POLICIES AND PROCEDURES

Communication

The PA Program staff and faculty are dedicated to your educational success. Professional development and intellectual growth are goals each student can attain with our guidance. To this end, the program and students both have a responsibility to communicate regularly with each other. Whenever a problem arises for a student, please contact an advisor as soon as possible. Students must also immediately inform the program of any change in address and/or telephone number in order to maintain proper channels of communication.

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The College’s main number is 839-3600. The Program's main number is 839-8563.
MISSION STATEMENT OF DAEMEN COLLEGE

The mission of Daemen College is to prepare students for life and leadership in an increasingly complex world. Founded on the principle that education should elevate human dignity and foster civic responsibility and compassion, the College seeks to integrate the intellectual qualities acquired through study of the liberal arts with the education necessary for professional accomplishment. This integration which recognizes equal value in liberal studies and professional programs aims at preparing graduates who are dedicated to the health and well-being of both their local and global communities.

With a Daemen education, students will acquire the skill to solve problems creatively and think critically. They will be comfortable with diversity and will recognize the importance of a global perspective. They will be able to work with others and be invigorated by environments that present challenges and demand innovation. Daemen students are expected to be active participants in their own education and informed citizens who understand that learning is a life-long journey.

At the heart of Daemen’s integrated learning experience is the relationship that can develop between the College’s faculty and its students. Daemen prides itself on maintaining a student-centered atmosphere and a close professional and collaborative association among all members of the College community. Assisted by a supportive faculty, Daemen students are encouraged to pursue goals beyond their initial expectations, to respond to academic challenges, and to develop habits of mind that enrich their lives and their community.
LEARNING OUTCOME GOALS OF DAEMEN COLLEGE

Daemen College graduates students who:

1. Are informed citizens, prepared to play productive roles in local and global communities both as effective participants and leaders.

2. Are prepared to work collaboratively as well as independently in the pursuit of knowledge and problem resolution.

3. Engage in higher order thinking.

4. Make reasoned ethical choices and consider connections between values and behavior.

5. Can effectively access, evaluate, and apply relevant and valid information using a variety of information resources.

6. Have writing and speaking skills necessary for effective communication.

7. Are well prepared to pursue meaningful career opportunities or advanced study.
DESCRIPTION OF THE PHYSICIAN ASSISTANT
PROFESSION

Physician Assistants are licensed health practitioners qualified by academic and clinical experience to practice medicine or deliver medical services with the supervision and direction of a licensed physician who is responsible for the performance of that Physician Assistant (PA). The Physician Assistant may be involved in providing health care services in a wide variety of medical care settings with the supervision, but not necessarily in the presence of a physician. The role of the Physician Assistant and his/her functions vary with his/her own individual capabilities and the specific needs of the employing physician or institution. The practice setting in which the PA works also varies according to the community in that he/she lives and practices.

The Physician Assistant is generally responsible for the following duties:

1. Eliciting a detailed and accurate medical history, performing a complete physical examination and recording all pertinent data.

2. Performing, ordering and/or interpreting routine diagnostic studies, including routine laboratory procedures, common radiological studies, electrocardiograph tracings and Pap smears.

3. Performing therapeutic procedures such as, but not limited to injections, immunizations, wound care, suturing, incision and drainage of superficial infections, insertion of catheters, cast application and follow-up of simple fractures.

4. Counseling patients regarding physical and mental health, including diet, disease prevention, normal growth and development and family planning.

5. Assisting the physician in inpatient settings by performing patient rounds, recording patient progress notes and determining and implementing therapeutic plans.

6. Assisting in the delivery of services to patients requiring continuing care, i.e., at home, skilled nursing homes and extended care facilities.

7. Facilitating the appropriate referral of patients and maintaining awareness of existing health delivery systems and social welfare resources.
Minimum Technical Standards for
Admission and Matriculation

Introduction

No qualified person with a disability shall be excluded from participation, admission, matriculation, or denied benefits or subjected to discrimination solely by reason of his or her disability. All successful applicants and students will be required to meet the Physician Assistant program’s academic and technical standards. In carrying out their functions, the Admissions Committee and PA Academic Progress Committee will be guided by the technical standards set forth in this proposal.

Technical Standards

The holder of a Physician Assistant degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the PA Degree must be able to consistently, quickly and accurately learn, integrate, analyze and synthesize data.

A candidate for the PA Degree must have abilities, attributes and skills in five major areas:

1) Observation,
2) Communication,
3) Motor,
4) Intellect, including conception, integration, and quantitative abilities, and
5) Behavior and social attributes.

Technological compensation and reasonable accommodations will be considered for disabilities; however, it is essential that a candidate must be able to perform in a reasonably independent manner.

I. Observation: Candidates must be able to personally observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to personally observe a patient accurately at close range and at a distance.

II. Communication: Candidates must be able to personally communicate in such a manner that they can elicit information from the patient directly, examine patients, describe changes in mood, activity and posture and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication typically includes not only speech but also reading and writing. Candidates must also be able to communicate effectively with all members of the health care team.
III. **Motor:** Candidates should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of PAs are cardiopulmonary resuscitation, the application of pressure to stop bleeding, the suturing of simple wounds and the performance of a physical examination.

IV. **Intelect: conception, integration, and quantitative abilities:** These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of PAs, requires all of these intellectual abilities. In addition, candidates must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

V. **Behavior and Social Attributes:** Candidates must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concerns for others, interpersonal skill, interest and motivation are all personal qualities that will be assessed during the admissions and educational process.

**Conclusion**

The faculty of the Physician Assistant Program recognizes its responsibility to present candidates for the PA degree that have the knowledge and skills to function in a broad variety of clinical situations and render a wide spectrum of patient care.

Any person denied admission to the PA Program or who is unable to successfully complete the PA program solely due to his/her disability has the right to appeal the decision in accordance with the Daemen College Grievance Procedure in Discrimination Cases, a copy of which may be obtained in the office of the Equal Opportunity and Affirmative Action Officer (Associate Dean of the College), Duns Scotus Hall, Room 102; Telephone (716) 839-8301.
MISSION OF THE PHYSICIAN ASSISTANT PROGRAM

The mission of the Daemen College Physician Assistant Program is to educate capable individuals to meet the challenges of providing quality health care services with the supervision of a licensed physician.

Objectives

The specific objectives of the program are to:

- Educate the student to function as a competent, compassionate and dedicated physician assistant with the ability to effectively access, evaluate, and apply relevant and valid information using a variety of resources.

- Graduate the student with the requisite medical knowledge and skills to pass the national certification examination.

- Sensitize the student to the diversity of health care needs and the impact of socioeconomic factors on health care and its availability.

- Educate the student with the intent of having him/her provide health care services in medically underserved areas or to underserved populations.

- Foster in each student a desire to pursue medical education as a continuous and lifelong process.

The Physician Assistant Program is three years in duration and affords each student an understanding of the medical sciences and their application to clinical situations. The first two years are devoted to didactic work in the basic medical sciences, clinical medicine, professional issues, and the psychosocial aspects of health care delivery. Students spend the third year on clinical clerkships in various teaching hospitals, clinics and physician offices.
# THE CURRICULUM

<table>
<thead>
<tr>
<th>Year 1-Fall Semester</th>
<th>Year 1-Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Human Anatomy I</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Microbiology/Immunology</td>
<td>3</td>
</tr>
<tr>
<td>Medical Informatics</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Laboratory Medicine</td>
<td>2</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>Medical Ethics (may be completed earlier)</td>
<td>3</td>
</tr>
</tbody>
</table>

| Credits/semester | 15 |

<table>
<thead>
<tr>
<th>Year 2-Fall Semester</th>
<th>Year 2-Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Clinical Medicine II</td>
<td>5</td>
</tr>
<tr>
<td>Physical Diagnosis II</td>
<td>4</td>
</tr>
<tr>
<td>Pharmacology II</td>
<td>2</td>
</tr>
<tr>
<td>The Cultural and Psychosocial Dynamics of Medicine</td>
<td>3</td>
</tr>
<tr>
<td>Medical Professional Issues</td>
<td>3</td>
</tr>
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<td></td>
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</tbody>
</table>

| Credits/semester | 17 |

| Year 3-The Clinical Year |

| Credits/semester | 18 |
As part of a comprehensive and coordinated 12 month schedule, all students complete ten, four (4) week full-time supervised clinical experiences designed to offer the PA student clinical exposure in following areas: family medicine, medicine and medical specialties (e.g. cardiology), pediatric and adolescent medicine, women’s health including prenatal care and gynecology, surgery and surgical specialties (e.g. orthopedics), emergency medicine, and psychiatry/behavioral medicine. In cooperation with the Clinical Coordinator, each student will develop a curricular schedule that enables them to meet the overall objectives of the program and personal career aspirations. Students will complete almost all supervised experiences in established sites throughout greater Western New York. Clinical schedules routinely require travel to AHEC locations in the southern tier of New York State.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>PAS 601 Clerkship I</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 602 Clerkship II</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 603 Clerkship III</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 614 Clinical Seminar I</td>
<td>2 credits</td>
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<tr>
<td></td>
<td>PAS 612 Research I</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td>PAS 604 Clerkship IV</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 605 Clerkship V</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 606 Clerkship VI</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 607 Clerkship VII</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>PAS 615 Clinical Seminar II</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>PAS 608 Clerkship VIII</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 609 Clerkship IX</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>PAS 610 Clerkship X</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 616 Clinical Seminar III</td>
<td>2 credits</td>
</tr>
<tr>
<td></td>
<td>PAS 613 Research II</td>
<td>1 credit</td>
</tr>
</tbody>
</table>
Evaluation of Student Learning

In the classroom and laboratory settings students may be evaluated by, at a minimum, written examinations, case presentations, group projects, written assignments, graded lab work and practical examinations. Evaluations may also be based on class participation and class presentations. It is the prerogative of the instructor to select the specific method of evaluation that he/she will use. This information will be provided to the student in the course syllabus. Course syllabi are given to and reviewed with students during the first week of a course. Most course syllabi are distributed electronically. The program reserves the right to revise syllabi to best meet the educational objectives of the course as deemed necessary and appropriate by the course instructor.

While on supervised clinical experiences during Year 3, students are evaluated on their overall medical knowledge, history taking, physical examination, laboratory and tests knowledge, treatment planning, patient presentations, and written record. Additionally, students are evaluated on the following areas related to professionalism: dependability, self-image, attendance, dress, staff relationships, patient relationships, initiative, attitude, and recognition of limitations. Students are evaluated by their preceptor(s), the program faculty and by written and practical examination. This information is discussed in more detail under section Academic Regulations and Standards: Clinical Year and in the 600 level course syllabi.

Submission of Grades

The PA Program requests that program faculty members submit grades to the student body within one week of the administration of an exam, if possible. Grades may be distributed to the students by the staff/faculty or via electronic media (e.g. Blackboard and WebAdvisor). A student with an unsatisfactory performance on an examination is expected to meet immediately with instructors and/or course coordinators to discuss plans of action. Scheduling an appointment is the responsibility of the student.

Grade Appeals

Please refer to the current College Catalog for policies and procedures related to grade appeals. Go to http://www.daemen.edu/academics/policiesandprocedures/Pages/GradeAppealProcedure.aspx

Examinations

Examinations are administered with as much advance notice as possible. If date or time changes are necessary, notice will be given.

During examinations, assigned seating (e.g. alphabetical) may be used at the discretion of the proctor. A and B versions of the tests may also be used to discourage acts of academic dishonesty.

The program encourages, but does not demand, faculty to announce the exam length and format in advance of the examination date. More time may be allotted on the class
schedule than may be needed for an exam. Course instructors designate the amount of time that students have to complete an examination.

Late arriving students may be excluded from the examination room. Additional testing time may not be allowed for late arriving students. These decisions rest with the course instructor.

Unexcused absences during examinations may result in a grade of “0”. Special arrangements may be granted for excused absences at the discretion of the instructor. Abuse of the excused absence policy in relation to testing will be referred to the Program Director for review.

Students are prohibited from possessing any electronic equipment capable of transmitting text, voice, or photos during examinations. (Unless specifically allowed by the course instructor, in writing) Violation of this policy may result in a referral for consideration of academic dishonesty in accordance with College policy. Go to http://www.daemen.edu/academics/policiesandprocedures/Pages/AcademicHonesty.aspx

**Review of Examinations**

Copies of individual examinations are temporarily maintained in the Physician Assistant Department. Most PA faculty **do not** allow students to keep their examinations. Students may access their examinations for review by appointment with their advisor. Review sessions are also scheduled by the Academic Coordinator.

Instructors are requested to review course exams with the class to ensure that the examination process becomes a learning experience.

**It is considered unethical and dishonesty to pass along or receive specific information regarding PA Program evaluation instruments. The practice of copying or maintaining old test files for classmates and future students is prohibited.** Knowledge of such actions may result in the administration of new tests, prior scores being invalidated, and/or the parties involved being charged with academic dishonesty.

**Student Records**

The Physician Assistant Program maintains student files which include an application, letters of recommendation, academic transcripts, documentation of achieving program prerequisite and academic requirements, disciplinary records, pertinent communication regarding academic advisement, certifications (e.g. CPR, ACLS, Infection Control, Child Abuse, HIPAA), and approval for program completion/graduation. The Director of Clinical Education also maintains files which include Preceptor Evaluation of Student Performance on Supervised Clinical Experiences and completion of the Summative Evaluation. Students may request to review their files. However, the PA Department Chair must first remove documents (e.g. recommendations) that the student waived access to. Files are secured in the Curtis Hall. Please refer to the Daemen College
Student Handbook section on Family Education / Rights and privacy Act of 1974 for further details regarding student records.

The Registrar’s Office maintains an official permanent file and transcript indefinitely.
ACADEMIC STANDARDS OF THE PHYSICIAN ASSISTANT PROGRAM

At the end of each semester, and as necessary, the Program Director will review the academic record of every PA student to determine academic standing. If a student clearly fails to meet the definition of good academic standing, the Program Director will inform the student in writing of the imposed sanction. The Program Director is only empowered to strictly apply the regulations as set forth in the PA Student Manual. At his/her discretion, the Program Director may refer the student to the Program's Academic Progress Committee (APC) for initial consideration.

The APC is composed of the full-time PA Department faculty, Clinical Coordinator, Director of PA Graduate Services, and the Medical Director. Additionally, the committee may include, depending on availability, a clinically practicing physician assistant, preferably an alumnus of Daemen College, and a member of the Daemen College faculty from another discipline. The APC is empowered to apply the regulations as set forth in the PA Student Manual with consideration of extenuating and extraordinary circumstances.

The student may request the APC to reconsider any initial sanction within 60 days by submitting a letter in writing to the Program Director. The student must submit written documentation in support of the request for reconsideration. Meetings to determine academic probation, probationary leave, remedial assignments, dismissal from the PA program, or other alternatives deemed appropriate require a quorum of at least two-thirds of the APC. The APC renders decisions based on academic record, attendance and/or professionalism. The final decision of reconsideration by the APC is conveyed to the student in writing.
Good Academic Standing

A student's academic standing is based on the grades recorded with the Registrar.

Minimum Passing Grade

For all PAS 300/400/500 level courses, the minimum passing grade is C. For PAS 612 through 616, the minimum passing grade is "B". For Clerkships I through X, a student must achieve a grade of “Satisfactory”. Future registration will be denied if prerequisite courses are not completed successfully.

There are no grades of "D" in the PA Program.

If authorized by the APC, a PA student who is assigned an unsatisfactory grade will, at a minimum, repeat the course wherein the grade was assigned at the next available offering. Given the sequential nature of the program, most courses are only offered once per year.

Except in extraordinary circumstances, a student will be dismissed from the Physician Assistant Program if they earn an unsatisfactory grade in more than one PAS course or clinical experience.

Grade Point Average

Only PAS courses are used to calculate the semester GPA. Grades received in Medical Ethics, Biostatistics, Psychological Statistics, or other college electives will not be considered.

Year One-Fall Semester

A student must achieve a PAS semester GPA of at least 2.50 to be in good academic standing. If the PAS GPA is between 2.00 and 2.49, the student will be placed on academic probation and given one semester to achieve good academic standing.

A student will be dismissed from the Physician Assistant Program if the PAS GPA is 1.99 or below.

Year One-Spring Semester

A student must achieve a PAS semester GPA of at least 2.75 to be in good academic standing. If the PAS GPA is between 2.25 and 2.74, the student will be placed on academic probation and given one semester to achieve good academic standing.

A student will be dismissed from the Physician Assistant Program if the PAS GPA is 2.24 or below.

Years Two and Three

A student must achieve a semester GPA of at least 3.00 to be in good academic standing.
If the GPA is between 2.50 and 2.99, the student will be placed on academic probation and given one semester to achieve good academic standing.

A student will be dismissed from the Physician Assistant Program if the GPA is 2.49 or below.

**Professionalism**

Clinical evaluations by PA faculty and preceptors which include unsatisfactory performance of the student in the student-patient-staff relationship are in themselves grounds for dismissal from the program. (See Professional Conduct). Unsatisfactory performance includes deviation from appropriate codes of conduct expected of a physician assistant student. The APC will consider reports of student unsatisfactory performance and render a decision.

**Academic Probation**

Academic probation is a conditional status imposed when a student violates one of the conditions set forth in the section on Academic Standards. Any student placed on probation will be advised of that action in writing. In addition, the student will be advised as to what course of action will be available to him or her to remedy those deficiencies. The course of action may require the student to repeat or attend (i.e. not register for) other courses.

At the end of each semester, the performance of the student on academic probation will be reviewed for the removal or continuation of the probationary status or dismissal from the program. Ordinarily, students are only eligible for academic probation once. Repeated failure to maintain good academic standing may result in dismissal or another course of action deemed appropriate by the APC.

**Probationary Leave**

This is an option that the APC may impose for a student who has failed to satisfactorily complete a course(s) or is failing to adhere to the policies and procedures of the PA Program.

A student who is placed on probationary leave by the APC for a maximum of one year must immediately discontinue his/her course of study as a full-time student in the PA Program. The course(s) must be successfully retaken at Daemen College. (Note: Didactic courses are generally only offered once a year.) Also during the probationary period, the student must attend other courses if designated by the APC. (Note: Most students repeating a PAS course will be required to attend all corequisite courses during the same semester—at no additional cost.) Upon return to full-time status in the program, the student will be maintained on academic probation and evaluated by the APC following completion of the semester of return.

Except in extraordinary circumstances, the APC may offer the probationary leave option to a student only once in his/her course of study.
SCHEDULE

Course schedules are prepared and distributed by the Registrar’s Office prior to each semester, subject to change as deemed necessary by the PA Program to meet the needs of the students, faculty, and institution. Scheduling after the first semester is variable. The Academic Coordinator provides each student with a detailed Gmail® calendar of all lectures, laboratory assignments, and clinical experiences. Flexibility is requested of all students due to the frequently changing nature of clinical medicine practice. The program makes every attempt to offer ample advance notice related to any schedule changes. Coursework is offered during both the day and evening hours. With the exception of final examination week and supervised clinical experiences during year three, weekend responsibilities are not scheduled. Supervised clinical experience shifts may be scheduled any time (day, evening, overnight) seven days a week. Shifts will correspond to the schedules of the preceptor and clinical site. Major holidays are generally excluded.

ATTENDANCE

Students are required to attend all “PAS” lectures, laboratories, fieldwork assignments, call-back events and supervised clinical experiences. The importance of attending all scheduled activities must be emphasized and is expected. Each unexcused absence may result in the lowering of the course’s final grade by one letter grade (i.e. B to B-) at the discretion of the instructor. Please refer to the course syllabi. Excessive unexcused absences or lateness from any course (including supervised clinical experiences) in the curriculum may be grounds for sanction and dismissal from the program.

It is expected that students will observe the following policies:

A. **Excused Absences:**

1. All unanticipated absences due to illness, accident or other unexpected events may be considered excused if reported immediately to the PA office. The program administration is very understanding and recognizes that unexpected events do occur. Please call 839-8316 and leave a message for Dr. Shutts before the start of the activity AND send an email to gshutts@daemen.edu.

2. Absences requested for elective physician/dentist appointments for student or dependents will be considered excused only if the request is made at least 48 hours in advance of the appointment. Students absent from class for physician/dentist appointments should present a note from the physician/dentist confirming the appointment. Due to the intense nature of the curriculum, students
are strongly encouraged to schedule appointments for evening and weekend hours to avoid class conflicts.

3. All requests for other anticipated absences must be submitted in writing (email) to the Department Chair at gshutts@daemen.edu prior to the proposed absence. Requests will be considered on an individual basis and written notification will be provided to the student within one week of receipt of request.

B. **Unexcused Absences:**

1. Any discovered or reported absence, which does not fall into the above category, will be considered unexcused and will be documented. The final course grade may be reduced as discussed above.

2. Students whose absence is determined to be unexcused will be required to provide a written explanation within 48 hours regarding the circumstances of his/her absence to the PA Department Chair. This explanation, in almost all cases, will not eliminate the grade change.

3. Poor attendance may be considered in the deliberations of the Academic Progress Committee.

4. Absences on the first or last day of a clerkship, course, lecture series, scheduled exam, after or before a scheduled break, vacation or weekend are considered unexcused unless prior written approval has been granted. If such an absence is the result of a sudden unavoidable circumstance, the PA Department Chair should be notified as soon as possible and provided with a written explanation for the absence. Do not make travel plans until approval is granted.

5. Absence from any clinical placement or laboratory setting is highly discouraged and must be made up to the satisfaction of the instructor or the grade may be adjusted as per the course syllabus.

*Failure to report an absence is considered more significant than the absence itself. The attendance policy is very clear and provides all students with ample opportunity for excused absences. Disregarding the policy is considered a breach of professionalism and will be reviewed by the Academic Progress Committee.*
Policy Regarding Employment by Students

Some students have successfully been employed part-time while enrolled in the program. However, experience has shown employment during the first semester of the program and during the clinical phase very problematic. If employment is essential, please consult with your faculty advisor about scheduling issues. **The PA Department Chair must be informed in writing of the student's work schedule each semester.**

Employment is not considered an appropriate rationale for “excused absences”. The PA Program schedule and that of our clinical affiliates is always primary. A student may be removed from a supervised clinical experience, at the discretion of the Program Director or Director of Clinical Education, if patient safety or clinical performance is being jeopardized because a student is sleep-deprived or unable to prepare (e.g. read) for the day's cases.

Leave of Absence or Withdrawal

Please refer to the current College Catalog for policies and procedures related to leaves of absence, withdrawal, and financial liability. Due to the sequential nature of the PA curriculum, any student planning to take a leave of absence must meet with the PA Department Chair to determine when the student may return to their studies within the PA Program. Since supervised clinical experiences (AKA clinical clerkships) do not follow the traditional semester schedule, **the dates for authorized withdrawals do not apply.** Once a student begins a clinical clerkship, the program will not authorize a withdrawal except in extraordinary circumstances. The program will, almost without exception, not authorize selective withdrawals for academic reasons (i.e. failing a course) to avoid sanctions by the Academic Progress Committee. Students with extraordinary or extenuating circumstances would generally be required to withdraw from all PAS courses.
Graduation Criteria

Graduation is dependent upon the successful completion of all courses and PA Program requirements. The PA Program and Registrar will review all student records prior to notifying the State Education Department and the National Commission on the Certification of Physician Assistants (NCCPA). A student will be considered as having successfully completed the Daemen College Physician Assistant Department upon:

- Completing the Written Patient Record Portfolio
- Completing the Procedure Log
- Completing 40 weeks of supervised clinical experiences and receiving ten (10) passing grades from preceptors which include an assessment of professionalism and adherence to acceptable standards of ethical conduct
- Passing all PAS 300, 400, 500, and 600 level courses
- Demonstrating satisfactory performance on the Comprehensive Clinical Competency Practical Examination (i.e. Summative Evaluation).
- Meeting all curriculum requirements as published by the Registrar’s Office.

Successful completion of all coursework is required before a student may sit for the NCCPA Physician Assistant National Certification Examination (PANCE). For more information on certification and testing requirement please visit the NCCPA website at nccpa.net.

Eligibility to “walk” onstage at graduation is determined by the Registrar’s Office. A student may successfully complete program requirements, yet have his or her degree officially conferred at a later time. All students must officially submit a request to graduate to the Registrar’s Office during the final year of the program. No degrees will be conferred if any transcripts are outstanding.
Professional Conduct

Students are professional trainees and representatives of Daemen College and the medical profession. Students encounter patients, families, and a variety of health professionals during their clinical education. The quality of the clinical training that Daemen can offer depends on the spirit of cooperation that is given by the Clinical Education Sites.

Students are expected to conduct themselves in a manner consistent with the standards of an institution of higher education and are required to abide by the highest codes of academic honesty, ethical fitness and professional conduct. All Physician Assistant students must be of good moral character to participate in clinical experiences and have contact with patients.

Characteristics key to the development of a health care provider include, but are not limited to:

- Ethical conduct and honesty; (including academic honesty)
- Integrity
- Ability to recognize one's limitations and accept constructive criticism
- Concern for oneself, others, and the rights of privacy
- Appropriate value judgment with respect to interpersonal relationships with peers, superiors, patients, and their families
- Responsibility to duty
- An appearance consistent with a clinical professional
- Respectful and appropriate interactions with peers, faculty members, and any individual associated with the program
- Punctual attendance at all program scheduled activities and adherence to deadlines set by the faculty and preceptors.
- Obeying the laws of society

Students are evaluated according to observed behavioral and attitudinal criteria felt to be important to the development of a Physician Assistant. These include qualities such as personal honesty, reliability, dependability, punctuality, attendance, initiative, ability to accept constructive criticism, interest in work, attention to dress codes, relating appropriately with co-workers and other health care professionals as well as patients, fostering confidence in his/her competence among patients, peers and supervisors, and demonstrating adequate and appropriate confidence in his/her abilities.
A student may be removed at any time from a supervised clinical experience at the discretion of the PA Program Director or the preceptor for failing to meet behavioral and attitudinal criteria. The decision to award a failing grade due to acts of unprofessional conduct (e.g. failing to meet behavioral and attitudinal criteria) rests solely with the Program Director. The decision of the Program Director may supersede the evaluation of the preceptor in these situations.

Clinical evaluations by preceptors which include unsatisfactory evaluations in the categories listed above are in themselves grounds for dismissal from the program regardless of the final grade awarded for the experience. If substantiated claims of blatant unprofessional conduct are brought to the attention of the Program Director, the student will be referred to the APC for consideration.

All students must comply with the following professionalism policies and procedures:

Attitude

All students are expected to act in a mature, professional manner at all times. Any incident of rude or disrespectful behavior toward faculty, patients, preceptors, staff members, ancillary help, nurses, or any other allied health professional will be dealt with in a prompt manner. This behavior will be brought to the attention of the Program Director and the APC. The APC will have the right to recommend academic probation or dismissal from the program. All students will adhere to the following guidelines:

- Address adult patients and their family members by using the appropriate prefix (i.e. Mr., Ms., or Dr.) along with their last name.
- Address your faculty member or preceptor properly (i.e. Dr. x or Mr./Ms./Mrs. y). If the faculty member or preceptor states that you may call him/her by their first names you may do so, however never in the presence of patients, administrators, or other professionals.
- Only observe and/or participate in the care of patients that have been specifically assigned to you by the program or preceptor.
- Confine your clinical activities to areas that have been previously cleared through the program. Do not wander about. If unsure of the whereabouts of your destination, stop and ask for directions.
Title, Identification/Representation

Role and title confusion are common problems encountered when dealing with patients, e.g. some patients identify all those wearing a short white coat as physicians. Students should be aware of this problem and avoid misrepresentation by politely explaining their role and position.

- In professional interactions with patients and others, a student must always introduce him or herself by their full name and identify themselves as a Daemen College Physician Assistant Student.
- In all professional communications, students will introduce him/herself as a Daemen College Physician Assistant Student. No student will casually accept a “page” with the title “doctor”.
- Students should try to use the designation ‘PA-Student’ following all notations in charts, records, and other medical forms. The abbreviation ‘PA-S’ is less familiar and should be avoided to prevent confusion as to title (i.e. PA-C and PA-S).

Personal Appearance

Personal appearance is extremely important to facilitate acceptance by other health professionals and patients. A professional/conservative appearance can aid in establishing patient confidence and trust, even for a clinician that has limited experience. The appearance of one individual is often generalized to the entire profession, the PA Program, and the College. Your conformity to these requirements will go along way toward motivating the preceptors, potential preceptors, hospital administrators, and staff members to help you get the clinical exposure you need to be a competent Physician Assistant. Additionally, clinical experiences may require extensive physical exertion. For example, students may be required to perform CPR, assist in the reduction of dislocations, position patients, or play with children. Thus, appropriate dress must also consider comfort, modesty, and the work environment.

The following policies must be adhered to regarding personal appearance during assigned clinical experiences:

- Short clean white “intern” style lab coats/jackets must be worn at ALL times, except if the institution’s policy prohibits their use.
- Proper name identification badges, that are provided free by the College (a minimal cost to the student may be incurred for lost badges), must be worn at ALL times, without exceptions. In addition, you may also be required to wear a hospital identification badge.
- The Daemen College Physician Assistant Program embroidery must be placed on the left breast of your lab coat.
- Each student is expected to present a neat appearance at all times.
• Students should consider the image projected to the patient and others with regards to hairstyle, beards and mustaches. Hair must be clean and well groomed. Students with long hair will be expected to wear a suitable style while on duty.
• Clothes should be clean and conservative. Safety and professionalism must be considered at all times when evaluating hemlines and necklines. A shirt and tie with conservative dress slacks are considered appropriate dress for male students. Jeans are not acceptable or appropriate dress for either male or female students.
• Shoes should be well fitted and kept presentable. “Tennis shoes”, “joggers”, “sneakers”, and other forms of athletic shoes are not considered appropriate attire. The only exception is while wearing scrubs.
• Sandals and other forms of open-toed shoes are not considered appropriate attire.
• Excessive jewelry is a safety risk for students. Necklaces, bracelets, piercings, synthetic nails, and long earrings can inadvertently cause harm to the student and/or patient.

A student failing to maintain a professional personal appearance may be removed from the clinical site by a preceptor or program faculty member.

Patients’ Rights and Confidentiality

All data gathered about a patient and his/her illness, including all items within a patient's medical history, is privileged information. Students should not discuss a patient's records in a manner or a situation that would reveal any information about that patient or his/her records to persons not involved in the patient’s care or is not part of the health care. Charts or contents, e.g. lab reports, etc., are not to be removed from the hospital or clinical setting. If photocopies of work are to be submitted to the program for evaluation, all specific references to the patient (i.e. name, address, and identification number) must be deleted.

Reference, at any time, to a patient in a dehumanizing or insensitive manner is not professional and WILL NOT BE TOLERATED. The Program Director will review such an infraction in consideration of referral to the Academic Progress Committee.

Patient Care and Documentation

It is the student's responsibility to insure that ALL patients are also seen by the supervising preceptor. Never discharge a patient without consulting with the preceptor. The student is to present each patient to their supervising preceptor for approval of entries into the medical record. All medical records must have documentation from the preceptor.
To protect the well-being patients:

- Under NO circumstances may a student give a **verbal order** to any other health professional.
- Under NO circumstances may a student give written orders to be carried out without the supervising preceptor’s approval and signature.
- UNDER NO CIRCUMSTANCES should a student sign prescriptions. The only signature that should appear on a prescription is that of the supervising physician or registered physician assistant. This includes "electronic signatures" for prescriptions transmitted to a pharmacy.

These guidelines must be strictly adhered to for the students' protection and the protection of the patients seen by students.

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**Daemen College Student Code of Conduct**

The Code of Conduct, as published in the Daemen College Student Handbook, reflects general principles of behavior accepted by society and by institutions of higher education.

In addition to the Code of Conduct the PA Department also requests:

- If cellular phones are worn, they must be on vibrate or silent alert status. Students should never leave class to answer a call. It is highly discourteous to interrupt a professor’s class with personal phone calls. Students should never send or receive cellular phone calls during lecture or class activities.
- Students may not bring children to class. The content of the PA curriculum is not appropriate for minors.
Clinical Year Policies

Student Responsibilities

Students must successfully complete all the didactic coursework of the PA curriculum before being assigned to the clinical phase of the program. During Year 3 (clinical phase) of the program, students are assigned to at least 10 supervised clinical experiences.

The student will be applying and practicing concepts FULL-TIME, for four weeks per clerkship, under the supervision of their preceptor. It is expected that the student will totally immerse himself or herself in the clinical experience by participating in hospital rounds, grand rounds, and other clinical educational endeavors that are available. The student will also be required to stand call when the preceptor is on call or at the request of the preceptor. The total number of hours per week in most instances will exceed the minimum of 36-40. Students will be expected to work the normal hours of the practice. (Highly variable, 36 to 80 hours)

The student must carry professional and personal liability insurance before beginning a clerkship or any clinical experience. A lab fee is collected by the college and is applied toward the premium for the liability insurance.

Students must maintain health insurance throughout the program. Failure to do so may result in a student being removed from a clinical clerkship or experience and a delay in completing program requirements. A student is responsible for all costs associated with occupational exposure (i.e. needle sticks) to potentially infectious agents.

The student is financially responsible for the purchase of books, lab coats, scrubs, and other materials essential to directed clinical practice assignments.

The student must abide by the Clinical Education Site (preceptor, facility, hospital) rules and regulations. If the facility requires a criminal background check, the student may be responsible for the cost (if applicable). The clinical site reserves the right to cancel any clerkship, at any time without notice and without cause. The decision of the clinical site is final.

Any student problem arising during the course of the clinical experience shall be discussed jointly by the preceptor and the Clinical Coordinator or Director of Clinical Education. The Clinical Education Site and College reserves the right to dismiss, at any time, any student whose condition or conduct jeopardizes the well being of patients/clients and employees of the Clinical Education Site. This dismissal may, in most cases, result in a failing grade for that clerkship. Authorized withdrawals are not available in these situations. The student’s academic and clinical record will then be brought before the APC for consideration.

Each student must have a valid BLS and ACLS card prior to beginning his or her clerkships. This BLS card must be kept valid throughout the clinical year. It is the responsibility of the student to obtain and maintain BLS certification.
Clinical Site Requests and Scheduling

Students may make requests, in writing, to the Clinical Coordinator, for specific clinical education sites. These requests should be made prior to the beginning of the clinical year. For a new clinical education site, the student must fill out an information form about the site and initiate contact with the preceptor. These requests do not guarantee the use of the clinical education site or placement in that specific site; these are only requests until the Clinical Coordinator confirms the site can meet the program’s objectives for clinical education. While we allow students to provide information to the program, the cold soliciting of clinical sites or contacting of other PA Programs by individual students is highly discouraged.

The student should complete almost all clinical clerkships at well-established educational sites throughout New York. The program reserves the right to limit placement with new preceptors or distant sites based on clinical performance, preceptor feedback, and academic standing. Students are prohibited from changing clinical assignments without prior authorization of the Clinical Coordinator. The final decision regarding all clinical placements rests with the Clinical Coordinator.

The student is financially responsible for housing arrangements throughout the clinical year. It is expected that students have a plan to access housing in WNY, at all times, during the clinical year. While the program is committed to working with students regarding distant clerkships, the program cannot guarantee placement in specific areas (e.g. Rochester). Students may be assigned to an area outside of WNY that has subsidized housing available. The student is responsible for communicating with the housing site. If AHEC housing is available, the program will provide information to the students.

Verification of Immunization and Health Status

The Center for Disease Control’s (CDC) Advisory Committee on Immunization Practices (ACIP) strongly recommends that all healthcare workers (including students in medical disciplines) be vaccinated against (or have documented immunity to) hepatitis B, influenza, measles, mumps, rubella, and varicella. Additionally, all students attending a college or university in New York State must provide verification related to Measles, Mumps, Rubella, and Meningococcus.

Because of their contact with patients or infective material from patients, physician assistant students are at risk for exposure to and possible transmission of vaccine-preventable diseases. Among healthcare professionals, risks for percutaneous and mucosal exposures to blood vary during the training and working career of each person but are often highest during the professional training period. Maintenance of immunity is
therefore an essential part of our prevention and infection control program. Optimal use of immunizing agents and screenings safeguards the health of students and protects patients from becoming infected through exposure to infected workers. Therefore, all students enrolled in the professional phase of the Daemen College Physician Assistant Program must document that he or she is compliant with the following:

1. **Physical Examination/Health Clearance**
   All students are required to submit the Health Service Office’s Report of Health Evaluation before program entry and annually during the professional phase. To be compliant, the health evaluation must confirm that a student is
   - Free of any communicable disease which could jeopardize the health of patients or fellow classmates, and is
   - Capable of performing the work assigned to him/her in the practice setting as a physician assistant student.

2. **Tuberculosis**
   An intradermal skin test for tuberculosis (PPD) is required before program entry and annually during the program, except in cases of a documented positive reading. A chest radiograph report within the past 12 months is only required if the PPD is positive.

3. **Immunity and Immunization Verification**

   **Measles (Rubeola):** A student born on or after January 1, 1957 must demonstrate receipt of two doses of live measles vaccine through one of the following:
   - The first dose given on or after the student’s first birthday and after 1969 and the second on or after 15 months of age and at least 30 days after the first dose, OR
   - Serological evidence of immunity through a blood test performed by an approved medical laboratory, OR
   - Statement from the diagnosing health provider that the student has had measles disease

   **Mumps:** A student born on or after January 1, 1957 must submit evidence of a single dose of live mumps vaccine through one of the following:
   - Single dose of live mumps vaccine given on or after the first birthday and after 1969, OR
   - Serological evidence of mumps immunity through a blood test performed by an approved medical laboratory, OR
   - Statement from the diagnosing health provider that the student has had mumps disease

   **Rubella:** A student born on or after January 1, 1957 must submit evidence of a single dose of live rubella virus vaccine through one of the following:
   - Single dose of live rubella virus vaccine given on or after the first birthday and after 1969, OR
Serological evidence of rubella antibodies through a blood test performed by an approved medical laboratory

**Meningococcus:** The student may meet the requirement for meningococcus through one of the following:
- Indicate receipt of information related to vaccination against meningococcus, OR
- Single dose of the meningococcus vaccine

**Tetanus/Diphtheria/Pertussis:** The student must submit evidence of a single dose of Td within the past 10 years. However, a single dose of Tdap is now recommended for health care personnel (including students) who have not previously received Tdap as an adult and who have direct patient contact. Tdap vaccination can protect healthcare personnel against pertussis and help reduce transmission to others. Priority should be given to vaccinating those who have direct contact with babies younger than 12 months of age. Tdap can be administered regardless of interval since the previous Td dose. However, shorter intervals between Tdap and last Td may increase the risk of mild local reactogenicity.

**Hepatitis B:** The student may meet the requirement for Hepatitis B vaccination through one of the following:
- The student must submit evidence of the primary series of three doses of Hepatitis B vaccine, AND
- If the vaccination was completed within the past 1 to 2 months, provide serological evidence of Hepatitis B Surface Antibody titer (whether positive or negative). Individuals with negative antibody titers must provide documentation of follow-up with their medical provider. In these cases, it is highly recommended that the ACIP guidelines be followed.

**Varicella:** In the absence of documentation of having had the disease, the student may meet the requirement for Varicella through one of the following:
- Single dose of the vaccine given after the 1<sup>st</sup> birthday and before the 13<sup>th</sup> birthday, OR
- Two doses of the vaccine given given four weeks apart on or after the 13<sup>th</sup> birthday, OR
- Serological evidence of varicella immunity

**Influenza:** To reduce illnesses and absenteeism during the influenza season and to reduce the spread of influenza to and from students and patients, all students should receive vaccination against Influenza before December 1st during both the second and third years of the program which involve clinical experiences, given an adequate supply of the vaccine in the community. The College typically offers vaccination on campus each fall.

The College’s Health Services Office is responsible for verifying each student’s immunization and health status. As required by the ARC-PA, all health records are confidential and are not accessible to or reviewed by program faculty and staff. At least annually, the staff of the Physician Assistant Department will request verification of compliance for all students entering or enrolled in the program.
All students must remain compliant with the above health policy throughout the PA Program. If a student's fails to comply with the immunization and health status verification process, the student will be unable to register for courses and will be removed from participation in any clinical situation, including removal from a clinical clerkship.

Some clinical affiliates (e.g. hospitals) may require that a student receive additional vaccinations, and/or have antibody titers drawn for specific conditions to meet variable state and/or institutional regulations. Moreover, at times, the CDC’s Advisory Committee on Immunization Practices or New York State Department of Health may revise their guidelines without prior notice. In these unforeseen instances, the student will be responsible for the cost of compliance.

All students must sign a record release form so that health related information might be forwarded to clinical education sites, if and when requested. Additionally, all students will be provided an up-to-date file verifying their compliance prior to beginning supervised clinical experiences. This file should be made readily available for hospital and facility administrators responsible for verifying your immunization and health status.

If you have questions regarding your ability to comply with above health policy, please contact the Director of Health and Insurance Services at 839-8446.

Requests for waivers and exemptions will be reviewed and adjudicated by the Director of Health Services based on accepted standards of practice as recommended by the Centers for Disease Control, and applicable local, state, and federal regulations.
Protocols for Student Exposure to Infectious Agents

Occupational exposure to blood-borne pathogens is a major concern among health care workers and students. Because of their contact with patients or infective material from patients, physician assistant students are at risk for exposure to and possible transmission of infectious diseases. Among healthcare professionals, risks for percutaneous and mucosal exposures to blood vary during the training and working career of each person but are often highest during the professional training period. Exposure to the Human Immunodeficiency Virus is most feared because of the consequences, but Hepatitis B and C also may be acquired via this route.

The following protocol is recommended to the Daemen College Physician Assistant students while on supervised clinical experiences:

All health-care students should have completed their Hepatitis B Vaccination series prior to beginning their clinical education.

All students must exercise universal precautions. All students are required to complete an on-line infection control exercise during PAS 414.

Any percutaneous or mucosal exposure to blood, bloody fluid, blood products, or potentially infectious body fluid should be immediately reported to:

- The Preceptor
- Clinical Coordinator (Physician Assistant Program)
- Employee Health or Emergency Department at the hospital
- Student’s own health-care provider

Any body part directly exposed to blood, bloody fluid, blood products, or potentially infectious body fluid should be immediately and thoroughly cleansed.

As recommended by the Center for Disease Control (CDC), evaluation for post exposure chemoprophylaxis should be initiated immediately (within 2 hours). All follow-up care, including the costs, is the responsibility of the student. If you are in a hospital, go to an Employee Health Office or Emergency Department. If you are with a private practice, contact your private health-care provider and/or go to a facility with an Emergency Department, Urgent Care, or Occupational Medicine office. Do not delay treatment or evaluation if you are unable to make contact with a program representative, especially on the weekends or overnight.
Acute and Chronic Illness

Any student with a potentially communicable disease state that places patients, preceptors, faculty, or fellow students in immediate danger should remove themselves in accordance with the recommendations of the New York State Department of Health. Please consult with your personal health care provider for guidance. Symptoms which should prompt evaluation include but are not limited to:

- Fever and chills
- Diarrhea, nausea, and vomiting
- Draining wounds and sores
- Skin lesions and weeping dermatitis
- Exanthema
- Vesicles
- Cough and sputum production

The PA Department's faculty, Program Director, and Medical Director are prohibited from providing medical care to any student enrolled in the PA Program. Students are also discouraged from soliciting medical advice or care from preceptors, unless a formal patient-clinician relationships exists, during supervised clinical experiences.
ACADEMIC ADVISEMENT

Each cohort is assigned an academic advisor. However, all of the PA Program's faculty members, including the Program Director, stand ready to counsel and advise students regarding their academic problems. Year I students are advised by Professor Allyson Kirk. Year II students are advised by Professor Cara Innus. And, Year III students are advised by Professor Patterson.

If a student is having an academic problem of any sort, the student is requested to make an appointment with their advisor. It is advisable for students to seek assistance from instructors as a given course proceeds rather than waiting until examination time. The availability of the faculty is addressed in each course syllabus. Office hours are posted in Curtis Hall and at the Office of Academic Advisement. If a student must reach an adjunct instructor by phone, a full-time PA faculty member (i.e. Professor Innus) will serve as an intermediary.

Students and advisors should try to meet a minimum of one time per semester. Students may meet with their advisor more regularly, as needed, in the case of declining academic performance. The main purpose of academic advisement is to help students achieve their educational goals. Specifically, academic advisors assist students with the following:

- Monitoring academic progress and reviewing study habits.
- Solving problems encountered in particular courses.
- Referring to other support services within the program and the college.
- Modifying course of study during the semester.
- Informing students about graduation requirements.

An advisement form may be completed by the advisor during the advisement session to record recommendations and details of the encounter.

The faculty is not equipped and feels that it is inappropriate for them to do counseling for emotional problems of students, even if we do so in our clinical practices. Advisors who assess that a student is in need of professional counseling and or special services, e.g., testing for learning disabilities should make this concern known to the PA Department Chair immediately. The Chair will then make recommendations and referrals. Counseling (free of charge) is available through the Office of Student Affairs.
STUDENT AND PROFESSIONAL ORGANIZATIONS

Students are encouraged to join and participate in a professional organizations such as the Physician Assistant Student Society (PASS) at Daemen College, New York State Society of Physician Assistants (NYSSPA), American Academy of Physician Assistants (AAPA), and Western New York Physician Assistant Association. These organizations will help students keep abreast of the issues related to the profession. Many free publications and online resources are available to members. Student scholarship opportunities do exist. Active participation is often valued by future employers.

JOB PLACEMENT/LISTINGS

PAs may find employment opportunities in various monthly publications available to PAs at no cost and accessible for review in the PA Program office or on-line. The job listings that the Physician Assistant Program receives are posted in the PA Office, distributed via the email listserve, and placed on Facebook. Students are welcome to review the postings any time. Students are encouraged to keep in close contact with the program following graduation in order to facilitate the transfer of this job search information. Most jobs are found through networking. It is extremely important to use every clinical clerkship as a potential job interview and participate in extracurricular activities such as PASS, SWOB, AAPA, and NYSSPA.
INSTRUCTOR CONDUCT/ETHICS

Students should be aware that the Physician Assistant Program regards all faculty as being professional with the highest standards of ethical conduct. This is clearly important not only for our program, profession and college, but for our students as well.

The following are parts of the code of ethics designed by the American Psychological Association, which we have adopted for the PA Program. Only those that pertain to our program faculty have been included.

"The teacher should encourage students in their quest for knowledge, giving them every assistance in the free exploration of ideas. Teaching frequently and legitimately involves presentation of disquieting facts and controversial theories and it is in the examination of perplexing issues that students most need the guidance of a good teacher. Disturbing concepts should not be withheld from students simply because some individual may be distressed by them. When issues are relevant, they should be given full and objective discussion so that students can make intelligent decisions with regard to them. However, presentation of ideas likely to be difficult for some students to accept should be governed by tact and respect for the worth of the individual.

Differing approaches to one's discipline should be presented to students in such a way as to encourage them to study the relevant facts and draw their own conclusions. Free expression of both criticism and support of the various approaches is to be encouraged as essential to the development of individual students and the field. In dealing with an area of specialization other than his or her own, a teacher should make it clear that he or she is not speaking as a specialist. In attempting to make an understandable and interesting presentation of subject matter to students, an instructor should not sacrifice adequacy of treatment to consideration of popular appeal.

A teacher should respect a student’s right to privacy and not require students to give information that they may wish to withhold; neither should the teacher reveal information that a student has given with reasonable assumption that it will be held in confidence.

A teacher should require of students only activities that are designed to contribute to the student in the area of instruction. Other activities not related to course objective and not having secondary values should be made available to students on a voluntary basis. Exploitation of students to obtain research data or assistance with the teacher's own work is unethical.

Faculty members advising students electing their own field, as a major field of study with the intent of entering the profession should be sure that students understand opportunities and requirements in the field.
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education or living environment.¹

Sexual harassment is illegal under U.S. Law. The Physician Assistant Program will not tolerate sexual misconduct on the part of either faculty or students.

Examples of such misconduct are:

- A faculty or staff person indicating that a person's career and educational goals are inappropriate for a member of a particular sex.
- Course material or classroom instruction that ignores or deprecates either gender.
- A student is denied resources, such as financial aid, or admission to a program for sexist reasons.
- Faculties, or students, are pressured by a faculty or staff person to participate with him/her in social and/or sexual activities.

The Physician Assistant Program will not accept favoritism being demonstrated by faculty toward students.

Reports of any of the above activities will be investigated and appropriate action taken.

The faculty are also expected to be sensitive to students' needs regarding religious codes, especially in areas such as clinical procedure laboratories.

CONTINUING PROGRAM EVALUATION

To ensure the success of the program and the provision of the type of education the program is committed to, the evaluation of both the processes and the outcomes of the program must be regularly and systematically conducted. The main outcome is the graduate, who will have achieved the program objectives. The process includes the curriculum design, course methodologies, recruitment and teaching, policies and procedures.

Our faculty continually review test materials to assure correlation with the learning objectives. Annual statistical review of the grades of individual students and the class will allow the department to identify knowledge areas which may need more attention, reinforcement or a different approach to course organization.

Students are asked to complete standardized college course assessments and PA program specific course evaluations each semester. This information is transmitted to the faculty for refinement of their course(s). Course evaluations are given to the faculty, with no student identifiers, only AFTER course grades have been submitted to the Registrar. Student feedback is truly appreciated and respected.

Students are also given an opportunity to provide feedback on their clinical clerkships. The program will assess how well the didactic phase prepared each student for supervised clinical experiences and assess the quality of instruction at each clinical site.

Upon graduation, students are eligible to sit for the Physician Assistant National Certification Examination (PANCE). The testing agency will provide information about pass rates and scores. This data provides feedback about cumulative student knowledge and is an invaluable assessment tool for the curriculum.

The accomplishment of the program's goals and objectives are best assessed through graduate surveys. Completion of these surveys upon graduating is extremely important. Information such as employment environment and professional activities will also be requested periodically after graduation.
DAEMEN COLLEGE POLICIES

Daemen College Student Identification Cards

Daemen College Student Identification Cards are made available through Daemen College on an annual basis. Dates and times for the taking of I.D. pictures are posted and announced to all students. The card is required for entering the premises of the college, for all college library transactions and it entitles the bearer to discounts usually granted to college students. A special card identifying PA Students for clinical affiliations will be provided prior to any assigned off campus experience.

Emergency Closing Procedures

Refer to the Daemen College Student Handbook.

Student Health

Health Insurance

All Daemen College PA students are required to have health insurance of some kind. Students who are not covered by a plan must purchase the Daemen College Student Accident and Health Insurance Program. Spouse and/or dependent coverage is also available. A brochure, which describes the medical benefits, may be picked up in the Health Services Office or at the Wick Center Desk. Failure to comply with this requirement is a financial risk.

Emergency Medical Care Procedure on Campus

Contact Security at 8246
Safety guidelines for Daemen College students who participate in service-learning, co-ops, internships, clinical rotations, field experiences, student teaching, volunteer or any other learning experience.

Daemen College does not assume responsibility for health-care-related costs arising from the illness or injury of a student. The College requires that all full-time students provide evidence of health insurance coverage. Both full- and part-time students are eligible to purchase the Daemen College Student Sickness and Injury Insurance Plan which provides basic health insurance coverage to students for a moderate premium. Students may contact the Office of Student Accounts to arrange for coverage or to get more information concerning the Plan.

**Safety and Security Issues**

**Awareness of your surroundings**

Attend any training or orientation sessions provided by your site. These may include specific and general information about the agency, neighborhood, or community. Follow any guidelines provided to ensure your own well-being. Always ask questions of your site supervisor to clarify any issues. Complete any paperwork required by your site. Be sure that your volunteer status is duly recognized by the agency – that is, that you are authorized to be on the premises and in what capacity.

Pay attention to health risks and requirements for placement. You may be required to take/show proof of having TB tests, rubella tests and/or various vaccinations/immunizations required by the agency, state, or country of placement.

Take an active role in your safety and well-being. Be aware of your environment and possible risks. Violence, drugs, personal safety issues may be factors in your placement. Educate yourself about your site by asking the College's placement coordinator and your site supervisor about possible risks.

Be aware of potential unpredictable behavior of clients and learn strategies for handling such behaviors. If you feel uncomfortable, inform your site supervisor and the College placement coordinator.

**Vehicle safety**

When driving, pay attention to weather conditions, travel on well-lighted, populated streets. Keep your doors locked and windows rolled up.

Park in well-lit and and/or high traffic areas. Lock your vehicle and put all valuables (CDs, laptops, cell phones, handbags, any purchases, etc.) out of sight in the glove compartment or trunk.

Make sure your vehicle is in good working order and that you have at least a ½ tank of gas at all times. Even if you are familiar with the area in which you are traveling, it is a
good idea to carry a map – especially in case of inclement weather and/or need to take an alternate route.

Do not use your personal vehicle to transport clients or people you do not know. Be aware of any personal vehicle insurance coverage limitations concerning passengers.

If you are using public transportation, make sure that you are aware of the routes, schedules, times, and have the correct fares.

Pay attention to road conditions and do not risk personal injury during due to poor weather conditions.

**Personal Safety**

When possible, don’t walk alone or at night. Don't isolate yourself.

If you or someone in your group has a cell phone, make sure it is charged and ready to use.

Inform friends, relatives, and/or professors of your whereabouts. Make sure someone reliable knows where you're going, when you're leaving and returning. If plans change, notify them.

If you attend after hours meetings, home visits or go to other sites that you are not familiar with, be aware of the location or neighborhood. If you are uncomfortable going to any such place, discuss the situation with your supervisor. Do not take unnecessary risks.

If you are injured on the site, promptly report your injury to your immediate supervisor, site coordinator and the College placement coordinator for documentation and action.

Always wash your hands:

· Between caring for individual patients/clients
· Before entering and after leaving the agency
· Before and after eating
· After coughing, sneezing or using the toilet

Try to take reasonable care and caution in your site placement as a means to enhance your experience and your margin of safety. Pay attention to details, ask questions and pay attention to supervisors' advice.