

**Physician Assistant (MPAS) Program
Student Handbook
Policies and Procedures
2021-2022**



Widener University

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Appendix A

Attestation form – acknowledgment of receipt and understanding of the policies in the Student Handbook

Appendix B

Incident Report Form

Statement of Accreditation

The Widener University Physician Assistant Program has applied for Accreditation- Provision from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Widener University Physician Assistant Program anticipates matriculating its first class in June of 2022, pending achieving Accreditation- Provision status at the September 2021 ARC-PA meeting. Accreditation-Provisional is an accreditation status granted when the plans and resources allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA *standards* or when a program holding accreditation – provisional status appears to demonstrate continued progress in complying with the *standards* as it prepared for the graduation of the first class (cohort) of students.

Contact Information

Program Address One University Place

Chester, PA 19013

Telephone Number: (610) 499-4272

Fax Number: (610) 499-1231

Email: Dmcardona1@widener.edu

Faculty and Staff Contacts:

Lori Felker DHSc, PA-C

Program Director

Llfelker@widener.edu

Leo Burns MD

Medical Director

Lwburns@widener.edu

Daniel Scott MPAS

Director of Clinical Education

Dpscott@widener.edu

Heather Gallagher MPAS

Academic Coordinator

hagallagher@widener.edu

Dana Cardona

Administrative Secretary

Dmcardona1@widener.edu

Part I: University Policies and Resources

Widener University publishes information online that is important to all students. Graduate students in IPAE should be familiar with policies that will impact their experience on campus as well as resources available to them. In addition to the information presented below, students should review the Consumer Information for students online at the link below.

<https://www.widener.edu/current-students/graduate>

Graduate Catalog

The Widener University Graduate Catalog is updated each year. This document includes admission guidelines, academic policies and procedures, and a description of the curriculum. The catalog can be obtained online via the Widener University web site (www.widener.edu – click Academics on the top banner – click on Catalogs)

<https://catalog.widener.edu/index.php?catoid=14>

Widener Student Handbook

<https://catalog.widener.edu/index.php?catoid=8>

University portal and Email

Prior to their first semester of the program, each student will receive a mailing from the Information Technology Services (ITS) office indicating their login and password to access their university email. If a student forgets his or her login and password, he or she should contact the ITS department. All departmental communication will come via the university issued email address. Students should make adjustments as necessary as new systems for email and the campus portal are rolled out.

Information Technology Health Desk (ITS): 610-449-1047

Course Registration

The University designates dates for students to pre-register online for courses. Students will receive information through student planning. If students do not register within the pre-registration period, they must see the department secretary and complete a paper registration. The paper registration requires payment at the Business Office before the student is officially registered for the class.

Drop/add process

The University sets the period in which courses can be added or dropped. A “drop/add” form may be obtained from the IPAE department secretary and must be completed in order to add or drop a class. Approval of the faculty member and the associate dean is required.

E2Campus alert system- safety alerts, inclement weather

All students are encouraged to sign up for email and text alerts regarding any campus safety emergency or weather issues via the [E-2 CampusAlert system](#) which can be accessed from My Widener. The university policy for snow closings is released each year and is posted on My Widener. If campus will be closed or opening late for any reason, an alert will be posted on www.widener.edu. An automated message will be placed on the Widener University Information Line, which may be reached at 610-499-4600, item #1. The university operator may be reached at 610-499-4000. The Institute will also communicate any changes to the regular class schedule via email.

Student drug and alcohol policy

Students should be aware that Widener University's Drug and Alcohol Policy for Students is published online on the webpage. This policy encompasses activity on campus, which includes the Chester Community Clinic. If a student violates this policy, disciplinary action will be taken. Also see IPAE Drug and Alcohol Policy for Off-Campus Experiences (under section on Institute for Physician Assistant Education Resources in this handbook).

College of Health and Human Services Academic Integrity Policy

The Academic Integrity Policy was approved by the Faculty Council. Additional regulations are excerpted and paraphrased from the "Minutes of the Academic Council." These regulations explain Widener University's expectations regarding students' academic conduct and describe procedures related to those expectations. Exceptions to the regulations may be made only by special action of the school/college academic councils of the Academic Review Board. References in this catalog refer to the Main Campus only.

Statement on Academic Integrity

Widener University strongly supports the concept of academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are unacceptable; they are serious violations of university policy. In some circumstances, students' conduct may require review under the research integrity policy, the freedom to learn policy, the judicial review policy, and other university policies. Widener University expects all students to be familiar with university policies on academic integrity, as outlined in this catalog. The university will not accept a claim of ignorance—either of the policy itself or of what constitutes academic fraud—as a valid defense against such a charge.

Violations of academic integrity constitute academic fraud. Academic fraud consists of any action that serves to undermine the integrity of the academic process or that gives the student an unfair advantage, including:

- inspecting, duplicating, or distributing test materials without authorization.
- cheating, attempting to cheat, or assisting others to cheat.
- altering work after it has been submitted for a grade.

- plagiarizing.
- using or attempting to use anything that constitutes unauthorized assistance.
- fabricating, falsifying, distorting, or inventing any information, documentation, or citation.

Each student's program may have on record additional specific acts particular to a discipline that constitutes academic fraud. These specific acts are specified in relevant handbooks or course syllabi.

https://catalog.widener.edu/preview_entity.php?catoid=14&ent_oid=486&hl=%22academic+integrity%22&returnto=search#standards-for-academic-integrity

Health Insurance

The University requires that all full-time students have health insurance. Students have a variety of options for obtaining health insurance. They may be covered under a parent's or partner's policy, they can purchase private insurance on their own, or they may purchase coverage via the university. Students must provide proof of insurance to the Student Health Center by the date they specify (indicated in a mailing that all students receive prior to the start of each academic year) or they will be charged for the university's health insurance. IPAE and many of the clinical facilities that provide clinical experiences for our students also support the requirement for health insurance. This requirement is included in many of the affiliation contracts between IPAE and those clinical facilities.

Student services

- **Financial Aid-** A variety of options are available to finance graduate education. Information on those options is available from the Office of Financial Aid for the Main Campus, which is located in the Enrollment Management Center in Lipka Hall, at the corner of Providence and Potter Streets. For general financial aid inquiries or to request a financial aid application, contact the [Office of Financial Aid at 610-499-4174](mailto:finaidmc@widener.edu) or by email at finaidmc@widener.edu. All forms are downloadable from their website – (www.widener.edu – select Admissions from the top menu, then click on the Graduate Admissions banner, and then Financial Aid in the left side menu list).
- **Counseling Center-** The Counseling Center is located at the corner of 19th and Walnut Street. The purpose of the Counseling Center is to provide Widener University students access to counseling, psychotherapy, education, assessment, and psychiatric services. There may be a nominal fee for most services and for testing services graduate students will incur a fee. For information on how to contact the Counseling Center, their hours of operation, and detailed information on the services provided, see their website <https://www.widener.edu/profile/counseling-and-psychological-services>
Phone: 610-499-1261
Email: Jennifer Horowitz Staff Psychologist jhorowitz@widener.edu

- **Health Center-** The Student Health Center is located in Metropolitan Hall at the corner of 17th and Melrose Avenues. The Center is staffed by nurse practitioners, a part-time physician, and college health nurses. It is open Monday thru Friday from 9:00 a.m. - 8:00 p.m. A nurse practitioner/physician is on-call for emergencies 24 hours a day, 7 days a week.

Medical and Nursing Services include:

- Evaluation and treatment of acute/chronic illnesses and injury
- Wellness screening, immunizations and tuberculosis screening tests
- Laboratory tests, x-rays as indicated
- Routine gynecological health care examinations including pap smears, STD screenings evaluation, and treatment of sexually transmitted diseases
- Allergy injection given when ordered by an allergist or primary MD (Patient must provide serum and injection instructions.)
- Health counseling and referrals to medical, social and welfare agencies if required
- Annual athletic pre-season screenings provided for all upperclassmen prior to first practice
- First aid supplies, crutches and canes provided as necessary
- Meningitis Prevention Program

There is no charge to students for basic medical services provided by University personnel in the Student Health Center. There are charges for prescription medication, lab tests, and specific medical equipment. These charges can be either billed to the student's school account or paid for in full by the student. Widener University will not directly bill any third-party insurance company for these charges but will provide any required information for students and/or parents to submit charges to an insurance company. Services performed outside the Health Center are the financial responsibility of the student.

If you have any questions about student health services provided by Widener University, or would like to schedule an appointment, the department can be contacted at [610-499-1183](tel:610-499-1183) or by email at student.health@widener.edu. You can learn more information about Health Services on campus and view a map of their location at the following link <https://www.widener.edu/profile/student-health-services>

- **Bursar-** The Office of the Bursar is housed in Lipka Hall, which is located at the end of 14th Street on the corner between Potter Street and Providence Avenue. The Office of the Bursar at Widener University sends out the semester bills for tuition and fees and credits your account both for the payments you make and any financial aid you receive. The office also manages the repayment portion of Widener University's Perkins Loan program. If you have a Perkins Loan, you will visit their office to sign a promissory note and they will make sure that you understand your rights and responsibilities as a borrower. For more information on hours of operation see their web site <http://www.widener.edu> The phone number for this office is also listed at the end of this document in the list of University Phone Numbers.

- **Writing Center** -The Writing Center is located on the first floor of the Old Main Annex. The Writing Center provides help for any writing assignment regardless of the course. At the Writing Center you will work one on one with an instructor whose job is to meet your individual needs. The center will help with the basics of grammar, punctuation, and spelling to brainstorming, organizing, outlining, drafting, and revising, including word processing. The writing instructors are also trained to work with students for whom English is a second language. Call the [Writing Center at 610 499-4332](#) to set up an appointment.
- **Student Accessibility Services**-In accordance with the Americans with Disabilities Act, any student has the right to request a reasonable accommodation of a disability. Accommodations can be requested through [Academic Support Services/Student Accessibility Services \(520 E. 14th Street, 610-499-1266\)](#) the office that authorizes all accommodations on campus. Please note that you will need to present documentation of your disability to this office. It is important to make this request as soon as possible so that you can make the necessary arrangements.
- **Canvas**-All course materials, lectures, modules, required reading and supplemental readings, syllabi, discussion boards, and assignments are available through Canvas which is accessible in my widener <https://my.widener.edu/> Students are required to check Canvas regularly for updated course materials and announcements.
- **Security (ID and parking)** – Campus Safety is centrally located on the ground level of Old Main and provides 24-hour-per-day, 7-day-a-week service and protection. The Campus Safety Department utilizes highly visible officers on bicycle, vehicle and foot patrols. The department offers: escort service for individual protection; transportation to nearby medical facilities for emergencies; and two shuttle buses that circulate the campus three times per hour from 6:00 p.m. to 1:00 a.m. on weekdays and until 3:00 a.m. on weekends. The shuttle also provides transportation to nearby off-campus locations. Additionally, the campus is closely monitored via surveillance cameras and emergency call stations are located throughout the campus.

All graduate students must obtain picture identification cards (ID) and parking permits from Campus Safety. There is no charge for the ID card while there is a yearly fee for parking permits. There is a Campus Safety officer stationed in Lipka Hall for this purpose. Your ID card will be used to gain access to certain buildings on campus, including the Wellness Center, Wolfgram Library, Cottee Hall and Bruce Hall. To gain access to services at the library you will need to activate your ID card. Once you receive your ID you should take it to the library for activation of your bar code. If you required the services of Campus Safety, there are red phones in various locations across campus that will connect you directly to Campus Security. To learn more about Campus Safety, see their web site <https://www.widener.edu/student-experience/student-success-support/safety>. The phone number to reach Campus Safety is also located at the end of this document in the list of University Phone Numbers.

- **Career Services-** The Office of Career Services prepares students to embark on a successful and fulfilling career, not just land your first job. Career Services partners with students to offer personalized support that sets the pace for best practices in career development. The office offers engaging events and workshops throughout the year covering a variety of topics ranging from professional development to job satisfaction. Whether you'd like to attend a career fair or strengthen your resume writing skills, you're bound to find a learning and networking opportunity that suits you. Handshake, Widener's premier recruiting tool for students, alumni, and employers allows you to connect with employers or apply to jobs directly. Please visit the Career Services Office <https://www.widener.edu/student-experience/student-success-support/career-design-development>.

- **Library Services-** Wolfgram Memorial Library is located centrally on campus and provides a variety of services to Widener University students, faculty and staff. Access to all services requires a student ID and activation of the barcode that is on the back. A Student ID can be obtained from Campus Safety at their station in Lipka Hall. Activation of the barcode requires a visit to the library and is necessary prior to checking out any materials or to access online databases from home.
 - *Finding Books* - To locate books in the Wolfgram Memorial Library, follow the link on the Wolfgram Memorial Library web site (www.widener.edu – click on Wolfgram Memorial Library in the bottom banner) to WebPAC, the Widener University Catalog. To request books from another library, use PALCI E-Borrow or ILLiad (the interlibrary loan program).

 - *Searching for the Literature* - Databases relevant to Physician Assistant are accessible in the library, on campus in the computer labs or at home online (only to Widener University students, staff and faculty). An A to Z database of journal titles that can be located among the journals within all of the library and online databases (many with full text) is also available. The following are available:

MEDLINE	1946 – present	Medicine and Health
CINAHL	1982 – present	Nursing and Allied Health
PubMed	1966 – present	Medicine and Health
ProQuest Central	1970 – present	Interdisciplinary
EBSCOHost	1965 – present	Interdisciplinary
Cochran Library		

Instructions for setting up your home computer to access online databases is available on the library's website. Interlibrary Loans for electronic and print resources not in the

library are available through ILLiad. See the Wolfgram Memorial Library web site for more information about ILLiad (www.widener.edu - click on Libraries in the bottom banner – click on Wolfgram Memorial Library – then click on the link for ILLiad). The library also manages articles and books on traditional reserve (available at the check out desk as you enter the library).

<https://www.widener.edu/about/campus-community-resources/wolfgram-memorial-library>

If you have any questions regarding services, call:

- The Reference Desk (610) 499-4073
 - Physician Assistant Liaison (610) 499-4080
- **Wellness Center-** A state-of-the-art Wellness Center is located adjacent to Schwartz Center and houses cardio and strength training equipment, aerobics rooms, and a climbing wall. Membership is free and students must present their ID to enter. More information is available on the Widener website at <https://www.widener.edu/student-experience/athletics-recreation/pride-recreation-center>

Consumer Information

Widener University publishes information online that is important to all students. Graduate students in the ISLP should be familiar with policies that will impact their experience on campus as well as resources available to them. In addition to the information presented below, students should review the Consumer Information for Students online.

<https://www.widener.edu/consumer-information>

University Graduation Requirements

Widener University confers degrees three times each year – May, August, and December. The University hosts graduation ceremonies only once a year, in May. In order to participate in the Widener University graduation ceremonies, all students must meet the following criteria. All criteria must be met no later than the Monday one week preceding the graduation ceremony. *Students are responsible for knowing and meeting curriculum requirements as shown in this bulletin.*

1. Those who expect to receive a graduate degree should make clear their intentions to their advisors. A student who completes requirements for the degree at the conclusion of either summer session will be awarded the degree in August of that year; **the student must submit a graduation petition online via Student Planning by March 1.** A student who completes requirements for the degree at the conclusion of the fall semester will be awarded the degree in December of that year; **the student must submit a graduation petition online via Student Planning by July 1.** A student who completes requirements for the degree at the conclusion of the spring semester will be awarded the degree in May of that year; **the student must submit a**

graduation petition online via Student Planning by November 1 of the previous year. The university holds only one formal commencement in the spring to which August, December, and May graduates are invited.

2. **A student who petitions for graduation and who, for whatever reason, is not awarded the degree, must re-petition.**

Any student who intends to graduate in May and has not met all of these criteria by the specified date for any reason, will not be permitted to participate in the graduation ceremonies. The student may, however, with the permission of the faculty participate in the graduation activities sponsored by the IPAE.

For students who schedule to graduate in either August or December, all of the above criteria must also be met within one week prior to the end of the month in which they are to graduate. It is the student's responsibility to make sure that he or she has completed all of items listed above. Students will be notified when it is time to petition for graduation. Students must complete the appropriate forms and pay all associated fees (or other fees/fines due to other departments on campus) in order to be eligible for graduation. A description of the process and associated fees is detailed in a letter sent to the students from the university and from the program.

Part II: Institute for Physician Assistant Education Policies, Procedures, Resources

Program Overview

The Physician Assistant program at Widener University is a lock-step Master of Health Science program that builds medical knowledge, encourages civic engagement, and the development of leadership skills. As a student, you will progress through a sequential curriculum and experience dynamic teaching, experiential learning, and civic engagement. You will have opportunities to grow personally and professionally through civic engagement and interprofessional collaboration.

As a graduate of the program, you will be prepared to work clinically, engage in collaborative relationships with other health care professionals and advance your skills and knowledge through evidence-based practice and life-long learning.

Mission- The MPAS program at Widener University will graduate excellent health care professionals to meet the growing need for patients to have access to medicine both locally and globally. The MPAS program will educate highly effective healthcare professionals equipped to provide patient-centered medical care to diverse populations across the life span. Students will learn to be competent clinicians, culturally sensitive, socially conscious health care providers able to work in collaboration with other members of the healthcare team.

Vision- The physician assistant program at Widener University will be the leader in physician assistant education by providing experiential and collaborative learning, and

interprofessional experiences through community and civic engagement, developing leaders in health care and ultimately improving the lives of the patients they serve.

Core Values

1. Excellence in teaching
2. Commitment to service
3. Diversity and inclusion
4. Professionalism
5. Scholarship
6. Collaboration
7. Kindness and compassion

Curriculum Overview (A3.12d)

Didactic Credits: 63 (A3.12e)

Clinical Credits: 45

Total: 108

Summer I (13 credits)

Course	Credit
PA 708 Anatomy	6
PA 704 Introduction to Patient Assessment	3
PA 701 Foundations of Professional Practice	1
PA 703 Medical Physiology	2
PA 700 Foundations of Interprofessional Practice	1

Fall I (19 credits)

Course	Credit
PA 714 Clinical Medicine I	5
PA 715 Clinical Medicine II	5
PA 710 Global Health	2
PA 712 Pathophysiology	3
PA 713 Clinical Pharmacology	2
PA 709 Grand Rounds	1
PA 711 Microbiology & Molecular Mechanisms of Health/Disease	1

Spring I (19 Credits)

Course	Credit
PA 716 Clinical Medicine III	5
PA 717 Clinical Medicine IV	5
PA 730 Evidence Based Inquiry	2
PA 722 Health Promotion and Wellness	2
PA 721 Pathophysiology II	3

PA 718 Clinical Pharmacology	2
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Summer II (12 Credits)

Course	Credits
PA 740 Emergency Medicine	2
PA 742 Behavior Medicine	2
PA 731 Nutrition	1
PA 733 Medical Ethics	2
PA 732 Clinical Skills Laboratory	2
PA 736 Clinical Decision Making	2
PA 720 Medical Genetics	1

Fall II, Spring II, Summer III Clinical Rotations (45 Credits)

Course	Credits
PA 734 Family Medicine	5
PA 735 Surgery	5
PA 737 Behavioral Medicine	5
PA 738 Internal Medicine	5
PA 739 Pediatrics	5
PA 741 Emergency Medicine	5
PA 742 Women’s Health	5
PA 743 Elective I	5
PA 744 Elective II	5

Institute for Physician Assistant Education Program Competencies for Entry level practice (A3.13g) (website, and P&P)

1. Patient-Centered Practice Knowledge

- 1.1 Recognize healthy patients and ill patients at different stages of illness including acute, emergent, and chronic.
- 1.2 Demonstrate an ability to use the latest scientific evidence to inform clinical reasoning and judgement
- 1.3 Demonstrate medical, behavioral, and social science knowledge needed to promote health, evaluation, and management of patient presentations across the lifespan.
- 1.4 Recognize one’s own personal biases, work to overcome them, and do not allow them to affect the delivery of quality patient care.
- 1.5 Understand that a patient’s community, culture, religion, sexual orientation, or other individual characteristics affect their care and strive to understand them.

2. Health Literacy and Communication Skills

- 2.1 Demonstrate an ability to communicate with patients as partners and use shared decision making to involve patients in their medical care.

- 2.2 Recognize any barriers to communication or comprehension and work to correct them.
- 2.3 Recognize the significance of health literacy in the patient population they serve.

3. Society and Population Health

- 3.1 Recognize and understand the effect of a patient's community on their health and vis versa.
- 3.2 Integrate knowledge of social determinants of health into health care decision making and strive to advance social justice during healthcare delivery.

4. Interprofessional Collaborative Practice and Leadership

- 4.1 Recognize that the patient is at the center of all healthcare decisions and partner with them to define their healthcare goals.
- 4.2 Collaborate with other members of the healthcare team to develop a plan to best meet patient goals and needs.
- 4.3 Recognize one's limitations and defer leadership to another team member when doing so is in the best interests of the patient.

5. Professionalism and Legal Aspects of Care

- 5.1 Demonstrate integrity, honesty, beneficence, and professionalism in practice.
- 5.2 Recognize and adhere to standards of care.
- 5.3 Understand the legal and regulatory environment affecting PA practice.

6. Systems Based Practice

- 6.1 Demonstrate knowledge and skills needed to navigate the healthcare system successfully to deliver high quality patient centered care.
- 6.2 Demonstrate stewardship of resources with consideration to patients' social and financial needs.

7. Self-Assessment and Ongoing Professional Development

- 7.1 Engage in ongoing self-assessment and reflection to identify, and correct, any personal or professional limitations.
- 7.2 Demonstrate an ongoing commitment to professional and personal development

Institute for Physician Assistant Education Technical Standards

Candidates for the physician assistant program must be able to independently, with or without reasonable accommodations, meet the following technical standards for admission, progression, and graduation from the program. The student must possess the minimal physical, emotional and social abilities to be a successful student. Candidates must have motor function capabilities, physical and emotional endurance the meet the demands of the program. If the student requires

assistance in meeting the technical standards, they should make early contact with the Widener University Student Accessibility Office at <https://www.widener.edu/student-experience/student-success-support/student-accessibility-services>

Or call (610)499-1266

Observation

The candidate must be able to synthesize material as it is presented in lecture style, small group discussions, and laboratory discussions. Candidates must be able to obtain and interpret information as obtained from comprehensive assessments of patients, interpret the data, evaluate a patient's condition, and responses, and develop a diagnostic plan. The use of the senses of touch, hearing, vision is required to accomplish these tasks.

Communication

Candidates must exhibit interpersonal skills to allow for more effective communication and interactions with patients and family members, faculty, ancillary health care providers, colleagues, and fellow students. The candidate be able to communicate effectively in English, in person, and in writing when documents patient encounters. Candidates must be able to accurately interpret verbal and non-verbal communications while accurately and clearly recording information.

Motor Function

The candidate must be able to perform gross and fine motor movements in order to complete physical examinations using inspection, palpation, percussion, and auscultation. Candidates must be able to perform complex, and sometimes intricate procedures, treatments, administration of medication, and utilization of medical equipment. The candidate must have sufficient postural, motor, and neurologic, and hand eye coordination. Candidates must have the stamina to sustain extended periods of standing, sitting, and physical exertion in the classroom, laboratory, and clinical settings.

Intellectual, conceptual, integrative, quantitative abilities

Candidates must be able to assimilate, effectively interpret, and understand complex information with in the physician assistant program, and professional environment through patient encounters, formal lectures, interactions with students, patients, family members, ancillary staff and health care providers, small group discussions, medical literature, academic and clinical learning environments. Critical thinking and problem-solving are integral components of the physician assistant profession. A candidate must be able to reason, calculate, measure, analyze, and synthesize critical data. The candidate must be able to test hypotheses in order to effectively diagnose and treat patients.

Behavior and Social Skills

The candidate must have the emotional health, maturity, and self-discipline to fulfill the responsibilities of the physician assistant program and professional career. The expectations for

the physician assistant program candidate are that they will exercise academic integrity, professionalism, honesty, compassion, kindness, and teamwork. Candidates must be able to approach patient encounters with compassion, understanding, and cultural competence. The candidate must be able to adapt to changing environments and display flexibility while in the program and in their professional lives.

Widener University Disabilities Statement

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, any student has the right to request reasonable accommodation of a disability. Accommodations can be requested through the Office of Student Success, Office of Student Accessibility Services (520 E. 14th St., 610-499-1266). Please note that you will need to present documentation of your disability to Student Accessibility Services. It is important to make this request as soon as possible so that there is time to make any necessary arrangements.

Professionalism and Academic Integrity Statement

Professionalism

Students of the IPAE are representatives of their class, our academic program, the university, and the profession of Physician Assistant. The way in which students present themselves to others helps to define themselves as professionals. Students are expected to dress appropriately for classroom and laboratory instruction. Students are expected to be in professional attire whenever possible, this includes anytime they are to visit or attend a clinical experience, anytime a guest lecturer is scheduled, and anytime they are attending a university, community, or professional event. Professional attire is defined as that which would be acceptable in a Physician Assistant clinical setting AND that which meets the expectations of the faculty of the IPAE. Students should consult course syllabi and faculty instructions regarding the expectations of professional attire for various clinical, classroom, university, and community events.

In the development of professional behaviors, the faculty and staff of the IPAE strive to instill the behaviors and responsibilities that will be expected of new Physician Assistants in their first employment experiences. Students are expected to be prompt for all scheduled activities in their role as student in the program. If a student is going to be late or will need to miss class or a scheduled event, the student is to call and notify the appropriate faculty member. If the student is unable to contact the faculty member, the student should contact the program secretary who will pass the message on to the appropriate faculty member. When completing clinical experiences, students are expected to meet or exceed the expectations of the clinical setting with regard to professional attire, promptness, and completion of assigned tasks.

Students who exhibit behaviors that are not consistent with the professional expectations of the profession and the program may be required to appear in front of the Student Recruitment and Retention Committee, who may recommend or require specific remediation activities and plans. Students who do not comply with required plans of action, who commit egregious acts, or who continue to display unprofessional behaviors may be dismissed from the program. During the summer orientation, students will complete a professionalism self-inventory.

Academic Integrity

During the summer orientation program and summer meetings at the start of the program, all students are introduced to the IPAE Academic Integrity statement. By the end of the first month in the program, all students must sign and return the Academic Integrity statement and a copy is placed in the student's file. Students should be aware that faculty have the opportunity to use the Turnitin.com service to review all written work to determine originality and that the results of such a review may be used to demonstrate academic dishonesty and/or plagiarism. An extension of the IPAE Academic Integrity statement is the IPAE Exam Proctoring Policy. This policy outlines the conditions under which all exams are administered in order to minimize the temptation and occurrence of academic dishonesty. This policy is made available to students in Canvas.

Timeliness and Absences

Timely and regular attendance is an expectation of students enrolled in the PA program. Students are expected to be punctual, prepared, and ready for coursework, and clinical experiences. Students are expected to prepare for lectures by reviewing the syllabus, completing assignments, and reading content material before class. If the student expects to be absent or late for class or a student activity, they should notify the program by calling or emailing the program support secretary, clinical instructor, or course coordinator. They may also choose to notify their advisor. Failure to follow these expectations and procedures is a violation of professionalism and may result in professionalism probation.

Program policy statement (A3.01)

Program policies apply to all students, principal faculty and the program director in both the didactic and clinical phases of the program regardless of location. Some program policies may be superseded by clinical rotation site policies.

Program statement of agreement and adherence to policies (A3.02)

After reading the Student Policies and Procedures manual, the student will sign a *Statement of Acknowledgment* that reflects understanding and adherence to the policies and procedures of the University, College of Health and Human Services, and the Institute for Physician Assistant Education. See the attestation form in the appendix

Policy prohibiting students from working for the Program (A3.04) (A3.05)

A student enrolled in the Institute for Physician Assistant Education program is not required or permitted to work for the program in any capacity, nor will they substitute for the function of instructional, clinical, or administrative staff. If a student has prior experience or knowledge may share their knowledge in didactic and/or laboratory sessions, however, they shall not be the primary instructor or instructor of record for any component of the curriculum.

Student employment while enrolled (A3.15e)

Due to the intensity and rigors of the physician assistant program curriculum, employment while enrolled in the program is strongly discouraged.

Medical Treatment Statement (A3.09)

The Program Director, Medical Director, and principle faculty may not participate in the health care of a student except in an emergency situation. The health center is available for routine, and sick visits Monday-Friday 9am-5 pm during the school year.

Student Matriculation

The following criteria will be used to promote students from the didactic phase to the clinical phase of the program. All students are required to successfully complete all criteria for promotion to the clinical phase. If a student fails to meet these requirements, or fails remediation

Requirements to Advance to Clinical Phase (A3.15a)

1. Student must complete all didactic courses with at least a 75 (C) or better. A minimum cumulative program grade point average of at least 3.0 is required to progress to the clinical phase of the program. If a student does not meet the minimum GPA, they will be required to remediate in areas of individual academic needs.
2. Student must pass the didactic summative exam. A student may have two chances to pass the didactic summative exam. If the student fails the exam, they will be required to engage in a four-week remediation plan. At the conclusion of the remediation, the student will re-take the summative exam. This will result in a delayed start to the clinical phase and in turn a delayed graduation. If the student fails a second time they may be dismissed from the program.
3. All required paperwork, immunizations, background checks, fingerprints must be completed before matriculating to the clinical phase of the program.
4. All required course evaluations must be completed.
5. A student must be free from professionalism probation status before progressing to the clinical phase.

Program Graduation Requirements (A3.15b)

1. Complete a petition to graduate and pay graduation fee by November 1st (for May graduation).
2. Complete all didactic coursework with a GPA of 3.0 or greater.
3. Successfully pass all clinical experiences with a 75 (C) or better.
4. Submit all paperwork required for clinical experiences including site evaluations, preceptor evaluations.
5. Pass the comprehensive exams, written and OSCE with a 75 (C) or better.
6. Completion of the IPAE exit survey
7. Meet all financial obligations, **including graduation fees.**

8. Meet all other requirements set forth by the Institute, the College, and the University as noted in official publications.

Student Advising

Once enrolled in the PA program, students will be assigned a faculty member who will serve as their advisor for the duration of their tenure in the program. The purpose of the advisor is to provide academic coaching, mentorship, and support through the program. The advisor will be involved in remediation, and disciplinary action if necessary. The advisor will remain consistent throughout the program providing support during the didactic and clinical phase of the program.

Referral to Student Services (A3.10)

If a student should require immediate referral for services due to personal issues that may impact their progress in the PA program, campus safety will be contacted which will then initiate a consultation with counseling services. Counseling services will determine the course of action and referral and will set up a meeting with the student for the next day unless the student poses an immediate threat to themselves or others. If a student poses a threat to themselves or others, 911 will be contacted and campus safety notified. The student will receive emergency treatment and placement as deemed necessary by emergency medical providers at the local emergency department. Faculty can refer to the CAPS (Counseling and psychological services) Referral Guide for Faculty and staff for guidance on referral.

The CARE team consists of faculty across campus trained to identify students at risk who require specific referral for such issues as, food insecurity, housing insecurity, and other mental health services. Faculty, staff, and students may contact the CARE team if they believe a student needs assistance by accessing the link below. Graduate students are granted one consultation and six additional counseling sessions. After the six sessions, if further sessions are deemed necessary, the student will be referred for appropriate services.

<http://sites.widener.edu/caps/care-team/>

If it is an emergency and/or after hours, campus safety 610-499-4200 and 911 should be contacted. Faculty, staff, or students can also access the link below.

<https://www.widener.edu/report-it>

Counseling services offices hours are 9am-5pm Monday-Friday

Program Graduation Requirements (A3.15b)

- Complete a petition to graduate and pay graduation fee by November 1st (for May graduation).
- Complete all didactic coursework with a GPA of 3.0 or greater.
- Successfully pass all clinical experiences with a 75 (C) or better.
- Submit all paperwork required for clinical experiences including site evaluations, preceptor evaluations.
- Pass the comprehensive exams, written and OSCE with a 75 (C) or better.

- Completion of the Institute for Physician Assistant Education exit survey
- Meet all financial obligations, **including graduation fees.**
- Meet all other requirements set forth by the Institute, the College, and the University as noted in official publications.

Deceleration (A3.15c)

Deceleration is defined by the ARC-PA as a loss of a student from the entering cohort, who remains matriculated in the physician assistant program.

Deceleration can either be voluntary or mandatory depending on the situation. Deceleration may allow a student to extend their curriculum due to academic deficiencies, but the student must complete the twenty-seven-month program with in thirty-nine months.

Voluntary Deceleration: The student must submit their request to decelerate in writing to the PA program director and the Dean of the College of Health and Human Services. Reasons for deceleration may include, personal, family, health, or academic concerns that will impact successful progress through the program. Volunteer deceleration is a proactive decision on the part of the student before experiencing academic difficulty. A student who decelerates will return with the next matriculated class. They will sit in on courses already taken and receive a grade of pass/fail. Tuition for these courses will be waived until the point where the student originally decelerated.

Involuntary Deceleration: The Student Retention and Promotions Committee may recommend to the PA program director and/or the Dean of the College of Health and Human Services to remediate deficiencies, as a preventative measure to avoid further academic difficulties. The committee will make specific plans for deceleration or defer to the program director and/or the Dean.

Students who are involuntarily decelerated will matriculate with the next cohort and must complete all required courses. They must complete the program in the required thirty-nine months, and comply with current curriculum requirements, and changes in tuition and fees of their new graduating class.

Due to the lock-step curriculum design the Widener University does not offer a part-time option.

Deceleration (Clinical Phase)

Deceleration can either be voluntary or mandatory depending on the situation. Deceleration may allow a student to extend their curriculum due to academic deficiencies but must complete the twenty-seven-month program with in thirty-nine months.

Voluntary Deceleration: The student must submit their request to decelerate in writing to the PA program director and the Dean of the College of Health and Human Services. Reasons for deceleration may include, personal, family, health, or academic concerns that will impact successful progress through the program. Voluntary deceleration is a proactive decision on the part of the student before experiencing academic difficulty. A student who decelerates in the clinical phase will return with the next clinical cohort. Upon returning to the program, the student will continue in the clinical phase and complete the required clinical rotations.

Involuntary Deceleration: The Student Retention and Promotions Committee may recommend to the PA program director and/or the Dean of the College of Health and Human Services to remediate deficiencies, as a preventative measure to avoid further academic difficulties. The

committee will make specific plans for deceleration or defer to the program director and/or the Dean. Student(s) who are involuntarily decelerated will matriculate with the next clinical cohort and must complete all required clinical courses. They must complete the program in the required thirty-nine months, and comply with current curriculum requirements, and changes in tuition and fees of their new graduating class. Due to the lock-step curriculum design the Widener University does not offer a part-time option.

If a situation arises in which a student is deemed to be making insufficient progress in the attainment of the knowledge and skills required to meet the Widener University (WU) Physician Assistant Program competencies, a formal remediation contract may be invoked with the student. Contracts are individualized to address deficiencies in student progress in all areas that are deemed essential for the practice of PA medicine. Therefore, remediation plans may address not only academic or skills deficits, but deficits in professionalism, attitudes, or behaviors as well. The objective of the remediation process at WU is to work collaboratively with students to support their timely attainment of the competencies required to successfully complete the program.

Identification of Students

The identification of students in need of remediation may occur by three avenues: student self-identification, faculty recommendation, or program director mandate as described below.

I Student Self-Identification

A student may self-refer and request a remediation plan by submitting a written request to the program director for approval. This may occur if students have personal, health, medical, or academic issues which may impede learning in the usual curriculum. This is a proactive agreement discussing areas of concern that could potentially impact the student's ability to meet future programmatic or curricular expectations. Students may be referred to the Office of Student Success or the Office of Student Accessibility Services for formal evaluation if deemed necessary.

II Faculty Recommendation

A faculty member, adjunct lecturer, medical director, program director, clinical instructor, or director of clinical education may recommend the student be placed on a remediation plan. This is an indication that the student is at risk. Reasons for faculty recommendation of a remediation plan include but are not limited to student grade within 5 points of failure, student grade equal or more than 2 SD below the class mean, poor attendance, behavior issues, professionalism issues, or other concerns. Students may refuse a recommended remediation plan. On refusal the student must sign an acknowledgement of the recommendation and their refusal; this document will be placed in their program file.

III Program Director Mandate

If a student earns a failing grade in a course, examination, or project worth more than 10 % of their course grade, or fails to meet the program's outcomes, or competencies at any point, the program director may mandate a remediation plan. The student may not refuse the plan in the case of a Program Director mandate. Students in remediation due to program director mandate will be reviewed by the program's student Retention and Promotion Committee during regularly

scheduled meetings. At this level of remediation, the student will also be required to meet with the program's medical director to review their progress in attainment of the missing competencies, skills, or knowledge.

Remediation Process

Once the need for a remediation plan has been established, the process will be as follows:

1. A designated remediation plan coordinator will be determined by the faculty in conjunction with the program director. The remediation plan coordinator will most often be the course coordinator or the student's advisor. However, in some situations the remediation coordinator may be the program director, the medical director, or the director of clinical education. The choice will depend on the specific area(s) being mediated and will consider the expertise of the faculty in relation to the content being remediated. In cases of professionalism the most appropriate remediation coordinator may be the program director or medical director.
2. The student will be notified via their WU email that they are requested to meet with their designated remediation plan coordinator at a specific time/date no less than 48 hours from the time of notification.
3. Students will be encouraged to reflect on their preparation, study skills, and any factors that may have negatively affected their performance prior to the meeting. The student should bring evidence of this reflection, in the form of journal notes, essay, or other method of the student's choosing.
4. At the meeting the remediation coordinator will review, with the student, the subjective (self-assessment, peer reviews forms from group learning activities, faculty, or preceptor reviews, etc.) and objective (exam scores, paper grades, attendance reports, etc.) evidence of the student's progress to date. Student questions related to their performance or the remediation process will be discussed.
5. The student will be asked to share their reflections and any thoughts they now have on their performance, including ideas for improvement, after reviewing the data with the remediation coordinator.
6. A date for the next meeting will be determined, this follow up process is important to ensure the student is making adequate progress in their learning.
7. A written remediation action plan will be created in collaboration with the student, documented in writing, signed by both parties, and placed in the student's program academic file. A copy will also be provided to the student's faculty advisor.
8. The remediation coordinator and student will continue to meet periodically until the remediation coordinator determines that the student has improved to the point that remediation may be concluded, or when the student is dismissed or withdraws from the program.
The date of dismissal from the remediation program will be noted in the student's file.

Methods of Remediation

Widener University PA program focuses on the attainment of its stated competencies, goals, and objectives as listed in the program's syllabi, mission statement, values, and program competencies. Each student's remediation plan will be tailored to address their individual areas of deficiency in their journey toward the attainment of these competencies.

Remediation methods will then, by necessity, vary between students. Plans are based on an assessment of individual needs, learning styles, and student preferences if possible.

Clinical Year

If a student receives an unsatisfactory preceptor evaluation, they may be required to remediate the skills, competencies, and/or professional behaviors depending on the area of deficiency. They will work with the Director of Clinical Education to remediate the areas of deficiency.

Academic Standards (A3.15a)

1. Maintain a cumulative GPA of 3.0.
2. Obtain a grade of C or higher in all coursework.
3. Complete all non-letter graded assignments and program requirements.
4. Maintain professionalism by receiving satisfactory on all professionalism evaluations.

Withdrawal or Dismissal (A3.15d)

Withdrawal Policy

A student may decide to withdraw from the PA program. If a student decides to withdraw, they must submit their intention to do so in a letter of intent to the program director, and the Bursar's office.

Refunds of Tuition and Fees

Students should be familiar with the graduate student tuition rates and payment schedule found on myWidener <https://my.widener.edu/> under the Office of the Bursar.

<https://cpb-us-w2.wpmucdn.com/sites.widener.edu/dist/c/16/files/2020/11/2020-2021-Tuition-Guide-Graduate-Programs.pdf>

If a student decides to completely withdrawal from the PA program/University, tuition and fees are refunded based on the following table found on myWidener, Office of the Bursar:

Full Summer Semester, Fall Semester and Spring Semester	
100% refund	If completed by the last day of drop/add
90% refund	If completed by calendar day 19
75% refund	If completed by calendar day 29
50% refund	If completed by calendar day 40
25% refund	If completed by calendar day 50

0% refund	No refunds after calendar day 50
Summer SU1 Summer SU2	
100% refund	If completed by last day of drop/add
50% refund	If completed by calendar day 15
0% refund	no refund after calendar day 15
7 week module classes	
100% refund	If completed by last day of drop/add
50% refund	If completed by calendar day 15
0% refund	No refunds after calendar day 15
Winter Semester	
100% refund	If completed by last day of drop/add
50% refund	If completed by calendar day 8
0% refund	No refund after calendar day 8

Drop/Add policy

The university sets the period of which a course can be added or dropped. These dates are available through the Registrar's office on myWidener <https://my.widener.edu/>

A drop/add form may be obtained through the PA program administrative secretary and must be completed in order to drop or add a course. Approval from the course coordinator, student advisor, and associate dean is required.

Grounds for Dismissal

Any violation of the following behaviors may be grounds for dismissal from the program:

- Violation of student conduct policies
- Violation of the university student grievance policy
- Violation or academic or professionalism policies
- Failure to meet the academic expectations detailed in academic retention section of this handbook.
- Failure to meet the requirements for promotion to the clinical phase or graduation detailed in the academic retention section of this handbook.

Student Rights and Expectations

It is a students' right to learn in a safe environment. Widener University is committed to standards of conduct, core values, and behavior expectations such as: integrity, community, social justice, and respect. Students should be familiar with the university Standards of Conduct located under section four of the graduate catalog.

<https://catalog.widener.edu/content.php?catoid=8&navoid=230#section-5-the-conduct-process>

Student Access to and Disclosure of Student Records and FERPA policy

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment (“FERPA” or “Act”), was enacted to assure parents of students, and students themselves if they are over the age of eighteen or attending an institution of post-secondary education, access to the students’ education records and to protect such individuals’ rights to privacy by limiting the transferability and disclosure of their records without their consent. In accordance with the Act and the regulations promulgated thereunder, the instant Policy has been adopted. This Policy applies to students presently enrolled in any school, college or division of Widener University (“University”) and to alumni, but not to applicants who have not been admitted to or attended the University. The rights contained in this Policy are afforded to such students as well to the parents of “Dependent Students” as such term is defined herein. This Policy is intended to provide general guidance only, and any questions as to its applicability, operation or enforcement should be referred to the Senior Vice President for Administration and Finance of the University.

<https://cpb-us-w2.wpmucdn.com/sites.widener.edu/dist/6/18/files/2019/01/Widener-University-FERPA-Policy-21c018m.pdf>

Student Mistreatment (A3.15f)

Any unwelcome conduct based on actual or perceived status including: sex, gender, race, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity, marital status, genetic information, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community. See the EOHN Policy for further information. Students enrolled in the PA program should be familiar with the process for reporting violations of student conduct located in the Equal Opportunity, Harassment and nondiscrimination policies handbook.

In the clinical phase of the program, clinical preceptors, other health care providers, medical residents and staff should treat PA students fairly and with respect. The PA Program does not condone the mistreatment of students in the didactic or clinical phase of the program. If a student believes they have been mistreated, the student should contact the Program Director immediately.

<https://www.widener.edu/sites/default/files/2019-10/Equal-Opportunity-Harassment-Nondiscrimination-Policy-10-2019.pdf>

Reporting options:

1. Formal, Non-confidential reporting option
 - Report directly to the Title IX Coordinator or Deputy Title IX Coordinators
 - Report to campus Safety at (610)499-4200
 - Report online, using the ‘Report and Incident’ button at widener.edu/titleix

2. On-Campus Confidential Resources

- Report to the Health Center at (610)499-1183
- Report to the Counseling Center (610)499-1261
- Report to athletic trainers

Nondiscrimination Policy

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Widener University is dedicated to upholding Title IX and committed to creating and sustaining a safe environment for all students and employees. The PA Program supports and upholds the Equal Opportunity, Harassment, and Nondiscrimination Policy and Widener University's commitment to diversity and non-discrimination. Upon receiving a report of misconduct, Widener will address the matter as quickly and fairly as possible. Please see the Title IX website for campus resources.

<https://www.widener.edu/sites/default/files/2019-10/Equal-Opportunity-Harassment-Nondiscrimination-Policy-10-2019.pdf>

<https://www.widener.edu/student-experience/vibrant-community/diversity-inclusion>

<https://www.widener.edu/title-ix-sexual-misconduct-resources>

Student Grievances and Appeals (A3.15g)

Students should be aware that policies and procedures relating to the handling of student grievances and issues of privacy and dignity are outlined in the *Widener Graduate Catalog*. If grievances should arise during a student's clinical affiliation, the DCE, core faculty, and the clinical faculty shall seek remediation.

If a student has a grievance concerning a class in which he or she is enrolled, he/she will first try to resolve the problem with the instructor of the class. If a student has a grievance concerning an academic requirement of the program (e.g., comprehensive examination, final clinical oral examination, clinical placements), he/she will first try to resolve the problem with the director of the program. If it is impossible to resolve the matter at this initial level, the grievance must be placed in writing. Then the student may appeal to the next higher level. The student should inquire in the office of the dean responsible for the course or program in question for the proper appeal procedure if the student's grievance is not resolved to the student's satisfaction after initial appeal to the instructor or the program director.

<https://catalog.widener.edu/content.php?catoid=14&navoid=382>

Social Media Policy

The use of social media platforms by students and health professionals should be done with careful consideration and ethical integrity. Students and health care professionals must take careful and thoughtful precaution when accessing the internet on and off duty. This includes, but not limited to, email, text, social media outlets, and blogs. Students, faculty, and health care

professionals must pay careful attention to protecting the privacy and confidentiality of the patients they serve. These principles apply across all aspects of the IPAE program from the classroom to the clinic, and clinical rotation sites. Students are prohibited from posting patient information online as this breeches confidentiality and professionalism. During their tenure in the PA program, students are strongly discouraged from engaging in direct communications on social media with faculty, staff, instructors, and clinical preceptors. Students must be aware that even though their social media presence is “private,” information about patient experiences should not be shared. Any student who violates the social media standard may have to meet with the Student Retention and Promotions Committee and face disciplinary action and professionalism probation.

Resource: <https://www.policymed.com/2012/06/federation-of-state-medical-boards-model-policy-guidelines-for-social-media.html>

III Institute for Physician Assistant Education Clinical Education Policies

Professional Code of Conduct

Please refer to the AAPA [Guidelines for Ethical Conduct for the PA Profession](#)

Clearances

1. Child abuse
2. Criminal background check
3. FBI fingerprint results

Student Identification Policy (A3.06)

Students must be clearly identified in all clinical settings to distinguish them from other health profession students and practitioners. The student will wear their short white coat, signifying that they are a student. The student will wear their standard issues university name tag in a place that is visible. The ID badge will contain the student’s name, institution, program of enrollment, and status as a student.

Policy for Clinical Site Recruitment (A3.03)

Students are not required to solicit clinical sites or preceptors. Students may inquire about a clinical site and obtain contact information for the Director of clinical education to follow up and confirm the rotation for the student.

Required Health Screening and Immunizations (A3.07a)

Students are required to have all current immunizations as recommended by the Centers of Disease Control and Prevention (CDC) for health care providers. These immunizations include:

Hepatitis B— If previously unvaccinated, give a 2-dose (Hepilisav-B) or 3-dose (Engerix-B or Recombivax HB) series. Give intramuscularly (IM). For HCP who perform tasks

that may involve exposure to blood or body fluids, obtain anti-HBs serologic testing 1–2 months after dose #2 (for Heplisav-B) or dose #3 (for Engerix-B or Recombivax HB).

Influenza- Give 1 dose of influenza vaccine annually. Inactivated injectable vaccine is given IM. Live attenuated influenza vaccine (LAIV) is given intranasally.

MMR- For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, see below. Give subcutaneously (Subcut).

Varicella- For HCP who have no serologic proof of immunity, prior vaccination, or diagnosis or verification of a history of varicella or herpes zoster (shingles) by a healthcare provider, give 2 doses of varicella vaccine, 4 weeks apart. Give Subcutaneously.

Testanus, diphtheria, pertussis— Give 1 dose of Tdap as soon as feasible to all HCP who have not received Tdap previously, Give Td or Tdap boosters every 10 years thereafter Give IM.

PPD-Students are required to have a twostep PPD for TB screening. If the screening PPD is positive, the student will be referred for follow up chest Xray and treatment if necessary.

If a student has had the BCG vaccine, they may receive the Tuberculin Skin Test (TST), however, they must be aware that the test may be false positive and additional tests are needed. A student may provide results of a QuantiFERON Gold or T-SPOT tests to prove immunity.

International Travel Health Policy (A3.07b)

For any student traveling outside the continental United States for elective clinical rotations, they shall adhere to all standards required by the Centers for Disease Control and Prevention (CDC) for international travel, including recommended immunizations and travel advisories.

Blood-borne Pathogens Training (OSHA) (A3.08a)

The Occupational Safety and Health Administration (OSHA) requires that all health care workers understand the dangers of blood borne pathogens and how to protect themselves and others. IPAE and many of our clinical facilities require that students have the same education. This education is provided during a required course during the first year of the program. This session is mandatory, and students must sign a declaration that they have received such training. The original of this declaration will be maintained in the student's clinical education file, which is maintained in the office of the Director of Clinical Education (DCE). A copy of this declaration will be provided to the student's clinical facility upon request. During clinical experiences, students are required to follow facility policy regarding blood borne pathogens. This includes, but is not limited to, regular hand washing and the appropriate use of personal protective equipment such as gloves, gowns, masks, and goggles. Any potential exposure to

body fluids must be reported via the facility's reporting mechanism with an additional report made to the DCE. Any follow-up care will be on the advice of a physician.

Post Exposure Policies (A3.08b, c)

Injury and illness related to exposure to blood/or body fluids may occur during the course of the professional program. If medical attention is required at any point in the program didactic or clinical, any cost incurred is the students' responsibility. It is important to note that faculty cannot be involved in the health care of the student at any time unless it is a medical emergency. All injuries or illness must be immediately documented with the program by completing an incident report and submitting the report to your assigned faculty advisor. If injury or illness due to exposure occurs during clinical experiences, the facility will facilitate access to emergency medical care for the students who become ill or injured. The student may be expected to provide proof of immunization. The student is also responsible for maintaining health insurance while enrolled in the physician assistant program. Exposure to blood borne pathogens is a risk assumed by all healthcare providers. Students will receive training to minimize their risk during orientation to the program and in the clinical skills course the semester before the clinical phase of the program. Individual clinical sites may also provide orientation sessions regarding blood borne pathogens. Observing universal precautions is one method to reduce risk.]

The principle of universal precautions recognizes that any patient may be infected with microorganisms that could be transmitted to other persons. Of particular concern are the primarily blood-borne pathogens HIV (human immunodeficiency virus) and HBV (hepatitis B virus). However, body fluids other than blood, secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites' specific policies regarding universal precautions.

Universal Precautions Guidelines:

1. Act as though all patients with whom you have contact have a potentially contagious blood borne disease.
2. Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions.
3. Wear proper PPE when indicated
4. Use gloves to prevent contact with blood, or body fluids, contaminated surfaces or instruments.
5. Wear face protection when droplets may be generated during a procedure.
6. Dispose of all contaminated articles and materials in a safe manner prescribed by law.
7. Dispose of sharps promptly in the appropriate, puncture resistant containers.

In the case of exposure to blood and/or body fluids the student should:

1. Wash needlestick and cuts with soap and water immediately
2. Flush splashes to the nose, mouth, or skin with water
3. Irrigate eyes with clean water, saline or sterile irrigants

4. Report the incident to a supervisor
5. Immediately seek medical treatment

Statement of Financial Responsibility

In compliance with the university and Institute policies, all students are required to carry health insurance. In case of an emergency, exposure while on clinical rotations such as a needle stick or exposure to blood borne pathogen, the student will assume full financial responsibilities for all expenses incurred.

Students are required to carry an insurance policy while enrolled in the program. Students may maintain their own policy or opt to accept the university insurance policy. Students who do not take the university insurance policy must sign a waiver indicated they do not require the insurance. If the student does not sign the waiver by the due date, they will be automatically enrolled in the university-sponsored health insurance and the policy premium will be added to their student account. Information about services available through the university insurance policy can be found at www.firststudent.com.

Patient Confidentiality (HIPAA)

Maintaining client/patient confidentiality is of utmost importance in all patient interactions. This is supported by both APTA's *Code of Ethics* and most states' licensure. It is also federal law as described in the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Prior to the first full-time clinical experience, students will attend a mandatory session on patient confidentiality and the implications of HIPAA. Student will be required to sign a declaration that they have received this training. It is expected that all students will maintain client/patient confidentiality both in the clinic and in the classroom. A breach of client/patient confidentiality would constitute unprofessional behavior that could result in disciplinary action.

Drug and Alcohol Policies

Students enrolled in the IPAE program are expected to abide by Widener University's drug and alcohol policy found in the graduate catalog

<https://catalog.widener.edu/content.php?catoid=8&navoid=229#community-standards>

In addition to the University's policies and state laws associated with drug and alcohol use, Physician Assistant students have a professional responsibility to the patients we serve. The IPAE maintains a Drug and Alcohol Policy for On and Off-Campus Experiences and a copy is placed in Canvas for students to review.

Appendix A

Statement of Receipt and Acknowledgement of the Policies and Procedures

By signing this document, I acknowledge receipt and understanding of the policies and procedures for the Widener University Institute for Physician Assistant Education.

Student Signature: _____

Name (Print) _____

Date: _____

Please give a copy of Appendix A to Dana Cardona-Program Administrative Secretary or email at Dmcardonal@widener.edu to be kept in your student file.

Appendix B
Incident Report Form

Use this form to report accidents or injuries that occur while on Supervised Clinical Practice Experiences.

Student Information	
Full Name:	
Address:	
Phone Number: Home	Cell

Information about the Incident		
Date of Incident:	Time:	Site/Preceptor Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident: (clinical site/hospital)		
Description of Event:		
Did you receive treatment for you injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you feel you need additional services due to this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		