one course will be dismissed from the program.
- Students must successfully pass all courses with a grade of B or higher prior to being promoted to the next semester.

## **YEAR 2**

- A student who fails a clinical rotation will be placed on probation and required to repeat the rotation. The repeated rotation will be done at the end of the regular clinical year.
- A student on academic probation during the didactic year will be dismissed from the program after failing a single rotation.
- A student who fails a second clinical rotation will result in dismissal from the program.
- A student who fails a pass/fail course other than Clinical rotation I-IX will be placed on probation.
- If a student is on academic probation during the didactic year, failing any additional course will result in dismissal from the program.
- Because grades issued for Clinical rotation I-IX are composed of many different criteria, including outside evaluations, and because some evaluations from outside sources may not be available immediately upon completion of the rotation, students may be allowed to begin the next rotation without a grade being assigned. Once all evaluation materials are gathered, if the criteria for passing the rotation are not met, the student will be pulled from the current rotation (for a second failed rotation) or will be notified of academic probation (for a first failed rotation).
- Students are expected to complete all courses for which they are registered, i.e. may not drop a course in order to avoid failing it. A student who chooses to withdraw from a course in accordance with the Le Moyne College catalog will be allowed to continue as a student of Le Moyne College, but will be considered withdrawn from the PA Program and may not register for further PA Program courses.
- Students with poor academic and/or professional performance in a rotation might experience a delay in their date of completion of the program.
- If a student is removed from a clinical site for unsatisfactory performance, the student will need to meet immediately with the course instructor to determine if a failing grade is warranted.
- Any student whose behavior during a clinical rotation jeopardizes or leads to the loss of a site will be referred to the Academic and Behavioral Progression Committee. The Committee may recommend remediation, warnings, behavioral probation, or dismissal from the program, depending on specific circumstances and prior behaviors. This may also result in failure of the rotation per the course instructor.
- Academic/Behavioral Probation:
  - Students will be notified in writing when placed on Academic/Behavioral Probation. The student is required to meet with the academic advisor. Any student placed on probation that holds an office in the student society may be required to meet with their advisor and will be referred to the Academic and Behavioral Progression Committee to determine if they can continue to hold that office.
- Students in the didactic or clinical year may request a leave of absence from the program for health issues, pregnancy, and other personal issues. This will result in a voluntary deceleration. Also see the section on "Illness" below.

## Incomplete Policy

Definition of an Incomplete: An **Incomplete (I)** grade may be assigned when a student has completed the majority ( 75% or more) of the course requirements with a passing grade but, due to **extenuating circumstances** (e.g., medical illness, family emergency, military service), is unable to complete the remaining coursework by the end of the academic term. A student may request an incomplete on only one occasion.

### Eligibility Criteria:

To be eligible for an Incomplete:

- The student must be in good academic standing. Good academic standing is defined as a grade of B or higher in the course at the time of the request.
- The reason for the request must be documented and deemed valid by the course instructor and/or program director.
- The student must have a clear and feasible written out plan submitted to the course instructor, advisor, and program director for completing the outstanding work.
- If the precipitating reason for the request is of a personal nature, the student and/or instructor may seek the assistance of their Academic Dean in providing appropriate documentation.

### Procedure

1. **Student Request:**
  - The student must initiate the request for an Incomplete before the end of the course.
  - A formal request must be submitted in writing.
  - Student requests must include supporting documentation to validate the request.
2. **Instructor and Program Approval:**
  - The course instructor reviews the request and determines if an Incomplete is appropriate.
  - The program director or designee must approve the Incomplete and the completion plan.
3. **Incomplete Grade Contract:**
  - A written **Incomplete Grade Contract** must be completed and signed by the student, course instructor, and program director. This contract will need to include:
    - The specific coursework to be completed
    - The deadline for completion
    - The default grade to be assigned if the work is not completed
4. Classroom:
  - The student may still attend/audit class and/or lab while an incomplete is taken to remain up to date on the course material.

Deadline and Resolution

- All Incompletes must be resolved by the agreed-upon deadline.
- If the student fails to complete the required work by the deadline without prior extension, the grade will be changed to the default grade as stated in the contract.  
Extensions may be granted only in rare circumstances and require written approval by the program director.

#### Impact on Progression on Program Completion

- A grade of Incomplete may delay progression in the program, including participation in clinical rotations, until the coursework is completed and the final grade is submitted.  
Students with unresolved Incompletes may not be eligible for graduation or advancement to the next phase of the program.

#### Documentation and Record keeping

- A copy of the Incomplete Grade Contract will be kept in the student's academic file.
- Final resolution of the Incomplete must be documented in the student's record.

## Program Completion Policy

In order to promote timely academic progression, preserve curricular integrity, and ensure compliance with accreditation and departmental requirements, the Department of Physician Assistant Studies ("DPAS") has established the following requirements regarding the maximum allowable time frame for completion of the degree program:

1. **Maximum Completion Period**  
All degree requirements must be successfully completed within four (4) years from the date of the student's initial matriculation into the program.
2. **Definition of Initial Matriculation**  
For purposes of this policy, "initial matriculation" shall mean the first official academic term in which the student is enrolled in program coursework following admission. The four-year time period shall commence at initial matriculation and shall continue to run without interruption, inclusive of any breaks in enrollment, approved leaves of absence, remediation, or periods of deceleration.
3. **Curriculum Sequence and Milestones**  
Students are required to follow the published curriculum sequence and to meet all associated milestone requirements, including but not limited to didactic and clinical year coursework and summative assessments.
4. **Remediation and Deceleration**  
Any remediation or deceleration plan must be structured to ensure that the student remains in compliance with the four-year completion requirement, unless a formally approved exception has been granted pursuant to departmental policy.

## Personal Time Away

In the first year, there are no *allotted* personal days.

In the second year, please refer to the clinical year information regarding time away.

Please refer to the College Manual for Student Absenteeism.

<https://www.lemoyne.edu/compliance-accreditation-information/registrar-policies-student-information/>

## Withdrawal

A student who withdraws from the college *must apply for readmission* through CASPA.

## Leave of Absence

Leaves of absence are permitted for reasons which meet the criteria according to the Family Medical Leave Act (FMLA) guidelines <https://www.dol.gov/general/topic/benefits-leave/fmla>. Personal leave for other reasons will result in forfeiture of your seat.

**Due to the intensive nature of PA education, all academic activities are considered to be an important part of the overall educational experience. The DPAS encourages all students to engage in their education with consistent attendance. Leaves of absence will be individualized to the specific situation but will follow the general policies and procedures outlined below. Program faculty will be notified of all instances of leaves of absence. Students are urged to submit requests for absence as soon as an absence is anticipated. All requests for a leave of absence should be submitted IN WRITING to the Program Director and the Assistant Dean of Graduate Student Success. One of these individuals will then be in contact to meet and complete all necessary forms for the LOA/withdrawal.**

- **Leave of Absence/Withdrawal**

For personal or medical reasons, a student may voluntarily discontinue enrollment at the College by requesting either a leave of absence (temporary) or a withdrawal from the College (permanent). Please refer to the Purcell School of Professional Studies for specific information regarding this. A leave of absence cannot be requested after the college defined last date to withdraw for that particular semester of study. <http://collegecatalog.lemoyne.edu/graduate-information/policies-procedures/>

Because of the nature of the PA program: the total time away from the College cannot exceed three (3) consecutive semesters. For the purposes of reinstatement after a leave from the program, please be advised, when calculating the number of semesters absent from the program, the PA Program academic year consists of three distinct semesters: Fall, Spring, and Summer. The first semester of being considered on leave takes effect once a student submits a Medical Leave of Absence Form and it is processed by the Office of the Registrar. Accordingly, if a student's leave of absence begins at any time during a semester, the individual will then have a total of three semesters to remain on leave. A student may not take matriculated coursework at another institution while on a leave of absence. To be eligible to return from a leave of absence, a student must demonstrate his/her readiness to return by satisfying all requirements for return. The student must submit the appropriate forms to the Assistant Dean of Graduate Student Success and the Wellness Center for approval prior to returning to class.

Since courses during the didactic year are offered only once a year, a student's extended absence from the DPAS program should be considered a leave of absence and they will be given the opportunity to rejoin the program with the next cohort of students. The Program Director or the designee must approve

reinstatement. The student will be required to audit any courses they have previously completed prior to taking the leave of absence.

## Refund Policy

The date of withdrawal is the date you notify, in writing, the PA Office. Tuition adjustment calculations are done automatically based on the date of withdrawal and the start date of the semester. Fees are not refundable.

If you withdraw from the College or from a course, you may be entitled to a tuition credit of a percentage of your tuition. Fees are not refundable.

**Students not completing 60 percent of the semester will have their federal loans prorated using the federal Title IV withdrawal formula. Loan funds will be returned to federal financial aid accounts in the following order: Federal Family Education Loan (Direct Loans), then Federal Perkins Loan. The remaining portion of the refund for all students is returned to the account of any state or other Le Moyne assistance that the student received.**

<http://collegecatalog.lemoyne.edu/graduate-information/graduate-tuition-and-fees/>

<https://www.lemoyne.edu/College-Administration/Office-of-the-Bursar>

## Grade Grievance Procedures

Le Moyne College has an established procedure for appealing a final grade. This can be found in the Le Moyne College Catalog. Students are encouraged to attempt to resolve difficulties or concerns they may experience in a course first by discussing them with the instructor, preferably before grades have been recorded.

During the clinical year, the clinical preceptors do not assign a grade to students, but their evaluations are used in determining the grade. Students are encouraged to review the preceptor's evaluation at the mid-rotation and end-of-rotation to identify strengths and weaknesses in clinical performance and to use these evaluations to improve their performance. These evaluations may also be reviewed by the student with the course instructor, but ***under no circumstances is a student to approach a preceptor for explanation of an evaluation after the evaluation has been received by the program and/or grade for the rotation has been assigned.*** This is considered unprofessional behavior as it may be interpreted as defensive or threatening to the preceptor. If a student approaches a preceptor directly for any review of the evaluation *after* the grade has been assigned, the student will be referred to the Academic Progression Committee and may be placed on behavioral probation. If a student wishes to pursue a grade change for a clinical rotation, s/he must follow established Le Moyne College procedures.

Students may encounter a variety of problems, including interpersonal problems over the course of their tenure in this program. *Students are encouraged to attempt to resolve difficulties by discussing them with the person involved.* If the problem is unresolved, the student should contact his/her advisor, and finally, the Program Director. While students are on clinical rotations, they should notify the clinical coordinator or course instructor for any difficulties they are encountering, even if they are able to resolve their difficulties in person. The student may choose to ask the preceptor for assistance and may also contact his/her advisor on campus. Ultimately, if these attempts fail, the Program Director should be contacted. College policies regarding academic and judicial appeals are included in *the Le Moyne College Catalog* and *Le Moyne College Student Handbook*.

## Formal Academic Grievances against Professors, Classes, or Programs

Formal academic complaints about a class or professor should be taken directly to the professor concerned first. If the issue is not resolved, a written complaint should be filed with the appropriate department chair or director. This written version should identify the complainant, specifically detail the perceived problem, the date of the meeting with the Professor and be accompanied by any relevant supporting documentation or data. It should also include *the proposed response or remedy*.

The department chair or director shall discuss the grievance with both the student and the professor (either individually or together) and shall make a recommendation to the student and the professor as to a resolution. If the department chair or director is the professor, the senior member of the department other than the course instructor shall hear the appeal.

If the problem has not been resolved in steps one or two above, the student may appeal to the appropriate dean. In this case, the student and the professor shall submit in writing their positions on the matter. The appropriate dean may also request a written recommendation from the department chair or director. (These documents are not intended to preclude meetings between the academic dean and the student, the professor, and/or the department chair or director.)

The appropriate dean shall then forward a written recommendation to the student, the professor, and the department chair.

The student may appeal the dean's decision to the academic vice president within 15 days.

Formal academic complaints about a program should be filed with the appropriate department chair or director and then proceed to resolution through the same steps outlined above for complaints about professors or courses. <http://collegecatalog.lemoyne.edu/graduate-information/policies-procedures/>

## Academic Advisement

Students will be assigned an academic advisor when they begin the Program. The advisor is a faculty member of the Department of PA Studies. The student should maintain regular communications with the advisor, especially if s/he encounters any academic difficulties, and before such difficulties lead to potential failure of a course or academic probation. Academic advisors may recommend referral to an appropriate professional in cases where a student's personal problems have an impact on academic or professional performance.

## Academic Standards (Honor Code)

Students in the PA Program must comply with the *Academic Standards* of the College, which are outlined in the Le Moyne College Catalog, and the *Guidelines for Ethical Conduct for the PA Profession* (adopted by AAPA 2000), which is in the next section. It is the responsibility of each student in the program to become familiar with the *Academic Standards* and Appeals process. Specifically, the Academic Standards of Le Moyne College PA Program include prohibitions against.

- Plagiarism
- Receiving or providing unauthorized assistance for or during examinations
- Use of unauthorized notes, materials, and devices during examinations
- Collusion with others to avoid or circumvent course requirements
- Making fraudulent statements or claims to influence grading

- Bribing or attempting to bribe others to gain academic advantage
- Securing or possessing course examination material prior to an examination unless provided by the course instructor
- Taking an examination on another's behalf, or having someone else take an examination on his/her behalf
- Altering or misusing academic records
- Falsifying or inventing data or information to be presented as an academic endeavor.

At the beginning of the program, each student will be required to sign an agreement to abide by the *Honor Code of the PA Program*. Failure to follow the letter and spirit of this agreement can, at the discretion of the Academic and Behavioral Progression Committee, result in dismissal from the program.

## **Personal Grooming and Attire**

Students should have a professional appearance and demeanor whenever they are representing Le Moyne College in an off-campus setting, including clinical sites, continuing education activities, and special events. The PA program is a professional program in health care, and students are expected to maintain the highest level of personal hygiene and grooming. Students will be interacting with practicing health care professionals, their staff, and their patients and should be neatly dressed and well-groomed so as to not disrupt clinical function ..

- Attire is to be clean and appropriate for the clinical. Clothing at a minimum should be of business Casual. Students are not to wear ripped jeans, shorts, cut-offs, T-shirts, clothing with holes
- Hair is to be clean and worn in a neat arrangement in accordance with the policy of each clinical facility.
- Fingernails must be trimmed short to avoid injury or discomfort to patients.
- Students will wear a clean, short, white lab coat with the Le Moyne College PA patch sewn onto the upper left arm of the coat, and a photo name tag, which includes the student's name, the words "PA Student," and "Le Moyne College." Students must bring their white coats to class as directed for the clinical laboratory.
- No gum chewing or smoking will be allowed in the clinical setting.
- If the clinical site has established policies and practices regarding dress, the site's policies supersede those of the program. However, OUR policies supersede those of the site if the site's policies are less strict.
- If you are in doubt about the appropriateness of your attire, it is probably inappropriate. The program faculty, staff, and/or clinical preceptors will be the final arbiters of appropriateness of dress under the circumstances. If you are inappropriately attired, you will be marked absent, and asked to leave to change.

## **Unauthorized Presence in a Clinical Setting**

No PA Student shall be present in any Clinical Setting without prior authorization and clearance from the Clinical Team. Failure to comply with this policy will result in an immediate response from the Clinical Team, involvement of the Academic Progression Committee and further disciplinary action including Behavioral Probation.

## **Communications and E-mail**

### **Cell Phones**

***Cell phones may not be used in the classroom, or on clinical rotations.*** They are disruptive and are inconsiderate of other students' learning. The only exception for using cell phones is during clinical rotation if the student is on call or when allowed by the instructor for class participation purposes, e.g., interactive quizzes.

Text messaging or other use of electronic communications is not permitted during class or at clinical sites. Inappropriate use of electronic communication tools will be brought to the Academic Progression Committee for discussion.

## **Laptop Computers / Tablets**

Use of laptops during class is up to the instructor's discretion. Using one's laptop during class for purposes other than those related to the class's activity is not permitted. It is inconsiderate and may be disruptive to other students' learning.

## **Email**

Students are expected to check email daily for announcements related to classes or assignments, and for messages from faculty. Any difficulty with accessing your email should be brought to the attention of the IT department and/or PA faculty. Failure to check and respond to emails in a timely manner could result in being referred to behavioral progression committee.

Students are expected to follow the Le Moyne College Information Technology rules and regulations regarding computer and email policies. These are found in *the Le Moyne College Student Handbook*.

## **Social Media Policy**

Maintaining professionalism is of utmost importance when using social media. You should always assume that any and all postings you make to social media sites are visible to program faculty, future employers, and patients. This is true whether you think you are posting to a "members only" chat room or to a site in which a viewer must be "invited" to read your words or view other uploads.

The following types of posts are prohibited on *any* social media platform, whether photographic or in written form. This is true even when, in your belief, the patient and/or other persons is/are not identified or identifiable:

- discussions of patient-related matters
- any form of patient data or statistics
- photographs of patients, including in the operating room
- photographs of cadavers and plastinated specimens
- the posting of diagnostic images, whether they are the subject of the post or in the background
- posting photographs in which your clinical location is identifiable
- any information regarding clinical site
- personal or negative information regarding college personnel, including faculty, staff, and fellow students

Requesting connection with preceptors, faculty, staff, and supervisors while currently a student is also unacceptable.

Please refer to the Purcell School of Professional Studies handbook for specific information regarding social media policy. (<http://collegecatalog.lemoyne.edu/graduate-information/policies-procedures/>)



Violation of this policy will result in your appearance before the Academic Progression Committee and possible dismissal from the program. Witnessing any violation of this policy should be immediately reported to the program director.

## Miscellaneous Items

### Moonlighting

Employment while a student is in the Le Moyne College PA Program is *highly discouraged* due to the intensity of the program and the time constraints of the curriculum. Any working student will be held to the same standards as other students. No student will be allowed to work for the program during the didactic or clinical year.

### Weapons

Weapons of any kind are not allowed on campus or at any clinical site. Weapons are not allowed in a vehicle on campus or at any clinical site.

## Harassment Policies

As an institution of higher education with a long-standing Jesuit tradition, Le Moyne College recognizes its obligation to promote an environment and collective attitude which encourages students, faculty, staff, and administrators to serve others, participate in the life of the College, and act as responsible members of the community. Sexual harassment and nonconsensual sexual activity undermine the dignity of individuals and the principles of equality and respect for others. Le Moyne College does not condone or tolerate any verbal or physical conduct that would constitute sexual harassment or nonconsensual sexual activity as defined in this policy. Any student, faculty, staff, or administrator who engages in such conduct will be subject to disciplinary action in accordance with the guidelines stated in this policy. See the Le Moyne College policy:

<https://echo.lemoyne.edu/DesktopModules/Bring2mind/DMX/API/Entries/Download?Command=CoreDownload&EntryId=3449&language=en-US&PortalId=0&TabId=99>

### Title IX/Harassment

If a student has concerns about discrimination or harassment, they should contact the Clinical Coordinator and rotation faculty immediately by phone and/or email. They should also take whatever measures necessary to keep themselves safe in the moment. They must also contact the Le Moyne College Title IX officer. Please email both addresses: [moormes@lemoyne.edu](mailto:moormes@lemoyne.edu) and [titleix@lemoyne.edu](mailto:titleix@lemoyne.edu), to file a formal report. Direct link to college Title IX

<https://www.lemoyne.edu/compliance-accreditation-information/title-ix/>

Phone Number (315) 445-4278

## Teach Out Policy

In accordance with the Accreditation Review Commission on Education for the PA (ARC- PA), Standard A 1.03, in the event of the program elimination or significant change in requirements, the Le Moyne College PA Program will make appropriate arrangements to ensure that students enrolled in the program have an opportunity to complete their program in a timely manner with minimum disruption.

In the event of the PA Studies (PAS) Program's closure or loss of accreditation, Le Moyne College will

establish a teach out plan that is in alignment with institutional policy and meets Middle States Commission on Higher Education (MSCHE) Accreditation Requirements as well as meets New York State's Regents Accreditation Standards providing for the equitable treatment of students. If the Le Moyne College PAS Program is prohibited from teaching out currently enrolled students, then all reasonable attempts to execute a teach out agreement with a currently accredited PA Program will be made within a reasonable amount of time. The written agreement between Le Moyne College and the accepting institution will provide for equitable treatment of students and reasonable opportunity for students to complete their program within a reasonable period of time. Accepted applicants into the next cohort would be notified of the program's closure and/or change in accreditation status and, applicants would be refunded all deposits and the application fee to apply to the program. The teach out plan and agreement for students would be submitted to the New York State Education Department, the MSCHE, and the ARC-PA for approval prior to execution.

The Le Moyne College PA Studies Program abides by the Accreditation Review Commission on Education for the PA (ARC-PA) standards of Accreditation; the Middle States Commission on Higher Education (MSCHE) Standards of Accreditation and Requirements of Affiliation; the New York State's Regents Accreditation Standards; and New York State's Department of Education's statutes, codes, rules and regulations.

## **Name Change:**

If you change your name during the duration of the program please refer to the College Policy

- Le Moyne Policy page (<https://www.lemoyne.edu/College-Administration/Office-of-the-Registrar/Policies>), there are 2 areas that apply:
    1. Preferred Pronoun, Chosen Name, and Gender Identity
    2. Change of Legal Name/Gender/
      - <https://echo.lemoyne.edu/Campus-Life/Pronouns-Genders-and-Names>
- Change of Legal Name/Gender form:  
<https://docs.google.com/forms/d/e/1FAIpQLSc0sMvv9kP5KU918Bou7VRJeAYUTWESz3zkCRu0g5N3h4bllQ/viewform>

## **The Clinical Year**

### **Terms**

Fall, spring, and summer semesters of clinical year

### **Rotation Instructors**

This varies depending on the rotation. Please refer to the individual syllabi

### **Preceptor**

The clinician(s) who teach you, and by whom you are supervised at the clinical site

## Clinical Team

All staff and faculty who work with you during the clinical year, including the following:

- Clinical Coordinator
- Administrative Clinical Coordinator
- Research Coordinator
- Program Director
- Course instructors
- Data Analyst
- Clinical Program Administration Coordinator

## Structure

The Clinical Year comprises three (3) courses during any given time frame with the exception of the summer when Research Seminar has ended.

- **Professional Skills**
- **Research Seminar**
- **Clinical Rotations**

There are 9 rotations which include:

Primary Care, Women's Health/Ambulatory Care, Pediatrics, Emergency Medicine, Internal Medicine, General Surgery, Behavioral Medicine, and one Elective. There is an additional supplemental rotation that serves as an additional clinical experience that will prepare students for clinical practice. All rotations have additional participation requiring didactic activities during the rotation.

***Please note that all activities listed below are subject to change when situations arise that are out of the control of the department. It is the responsibility of the student to check with the course instructors and follow any announcements that pertain to activities associated with Call Back Days.***

**Call Back Week Activities:** Occurs after every 2-3 rotations. This is a week-long session that includes mandatory sessions. These dates are provided to all students prior to the start of the clinical year. **Time off, and early dismissal for individual students will not be granted during Call Back Week unless there is illness or bereavement. This is a firm rule and no exceptions will be made.**

## Registration

Be sure to register for all courses by the registration deadline. In the second year, you must self-register. A student must be registered to go on a Clinical Rotation. *Failure to register within the time frame outlined below will result in the delay of your Clinical Rotation.*

**PLEASE NOTE:** During the spring of the Didactic Year, the DPAS Office will send an email reminder advising students to register for the Summer /Fall Semesters. Similarly, in the Fall of the Clinical Year, another reminder will be sent to students reminding them to register for the Spring Semester; and in the Spring of your Clinical Year, a reminder will again be sent reminding students to register for their last Summer Semester.

Upon receipt of these email reminders, students must:

- Complete the registration process *within one week of registration being opened up* by the Registrar's Office. This includes clearing any holds on your account before registration will be allowed. If needed, students should contact the program office for assistance with any issues

related to formal registration

## Clinical Rotations

Prospective and enrolled students are not required to provide or solicit clinical sites or preceptors. Please recall **that the Le Moyne College campus is the center point for all clinical rotations.**

Ample sites are available for student placement. However, these placements are contingent on students' compliance with the site policies. The program will work with students to find alternative site placements, if the student is unable to comply with the policy for the scheduled site. Alternative placements may not be possible and could result in a delay in graduation or affect completion of the program.

- Clinical Rotation Assignments are made by the Clinical Team and in collaboration with the student. Please refer to the individual rotation specific syllabi for course instructors.
- Students are not permitted to contact Preceptors about setting up a rotation without prior permission of the Clinical Coordinator.
- Elective Rotations are assigned based on the student's top two requests in an area of their choosing. ***All requests are subject to approval.*** For those students failing to meet the deadline for Elective requests, their Elective Rotation will be assigned. In a rare situation a prearranged Elective rotation could be replaced with an assigned elective by the Clinical Coordinator if deemed necessary.
- ***Once a rotation is scheduled, it may not be changed by the student.*** However, due to issues beyond our control, rotation assignments may need to be changed prior to the start of a Clinical Rotation by the Clinical Team. In these instances, students must remain flexible and open to the changes made.
- Student initiated rotations must be approved by the Clinical Coordinator and all paperwork must be submitted by the deadlines stated by the Clinical Team for a given rotation. Upon contacting the Clinical Coordinator/Administrative Clinical Coordinator about initiating a distant rotation, the student is responsible to clarify what their deadlines are for setting up the rotation and submitting appropriate paperwork. In the case of student-initiated rotations, the responsibility is the student's to ensure that all logistical, procedural, and clerical issues are addressed in accordance with Departmental Policy. Approval of student-initiated rotations are at the discretion of the Clinical Coordinator and approval is not guaranteed.
- Under no circumstances may a student arrange for a clinical preceptor who is either a relative, friend, or provider of healthcare services to the student. If the student is placed with such a preceptor by the program, the student is expected to inform the Clinical Coordinator as soon as this situation is recognized for placement at another clinical site.
- Any student requesting a distant site that is not affiliated with Le Moyne College, must be a Student in Good Standing. Once authorized to approach a new provider or clinical site, the student must have the appropriate paperwork – New Clinical Site Request Form - completed in detail and in its entirety submitted to the Clinical Team within 90 days of the start of the requested rotation. The preceptor's CV MUST be included.
- During clinical rotations, students must not substitute for clinical or administrative staff during supervised clinical practical experiences.

## Distant Rotations

- Distant Rotations are considered those placed beyond a 5-hour drive from Le Moyne College. The Le Moyne Campus is the center point for all clinical rotations. A student MUST request permission from the Clinical Coordinator/Clinical Team to initiate a Distant Rotation.

- The Clinical Coordinator will consider and approve each request on an individual basis, considering the distance to travel and the academic strength of the student.
- *A request for a Distant Rotation will be denied if the student has had excessive absences, a pattern of late or inadequate assignment completion, if the student is on Academic or Behavioral Probation, or if there are conflicts with scheduled PA program activities.* The Program Director has the ultimate discretion to approve or disapprove any request.
- International and out-of-state rotations are considered special, and students who have poor performance, late submission of assignments, or other issues related to professionalism will not be permitted to participate in these. Students on Academic or Behavioral Probation will not be permitted to participate in these special rotations. If a student is planning on such a rotation, it is important that the student make the necessary choices to ensure strong performance and impeccable professionalism so that nothing impedes participation. If a student's performance or behavior makes him or her ineligible for participation in a special rotation after plans for that rotation have been made and funds have been expended, the student alone will be responsible for all costs incurred and related to the rotation, even though the student no longer qualifies to go.
- When Distant Rotations are *assigned* (as opposed to requested), the Clinical Coordinator may place a student at one of these sites whether or not the student is in good academic standing (e.g. has failed the previous rotation) in accordance with the Academic Probation guidelines. If alternative arrangements can be made *in time*, the student might be placed at a closer site, if available.

## Expenses

As stated above, all students will be expected to travel during the Clinical Year. With this in mind, there will be many occasions during the Clinical Year requiring out-of-pocket expenditures. These may include things such as parking, gas, tolls, housing, food, background checks, connections to the internet, transportation to and from clinical sites, Call Back Week, etc.

*These expenses are the responsibility of the student. Failure to plan accordingly for these expenses is not a consideration for clinical site placement. Please contact the Financial Aid office regarding loans for educational expenses.*

## Other Important Topics

### Professionalism

Please see clinical year overall rubric

### Attendance

The PA curriculum is rigorous. Regular attendance, focused participation, and regular study are necessary to earn the required credits for graduation and for mastery. Attendance is mandatory on rotations, Call Back Days, course sessions, Competency Week, and other program activities scheduled as necessary. The time requirement for the Clinical Year is that each student follows the schedule of their preceptor. Clinical Year students are required to spend a **minimum** of 36 hours a week at the clinical site. The preceptor might work holidays, weekends, call, etc., and therefore the student will as well. Although there is a minimum of hours required as stated, students are expected to be at the clinical site during normal working hours for that site, or for the preceptor's working hours, even if the minimum hours are met for a given week. If a preceptor has a day off during the workweek, or a vacation, this is not a day off or vacation for the student. If the student is not reassigned by the preceptor to work with an alternate, the

student must contact the Clinical Team for a temporary clinical experience. The minimum total hours for a 5-week rotation is 180 hours.

*Weeks during which a Major Holiday occurs require a minimum of 24 clinical hours. No exceptions.*

## Holidays

Please note that the Le Moyne College PA Studies Program only follows the Le Moyne College Academic/Holiday Calendar in the first year of study. The Clinical Year follows neither the Le Moyne College Academic/Holiday Calendar nor break week schedules. Students should follow the holiday schedule of their clinical preceptors. In the absence of a set holiday schedule directed by the student's preceptor, only the major holidays may be taken off. *The major holidays for purposes above are defined as New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. The "Eves" of holidays and days surrounding long weekends attached to major holidays are NOT considered part of the holiday. Any religious holiday other than those listed (e.g. Eid al-Fitr) may be taken but require a 2 week notice to all faculty involved on that particular day.* If a holiday/holiday schedule appears to cause a significant shortfall of hours (less than 24 hours in any one week), contact the Clinical Team.

## Taking Call

Many of you will be required to participate in an On Call schedule as part of your clinical rotation. A night on call with significant patient contact, at the discretion of and with written approval of the Canvas faculty and preceptor, can count towards your rotation hours within a given rotation.

## Extracurricular Opportunities

From time to time, students have been presented with unique learning opportunities that fall outside the purview and bounds of the rotation to which the student is assigned. Anything the student does outside the normal bounds of his/her rotation is on the student's own time, and scheduled with the agreement of anyone who agrees to precept the student for this experience. It is the student's responsibility to clear this with all parties involved, such as, the hospital's administration, since the preceptor in this situation is not the only one who has to sign off on this. The professors and administrators of the Le Moyne College DPAS will not be able to help the student with any of this, so continued credentialing or additional credentialing will be solely the student's responsibility.

The student is never permitted to engage in one of these opportunities without notifying the course instructor, the Le Moyne course preceptor, and the Clinical Coordinator FIRST.

During these opportunities, since it is not arranged and sanctioned by the program, the student is not to wear his/her Le Moyne ID badge and/or white lab coat and is not to introduce himself/herself as a student or agent of Le Moyne College for the purposes of the time being spent at the extracurricular site. The student is still obligated to present himself/herself as a "student of PA studies," while making it clear that (s)he is not, at the moment, present as part of his/her matriculation in the Le Moyne College PA Studies program, since the student is not directly under the auspices of the college during those times.

The following stipulations MUST be adhered to without question:

If any extracurricular experience occurs contemporaneously with the student's assigned rotation, it is absolutely required that it not interfere in ANY way with the fulfillment of the student's obligation to the Le Moyne course preceptor and the requirements for completing that rotation. There may not be any

borrowing or stealing of time from rotations in order to get extracurricular learning experiences.

The burden of medical liability and the cost of insuring the student against claims that arise as a result of, or during the student's participation in, extracurricular learning experiences, either directly or indirectly, by acts or omissions of the student, must be fully borne by the student, the extracurricular preceptor, and the hospital or facility in which the student is working. It is the student's moral and professional obligation to disclose this to all parties involved. Neither the program nor the college will assume any responsibility for this.

The student's presence at the site cannot interfere with the experiences of his/her classmates who might be assigned to the same location as part of their *official* Le Moyne College PA Studies rotations. Classmates who are assigned to that location must, *in every individual circumstance, take precedence over the student participating in an extracurricular experience*, both in the preceptor's office and, when it applies, in the OR for his or her cases.

## Absences and Time Away During the Clinical Year

### Personal Time Away

A Sum total of three days during the clinical year (not three days for each category, or per semester, or per calendar year) are allowed for personal time, personal illness, family illness, bereavement, off-campus/off-site conferences, job or school interviews, and/or time missed for remediation of exams. This time does not need to be made up.

**Notwithstanding, this time must be used according to all pursuant stipulations and in no case may these days be:**

- On the first day of a rotation as this will impact the orientation to the new site.
- "Banked" and used in succession at the end of any given rotation. If not used BEFORE the end of Rotation 9, these days will be forfeited.
- Taken during Call Back Days, Primary Care-Women's Health/Ambulatory Care couplet Didactic Days, Internal Medicine Teaching Afternoon, or Competency Week except in the case of illness, bereavement, emergency, or the necessity of attending a Residency/ Fellowship interview opportunity (as long as all criteria delineated below are fulfilled). These proscriptions include, but are not limited to, scheduling flights, travel to next rotations, attendance at weddings, etc. Please plan accordingly and do not ask for Time Away during these times.

### Time Away for Residency/ Fellowship Interviews

Students may be excused from parts of Call Back Day or Competency Week in rare instances for residency/ fellowship interviews if the student meets all following criteria. The student must:

- be in good academic and behavioral standing
- not have absences from prior Call Back Days and didactic sessions
- not have frequent absences from clinical sites
- not have a pattern of late submissions
- be responsible to complete assignments with equivalent content and will be expected to demonstrate competency in that subject matter.
- provide written proof that there is no alternative interview dates offered by the site

Such documentation must come via email or in writing from the residency or fellowship program to the relevant departmental faculty and program director at the time that the student leave request is made. It is the student's responsibility to obtain said documentation. All missed work and time would be made up by the student, and this would be planned and arranged by the student in consultation with relevant faculty, and approved in writing or via email by the faculty prior to the student's absence. If these conditions are not met, the absence would be considered unexcused.

This exception does not apply to job interviews, the absence for which are NOT permitted.

Without exception, ALL time away for personal reasons, conferences, or residency/ fellowship interviews requires the completion of a Leave Request in Exxat, and the notification and approval of the preceptor, and the notification and approval of the Course Instructor by email no less than 2 weeks before the time is taken.

Unless there are unusual circumstances, a student may not take all three elective personal days off in the same rotation and no more than two days consecutively.

Additional missed time must be made up as soon as is reasonably possible. If not made up during the current or future rotation, then, without fail, after rotation 9. In this case, completion of the program will be delayed beyond graduation day.

## **Anticipated Time Away**

Time away for reasons other than illness, death of a family member or friend, or emergency MUST be requested BEFORE the absence occurs. This requires the completion of a Leave Request in Exxat and notification of the Course Instructor by email no less than 2 weeks before the time is taken. Your request will not be considered without this information. Any such time in excess of the three days allowed for the year time must be made up in order for the student to successfully complete the rotation.

## **Time Away for Illness, Bereavement, or Emergency**

In the case of such events, the student must call the Preceptor, leaving a message if necessary, and email the Canvas Faculty as soon as possible regarding the illness or emergency. Document the missed time as a Leave Request in Exxat as soon as you are able, but within 72 hours of the event. Any such time in excess of the three days allowed for the year time must be made up in order for the student to successfully complete the rotation.

In the case of illness or emergency for which a student will have an urgent absence on short notice, a Leave Request Forms must still be completed and submitted to the designated section on Exxat. Of course, it is understood that the Leave Request might not be submitted on the same day as the illness or emergency occurred. Please see Canvas for further clarification.

A note from a medical practitioner or the Le Moyne Wellness Center is required to clear a student to return to clinical work if a student is out sick for three or more consecutive days. The note should go to the Le Moyne Wellness Center Office.

## **Requests for Time off Pertaining to Research**

Students wishing to take time off from their sites to GATHER DATA for their Capstone research projects must FIRST discuss this time away request with the preceptor, the Research Coordinator, AND the



Course Instructor, then document with a Leave Request that all necessary approval was obtained. The Leave Request should be entered into Exxat no less than 2 weeks prior to the time desired. No time off is allotted for research group *meetings*.

## **Time Away for Graduate Commencement**

The students have the option of participating in the Graduate Commencement ceremony that occurs in May. Students who are attending this ceremony are permitted to attend. This is considered an excused absence from the clinical rotation. No paperwork needs to be completed. Students must notify their preceptors of their planned absence.

## **Time Away for Academic Conferences**

A Leave Request must be submitted two weeks in advance AND must first be approved by the preceptor and Course INSTRUCTOR. No decisions are final until this occurs. You must also submit a “Two-Minute Evaluation Form” for each lecture you attend, and submit on Canvas. Please find this form in the Canvas Assignments.

BOARD REVIEW COURSES do not count as an Academic Conference. Time off requests for board review courses will be denied.

Conferences are educational opportunities to extend and enhance your educational experience. There are only two approved PA conferences each year: the NYSSPA Fall Conference and the AAPA Annual Conference. In addition to the two conferences there is also the Lobby Day in Albany, NY and PA’s on the Plaza that may be considered as well for time away. The student is not required to make up time taken from a clinical rotation to attend one of these conferences. Requests to attend other conferences will be entertained on rare occasions but, in all cases, will not be considered time excused from clinical rotations. Students in the first year are not permitted to miss any days of class to attend conferences except when approved by the program director and only in cases wherein the student plays an important role at the conference. A rare exception will be made to this policy.

### **However, all following stipulations will apply:**

- Only one conference may be attended per semester, whether presenting or simply attending.
- In no case may a student take more than two consecutive clinical days off to attend a conference regardless of the conference’s length.
- In no case will time away to attend a conference be permitted on CBDs, Primary Care-Women's Health/Ambulatory Care couplet didactic days, Internal Medicine teaching afternoon, or Competency Week.
- You are to present your request directly to the Course INSTRUCTORS (faculty whose courses are affected by the absence) who will consider each request on a case by case basis, considering the distance to travel, the academic strength of the student, the affected rotation and the amount of time the student would miss. In some instances, written departmental approval, via the Director, the course instructor, research coordinator and research sponsor, might also be necessary.
- Students on academic or behavioral probation are barred from time off for any/all off-campus and off-site conferences (see below).
- It is the responsibility of the student to make up any missing work or obtain information that was missed from the course during time away.
- A request to attend any conference might be denied if:
  - the student has had excessive absences.
  - there are conflicts with scheduled PA program activities.

- The clinical education outweighs the benefits of attending the conference as determined by the faculty member in charge of the rotation.
- A Leave Request is required and must:
  - include travel time to and from the conference.
  - be posted to Exxat and an email sent to the Course Instructor for the rotation from which you will be away to let him/her know that a request was submitted.
  - be completed no less than 2 weeks prior to attending any event
  - be approved by both your Preceptor and the Course Instructor for the rotation from which you will be away.
  - document that affected preceptors have been contacted and approved the leave, and that research mentors and sponsors, if students are presenting research, have also been notified and approved.
- A Two Minute Evaluation must be completed for each Conference lecture or workshop attended and uploaded to Canvas in the designated area. This does not apply to In-House Conferences (see below). The expectation is that you spend the workday attending the conference and the substance of the Two-Minute Evaluation should reflect this. Time Away for conferences follow the time away request procedure.
- No conference should be construed as formally approved until it is logged in Exxat in Student Leave and approved in writing by Instructor or faculty at large, via the Director, as the case may be.
- All time must first be approved by the clinical instructor, instructional faculty for rotation and the clinical coordinator. The program encourages students to participate actively in their professional organizations. The primary focus of the second year of training is for students to gain valuable clinical practice experience. Depending on the timing of conferences and the particular clinical rotation that a student is in at the time of the conference, participation may be denied as it would take away valuable time in the clinical setting.
- **Off-Campus/Off-Site Conferences**  
Travel expenses to and from any off-campus/off-site conference is the responsibility of the student. If the student commits funds to pay for any expense related to attending a conference before permission to attend said conference has been granted, and if said request is subsequently denied for any reason, Le Moyne College and DPAS will not be obligated to reimburse the student for loss of these funds.
- **In-House Conferences**  
Defined as Morbidity and Mortality Conferences, Grand Rounds, and specialty lectures – These offer additional venues for learning. We encourage you to attend whenever possible during your clinical rotation. However, these conferences are part of your ordinary work day. They may count toward clinical hours but do not justify time away. Travel expenses to and from any In-House Conference is the responsibility of the student. Complete a Two-Minute Evaluation for each of these conferences and submit to Canvas.

## **Making Up Time After the Third Personal Day Has Been Used**

For the purposes of make-up time, one missed day is equal to 8 hours. For purposes of counting the hours accumulated toward fulfilling the rotational hourly requirement, one “entitled” personal day is also equal to 8 hours. (That is, 8 hours can be essentially added to your total.) If a half day is taken off, it equals a full day of leave time.

Finally, students are required to document on Exxat and notify their Canvas Faculty when any missed time is made up. Please see Canvas or Exxat for details and instructions about accessing forms.

Specifically, time off for remediation of exams must be logged in Exxat in the Student Leave section and is counted against total allowed leave time.

## **Clinical Year Course Reductions**

In the rare event that a student needs a course reduction in the clinical year for medical or personal reasons, a request must be submitted in writing to the Program Director. Normally this request will not be approved without formal documentation from a medical provider. Any extenuating circumstances will be evaluated by the Dean. During this time, the student will remain enrolled in Research Seminar and Professional Skills courses.

A return to clinical rotations will be considered after discussion with the Program Director and Course Instructor.

## **Weather Related Absence**

It is expected that, as a fledgling professional, you will act as you would and should if you were in professional practice and a foul weather condition presented itself. If you can make it to the clinical site, you should.

Exceptions include:

- being called off by your preceptor.
- prevailing conditions that would impose an *immediate* threat to your personal safety.
- a declaration by the Governor of “essential personnel only” for automotive travel.

Students should not assume that time off for weather conditions is necessarily granted in cases where the college closes. Time off for weather conditions must be made up or used as one of three “entitled” personal days unless otherwise granted at the discretion of the course instructor *of your rotation*. A Leave Request must be submitted to document missed time due to weather.

## **Unexcused Absences**

Failure to be at a clinical site or Call Back Days and failure to report the absence properly will be considered an unexcused absence. Unexcused absences will go into the student’s permanent record and will be addressed at the discretion of the Course Instructor.

A student’s failure to report an absence in the correct manner will result in an unexcused absence.

If the Leave Request is not submitted for any absence, even if the preceptor and the Canvas Faculty are notified, the absence will be considered “unexcused.”

If the preceptor and the Canvas Faculty are not notified in the designated manner, the absence will be considered “unexcused.”

If the student is unable to report to the clinical site for any reason, the student is required to CALL the Clinical Preceptor before the time the student is expected to report to the site; the student should then email the Canvas Faculty before the time the student is expected to report to the site. The student should also submit a Leave Request into Exxat as soon as possible.

If the student is unable to report to call back days for any reason, the student is required to inform the Professional Skills course instructor(s) as soon as the problem first arises.

## Summary of Absences

Neither a Leave Request nor makeup time is required for:

- Rotation specific didactic teaching sessions
- Required research group meetings *with your group mentor* on CBD
- Graduate Commencement attendance

A Leave Request *and* Two Minute Evaluation forms for each lecture *are* required, but no makeup time is required for:

- Approved conferences

A Leave Request is always required AND time must be made up if beyond the three days allowed for:

- Illness
- Bereavement
- Personal
- Medical appointments
- Interviews
- Emergencies
- Family events
- Weddings
- Travel delays
- Weather conditions
- College *sponsored* events – not final until approved by your rotation INSTRUCTOR. Such events do require a Two Minute Evaluation.

Time away from clinical sites is tallied by the faculty/staff at the end of your second year. At the end of your second year, you will be required to submit an attestation (in Exxat) that you have not gone over your three allowed days or, if you have gone over, an attestation stating how many days you must make up. If this is found to be inaccurate, or if you do not submit it, there will be academic/behavioral penalties. Of particular note, time away from clinical sites for remediation of failed exams must be designated in the student leave section in Exxat at the time of the absence. You will not be given a date of completion until all outstanding days off are attested to by you, and remediated according to department standards.

## Grades

Assignment Grades, EORE, and Final Preceptor Evaluation Scores are based on the Overall Rubric and course syllabi posted in Canvas. Individual Rotation Grades are “Pass/Fail.” Clinical Rotation grading is “off-cycle” from the rest of the college and therefore an “I” incomplete will be issued until the coursework is complete. This serves as a placeholder until the course(s) are complete. A grade change will be issued by the instructor(s) once the course(s) are completed. The coursework must be completed within 90 days of issuance. Failure to do so will result in conversion of the “I” to an “F”, fail. )

Students removed from a rotation or program activity at the preceptor’s request, or faculty’s or program’s discretion due to poor performance or unprofessional, dangerous, or other problematic behavior results in a failure of the rotation. Failure to successfully remediate a failed EORE exam will also result in failure of the rotation.

## Site Visits

Throughout the course of the Clinical Year, site visits will be made by a member or designee of the

Department of PA Studies. The purpose of this visit is for the member or designee to meet with the student and the preceptor in the clinical setting. This visit serves to address any student or preceptor concerns, discuss general site related matters with the preceptor and when possible, observe the student during a patient encounter.

The site visitor may discuss a clinical scenario with the student and provide feedback on various components, such as the quality of their oral presentation, patient assessment, workup or any other component of the patient's care. Most often, the student will be notified of the upcoming site visit and will be asked to communicate with the preceptor about possible meeting times.

## **Networking**

There will be many opportunities throughout the Clinical Year to interact with other medical professionals. Appropriate professional behavior as per college policy is required.

## **Periodic Review**

From time to time, the Policy Sub-committee reviews and revises this Handbook. Prior to establishment of any new policy, it is reviewed by the entire faculty. Each time the Handbook is revised, a revision date will be included on the document's title. Only the most recent version of this Handbook is in effect.