

# FranklinPierce

UNIVERSITY

College of Graduate &  
Professional Studies

Master of Physician Assistant Studies Program

Student Handbook

**2016-2017**

# Preface

This handbook has been developed to help you to understand the Master of Physician Assistant Studies (MPAS) Program and its policies and procedures, as well as to serve as a guide to student responsibilities.

It is intended to supplement the Franklin Pierce University (FPU) Catalogue:

<http://www.franklinpierce.edu/academics/ugrad/catalog.htm>

and the College of Graduate and Professional Studies (CGPS) Student Code of Conduct:

[http://www.franklinpierce.edu/academics/gradstudies/programs\\_of\\_study/CGPS\\_Code\\_of\\_Conduct.pdf](http://www.franklinpierce.edu/academics/gradstudies/programs_of_study/CGPS_Code_of_Conduct.pdf)

**The MPAS program reserves the right to alter the contents of this handbook at any time. Any changes apply to all current and prospective students. The faculty reserves the right to alter the curriculum, the schedule of required courses, and other regulations affecting admission and graduation requirements. Students are expected to keep well informed with respect to these changes.**

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**Franklin Pierce University**  
**Master of Physician Assistant Studies Program**  
**Student Handbook**  
**2016-2017**

## **PROGRAM OVERVIEW**

### **Mission**

#### Franklin Pierce University Mission

Franklin Pierce University embraces an education that matters: one that achieves academic success through the integration of liberal arts and professional programs. Our community of educators and learners creates an environment that fosters intellectual curiosity and encourages experiential and applied learning. A Franklin Pierce experience enables each student to discover and fulfill his or her own unique potential. We prepare students to become confident, knowledgeable individuals and leaders of conscience.

#### Master of Physician Assistant Studies Program Mission

The mission of the Franklin Pierce University Master of Physician Assistant Studies Program is to graduate competent and compassionate physician assistants who possess the requisite knowledge, skills, and attitudes to provide high quality, patient-centered primary care.

### **Goals & Learning Outcomes**

#### Program Goals

1. Prepare students to function as competent healthcare providers in primary care settings.
2. Nurture student progress to optimize professional growth and retention.
3. Recruit students from rural and underserved communities, particularly those from New Hampshire and Vermont.
4. Train students from rural and medically underserved communities with a focus on New Hampshire and Vermont.
5. Graduate students who practice in rural and medically underserved communities with emphasis on New Hampshire and Vermont.

#### Program-Level Student Learning Outcomes

1. Demonstrate core medical knowledge regarding established and evolving biomedical and clinical sciences and the application of this knowledge to patient care. (Med Knowledge)
2. Employ interpersonal and communication skills (including oral and written) to enable effective information exchange with patients, their families and members of the

healthcare team. (Interpersonal & Communication Skills)

3. Provide safe, entry-level patient care to include effective information gathering, appropriate diagnostic evaluation and implementation of therapeutic management plans. (Patient Care)
4. Exhibit professionalism as demonstrated by assuming responsibility for actions, recognizing personal limitations, expressing sensitivity to diversity, and respecting colleagues, faculty/staff, preceptors and patients. (Professionalism)
5. Demonstrate ability to self-analyze current knowledge and clinical skills and enhance capabilities through reflection and critical appraisal of the medical literature. (Practice-based Learning & Improvement)
6. Demonstrate awareness of the larger system of health services including access to healthcare, continuity of care, and community support services. (Systems-based Practice)

Note: Program-level Learning Outcomes adapted from *Competencies for the Physician Assistant Profession*, 2012.

#### Program Contact Information

**Our Address:**

Franklin Pierce University  
Master of Physician Assistant Studies Program  
24 Airport Rd, Suite 19  
West Lebanon, NH 03784

**Important Phone Numbers:**

MPAS Program Main Phone Number: 603-298-6617  
MPAS Program Fax Number: 603-298-5573  
Franklin Pierce Lebanon Center Phone Number: 603-298-5549  
Center Closings due to inclement weather: <http://www.wmur.com/weather/closings>

## Faculty & Staff

### **Program Director**

Douglas Southard, PhD, MPH, PA-C  
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### **Associate Director of Didactic Education**

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### **Office Manager and Admissions Coordinator**

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### **Medical Director**

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### **Associate Director of Clinical Education**

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### **Program Coordinator, Clinical Education**

Hannah Paul  
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## Curriculum

### *Didactic Phase*

<u>PA Program Term 1</u>	<u>November – February</u>	<u>17 credits</u>
ME512 Clinical Application of Basic Sciences I		6 cr.
ME516 Clinical Medicine I		4 cr.
ME504 Basics of Pharmacology I		2 cr.
ME508 Patient Care I		2 cr.
ME510 Behavioral Medicine		2 cr.
ME500 Introduction to Clinical Reasoning		1 cr.
<u>PA Program Term 2</u>	<u>March – May</u>	<u>17 credits</u>
ME520 Professional Seminar I		1 cr.
ME540 Clinical Application of Basic Sciences II		4 cr.
ME544 Clinical Medicine II		5 cr.
ME506 Basics of Pharmacology II		2 cr.
ME536 Patient Care II		2 cr.
ME524 Clinical Reasoning I		1 cr.
ME528 Patient Communication and Education		2 cr.
<u>PA Program Term 3</u>	<u>June – August</u>	<u>15 credits</u>
ME552 Professional Seminar II		1 cr.
ME564 Clinical Application of Basic Sciences III		4 cr.
ME568 Clinical Medicine III		5 cr.
ME509 Basics of Pharmacology III		2 cr.
ME548 Clinical Reasoning II		1 cr.
ME532 Introduction to Epidemiology and Public Health		2 cr.
<u>PA Program Term 4</u>	<u>September – November</u>	<u>16 credits</u>
ME572 Professional Seminar III		1 cr.
ME592 Clinical Medicine IV		6 cr.
ME580 Clinical Reasoning III		2 cr.
ME556 Understanding and Accessing the Medical Literature		1 cr.
ME584 Evidence-based Medicine in Clinical Practice		1 cr.
ME588 Clinical Pharmacology		2 cr.
ME560 Advanced Clinical Skills		3 cr.



## **Curriculum-continued**

### ***Clinical Phase***

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<b>PA Program Term 5</b>	<b>December – February</b>	<b>11 credits</b>
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ME576 Preparation for Clinical Education	1 cr.
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ME631 Clinical Rotation 1	5 cr.
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ME632 Clinical Rotation 2	5 cr.
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<b>PA Program Term 6</b>	<b>March – May</b>	<b>12 credits</b>
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ME645 Seminar I	2 cr.
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ME633 Clinical Rotation 3	5 cr.
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ME634 Clinical Rotation 4	5 cr.
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<b>PA Program Term 7</b>	<b>June – August</b>	<b>12 credits</b>
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ME646 Seminar II	2 cr.
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ME635 Clinical Rotation 5	5 cr.
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ME636 Clinical Rotation 6	5 cr.
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<b>PA Program Term 8</b>	<b>September – November</b>	<b>12 credits</b>
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ME647 Seminar III	2 cr.
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ME637 Clinical Rotation 7	5 cr.
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ME638 Clinical Rotation 8	5 cr.
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### ***Professional Phase***

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<b>PA Program Term 9</b>	<b>December – February</b>	<b>14 credits</b>
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ME648 Seminar IV	2 cr.
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ME692 Preparation for Clinical Practice	2 cr.
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ME619 Elective Clinical Experience	4 cr.
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ME690 Senior Seminar	6 cr.
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Total credits over 9 terms = 126 credit hours earned

### **Didactic Phase**

The didactic phase builds the foundation for the clinical year and clinical practice. It consists of a twelve month, 64 credit curriculum that focuses on the biomedical, clinical and behavioral sciences. In addition, clinical education is integrated throughout the curriculum at Franklin Pierce. Students will have the opportunity to shadow in the clinical setting during the didactic phase of the program in the form of a mentor program, pairing students with working physician assistants in the community.

### **Clinical Phase**

In the second phase of the program, students will participate in eight core clinical rotations, including Family and Internal Medicine, Pediatrics, Women's Health, Surgery, Emergency Medicine, Psychiatry, and a primary care elective. Students will also have the opportunity for an additional elective rotation in a discipline of their own choosing, based on current availability of placements and the student's overall progress in the program. Clinical experiences provide the students with exciting opportunities to apply skills they have learned in the classroom to real life settings and develop new skills under the guidance of an experienced clinical preceptor. It is the responsibility of the program to recruit and screen appropriate clinical placements for students. Students are not required to supply their own required clinical sites or preceptors. A separate MPAS Student Clinical Education Manual describes policies and procedures as they relate to the clinical experiences and will be reviewed with students during orientation to the clinical year.

### **Professional Phase**

The Professional Phase incorporates a comprehensive examination of the student's achievement of the program learning outcomes to include medical knowledge as well as patient care and interprofessional communication skills. Documentation of student strengths and weaknesses are subsequently utilized in refining learning objectives for the final clinical rotation. The last component of the program focuses on an intensive review of medical knowledge using the NCCPA blue-print for the Physician Assistant National Certifying Examination (PANCE), along with instruction preparing students for clinical practice.

## STUDENT SERVICES

### *Student Financial Services*

Financial services are available to all students.

All students who are admitted and matriculated into a degree program at Franklin Pierce may apply for federal financial assistance. More information on financial services may be found at this link: <https://www.franklinpierce.edu/admissions/finaid/cgps/index.htm>

### Tuition and Fees

The following are the current tuition and associated fees for the Master of Physician Assistant Studies Program at the time of publication of this handbook (11/28/16):

Tuition (per term)	\$ 10,250 per term
Late Payment Fee	\$ 75
Equipment, lab coat, patches	\$ 1,000
PA Medical Kit	\$ 850 (charged first term)
Books (total for program)	\$ 2,000 - \$3,000
Memberships (SAAAPA & NH/VT)	\$ 125 (recommended)
Health Insurance	\$ <i>variable</i> *
ACLS Certification (one-time fee)	\$ 225 (one-time fee)
Criminal Background Check	\$ 150 and up**
Graduation Fee (one-time fee)	\$ 200

**During the clinical year, students must have reliable transportation and may be required to stay out of the area for up to 5 weeks at a time. Cost of transportation and housing for the clinical year is the responsibility of the student and will vary based on placement.**

\*Franklin Pierce University does not provide health insurance coverage to students. However, all students must provide proof of health insurance coverage. If you are already covered under another plan, you do not need to purchase additional insurance. Maintenance of health requirements, including other requirements as determined by clinical sites, not covered by student's health insurance (i.e., annual physical, immunizations and titers, urine drug screen, etc.) are the responsibility of the student. Health insurance costs vary considerably.

\*\*Costs vary based on the number of times you have moved in the past 7 years.

### *Student Health Services*

Students are required to maintain health insurance for the duration of their enrollment in the Franklin Pierce University MPAS Program. Your proof of insurance will be verified, along with compliance with all health requirements of the program through Castle Branch. ([www.castlebranch.com](http://www.castlebranch.com)) No health records will be maintained by the program.

The program has made arrangements with the Dartmouth Hitchcock Family Medicine in Lebanon/Hanover to provide health care to students of the Franklin Pierce MPAS Program upon request. Additionally, mental health counseling and referrals will be available through

Dartmouth Hitchcock Family Medicine. Students are responsible for health-care costs, whether incidental or incurred as a result of course-related activities. Dartmouth Hitchcock Family Medicine will maintain all student health records for care they provide. Castle Branch will provide verification of compliance with health requirements as needed. The program will not maintain student health records and faculty are not allowed to participate in or provide health care to students. Appointments can be made by calling (603) 650-4000.

### *Academic Support Services*

#### Writing and Test Taking Skills

The Center for Academic Excellence in Rindge offers a variety of presentations, workshops and individualized services in support of CGPS graduate students. Please consult the following URL for additional information. <http://libguides.franklinpierce.edu/cae/graduateservices>

#### Tutoring

CGPS does not offer formal tutoring services. However, faculty members within the PA Program may identify qualified tutors in the local area and provide contact information to students as needed. Any and all financial arrangements for these services are made between the tutor and the student.

#### Career Services

The Lloyd & Helen Ament Astmann '69 Career Center offers a variety of services to assist CGPS students in all phases of their career decision making and job search. Support is available via phone, email or Skype and the office has developed a variety of web based resources to support career exploration and job search preparation. In addition, the MPAS program incorporates career development into its didactic coursework (ME692 Preparation for Clinical Practice) to include resume building, interviewing, negotiating, and how to secure references and certifications of program completion. Job announcements are frequently e-mailed to the graduating and upcoming classes along with opportunities for fellowships, residencies and financial support. Faculty and advisors provide guidance and support whenever possible.

#### Academic Accommodations

In accordance with the Americans with Disabilities Act (A.D.A.), any student who presents appropriate documentation of a physical, learning or emotional disability in accordance with University policy will be provided with reasonable accommodations designed to meet his or her needs. Students requesting accommodations based on specific disabilities should meet early in the term with their advisor or contact the Coordinator for Student Accessibility Services directly for assistance:

[http://www.franklinpierce.edu/academics/cae/facstaff\\_guides.htm#Accommodations](http://www.franklinpierce.edu/academics/cae/facstaff_guides.htm#Accommodations)

More information regarding academic accommodations for students with disabilities are referred to the current University Catalog for policies related to requesting and receiving appropriate accommodations: <https://www.franklinpierce.edu/academics/cae/pdfs/StepsCGPS.pdf>

## Library Services

A program library is located next to the main classroom that provides full-page texts of most required books used in the didactic year, as well as some general reference materials. In addition to this library, students have access to several online resources through the Rindge campus library. Resources specific to the PA program are accessed through the PA webpage at the following link: <http://libguides.franklinpierce.edu/physassistant>. This PA Program-specific webpage contains a link to AccessMedicine (over 85 clinical and educational resources and eBooks), Up-to-Date, PubMed and Medline, PAEasy (a PANCE Review Program) and more.

## IT Support

The Franklin Pierce Help Desk is staffed between the hours of 8:00AM - 4:30PM Monday through Friday. The Help Desk Coordinator enters all service requests into our ticketing system and assigns them to the appropriate staff member. Requests can be made by phone (603)-899-4214, by email ([ithelpdesk@franklinpierce.edu](mailto:ithelpdesk@franklinpierce.edu)) or by visiting the [Help Desk service site](#) online.

## **PROGRAM REQUIREMENTS**

### *Technical Standards*

The following technical standards establish the essential qualities necessary for students enrolling in the Master of Physician Assistant Studies Program. Students must possess these qualities in order to achieve the required level of competency stipulated for program advancement and graduation. Students must demonstrate these standards upon admission and continue to demonstrate them throughout their participation in the Franklin Pierce Master of Physician Assistant Studies Program. Failure to do so will be grounds for dismissal from the program.

### **Sensation**

Students must possess sufficient visual, auditory and tactile sensation to receive appropriate information in the classroom, laboratory and other education settings. Sensation must be sufficient to receive verbal and non-verbal information while interviewing patients and to perform inspection, auscultation and palpation techniques during physical exam of patients.

### **Communication**

Students must be able to communicate effectively with patients, family members and other clinicians. This includes expressive and receptive modes of verbal, non-verbal and written communication. Further, it includes the ability to accurately assess receptive communication in order to make appropriate and timely responses. Finally, it includes the ability to communicate with attention, empathy and sensitivity.

### **Motor Function**

Students must have sufficient strength and coordination to perform the activities required of a Physician Assistant. These include performing a physical examination involving techniques in palpation and percussion and utilizing diagnostic instruments. Students must have sufficient stamina to sit and move within the classroom, laboratory, examination rooms, treatment rooms and operating rooms for extended periods of time. They must have sufficient coordination to

move about patient care environments and sufficient dexterity to use common medical instruments.

### **Intellectual Capability**

Clinical problem solving, a critical ability for Physician Assistants, encompasses abilities to accurately measure, calculate, reason, analyze, integrate, learn and retain information and make decisions in a timely manner. Students must be able to:

- Independently access and interpret medical data;
- Identify significant findings from history, physical examination and laboratory data;
- Perform a reasoned explanation for likely diagnoses and recommend treatment regimens;
- Recall and retain information in an efficient and timely manner.

### **Behavioral/Social Proficiency**

Students must possess the ability to establish and maintain appropriate professional relationships. Factors included in this requirement are the abilities to prioritize competing demands, to function in stressful circumstances, to exercise good clinical judgment, to behave ethically, and to be compassionate, empathetic, responsible and tolerant toward patients and other healthcare professionals.

### ***Professional Behavioral Standards***

#### **Professional Conduct**

In addition to the Technical Standards outlined above, students are expected to conduct themselves in a professional manner and to abide by the American Academy of Physician Assistants' Code of Ethics of the Physician Assistant Profession, located at the end of this manual.

Conduct (language, demeanor, attitude, dress, or behavior) unbecoming a health professional and a student at Franklin Pierce University will not be tolerated. Students who behave in an immature, irresponsible, or unethical manner will be subject to disciplinary action. Students who behave unprofessionally, either inside and/or outside the classroom, can be charged with professional conduct violations and may be brought to the Student Affairs Committee for disciplinary action.

#### **What is Professionalism?**

At Franklin Pierce University, our goals are to produce healthcare providers who are clinically sound, providing the highest quality of care within their scope of practice, and who become well-respected professionals within the medical community. Physician Assistant students are evaluated based on their clinical knowledge and skills using objective measures, such as written assignments, written and practical examinations, and clinical rotation evaluations. The student must also demonstrate the ability to work effectively within a professional environment with patients and other healthcare providers.

According to the ARC-PA Standards and Guidelines, professionalism is characterized as follows:

“The role of the Physician Assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capability to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and a commitment to the patient’s welfare are essential attributes of the graduate PA.”

Some examples of unprofessional behavior include:

- Verbal or physical aggression;
- Violation of program or institutional policies;
- Gossiping or bullying;
- Negative interactions with classmates, faculty, or staff;
- Difficulty functioning effectively in team or group activities;
- Cheating, lying, or otherwise misrepresenting oneself or the facts;
- Acts that reflect poor judgment and/or impulse control;
- Inability to handle stressful situations effectively; and
- Inability to meet professional deadlines (i.e., tardiness, late assignments, etc.)

This list represents some behaviors that would be considered a violation of the professional and technical standards of the program. It is not meant to be exhaustive. A violation of professional behavior standards may occur as a demonstrated pattern of behavior that is deemed, through observation and interaction with faculty, staff, students, and/or community members, to be unprofessional or it may be a single, egregious act. Students who are not able to demonstrate the ability to adhere to the Technical Standards as outlined previously, those who exhibit a pattern of unprofessional behavior, or those who engage in a single, egregious act will be referred to the Student Affairs Committee for recommendations regarding disciplinary actions, including consideration of dismissal from the program.

Physician Assistant students must recognize that they are seen as clinicians, providing a service both to the physician supervisor as well as the patient. MPAS students must be aware that, even as students, they are viewed by both patients and medical providers as part of the larger medical community. As such, MPAS students are expected to display the same professionalism as their medical counterparts. It is critical, therefore, that professional development be assessed just as academic and clinical skills are measured during a student’s time in the program. Inability to meet professional standards may be referred to the Program Director and/or Student Affairs Committee for discussion, review, and potential action.

The following paragraphs review specific topics of importance as they relate to professionalism:

#### Confidentiality

HIPAA regulations stress confidentiality of all health records and the program strictly adheres to these standards. Patient records are confidential. No patient information may be copied or shared with others except in professional exchanges. The disclosure of patient information without authorization will result in disciplinary action. Student records are confidential and are not shared without the consent of the student.

### Dress

Students engaged in a professional study program will present themselves in a professional manner at all times. Classroom dress for the course must be neat, clean, and modest. Within these parameters, jeans, t-shirts, and shorts are allowed. Hats are not allowed in the classroom at any time except as a requirement of one's religious affiliation. Fingernails should be clean, filed and short.

When participating in any professional clinical experience (such as visiting outside facilities or when patients come into the classroom), students will be required to wear short white lab coats over appropriate professional attire. In addition, students are required to wear official Franklin Pierce University nametags. Open toed shoes are not allowed in any clinical situation. Use of fragrance and excessive or facial jewelry is inappropriate for clinical practice. Tattoos must be completely covered. Students dressed inappropriately will not be permitted to participate in outside experiences or patient encounters.

### Electronic Devices

All electronic communication or paging devices must be silenced during class, lab and clinical experiences. Students who may need to be contacted in case of emergency can do so by providing the program phone number. The program staff members are informed to interrupt class or contact the appropriate clinical facility to reach students in an emergency. Laptop use is encouraged for note-taking, but should not be used for purposes such as completing assignments or social networking during class time.

### Conviction of a Felony

Conviction of a felony may result in the student's inability to become licensed as a physician assistant. It is the responsibility of the student to be aware of the possible consequences of legal convictions. Many affiliation sites require criminal background checks. The responsibility for obtaining the necessary documentation rests solely with the student.

### Substance Abuse

Abuse of alcohol and/or narcotic prescription medications, as well as use of illicit drugs are incompatible with the responsibilities of a professional health care provider entrusted with the safety and care of the general public. Students of the Franklin Pierce Physician Assistant Program are bound by the Substance Abuse Policies noted in the University Catalog as well as the College of Graduate and Professional Studies Student Code of Conduct.

### ***Health Insurance***

Students are required to maintain health insurance for the duration of their enrollment in the Franklin Pierce University MPAS Program. Your proof of insurance will be verified, along with compliance with all health requirements of the program through Castle Branch ([www.castlebranch.com](http://www.castlebranch.com)). No health records will be maintained by the program.



The program has made arrangements with the Dartmouth Hitchcock Family Medicine in Lebanon/Hanover to provide health care to students of the Franklin Pierce MPAS Program upon request. Additionally, mental health counseling and referrals will be available through Dartmouth Hitchcock Family Medicine. Students are responsible for health-care costs, whether incidental or incurred as a result of course-related activities. Dartmouth Hitchcock Family Medicine will maintain all student health records for care they provide. Castle Branch will provide verification of compliance with health requirements as needed. The program will not maintain student health records and faculty are not allowed to participate in or provide health care to students. Appointments can be made by calling (603) 650-4000.

### ***Physical Examination and Immunization Requirements***

All students must have proof of the following prior to matriculation in the program:

1. A current health examination indicating that the student does not have any physical or mental health conditions that may affect their ability to provide medical care or put patients in danger.
2. Completed series of immunizations based on current CDC recommendations for health professionals including but not limited to Diphtheria, Tetanus, Measles, Mumps, Rubella, Hepatitis B, and Varicella (chicken pox) or proof of immunity via titer. Proof of illness is not sufficient.
3. A two-step tuberculin skin test (PPD) initially, followed by a one-step annually. Bear in mind that clinical sites may have different requirements to adhere to during the clinical year if you wish to participate in a rotation at their facility.

The MPAS Program has contracted with Castle Branch to track and maintain all student records as required above. A health verification checklist will be mailed to you upon acceptance to the program and must be received by Castle Branch prior to matriculation. Students will be required to repeat the physical examination and PPD annually based on when the initial service was rendered (not based upon date of matriculation), as well as keep other immunizations current. It is the responsibility of students to keep track of expiration dates. Failure to complete and maintain the required documentation can prevent or delay students from participating in the program, including mentorships and/or beginning clinical rotations and may result in an academic penalty. Only the verification checklist will be kept in the student's locked file on campus. All medical records will be maintained by the office of the student's primary care provider and/or the Dartmouth Hitchcock Family Medicine as the clinic of record for Franklin Pierce MPAS Student Health Services.

### ***Drug Testing and Criminal Background Check***

Clinical sites may require drug testing. At these sites, drug testing must be completed prior to participation in mentorship and/or clinical rotations.

Criminal background checks are required prior to student matriculation and must be repeated annually or as required by clinical sites.

Students are responsible for any fees associated with drug testing and background checks.

### ***Insurance for Approved Internships/Externships***

The university will provide General Liability and Medical Professional Liability insurance for students while on approved externships and internships, subject to the policies' terms, conditions and exclusions. The coverage is provided with a \$1,000,000 limit per claim.

## **POLICIES AND PROCEDURES**

### ***Academic Standards***

The Master of Physician Assistant Studies Program at Franklin Pierce University is a graduate level professional education program. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for professional practice as a physician assistant and meet academic criteria consistent with graduate degree programs at the college level.

Physician assistant students must abide by all policies in the College of Graduate & Professional Studies Student Code of Conduct and all University policies regarding academic standing, academic integrity, honesty, plagiarism, and dishonesty as defined in the catalogue and noted in each course syllabus. Students should refer to these documents and this handbook for all policies related to academic standards. Additionally, physician assistant students must abide by the Code of Ethics of the Physician Assistant Profession. (Appendix A).

The policies below are in addition to the standards noted above as set by the current University catalog and the College of Graduate and Professional Studies Student Code of Conduct.

### ***Satisfactory Academic Progress***

MPAS Students are held to the academic standards policy of the College of Graduate and Professional Studies which states that all graduate students must achieve a term grade point average (TGPA) and cumulative grade point average (CGPA) of 3.0 (B) or higher to remain in good academic standing.

A passing grade for courses within the program is a C (73%) or better. Graduate students may have no more than two grades lower than a B- on the academic record at the time of graduation.

Any student not meeting this minimal will be required to meet with their academic advisor to establish and sign a Learning Contract to address academic deficiencies. A student will be considered to have attained satisfactory academic progress when the student receives consistent course grades of B- or better and maintains a cumulative and term GPA of 3.0.

Students with a history of academic probation or deferred suspension will be referred for academic dismissal from the program if they fail to maintain the academic standards of the College of Graduate and Professional Studies.

Throughout the term, the Student Progress Committee will meet to review and discuss each individual student's progress. Concerns regarding student academic performance will be documented and referred to the students' academic advisor and/or the MPAS Program Student Affairs Committee for follow up. Students who do not meet the above criteria will be subject to action by the CGPS Academic Standards Committee as outlined above. At the close of each term, academic records will be reviewed by the Academic Director in conjunction with the Dean if necessary. Appropriate sanctions will be applied.

Students on Academic Probation at the end of the didactic year cannot progress to the clinical year. Standards related to Academic Progression during the clinical year are outlined in the Clinical Education Manual.

In addition to academic expectations regarding Academic Standing, recipients of all forms of financial assistance are expected to meet Satisfactory Academic Progress.

### ***Part-time Enrollment and Deceleration***

The design of the curriculum within the Master of Physician Assistant Studies Program does not allow for students to attend part-time. Students who cannot continue on a full time basis or who are on Academic Probation at the end of the didactic year may be decelerated or considered for readmission on a case-by-case basis. Deceleration is defined as movement from the student's entering cohort to a subsequent cohort. Students may be required to repeat some or all of the coursework completed at the time of withdrawal or probation.

### ***Summative Evaluation***

Students must demonstrate satisfactory performance in the summative evaluation. The summative evaluations are administered during Term 9 prior to graduation.

### ***Summative Remediation Policy***

Students may remediate up to two components that do not meet expectations. Each remediation can be performed only once. Remediation scores will replace the original exam score.

### ***Academic Grievance and Appeal Procedure***

The student should go to the faculty member and provide a written request for a grade change or other consideration related to their performance.

2. If the student is dissatisfied with the faculty member's decision, he/she may petition the Program Director in writing at least two days prior to the date grades are due. The MPAS Program Director or his/her designee will meet with the student and faculty member if logistically possible and review all available evidence prior to issuing a written decision.
3. Appeals made after a grade has been posted and the grading period has closed will be reviewed by the CGPS Academic Standards Committee (ASC). Students may appeal by submitting a written request which will list the specific course, instructor, and a description of the grievance or reason for the grade appeal. The petition should be submitted to the Office of the Dean at CGPS who will forward it to the Chair of the ASC. The petition must

be submitted no later than two weeks into the following term after which the grade was submitted or the unresolved situation occurred.

4. The Chair of ASC will contact the faculty member and ask for a written explanation for the grade or the event that caused the grievance.
5. ASC will make a recommendation to the Dean of CGPS, who will notify the student of the final decision.

### ***Academic Advising***

Students are assigned to a faculty advisor within the Master of Physician Assistant Studies Program. Students should meet with their advisor a minimum of once each term. Advisors may initiate meetings with individuals or groups of advisees as needed. In addition, students are encouraged to meet with faculty advisors to address professional and academic issues.

Faculty will communicate with each other regularly regarding student performance and progress. Students will receive regular feedback from these collaborative discussions through their academic advisor.

Assistance is available from the Rindge Campus Academic Services for writing, study, and test-taking skills. The link to The Center of Academic Excellence is:

<http://www.franklinpierce.edu/academics/cae/index.htm>

### ***Academic Honesty***

Franklin Pierce University requires all students to adhere to high standards of integrity in their academic work. The Master of Physician Assistant Studies Program values and fosters a culture of academic integrity for all students enrolled in the program. Students are bound by the Code of Ethics of the Physician Assistant Profession, which is in place in each class and ascribes responsibility to each student to uphold the highest standards for themselves and their classmates. Activities such as plagiarism and cheating are not acceptable, should not be condoned by any student, and will not be condoned by the University. When a practical examination or observed simulated clinical (OSCE) session is administered, students are prohibited from discussing the content or format with other students until all students have completed the activity. Students involved in such activities are subject to serious disciplinary action, including suspension and dismissal. Students are bound by the Code of Ethics to report instances of known or suspected cheating or plagiarism to the course coordinator or their faculty advisor.

### ***Academic Dishonesty***

All known or suspected instances of academic dishonesty (which includes cheating, plagiarism, and/or deceit) must be reported to the course coordinator or faculty advisor. The faculty member will report the incident, in writing, to the Program Director who will convene a meeting of the MPAS Student Affairs Committee (SAC). The SAC will review the written report and may ask to meet with involved faculty and student(s) before making a determination as to consequences, which may include a verbal warning, a letter of warning to be kept in the student's program file and copied to the Program Director and Dean, or recommendation to the Program Director and Dean for probation, suspension, or dismissal from the program.

### ***Email Policy***

Program informational emails and document attachments will be sent only to a student's official FPU account assigned at the time of their admission. Students are responsible for checking their University account daily. This conduit is critical for information sharing. Students bear full responsibility for erroneous or overlooked information if they fail to monitor, read, and respond to email correspondence pertaining to the program.

If you have trouble accessing your Franklin Pierce email account, contact the IT Help Desk at 603-899-4214.

Communications throughout the clinical year are described in the Clinical Year Manual.

### ***Attendance policy***

Due to the high rigor and pace, MPAS faculty believes there is significant benefit to attendance and participation in all PA program activities. Consistent attendance in lectures is associated with increased mastery of the material, higher grades and a greater chance of success. Regular attendance fosters professional behaviors required for clinical rotations and eventual practice. Engaged learners and active participation in the classroom builds a collaborative spirit and positive learning environment. Attendance helps faculty identify students having academic difficulties or challenges with professionalism.

Therefore, the program **STRONGLY** encourages attendance, punctuality, and active participation in all scheduled classes, small groups and lab sessions. Attendance and punctuality is both a measure of professional commitment and essential for successful learning. Specific requirements for each term are outlined below.

#### **Didactic Phase Attendance**

For the first two terms, attendance and timely arrival is mandatory for all classes, labs, and exams.

For the terms three and four, attendance is **MANDATORY** for all examinations, practicals, lab sessions, small group sessions, standardized patient sessions, Professional Seminar sessions, Pathology lectures, Clinical Reasoning, Accessing & Understanding Medical Literature, Evidence Based Medicine sessions. Attendance is also **MANDATORY** for any large group lecture given by an outside speaker, and any special meetings or information sessions scheduled during year one of the program, but outside of the didactic year curriculum. Attendance is **OPTIONAL** for large group lectures given by core program faculty.

If a student has questions regarding the classification of an educational activity, he/she should consult with the faculty member in charge of the session.

Students are allowed two days per term for personal use. Students are required to submit formal, advance notification to all faculty and program staff for any or all absences from mandatory sessions. Any missed time beyond these 2 days, or any absences from examinations, will need to be either approved by the course coordinator in advance, or require a written note from your

health care provider. Only in extraordinary circumstances will absences be approved for practical examinations or standardized patient encounters.

Unexcused absences or failure to notify the program of any absences will be considered a violation of the standards of professionalism and may result in disciplinary action, including failure of a course or dismissal from the program.

Attendance will be periodically monitored by faculty.

If a student has questions regarding the classification of an educational activity, he/she should consult with the faculty member in charge of the session.

#### Clinical & Professional Phase Attendance

Attendance policy during the clinical year is outlined in the Clinical Education Manual.

#### ***Tardiness Policy***

Students are expected to arrive to class on time and to participate for the full duration of the class. Tardiness or distracting behavior (talking on the phone, text messaging, digging for papers, eating) is disruptive to classmates and instructors and can result in students missing important information. Periodic observation by faculty will be used to monitor for timely arrival to class and appropriate behavior in class. Episodes of tardiness will be counted as days missed per the attendance policy and addressed via the professional standards policy noted above. If you do arrive late to class, it is requested that you enter the classroom with minimal disruption. Consistently disruptive behavior will fall under the professional standards policy noted above.

#### ***Mentorship Policy***

During the didactic phase of the program, students will be paired with a working PA in the clinical setting. The mentorship is a program administered shadowing experience designed to expose the first-year student to the role of a physician assistant in clinical practice. It is not intended to offer students an opportunity to practice clinical skills or participate in hands-on patient care. Mentorship assignments will be arranged by the Professional Seminar Course Coordinator. Students may not arrange their own clinical experiences during the didactic year. Students must remain with the mentor and clinical site assigned by the program. Any changes in mentor or clinical site must be approved and arranged by the course coordinator. Students are not allowed to miss class time to attend mentorships. Students are expected to dress professionally, wear their program name tag, and arrive on time for all mentorship experiences.

#### ***Assignment Policy***

The deadline for assignment submissions will be determined by Course Directors. *Course assignments* submitted after the established deadline may receive a grade of a zero or be subjected to a penalty as determined by the Course Director.

## ***Examination & Remediation Policy***

### **Didactic Phase**

Examination grades will be finalized and released to students within one week of the administration of examinations. The course coordinator will determine if remediation will be offered for any particular exam. If remediation is offered, students will be eligible to take the remediation exam if their grade on the original exam is below 83%. Students will be allowed to remediate a maximum of 3 exams in the first term of the didactic year, two exams in the second term and one exam in the third and fourth terms. Remediation examinations will be closed-book and in a format determined by the course coordinator. The student's final grade for the examination will be an average of the two scores (the original exam score and the score on the remediation exam). If a student's average score is lower than the original exam score, then the original score will be awarded as the final grade for that examination.

The opportunity to review exam performance may be provided after the examination. Students are encouraged to use this time to identify areas of weakness in the content being tested. Students are allowed to make handwritten notes during these review sessions and to use these notes to prepare for any potential remediation. Electronic copying of any portion of an exam is strictly prohibited.

Remediation of any practical examination will be offered rarely, under extenuating circumstances, and at the sole discretion of the course coordinator.

### **Clinical Phase**

Please refer to the Clinical Year Manual for the clinical year examination & remediation policy.

### **Professional Phase**

Please see Summative Evaluation and Remediation Policy in this manual.

## ***Lab Policy and Procedures***

### Use of Equipment/Safety

Students are expected to behave responsibly when using equipment, following all manufacturers' guidelines for intended use as well as any lab manual guidelines. Improper use of equipment may pose serious hazards to people and may result in damage to equipment. Anyone found improperly using equipment will be subject to disciplinary action.

### Breakage

In the normal course of use, equipment does fail or break. It is the responsibility of each student to report broken or malfunctioning equipment **immediately** to the course coordinator or Program Director.

### Theft or Damage to Property

Theft or malicious destruction of property (or threat thereof) will not be tolerated. Students engaging in such activities will be subject to disciplinary action.

### General Lab Experiences

- During physical examination lab, (Patient Care I), students are expected to wear shorts or loose pants and t-shirts allowing maximum exposure of the body and easy palpation. All students must present to physical examination lab, practical examinations, and clinical rotation experiences with neatly trimmed, short fingernails. Long fingernails pose a hazard when performing an appropriate physical examination.
- Skills lab aisles must be kept clear. Book bags, shoes, etc., are to be placed against the wall or in the lockers.
- No shoes are allowed on examination tables.
- All tables and equipment need to be wiped down with the cleaning solution provided after each use. Each student is responsible for wiping the table down following use.
- All equipment must be returned to designated storage space or location.
- Students have an obligation to inform the faculty member when physical or emotional conditions may put the students at risk during laboratory experiences. Students with infectious diseases must inform the faculty member to ensure that appropriate precautions are taken. When a student has a condition that may be exacerbated by or preclude participation in specific lab experiences, the student may be required to obtain a physician's clearance in order to be excused from or participate fully in the lab.
- Students will be instructed by faculty on the proper handling, storage and disposal of any hazardous materials and/or bodily substances encountered in the laboratory.

### Geisel School of Medicine Cadaver Lab Policies

Our cadavers are the remains of generous people from New Hampshire and Vermont who willed their bodies to Geisel for the purpose of education and research. As a student, you are privileged to have the opportunity to use this material. The cadavers are to be treated with the utmost respect. For this reason, and to maintain the integrity of the lab and in consideration of the several users of the facility, the following regulations will be observed in Sanborn Laboratory:

Bones and human tissue may not be removed from the laboratory under any circumstance. A single violation of this rule will result in termination of the program. Anatomical models should not be removed from the laboratory or anatomy study room.

Your anatomical donor entrusted you to care for and respect their body. It is essential to wrap the cadaver with wet cloths after each lab session to prevent drying of the tissue. A special wetting fluid with a mold inhibitor is provided for this purpose in the large carboys near the sinks; do not use tap water. Make sure you close the plastic body bag after each lab session.

It is very important to keep tissues from each body separate, so that the remains can be cremated and returned to the donor's family. Do not remove the cadaver ID tag for any reason. Small bits of tissue must be kept in the tissue waste bucket under your table. Do not put anything other than human tissue in this bucket (NO paper towels).



The laboratory is to be kept neat at all times and you are expected to clean your area after each day's lab session. This includes washing any instruments and returning them to the tray, storing tools and atlases under your table, and wiping up soiled areas on your dissection table or the floor. Never leave a sharp instrument in your cadaver bag, as the next student to reach into the bag could get cut. Note that proper trash disposal is as follows:

- Cadaver (tissue) waste – waste containers under your table
- Gloves, paper towels – gray trash containers
- Blades – red sharps disposal boxes or turquoise blade removal boxes

As professionals, you are expected to dress and act appropriately in the laboratory. Open-toed shoes, sandals, shorts and skirts are not permitted. All students must wear scrubs and eye protection (glasses or safety glasses, no contact lenses). Food and/or drinks, pets, and music are not allowed in the laboratory. Smoking is prohibited. The use of photographic or video equipment is not permitted unless approved by the Anatomy Department of Geisel School of Medicine.

The human anatomy laboratory is a Restricted Area. Only authorized persons are allowed to enter the lab (i.e. students enrolled in the course, faculty and anatomical staff). We do not allow visitors out of respect for our donors and to protect the integrity of our body donation program. Do not share the combinations to the anatomy lab or study room with anyone! All student activities within the laboratory are to have direct faculty supervision.

The anatomy study room (“bone room”) is a grease-free area. Do not wear aprons or gloves in this room. Bones, textbooks and human tissue may not be removed from the laboratory or the study room under any circumstance.

Students are **not** permitted in the laboratory area “off hours” (nights, weekends) and are only permitted in the laboratory area under direct faculty supervision.

Neither the Anatomy Department, nor Geisel School of Medicine, can be responsible for items that are brought to, or left in the laboratory.

All students must sign a waiver of liability and also sign a copy of these rules and regulations, acknowledging acceptance of these rules.

#### Blood-borne pathogen exposure during clinical experiences

All physician assistant students have been educated in universal precautions and OSHA regulations. All physician assistant students are expected to follow these guidelines when engaged in clinical experiences throughout the program. Despite careful attention to these guidelines, students may occasionally come in contact with blood or other potentially infectious materials.

Students must become familiar with and follow the blood borne pathogen exposure protocols at the host site. If an incident occurs, it must be reported to the mentor or preceptor, as well as the student's faculty advisor. Students should follow the host site protocol and be referred for evaluation. The Center for Disease Control Guidelines will be followed for exposure on FPU campus or other sites without a protocol <http://www.cdc.gov/niosh/topics/bbp/guidelines.html>. It is recommended that the student have serologic HIV/HBV/HCV testing as soon as possible after a blood/body fluid exposure and the opportunity for retesting in 3, 6, and 12 months following. The student's health insurance may cover expenses for testing and any required treatment as a result of a blood-borne exposure. Any costs not covered by the student's insurance are the responsibility of the student.

### ***Course and Student Resources- Program Calendar, eRaven, Canvas & CampusWeb***

**Program Calendar.** Brown Bear is the web-based calendar software program used to post information about course and exam schedules. The calendar may be accessed and viewed at: <http://www.brownbearsw.com/freecal/FPUPA>

**eRaven** is the intranet of the University that serves as a launch pad for important information and links to the University Calendar, Library, Canvas and CampusWeb.

**Canvas** is the learning management used for all courses at Franklin Pierce University. Course materials and grades may be accessed through Canvas. Orientation to Canvas is found through the Canvas Help system (Links to an external site) as well as additional support resources, particularly the [Student Guide \(Links to an external site.\)](#).

If you have questions or experience any technical difficulties with Canvas you may call the hotline at 866-443-0656 which is open 24/7.

**CampusWeb** is where unofficial student transcripts may be accessed. The link to campus web is as follows: <https://campusweb.franklinpierce.edu/ics/>

### ***Course Evaluations***

At the end of each course, students are required to complete a standardized course and faculty/preceptor evaluation online. Student evaluations are critically important component for maintaining a dynamic, high quality curriculum. In addition, students may be requested to provide input regarding specific modules or guest lectures within a course. All responses are anonymous and will be reviewed during the term curriculum committee meeting.

### ***Extenuating and Exceptional Circumstances***

Students are encouraged to speak with their faculty advisor or the program Director, when they are experiencing extenuating and/or exceptional circumstances that may impact their success and/or continuance in the MPAS Program. Such circumstances may include but are not limited to financial problems, personal physical or emotional health issues, and family crises. Special

considerations due to extenuating circumstances may be brought to the Student Affairs Committee for referral and recommendations.

This is a student-centered program. We are committed to providing students with support and appropriate resources to assist in times of need. Please do not let these issues linger or get in the way of you achieving your goals.

### ***Sexual and Other Unlawful Harassment***

Franklin Pierce University is committed to creating a community free from violence. Sexual assault, sexual harassment, domestic violence, dating violence and stalking as defined by State and Federal laws, will not be tolerated at Franklin Pierce University.

The University recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity, and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

At Franklin Pierce University, we believe that every individual has the right to be treated with dignity and respect and we support the creation and maintenance of a safe and positive living and learning environment. To that end, the information contained on this web page was developed to educate the Pierce Community regarding issues of sexual misconduct through awareness and prevention. This webpage provides resources to both victims of sexual misconduct as well as to those who are in positions to support these individuals.

Students are required to abide by the University policy on Sexual and Other Unlawful Harassment as outlined in the current University catalog:

<http://www.franklinpierce.edu/academics/ugrad/catalog.htm>

### ***Work Policy***

In order to enhance student learning and assure student success in the Physician Assistant Program, it is recommended that students not work while enrolled in the program. If a student chooses to work while enrolled in the program, work schedules cannot interfere with class attendance, academic performance, or clinical rotation schedules. Students are never required to work for the program in any capacity.

### ***Graduation Procedure***

Degrees are conferred for the MPAS program in March. The Master of Physician Assistant Studies Program faculty will recommend students for graduation based on completion of all requirements of the program.

In order to participate in the May Commencement Ceremony, all students:

- Must submit a completed Request to Graduate form (RTG) that has been approved by their academic advisor(s) to the Registrar by December 1st, and must have that RTG approved by the Registrar;

- Must not have participated in any previous Franklin Pierce University Commencement ceremony for this degree; and
- Must have already completed program requirements in the previous June, September, January or March term.

## **GENERAL PROGRAM PROCEDURES & LOGISTICS**

### ***Security and Emergency Procedures***

#### **Reporting Crimes and Emergencies**

All members of the Franklin Pierce University Lebanon campus are encouraged to report emergencies and suspected criminal activity to the Program Director, Associate Directors, Office Manager or administrative staff IMMEDIATELY. The administrative staff will contact the Lebanon Police Department when crimes or emergencies are reported to those offices. The Lebanon Police is part of the 9-1-1 emergency phone system for immediate emergency assistance. If you witness a crime or wish to report an emergency, call 9-1-1 or report in person to the administrative staff office located on the first floor of the Lebanon campus, or to the Program Director or Office Manager located on the second floor of the Lebanon campus.

When reporting a crime or emergency:

1. Remain calm.
2. Give the location of the incident - building name, room number, and parking lot name.
3. Identify yourself and give a call back telephone number. Your identity will remain confidential if you wish, however it is important we be able to contact you if we need additional information. State the incident you are reporting i.e. theft, medical emergency, etc.
4. Describe the scene - who and how many people are there, if medical treatment is being given, description of subjects, etc.
5. State the subject's direction of flight, if applicable.
6. Stay on the phone until the dispatcher has recorded all of the information.

When a crime or other serious incident is reported, an officer from the Lebanon Police Department (36 Poverty Ln, Lebanon, NH 03766, 603-448-1212) will be dispatched to the scene to render assistance and/or investigate the incident. If the situation presents a significant or imminent danger to the Community, the Program Director or Associate Directors will determine if notice needs to be made to other members of the campus. All information regarding reports of criminal activity will be forwarded to the Director of Campus Safety at the Rindge campus.

#### **Confidential Reporting**

While it is preferable for reports to be made to the Lebanon police department, we understand that some people are not comfortable speaking with an officer. Information regarding an incident can be submitted on a confidential basis to one of the following people:

Any MPAS Faculty Member (603) 298-6617  
Dr. Maria R. Altobello, Dean (603) 647-3530  
Dr. Ed French Associate Dean of CGPS (603) 647-3512  
Ms. Roberta Dellhime, Director of Human Resources and Risk Management (603) 899-4077

A confidential “Third Party Report” form with information regarding the incident will be completed; however no names or identifying information will be used without the consent of the victim. The “Third Party Report” will be forwarded to the Director of Campus Safety. No follow-up or investigation will be conducted without the consent of the reporting party.

### Responding to Emergencies

Response to fire emergencies is provided by the Lebanon NH Fire Department. The Lebanon NH Fire Department provides response to medical emergencies. Incidents identified as maintenance related will be referred to the Franklin Pierce University Facilities Department or the building owner as needed.

### Evacuation Procedures

Evacuation procedures may be required during a drill or an actual emergency. Evacuation procedures are often implemented during crises that may take some time to investigate. As evacuation from the facility is not business as usual, center or local authorities will provide information during an actual event. Following their instructions is imperative.

Typical evacuation scenarios include but not limited to the following:

- Biological or chemical contaminant released inside or near the facility
- Bomb threat
- Fire and/or smoke alarm

### **You should follow these steps for all evacuation scenarios:**

- Do not hesitate to evacuate (grab your coat if it is cold outside)
- Close office or classroom doors behind you
- Do not use the elevators
- Exit the building down one of the stairwells located in the center of the building
- Gather on the farthest corner away from the building and entrance (if just a drill, you may gather at the picnic tables)
- After you have exited the building, ensure local authorities have been notified at 911
- Wait for “all-clear” instructions from the PA Program Director or PA Associate Directors.

These emergency procedures will be posted where appropriate.

### Sexual Misconduct

The sexual assault policy can be found on the Franklin Pierce University website under Student Life: <http://www.franklinpierce.edu/studentlife/reslife/sexual-misconduct-prevention.htm>

### ***Mailboxes***

A mail slot identified for each student will be available beginning in January and extending for the duration of the student's first 12 months on campus. It will be utilized for returning assignments and evaluations. After the student's first year in the program, all communication will be mailed to the student's address of record or held on campus and returned during Seminar courses.

### ***Use of Phone/Messages***

Students are allowed to use their personal cell phones or other electronic communication devices **outside** of the classroom and lab. Support staff will take phone messages on the program phone in emergency situations.

### ***Change of Name, Address, Phone Number***

All changes of personal information should be reported to the program's support staff, as well as to the Registrar's Office/Student Administrative Services and other appropriate University personnel. Failure to report this information may result in the student not receiving critical information. You must maintain your Franklin Pierce e-mail account and delete unwanted items regularly to avoid your mailbox becoming full. The program and University will only utilize your Franklin Pierce e-mail address for e-mail communication.

### ***Lebanon Campus Access Procedure***

The building automatically locks at 10:00 PM and reopens at 6:00 AM, seven days a week. You are welcome to study on the premises in the designated off-hours areas in the evenings and on the weekends, but it is recommended that you do not remain in the building after the doors lock.

Designated study areas are as follows: Students are allowed to study in the 1<sup>st</sup> floor student lounge and quiet study room, and on the 2<sup>nd</sup> floor in the Birch Alley classroom and student library. Studying on the 3<sup>rd</sup> and 4<sup>th</sup> floor is not permitted. When students leave the building, care should be taken that the room being used is left clean and in good order (e.g. chairs pushed in, garbage picked up, no papers left on surfaces, and boards erased) and all lights should be shut off.

Teaching models and skills practice material will be made available for student practice purposes during unsupervised lab time with advanced permission of the course coordinator. Doors with access codes may be obtained from MPAS faculty or staff.

The commitment to and implementation of the procedures described above will determine future after-hour access to the designated areas. The condition of the rooms is regularly monitored in the morning. Should there be any breach of the above guidelines, after-hours may be revoked. FPU administration expects students will take care of the space that is made available to them and thoughtfully observe the student code of conduct.

### *School Closing Announcements*

In the event of inclement weather or other circumstances that would necessitate the urgent cancellation of classes, students will find school closing announcements on the WMUR television website ([www.wmur.com](http://www.wmur.com)) or the Franklin Pierce website ([www.franklinpierce.edu](http://www.franklinpierce.edu), click on **Storm Alerts**). The Franklin Pierce undergraduate campus is located in Rindge, and there are numerous satellite campuses around the state. When checking the websites, please be sure to note that the Physician Assistant Program will not hold classes when the **Lebanon Center** is closed. Course cancellations will also be noted on the online program calendar (<http://www.brownbears.wm.com/freecal/FPUPA>).

Cancellations at the Lebanon Center do not automatically apply to clinical placements. Students participating in community clinical experiences (clinical rotations) are expected to use their best judgment in deciding whether or not to travel to their clinical site while respecting the expectations of clinical supervisors and preceptors. If a student feels it is unsafe to travel to a clinical site due to inclement weather, he/she should inform his/her clinical preceptor and faculty advisor immediately.

### *Professional Memberships*

In an effort to access the many benefits of professional memberships and to encourage students to be active in the national and regional professional organizations, students are **strongly** encouraged to become members in the following organizations:

1. National Membership  
Students should initiate and maintain membership in the Student Association of the American Academy of Physician Assistants (SAAAPA) for the duration of their enrollment in the program: <http://www.aapa.org/students/>
2. Constituent Chapter Membership  
Students should initiate and maintain a student membership in the Constituent Chapter of the AAPA in their state of residence for the duration of their matriculation in the program: [http://www.aapa.org/about\\_aapa/constituent\\_organizations.aspx](http://www.aapa.org/about_aapa/constituent_organizations.aspx)  
NH: <http://www.nh-spa.org/> VT: <http://www.paav.org/>

These memberships will allow the student to receive publications and job listings, have access to educational programs, become acquainted with how a professional organization works, and discover the many benefits of membership. Applications are available online. As responsible, involved professionals, students are encouraged to continue membership and participation in these organizations (AAPA and their state constituent chapter) after graduation.

### ***Committees in the Master of Physician Assistant Studies Program***

The following committees have been established to facilitate the development, operation and evaluation of the program:

- Admissions Committee
- Curriculum Committee
- Student Affairs Committee
- Executive Committee
- Student Progress Committee

#### **Admissions Committee**

##### **I. PURPOSE OF THE COMMITTEE**

The Admissions Committee's charge is to select highly qualified applicants for admission to the Franklin Pierce University Master of Physician Assistant Studies Program

##### **II. COMPOSITION OF THE COMMITTEE**

The MPAS Admission Committee is made up of the Director, Admissions Coordinator, faculty members, and health care providers from the community.

##### **III. ADMISSIONS PROCESS**

An initial review is conducted by program staff to ensure that the applicant meets the minimum criteria. Applicants are ranked based on the program's admissions criteria, including the "Additional Criteria for Admissions." Applicants who are favorably reviewed are invited for an in-person interview with members of the Committee. Once the interview is completed, the interview team will present the student to the entire Committee and make a recommendation based on a review of the portfolio and interview. Students will be notified of their status within 1-2 weeks of the interview. Once all seats are filled, those who were recommended for admission, but for whom space was not available, will be placed in a wait pool.

#### **Curriculum Committee**

##### **I. PURPOSE OF THE COMMITTEE**

The MPAS Curriculum Committee oversees the development, implementation, evaluation and modification of the program curriculum. Major curricular modifications will undergo the process of review and recommendation by the CGPS Curriculum Committee and final approval by the Dean prior to implementation by the program. The MPAS Program Curriculum Committee assures on-going compliance with the Accreditation Standards of the ARC-PA as they relate to curriculum.

##### **II. COMPOSITION OF THE COMMITTEE**

The Medical Director of the MPAS Program will serve as chairperson of the committee. All faculty may serve on the committee, as well as student representatives.



## **Student Affairs Committee**

### **I. PURPOSE OF THE COMMITTEE**

The Student Affairs Committee reviews student issues of academic performance, academic dishonesty, professional misconduct, or special circumstances and make recommendations to the Program Director for disciplinary action or referral to the College's Academic Standards Committee or the Dean of the College of Graduate and Professional Studies for further consideration and recommendations.

### **II. COMPOSITION OF THE COMMITTEE**

This Committee will be comprised of the Medical Director, one faculty member from another CGPS discipline and one MPAS Program faculty member who is not the student's advisor and is not associated with the incident.

## **Executive Committee**

### **I. PURPOSE OF THE COMMITTEE**

The Executive Committee reviews all program activities as a whole and performs self-studies. This committee oversees all program activities and makes recommendations according to Franklin Pierce University and program policies.

### **II. COMPOSITION OF THE COMMITTEE**

This committee will be comprised of all principal MPAS faculty members and designated staff.

## **Student Progress Committee**

### **I. PURPOSE OF THE COMMITTEE**

The Student Progress Committee reviews individual student progress with the didactic and clinical year and makes recommendations for enhancement of performance and remediation according to MPAS Program and Franklin Pierce University policies and standards.

### **II. COMPOSITION OF THE COMMITTEE**

This committee will be comprised of all principal MPAS faculty members.

## **CODE OF ETHICS OF THE PHYSICIAN ASSISTANT PROFESSION**

The American Academy of Physician Assistants recognizes its responsibility to aid the profession in maintaining high standards in the provision of quality and accessible health care services. The following principles delineate the standards governing the conduct of physician assistants in their professional interactions with patients, colleagues, other health professionals and the general public. Realizing that no code can encompass all ethical responsibilities of the physician assistant, this enumeration of obligations in the Code of Ethics is not comprehensive and does not constitute a denial of the existence of other obligations, equally imperative, though not specifically mentioned.

Physician Assistants shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare and dignity of all humans.

Physician Assistants shall extend to each patient the full measure of their ability as dedicated, empathetic health care providers and shall assume responsibility for the skillful and proficient transactions of their professional duties.

Physician Assistants shall deliver needed health care services to health consumers without regard to sex, age, race, creed, socio-economic and political status.

Physician Assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.

Physician Assistants shall seek consultation with their supervising physician, other health providers, or qualified professionals having special skills, knowledge or experience whenever the welfare of the patient will be safe-guarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of all patients.

Physician Assistants shall take personal responsibility for being familiar with and adhering to all federal/state laws applicable to the practice of their profession.

Physician Assistants shall provide only those services for which they are qualified via education and/or experiences and by pertinent legal regulatory process.

Physician Assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity or services.

Physician Assistants shall uphold the doctrine of confidentiality regarding privilege patient information, unless required to release such information by law or such information becomes necessary to protect the welfare of the patient or the community.

Physician Assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.

Physician Assistants shall have the duty to respect the law, to uphold the dignity of the physician assistant profession and to accept its ethical principles. The physician assistant shall not

participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear or favor, any illegal or unethical conduct in the medical profession.

Physician Assistants, ever cognizant of the needs of the community, shall use the knowledge and experience acquired as professionals to contribute to an improved community.

Physician Assistants shall place service before material gain and must carefully guard against conflicts of professional interest.

Physician Assistants shall strive to maintain a spirit of cooperation with their professional organizations and the general public.

# APPENDICES

## APPENDIX A

**Franklin Pierce University  
Master of Physician Assistant Studies Program  
Student Handbook  
2016-2017**

**ACKNOWLEDGEMENT OF RESPONSIBILITIES  
REGARDING HEALTH AND PATIENT CARE**

I affirm that I understand the importance of recognizing personal medical conditions which might potentially endanger the health of patients and others.

I understand the procedures and the need for complying with universal precautions when interacting with patients.

I understand the importance and necessity for promptly seeking medical advice if, during my contact with patients or others, I suspect I may have developed a condition which potentially endangers others.

I understand that I should restrict my interactions with patients and others, pending medical evaluation, of any potentially transmittable disease condition which I might incur.

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Student Signature

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Student Name

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Date

**APPENDIX B**  
**Franklin Pierce University**  
**Master of Physician Assistant Studies Program**  
**Student Handbook**  
**2016-2017**

**STUDENT POLICIES AGREEMENT**

I have received and read all policies and requirements within the Student Handbook including the following.

- The Franklin Pierce University Master of Physician Assistant Studies Program Student Handbook 2016-2017, including the Geisel School of Medicine Anatomy Lab Policies
- The Franklin Pierce University College of Graduate and Professional Studies (CGPS) Student Code of Conduct
- The Franklin Pierce University Catalog, specifically those policies noted in the CGPS section of the catalog and referred to in the Master of Physician Assistant Studies Program Student Handbook.

My signature indicates that I understand and agree with the statements in the Handbook. Further, I understand that the program reserves the right to alter the contents of this handbook at any time. Any changes apply to all current and prospective students. The faculty reserves the right to alter the curriculum, schedule of required courses and other regulations affecting admission and graduation requirements. Students are expected to keep well informed with respect to these changes.

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Student Signature

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Student Name

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Date

**APPENDIX C**  
**2016-2017**  
**Assumption of Risk and Waiver of Liability**

I, \_\_\_\_\_, will be participating in the following activity  
Print Name

at Dartmouth College, \_\_\_\_\_, hereinafter  
Description of Class or Activity

referred to as the "Activity" on the date(s) provided hereto,

\_\_\_\_\_  
Date(s) of Activity

I recognize, acknowledge and understand the following:

- Participating in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries;
- I am physically able to participate in the Activity and know of no disability or prior injury which would prevent my participation in the Activity or potentially lead to my injury or the injury of another;
- In the event that a need for emergency medical service arises, I authorize and consent to such service being provided and assume the cost thereof;
- If the Activity requires the use of protective equipment, I recognize and assume all responsibility for utilizing properly fitted protective equipment and agree to wear this protective equipment at all times while participating in the Activity;
- My participation in the Activity is voluntary and is at my own risk.

Notwithstanding the above risks, which I recognize and accept, and in consideration of being permitted to participate in any way in the Activity, I, for myself, my heirs, personal representatives or assigns, do hereby waive, release and discharge the **Trustees of Dartmouth College**, its officers, employees and agents, from any and all claims for personal injury, accidents or illnesses (including death), and property damage, arising in any manner out of my participation in the Activity.

**I have read this Agreement and I fully understand its terms. I further acknowledge that my participation is voluntary and that I knowingly and voluntarily assume all risks known or unknown.**

\_\_\_\_\_  
Participant's Name (Please Print)

\_\_\_\_\_  
Participant's Age

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date