



Master of Science in  
Physician Assistant Studies

**Student Handbook**  
**Class of 2026**

Dear Franklin College PA student,

Congratulations on your admission to the Franklin College Master of Science in Physician Assistant Studies Program.

This handbook provides the Master of Science in Physician Assistant Studies (MSPAS or PA) Program policies and serves as a framework through which faculty and students can operate to achieve the fair and equitable completion of the PA program. Additional discussion of the policies, including absences, will take place during orientation. In addition to this handbook, PA students will be responsible for Franklin College policies contained in the student handbook, “A Guide to Campus Life” and in the Academic Catalog. Together these resources provide students with information that will assist them in their academic endeavors including services available to students, policies, and guidelines to prepare for this challenging course of study.

Please read these sources *carefully* and *thoroughly* and become familiar with the contents. Ignorance of the rules does not excuse infractions. These policies apply to all program personnel and PA students regardless of location. Students are required to sign the attestation statement at the back of this manual as a condition to participate in the program. Signed pages will be maintained in the student file.

**Please note, in the event the policies in this handbook conflicts with and/or is more restrictive than the Franklin College student handbook, the policy in this handbook shall apply.**

All program policies outlined in this handbook and the Franklin College Program website apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.

If a student has a question that cannot be answered by these sources or wishes to have clarification of a policy or procedure, the student should discuss them with the Program Director or a faculty member. The College and PA Program reserves the right to amend this handbook, the student handbook, and the catalog; and add, change, or delete policies at any time without prior notice.

Sincerely,  
Jasmina Cheeseman, PA-C  
Program Director  
Master of Science in Physician Assistant Studies

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## I. PHYSICIAN ASSISTANT PROGRAM – GENERAL INFORMATION

### A. CONTACT INFORMATION

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## B. PA PROGRAM MISSION STATEMENT

The Physician Assistant Studies Program trains a new generation of qualified and dedicated advanced practice professionals with a focus on providing safe, patient-centered care to underserved populations in metropolitan and rural settings.

## C. PA PROGRAM GOALS

1. Matriculate a highly qualified, diverse student population who exemplify the mission of the program.
2. Support student progress through the program to maintain a graduation rate above the national average.
3. Produce professionals for entry-level practice who possess knowledge, interpersonal skills, and clinical reasoning abilities.
4. Provide all students with clinical experience with an underserved population in a metropolitan or rural setting.
5. Provide students with training on cultural sensitivity and ability to work with diverse patients.

## D. PA PROGRAM GRADUATE OUTCOMES (COMPETENCIES)

The Franklin College MSPAS graduate outcomes are a set of competencies that, when obtained, will prepare the student for entry-level clinical practice as a PA.

Upon completion of the Franklin College MSPAS Program, graduates will be able to:

1. Demonstrate medical knowledge of sufficient depth and breadth to function at the level of an entry level physician assistant.
2. Apply acquired medical knowledge to evaluate and manage patients across the lifespan including preventive, emergent, acute, and chronic patient encounters.
3. Demonstrate the clinical skills to accurately elicit a medical history and perform a focused physical examination based on patient presenting complaint.
4. Effectively communicate and document medical information in written and verbal formats to other members of the healthcare team.
5. Effectively utilize interpersonal skills to communicate with patients and their families to elicit a medical history, perform patient education and counseling, and show empathy consistent with patient-centered healthcare.
6. Utilize clinical reasoning to develop a differential diagnosis consistent with the findings of the history and physical exam.
7. Demonstrate the problem-solving skills to select and interpret common diagnostic studies based upon clinical presentation and differential diagnosis.
8. Perform technical skills including therapeutic and diagnostic procedures common to primary care and emergency settings.
9. Develop treatment plans that include pharmacologic and non-pharmacologic interventions appropriate to the differential diagnosis and considering evidence based medical practices.
10. Demonstrate respect, compassion, and sensitivity regarding the emotional, cultural, and socioeconomic aspects of the patient, the patient's condition, and the patient's family.
11. Conduct themselves in a professional manner with the highest ethical and legal standards expected of a health care professional and consistent with the roles and responsibilities of a physician assistant.

12. Function in the role of a physician assistant to work collaboratively as part of the health care team practicing patient-centered care.
13. Develop skills necessary to employ life-long learning through practice improvement, evidence-based medicine, and professional development.

## E. TECHNICAL STANDARDS

To participate in the Physician Assistant Program at Franklin College, each student, with or without reasonable accommodations, must be able to safely and effectively meet the following non-academic technical standards. In addition to academic requirements, technical standards describe the essential functions that a student must be able to perform in order to be admitted, to progress satisfactorily, and to graduate from the Physician Assistant Program.

If a student states he/she can meet the standards with accommodation, the Franklin College Academic Resource Center will evaluate the student's need for accommodation to confirm the stated condition qualifies as a disability under applicable laws. The Academic Resource Center will work with the MSPAS program to determine if reasonable accommodation can be made. This determination will take into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework and clinical experiences deemed essential to graduation.

It is the policy of Franklin College that all opportunities are to be made available to qualified individuals on the basis of merit and without discrimination against any employee, applicant for employment, student, or applicant for admission because of race, color, religion, gender, disability, age, national origin, or sexual orientation.

### 1. Observation

PA students must:

- be able to acquire a defined level of information presented in the lecture hall, the laboratory, and during clinical demonstrations.
- be able to directly and accurately observe a patient to obtain a medical history, perceive a patient's demeanor, and determine the patient's condition.
- be able to adequately perform a physical exam including the use of diagnostic equipment such as a stethoscope, an ophthalmoscope, and an otoscope.

### 2. Communication

Student must be able to:

- communicate quickly, effectively, and efficiently in oral and written form with patients, families, and all members of the health care team.
- communicate clearly with patients in order to elicit information including interpreting verbal and non-verbal forms of communication.
- relate effectively to patients while conveying compassion and empathy.
- recognize and respond promptly to emotional cues, such as sadness or agitation.
- record observations and plans accurately and legibly in legal documents, such as the patient record.



### 3. Motor

Students must be able to:

- safely maneuver in the classroom, laboratory, and clinical settings.
- perform physical examinations using palpation, auscultation, percussion, and other diagnostic maneuvers.
- maintain physical stamina to perform a variety of activities for long periods of time including sitting, standing, or moving between rooms.
- execute physical movements needed to provide general care and emergency treatments to patients including but not limited to:
  - arriving quickly when called
  - assisting in cardiopulmonary resuscitation (CPR)
  - administering intravenous medications
  - applying pressure to arrest bleeding
  - maintaining an airway
  - suturing wounds
  - assisting with obstetrical maneuvers
- lift and transport a minimum weight of 25 lbs.

### 4. Intellectual and cognitive

In order to be successful in the PA program, students must be able to:

- comprehend, retain, and integrate a large volume of material in a short period of time.
- measure, calculate, reason, analyze, and synthesize information in order to make decisions.
- extract and synthesize significant information from the medical history, physical exam and diagnostic testing.
- use critical thinking by combining knowledge and reasoning to formulate diagnoses and care plans.
- acknowledge limitations of knowledge and/or performance in order to provide safe, effective patient care.

### 5. Behavioral and social attributes

Students must:

- maintain his or her individual peak emotional health to perform at the best of his or her intellectual abilities.
- conduct themselves in a professional, compassionate and emotionally mature manner.
- appreciate and respect differences in individual, social, and cultural beliefs of fellow students, instructors, professional colleagues, and patients in order to reason morally and practice in an ethical manner.
- be self-reflective and recognize one's own personal and professional limitations
- monitor and react appropriately to their own emotional needs and be able to tolerate stress in the educational and clinical settings.
- accept constructive criticism and respond in a mature manner to modify behaviors as necessary.
- be adaptable to a changing environment and display the flexibility necessary in educational and clinical situations.
- exercise sound judgment and integrity in all situations to function effectively as part of a health care team.

## F. PROGRAM CURRICULUM

The MSPAS program is a 25-month, 111 credit full-time course of study. The curriculum is divided into a 12-month didactic phase, a 12-month clinical phase, and a 1-month capstone phase. The program begins a new cohort of students in January each year

As the program is sequential, students must take all courses each semester and a part-time option is not available.

### Didactic Year Curriculum

<b>Winter Intensive (5 weeks)</b>	<b>Credits</b>
MSPA 500 Principles of PA Practice I	1
MSPA 505 Foundations of Clinical Anatomy	2
MSPA 510 Intro to Pathophysiology	2
MSPA 515 Intro to Clinical Pharmacology	1
MSPA 520 Applied Patient Care I	2
<b>Total hours</b>	<b>8</b>

<b>Spring Semester (15 weeks)</b>	<b>Credits</b>
MSPA 501 Principles of PA Practice II	1
MSPA 521 Applied Patient Care II	2
MSPA 530 Intro to Evidence-Based Practice	1
MSPA 550 Systems Pharmacology I	2
MSPA 560 Clinical Hematology and infectious disease	4
MSPA 561 Clinical HEENT	2.5
MSPA 562 Clinical Dermatology	1.5
MSPA 563 Clinical Pulmonology	4
<b>Total hours</b>	<b>18</b>

<b>Summer Semester (12 weeks)</b>	<b>Credits</b>
MSPA 502 Principles of PA Practice III	1
MSPA 522 Applied Patient Care III	2
MSPA 551 Systems Pharmacology II	2
MSPA 570 Clinical Cardiology	5
MSPA 571 Clinical Nephrology and Urology	3
MSPA 572 Clinical Orthopedics and Rheumatology	4
<b>Total hours</b>	<b>17</b>

<b>Fall Semester (16 weeks)</b>	<b>Credits</b>
MSPA 503 Principles of PA Practice IV	1
MSPA 523 Applied Patient Care IV	3
MSPA 552 Systems Pharmacology III	2
MSPA 580 Clinical Gastroenterology	3
MSPA 581 Clinical Endocrinology	2
MSPA 582 Clinical Behavioral Medicine and Neurology	4
MSPA 583 Clinical Gynecology and Obstetrics	3
MSPA 584 Clinical Pediatrics	3
MSPA 590 Research Methods	2
<b>Total hours</b>	<b>23</b>

**Year 1 Total Credits**

**66 Credit Hours**

**Clinical Year Curriculum**

<b>Winter and Spring Semester (12 weeks)</b>	<b>Credits</b>
MSPA 650 Surgery Clinical Course	4
MSPA 651 Internal medicine Clinical Course	4
MSPA 652 Emergency medicine Clinical Course	4
MSPA 653 Family medicine Clinical Course	4
MSPA 630 Bridge to Clinical Practice I	1
<b>Total hours</b>	<b>17</b>

<b>Summer Semester (10 weeks)</b>	<b>Credits</b>
MSPA 654 Women's Health Clinical Course	4
MSPA 655 Pediatrics Clinical Course	4
MSPA 631 Bridge to Clinical Practice II	1
MSPA 665 Community Engagement	0
<b>Total hours</b>	<b>9</b>

<b>Fall Semester (15 weeks)</b>	<b>Credits</b>
MSPA 656 Behavioral Medicine Clinical Course	4
MSPA 657 Clinical Elective 1	4
MSPA 658 Clinical Elective 2	4
MSPA 632 Bridge to Clinical Practice III	1
<b>Total hours</b>	<b>13</b>

**Note: The order of rotations will be unique for each student**

**Year 2 Total Credits**

**39 Credit Hours**

**Capstone Phase**

<b>Winter Intensive (5 weeks)</b>	<b>Credits</b>
MSPA 633 Bridge to Clinical Practice IV	4
MSPA 665 Community Engagement	2
<b>Total hours</b>	<b>6</b>

**Total Curriculum Credits**

**111 Credit Hours**

**G. PROGRAM ACADEMIC CALENDAR**

**Please Note:** The PA Program Academic Calendar does not align with the published Franklin College Undergraduate Academic Calendar. Semester start, stop, and other dates differ. Students should consult with the Program Director prior to scheduling non-program activities.

***\*Didactic Year***

Orientation: January 2, 2024

***\*Winter Term (5 weeks)***

First day of class: January 3, 2024

Last day of classes/exams: February 2, 2024

***\*Spring Semester (15 weeks)***

First day of class: February 5, 2024

Spring Break: March 25-March 29, 2024

Last day of class/exams: May 17, 2024

***\*Intersession Break***

May 20-24, 2024

***\*Summer Semester (12 weeks)***

Memorial Day, college closed: May 27, 2024

First day of class: May 28, 2024

Independence Day, college closed: July 4, 2024

Last day of class/exams: August 16, 2024

***\*Intersession Break***

August 19-23, 2024

***\*Fall Semester (16 weeks)***

First day of class: August 26, 2024

Labor Day, college closed: September 2, 2024

Fall Break: October 14-15, 2024

Thanksgiving break: November 27-29, 2024

Last day of class/exams: December 13, 2024

***\*Intersession Break***

December 16, 2024 – January 1, 2025

Make up if needed

December 16-20, 2024

## Clinical Year

Rotation	Start	End	Call Back
1	Monday, January 6, 2025	Thursday, February 6, 2025	Friday, February 7, 2025
2	Monday, February 10, 2025	Thursday, March 13, 2025	Friday, March 14, 2025
3	Monday, March 17, 2025	Thursday, April 17, 2025	Friday, April 18, 2025
4	Monday, April 21, 2025	Thursday, May 22, 2025	Friday, May 23, 2025
Break	Saturday, May 24, 2025	Sunday, June 8, 2025	
5	Monday, June 9, 2025	Thursday, July 10, 2025	Friday, July 11, 2025
6	Monday, July 14, 2025	Thursday, August 14, 2025	Friday, August 15, 2025
Break	Saturday, August 16, 2025	Sunday, August 31, 2025	
7	Monday, September 1, 2025	Thursday, October 2, 2025	Friday, October 3, 2025
8	Monday, October 6, 2025	Thursday, November 6, 2025	Friday, November 7, 2025
9	Monday, November 10, 2025	Thursday, December 11, 2025	Friday, December 12, 2025

### \*Capstone Phase

First day of class:	January 5, 2026
Last day of class:	January 30, 2026
Diploma conferred	February 6, 2026
Commencement	Saturday, May 23, 2026

\*Schedule subject to change

## II. PA PROGRAM – REQUIREMENTS

### A. PA PROGRAM ADMISSIONS

#### 1. Admissions Process

Step 1: Review the admission requirements and technical standards

- Applicants will not be considered for an interview if they do not meet all of the requirements.

Step 2: Apply to the PA Program

- Applications for the cohort of students to begin in January 2025 will be accepted through the Central Application Service for Physician Assistants (CASPA) beginning April 2024.
- Application deadline: September 1 with “Completed” status.
- It is the applicant’s responsibility to ensure that all application and supporting documents are submitted directly to CASPA by the deadline. Application materials sent directly to the program will not be accepted.
- Applications will not be considered if the application is not designated as “Complete” by CASPA prior to the deadline. Application, payments, transcripts, and at least two letters of reference must be received by 11:59 pm ET on the deadline date. To ensure items arrive on time, try to send all documents to CASPA several weeks before the deadline.
- The PA program conducts rolling admissions and it is possible that all interview slots may be filled prior to the application deadline. For this reason, it is recommended that applicants submit early in the application cycle.

### Step 3: On-campus interviews

- Each completed and verified application is reviewed by the PA Program admission's committee to evaluate a student's qualifications for admission. Qualified applicants are invited to an on-campus interview which will assess knowledge of the PA profession, communication and interpersonal skills, and commitment to the mission of the PA program.

### Step 4: Admission Decisions

- At the end of each interview session, applicants will be notified of admission decisions (accept, wait-list, denial) within 2 weeks of their on-campus interview. The PA program admits on a rolling basis.

### Step 5: Pay your deposit

- Accepted students will have 1-2 weeks to accept or decline the offer. Upon acceptance of an offer, a \$1000 non-refundable enrollment deposit must be made to hold the applicant's spot in the class. The total deposit will be applied to the first semester tuition once the student matriculates.

## 2. Admissions Requirements

- A Bachelor's degree from a regionally accredited United States institution prior to matriculation into the PA program. Official transcripts conferring degrees completed after submitting the application through CASPA must be sent directly to the PA program at Franklin College.
- A minimum cumulative GPA of 3.0 is required.
- A minimum BCP GPA (biology, chemistry) of 3.0 as calculated by CASPA is also required. The Franklin College PA Program utilizes CASPA to calculate a BCP that includes **only** biology and chemistry classes. This is different than the BCP reported by CASPA, which also includes physics classes. No individual course grades below a "C" may be counted for a pre-requisite course. Admission to MSPAS programs is highly competitive and a much higher GPA than the minimum is normally required for admission.

### Required Classes

All pre-requisite course work should be completed prior to September 1 in the year before the January program start. However, a student should still apply early in the cycle with in-progress pre-requisite course(s). An applicant may complete a maximum of 1 pre-requisite course after September 1. Official transcripts for any courses completed after submitting the application through CASPA must be sent directly to the PA program at Franklin College and demonstrate a "C" or better in the required course. Course substitution may be requested only after a completed CASPA application is received.

- Chemistry (3)\*
  - General Chemistry with labs (2 semesters)
  - Organic Chemistry with lab (1 semester)
- Biology (5)\*
  - General Biology with labs (2 semesters)
  - Human Anatomy & Physiology with labs (2 semesters)
  - Microbiology with lab (1 semester)

\*Chemistry and biology course work should be completed within 7 years of matriculation. Biology and chemistry courses designed for science majors are preferred. Non-science major and online lab courses, while accepted, are not preferred.

- Social Sciences (2)
  - General Psychology (1 semester)
  - 1 additional behavioral/social science class (1 semester)
- Statistics/Biostatistics (1)
  - Any course (1 semester)
- Composition/Communications (1)
- Medical terminology (1 semester)

### **Recommended Classes**

- Pathophysiology
- Immunology
- Pharmacology
- Biochemistry
- Bioethics
- Cell Biology
- Genetics

### **Patient Care Hours**

A minimum of 200 documented patient care hours under the supervision of a licensed health care professional is required.

- Do not include anticipated hours. Only record the hours that have taken place already.
- Direct, hands-on patient care hours are intended to demonstrate the applicants experience working in a healthcare setting. Assessment of the quality of the patient care hours will be based upon the description of the applicant’s duties performed in terms of patient contact and interaction with other healthcare providers. Examples of direct patient care include but are not limited to nurse, certified nurse assistant (CNA), medical assistant, EMT, paramedic, emergency room tech, scribe, surgical tech, athletic trainer, PT aide, etc.

### **Physician Assistant Shadowing**

We encourage you to observe (“shadow”) a PA in the field. We prefer PA shadowing in multiple specialties. Note: shadowing hours are recorded in CASPA and should not count towards your patient care hours.

### **Letters of Recommendation**

Applicants must provide three letters of recommendation. One from a professor/instructor **and** one from a physician or other healthcare provider. Letters from high school teachers, coaches, and advisors who didn’t have direct teaching experience with the student will not be accepted as a letter from a professor. The third letter is of the applicant’s choosing. The third letter should **not be** from a personal reference and you should avoid using clinicians you only shadowed as a reference. Personal reference letters will receive zero points.

### **Special Consideration**

The following admission and enrollment practices are followed.

- Franklin College students and graduates are at an advantage in the admission process. Any current Franklin College student or recent graduate (<5 years) that has met all of the standards for

admission and has CASPA calculated cumulative and BCP GPAs of 3.4 or above will be guaranteed to move onto the interview phase of the admissions process. They are still required to submit an application to Franklin College through CASPA. Any Franklin College graduate that does not meet the above GPA requirement may still apply through CASPA and be considered for admission to the PA program.

- University of Indianapolis students are at an advantage in the admission process. Upon completion of year 3 at the University of Indianapolis, students who have met all of the up-to-date admission standards published on the Franklin College website and have completed an application through CASPA by September 1<sup>st</sup> will be guaranteed an interview. They must have all prerequisite courses completed, in progress, or planned to be completed prior to January matriculation of their agreed upon cohort. Courses in progress or outstanding courses must be documented on the Outstanding Courses Form.
- Additionally, the program gives preference to applicants with: higher cumulative and BCP GPAs, higher Junior/Senior/Grad GPA, more direct patient care hours, a higher quality of patient care hours, higher shadowing hours (and higher number of different specialties shadowed), higher quality personal statements, stronger professional references, stronger mission match.
- Applicants who meet any of the following criteria will receive additional consideration in the admissions process for each criterion met. Students must declare on their CASPA application under the Franklin College section that they wish to be considered.
  - Applicant is a graduate of Franklin College.
  - Applicant is from a medically underserved area or population in Indiana as designated by the Indiana State Department of Health.
  - Applicant is a current or former member of the US military.

### **Early Admission for Franklin College Undergraduate Students**

Franklin College undergraduate students have the opportunity to apply as early as their junior year for early admission. They must have all prerequisite courses completed, in progress, or planned to be completed prior to January matriculation of their agreed upon cohort. Courses in progress or outstanding courses must be documented on the Outstanding Courses Form.

### 3. Advanced Placement and Transfer Credit

Advanced placement or transfer credits for MSPA curriculum courses will not be awarded. No credit will be awarded to students for prior work experience.

## B. PA PROGRAM MATRICULATION REQUIREMENTS

### 1. Background Checks / Drug and Alcohol Testing

#### Background Checks

Continued enrollment in the Physician Assistant Program is based upon satisfactory results on background checks and drug screenings. Upon admission but prior to enrollment, all Physician Assistant students are subject to a college-mandated background check. During the clinical year, some sites may require repeat or further testing of students, such as additional background checks, drug testing, and/or fingerprint screening. The student is responsible for all costs related to these checks.

In the event a student has an unsatisfactory finding on a background check, such information will be forwarded to the PA program for review. A student may be denied enrollment depending on the



circumstances regarding the offense. Failure to submit to a background check will result in denial of admission or dismissal from the program.

### Drug Screenings

Drug screenings occur prior to and during clinical experiences. In the event of a drug screening positive for a non-prescribed controlled substance, students may be subject to removal from the program, removal from clinical experiences, and/or disciplinary proceedings, including dismissal from the college. Failure to submit to a drug screen will result in denial of admission or dismissal from the program. The student is responsible for all costs associated with drug screenings.

### Other Screenings

A clinical site may request additional testing (e.g., color blindness test, respiratory fit testing) to which the student agrees to participate and for which the student will be held financially responsible.

### **DISCLAIMER:**

Please note that a criminal background may affect a student's ability to complete the program or be licensed as a physician assistant. A criminal background may affect a student's ability to enter the program. Once in the program, a criminal background may affect a student's ability to complete it. For example, participation in clinical experiences is required for graduation. Different clinical sites have different eligibility requirements, some of which may bar participation based on criminal history. Similarly, different states have different licensure requirements. It is possible that a student with a criminal history could be permitted to participate in and graduate from the program but not meet the licensure requirements of any state. Information on state licensure requirements can be found on the website for the American Academy of Physician Assistants ([www.aapa.org](http://www.aapa.org)).

By signing this handbook, students seeking to enroll, enrolled in, or seeking readmission to the physician assistant program at Franklin College agree that they understand and appreciate the risks associated with having a criminal history. These risks include but are not limited to not meeting the eligibility requirements for a clinical site, not finding an acceptable clinical site, inability to meet one or more state licensure requirements, and inability to obtain employment as a physician assistant.

## 2. Policy on immunizations and Physical Examinations

All FC MSPAS students are required to meet both College and CDC health and immunization requirements prior to matriculation in January. This will keep the student in compliance with our clinical partners. Vaccination dates for all immunizations are required in addition to titers listed below. Students are required to submit updated immunizations prior to the start of the clinical year. The current requirements (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) are the following:

- A current physical exam certifying that the student meets the technical standards.
- A negative tuberculosis skin test.
  - Before the clinical year: a negative two-step tuberculosis test OR a QuantiFERON-TB Gold (QFT-G) blood test within 12 months.

- Those known to have infection or disease in the past will NOT be tested. They will need to provide documentation from their health care provider and a negative chest x-ray performed after the date of the positive PPD documentation.
- Hepatitis B series and proof of a protective titer showing immune status.
- MMR (measles, mumps, and rubella) series and proof of a protective titer showing immune status.
- Varicella (chicken pox) either proof of two series vaccination or history disease AND titer showing immune status.
- Up-to-date annual influenza vaccination.
- Tdap vaccination within past 10 years.
- COVID19 vaccine series
- Please see outlined CDC vaccine mandates in Appendix D.

Failure to meet these requirements will result in a Health Services hold on the student's account which prohibits the students from registering at the college. Documentation demonstrating proof of immunization or progress towards will be accepted during the didactic year. Failure to meet the above requirements prior to the clinical year will result in a delay in the student beginning clinical rotations.

### 3. Malpractice Insurance

The college shall enroll students in malpractice insurance while they are matriculated in the PA Program. For information on this policy and to understand its coverage and limits, please contact the PA Program director.

### 4. Textbooks

All course syllabi include a list of required texts and other resources and/or supplies which must be purchased by the student. Students can plan on spending approximately \$1,000 to \$1,500 for these required items over the course of the program. The program makes a list of required texts available as soon as possible prior to the start of classes. In addition, each course syllabus includes a list of recommended texts and resources which students are not required to purchase but may wish to have as important reference materials. The FC library provides access to many online textbooks, some of which are the required texts for courses. If an online required course text is available, purchase of a hard text is optional. All students are required to have a laptop capable of accessing these electronic materials (see item 7 below). For those texts not available online, students are expected to have the required text by the beginning of class for each semester.

### 5. Supplies

The following supplies must be procured by the student.

- Scrubs: Students must wear surgical scrubs during hands on clinical skills session during the Fall semester. Students may choose the color of scrubs. These will be useful to wear during other labs throughout the year. Cost of scrubs is estimated at \$25 per set.
- Short White Clinical Coat: Students are required to have a short, long-sleeved, white clinical coat. A clinical coat ends at the upper thigh/ top of inseam. A clinical coat that ends lower than this (at mid-thigh) is too long. White jackets are the required dress code for all clinical experiences. They signify "student" status. The Program provides one coat with a FC patch at the beginning of the didactic year, but students should purchase a second prior to the clinical year.

- Nametags and Patches: For each white jacket/coat, students are required to have a FC PA Program logo and name embroidered (estimated cost \$12).

## 6. Medical Equipment

The following is a list of the required equipment:

<b>Required Equipment</b>	<b>Estimated Cost</b>
Stethoscope (Littman Cardiology IV or Welch Allyn Harvey Elite)	\$181-213
Oto-Ophthalmoscope set <ul style="list-style-type: none"> <li>• Welch Allyn full size diagnostic set with traditional <u>coaxial</u> ophthalmoscope <ul style="list-style-type: none"> <li>○ Welch Allyn 97200-MCL w/ NiCad (or Lithium Ion) Handle</li> <li>○ Included insufflation bulb</li> </ul> </li> <li>• Panoptic ophthalmoscopes are not acceptable unless the Panoptic device also includes a coaxial option.</li> </ul>	\$495-800
Sphygmomanometer (blood pressure cuff)	\$45-200
Tuning forks-128 cps and 512 cps	\$8 each
Reflex hammer	\$3-15
Pocket eye chart	\$3
Metric tape measure	\$5
Penlight	\$5- 10
Medical Bag	\$29-50
EKG calipers	\$5-20
Examination gown (“johnnie”) that ties in the back	\$12
2 short white coats with PA Program Patch*	\$22-30 each
FC PA program name tag	\$12
<b>Total Approximate Costs</b>	<b>\$800 to \$1,400</b>

\* The PA Program provides one white coat with embroidered logo and name at the beginning of the didactic year. Students should plan on purchasing a second before the beginning of the clinical year.

The PA Program plans to participate in the Welch Allyn Student Equipment Program (SEP) providing quality equipment at the best price. Prior to the start of the didactic year, the program will provide an order sheet for equipment that will include the above specifications of the supplies required.

## 7. Information Technology Requirements

Students must have a notebook or laptop computer with reliable wireless internet access. Both the program and the college use e-mail as the primary method of communication. Students must also be able to access Canvas, the college's online course management system, for class materials and grades. Students must also be able to access ExamSoft\*, a computer-based secure testing platform. During the clinical year, students must be able to complete patient logs and other reports online. Students must have software that allows them to prepare PowerPoint presentations and Word documents, along with up-to-date virus/malware protection. In addition, students must be able to create materials as well as access them, so an iPad or similar device may not be appropriate. The cost for an appropriate device is estimated at \$1000-1500.

To accomplish the above, the following are specific laptop/notebook requirements (no tablet computers or virtual operating systems):

#### PC Users:

- Operating System: 32-bit and 64-bit Versions of Windows 10
  - Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.
- CPU Processor: 2.0 GHz Intel i3 processor or equivalent
- RAM: 4GB or higher
- Hard Drive: highest recommended for OS or 1 GB of available space
- Internet connection
- Screen resolution: 1024x768 or higher
- Administrator level computer permissions

#### Mac Users

- OS System: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and OS X 10.15 (Catalina)
  - Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 4GB or higher
- Hard Drive: 1 GB of available space or higher
- Internet connection
- Administrator level computer permissions

#### Required software:

- Microsoft Office – Available through Office 365 (<https://outlook.office365.com>) with your FC email address
- Adobe Acrobat Reader – Available free on <http://adobe.com>

**Please note:** All students are required to comply with the college’s “General Usage Policy” found on myFC (<https://myfc.franklincollege.edu>).

#### 8. Pre-enrollment Training and Certifications

- Basic Life Support (BLS) Training: All students must complete a Basic Life Support for Healthcare Providers course (BLS) from the American Heart Association, Red Cross, or other qualified program prior to matriculation. The student is responsible for the cost of this training. Students should receive updated BLS training prior to the clinical year.
- Health Insurance Portability and Accountability Act (HIPAA): Once matriculated, all students must complete HIPAA training, which may require updating or re-certification prior to starting clinical rotations. The Program provides this training.
- Occupational Safety and Health Administration (OSHA) Precautions: Working in a clinical setting can expose the student to a wide variety of health risks, including infectious disorders. Health care professionals and students can also act as vectors for infectious illnesses to patients who are already ill and sometimes immune-compromised. Safety of the student, patients, and other health care providers is critical to the health and well-being of all. Health care practitioners can reasonably anticipate that they will come in contact with blood and/or other potentially infectious materials. Therefore, all students will complete OSHA training and must be compliant with OSHA and universal precaution requirements including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures. The Program will provide this training.

### C. PA PROGRAM COST

It is essential that all students read and understand the information below. Any questions can be brought to the attention of the Master of Science in Physician Assistant Studies (MSPAS) program director.

- Once admitted a \$1000 deposit is due within one to two - weeks of receiving notice of acceptance to ensure your place in the MSPAS program is reserved.
- Tuition for the MSPAS program is billed by semester based on credit hours.
  - Total tuition for the January 2024 cohort is \$92,000
  - Tuition may be adjusted annually but will remain constant for each cohort.
- Estimated total program cost (including tuition, fees, and estimated expenses excluding room and board, travel): \$94,250
- Estimated total program cost including other costs (additional estimated expenses): 98, 835

#### ***First year***

<b>Term</b>	<b>Credit Hours</b>	<b>Tuition for Term</b>
Deposit		\$1,000
Immersive (January)	8	\$6,630*
Spring	18	\$14, 919
Summer	17	\$14,090
Fall	23	\$19,063

\*Immersive term tuition will be reduced by deposit amount once paid.

#### ***Second year and Capstone***

<b>Term</b>	<b>Credit Hours</b>	<b>Tuition for Term</b>
Winter (January)	4	\$3,315
Spring	13	\$10, 775
Summer	9	\$7,460
Fall	13	\$10,775
Capstone (January)	6	\$4,973

#### **Fees**

- Graduate students are required to pay the annual Franklin College student activity fee of \$200 billed each spring semesters.
- Graduate students are required to pay the annual Franklin College student services fee of \$300 billed at \$150 each fall and spring semesters.
- Graduate students are required to pay a one-time virtual patient platform fee of \$750 billed in the first spring semester. This is non-refundable fee.

### III. PA PROGRAM POLICIES AND PROCEDURES

#### A. ACADEMIC PERFORMANCE AND PROGRESSION

##### 1. Policy Statement

Students are ultimately responsible for their own academic performance. Students are in the best position to truly understand their level of comprehension and are encouraged to reach out to faculty members with questions or to seek instruction, advice, and resources. The college has a number of resources to assist students experiencing academic challenges, including faculty advisors and the Academic Resource Center in Hamilton Library. Students must demonstrate satisfactory academic performance in order to remain enrolled in the program. The PA Program has developed the following procedures regarding satisfactory academic performance. Students who fail to maintain the appropriate grade point average will be placed on academic probation. With failure to improve, such students may be dismissed.

##### 2. Graduation Requirements

To successfully graduate from the PA Program, students must:

- (1) Complete the entire program within three and one-half (3.5) academic years; and
- (2) Successfully complete and pass all required courses, rotations, and program requirements with a grade of C or better and have a minimum cumulative GPA of 3.00.
- (3) Maintain professionalism.

### 3. Grading/Academic Standards

The Physician Assistant Program requires a minimum 3.0 cumulative and semester grade point average (“GPA”). While 70% is considered passing, the expected level of performance in the program is a “B” average or above. The grading system for the PA program is defined below.

Students must complete and pass all semester courses before they can progress to the next semester of the program. However, the student must also be in good professional standing to progress to the next semester. Successful completion of a course is defined as the ability to demonstrate competence in course content. Criteria for successful completion of each course are conveyed to the student via the course syllabus.

<b>Grade Range</b>	<b>Letter Grade</b>
93–100	A
90–92.99	A-
87–89.99	B+
83–86.99	B
80–82.99	B-
77–79.99	C+
70–76.99	C
Below 70	F
Incomplete	I
No Grade	NG
Audit	AU
Satisfactory	S
Unsatisfactory	U
Withdrawal	W
Withdrawal/Fail	WF
Withdrawal/Pass	WP

#### *Grading Changes and Challenges*

A grade change may be made only by the faculty member who conducted the original evaluation of the student or by the PA program director if the faculty member is unavailable. A grade change is the alteration of a final grade, once the official and clerically accurate recording of such a grade has been accomplished in the Academic Records Office. Grade changes for clerical reasons will be processed by the faculty member and the Academic Records Office.

A grade challenge may be initiated by any student who believes that he or she has been evaluated inaccurately or with undue prejudice in the determination of the final grade in a course. This is a serious charge, and the student must bear in mind that the faculty member has both the right and the responsibility to render a fair and critical judgment regarding the scholarly quality of the academic work performed. The complete grade challenge procedure may be found in the Academic Catalog.

#### 4. Requirements for progression and academic standing

Each student within the PA Program must maintain a minimum 3.0 (4.0 scale) term and cumulative GPA to maintain good standing in the program. Student progress in the program will be discussed continually by the program faculty at regularly scheduled faculty meetings and at the conclusion of each semester. If a student's term OR cumulative GPA falls below the 3.0 (4.0 scale) minimum, he/she/they will be placed on academic probation by the Vice President for Academic Affairs (VPAA). Students will have one semester to improve his/her term AND cumulative GPA to acceptable standards (minimum 3.0) or risk being dismissed from the MSPAS Program following an evaluation of student progress by the Program Director and the faculty and recommendation to the VPAA.

- A grade of "C" or higher is required for all required courses within the MSPAS program. If a student receives an "F" or below in a course required by the program, the course must be repeated, and the student is placed on academic probation. The student will be removed from probation when he/she has successfully repeated the course with a "C" or higher. The MSPAS graduate students will be allowed a maximum of two (2) opportunities to successfully pass each course or rotation. They will be permitted to repeat a failed course or rotation only as part of a detailed remediation plan. Failure to pass a course or rotation on the second opportunity will result in academic dismissal from the program.
- All courses within the MSPAS program are sequential and are prerequisites for subsequent semester courses. MSPAS didactic courses are only offered once a year so any course that must be repeated will result in deceleration of the student from the current cohort (see below). During the clinical year, repeated courses may result in a delay in graduation. The MSPAS program faculty and staff make every effort to provide support and access to appropriate assistance to help all students restore good academic standing.
- Students may also be dismissed due to professionalism violation/violations.
- If a student is placed on probation a second time, either for low GPA or failure of a course, the student will be automatically dismissed from the MSPAS Program and graduate studies.

#### 5. Academic policies and procedures

##### *Academic Probation*

Students may be placed on probation due to failure to obtain a 3.0 GPA within a term, OR to maintain a 3.0 cumulative GPA, OR to attain a C or better in all program requirements. Students may also be placed on probation for professionalism violation. Students on probation risk permanent dismissal from the college if they are unable to attain good standing by the end of the following semester or successfully remediate professionalism violation. Probation is awarded by the Vice President of Academic Affairs at the recommendation of the Program Director.

##### *Academic Dismissal*

Academic dismissal is a procedure defined above under "Requirements for progression and academic standing". Academic dismissal occurs by action of the Vice President for Academic Affairs (VPAA) following recommendation by the Program Director in consultation with the faculty. Students will receive written notification from the VPAA by email and paper letter. Dismissed students may no longer matriculate into the Physician Assistant Program at the college. An academic dismissal may be appealed based upon procedures detailed below in the "Student Grievance" section and in the Academic Catalog.



### *Remediation*

Remediation is a program-defined process for addressing and correcting deficiencies for students in the program who either have not met an academic standard and are still active in the program, taken a leave of absence, or have decelerated. Remediation is an opportunity to correct unsatisfactory academic performance, academic progress, and/or professional conduct issues in the program. An opportunity for remediation is not automatic and may not be offered.

Remediation may occur at the program-level for a failed course as defined above in “Requirements for progression and academic standing”, for a student returning from a non-academic leave of absence, or for violations of professionalism and/or behavioral policies.

Remediation inside a course is triggered for a non-passing grade on a key assessment as identified in the course syllabus and required for progression in the program. The critical assessments in the program include didactic course final exams, end-of-didactic year OSCE, clinical year end-of-rotation exams, and all of the components of the program summative evaluation. Failure of any of these key assessments would require remediation before progressing in the program.

If a student fails clinical year end-of-rotation exam, he/she/they may be allowed to remediate that examination. If remediation is successful, the student will receive a final grade for that exam of 70%. Unsuccessful remediation will result in failure of the rotation (course), requiring a repeat of that course, and trigger academic progression policies contained in this handbook.

If a student fails two rotations (courses), he/she/they could be dismissed from the MSPAS Program and graduate studies based on faculty and PA Director recommendation.

The number of times a student may remediate key assessments is limited to two times per didactic year and two times during the clinical year. Further remediation would require approval by the Program Director upon recommendation of the faculty.

After considering all pertinent circumstances in each case, including but not limited to the student’s demonstrated dedication to learning, active participation in the educational program, overall academic/clinical performance, regular attendance, individual initiative, professionalism, and utilization of available resources, individual faculty members, in consultation with the student’s advisor, the course coordinator, and/or the Program Director may recommend a remediation plan including a timeline for completion and criteria for successful remediation. Copies of the remediation plan and outcomes of remediation are maintained in the individual student program file. Students who fail to meet these requirements will be subject to dismissal from the program.

### *Deceleration*

Deceleration is defined as any event/action that causes a student to be removed from their original cohort to join the following year’s cohort. Deceleration may occur as a result of academic probation, a leave of absence, or withdrawal from a course or semester. Remediation (above) is the priority over deceleration if possible. A student requesting deceleration must communicate the request in writing to the Program Director who will present the request to the faculty for discussion and recommendations and make a final decision. Reinstatement following deceleration includes a remediation plan to ensure that the student

meets the criteria to successfully proceed in the program. This plan may include a requirement to repeat (audit) previously completed courses in the program as a condition to join the next cohort. Deceleration may occur only once.

Deceleration will not be approved in the following circumstances:

- Academic Dismissal
- To avoid being dismissed
- Dismissal for behavioral or professionalism issues

### *Leaves of absence*

Under certain circumstances, students may request a leave of absence from the college by submitting a written request to the Program Director and the Dean of the College. A leave of absence is limited to one calendar year. Students requesting a leave of absence must be in good academic standing at the time of the request. Students may not request a leave of absence to avoid dismissal from the program. During the didactic year, a leave of absence may result in withdrawal from the semester and deceleration to the next cohort. During the clinical year, a leave of absence will likely result in a delay of graduation. Absence from clinical rotations greater than two months, may require the student to demonstrate proficiency of clinical skills in a simulated history and physical exam before being allowed to return to clinical rotations. In the case of a leave of absence resulting in deceleration, the student must follow the procedures for reinstatement detailed above in “deceleration”. In all cases of leave of absence, the student is required to complete the full curriculum to be eligible for graduation.

### *Withdrawal*

Voluntary withdrawal from a course, semester, or program is initiated by the student. Prior to withdrawing, students must meet with the Program Director to discuss the impact of withdrawal on student progression in the program. To withdraw, written notification must be provided to the Program Director who would notify the VPAA and registrar. During the didactic year, withdrawal from a course or semester would require deceleration and the student must meet criteria detailed above. During the clinical year, withdrawal from a course or semester will delay graduation. Withdrawal during a period of academic probation will result in dismissal from the program. In order to withdraw and receive a tuition refund, the student must comply with college policy contained in the Academic Catalog and below.

### *Tuition Refund*

All tuition refunds are based on the date of official withdrawal or drop as recognized by the VPAA and Dean of the College, the Dean of Students, and the records office.

In full semesters (Spring, Summer, Fall), tuition refund schedule will be as follows:

Prior to the first day of class	100%
During the first week of class	90%
During the second week of class	70%
During the third week of class	50%
After the third week of class	0%

Note: The \$1000 seat deposit and \$750 virtual patient platform fee are not refundable.

In short semesters (Winter terms), tuition refund schedule will be as follows:

Prior to the first day of class	100%
During the first week of class	75%
During the second week of class	50%
After the second week of class	0%

## 6. Financial Aid – Satisfactory Academic Progress

Separate from the College’s policies, federal law requires that students receiving financial aid must demonstrate that they are meeting Satisfactory Academic Progress (SAP) requirements, as defined by federal law. SAP measures a student’s completion of coursework toward a degree. Franklin College evaluates SAP at the end of each semester for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional aid). Students are notified of SAP decisions by the Financial Aid Office both verbally and in writing.

For purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months. All questions regarding financial aid or student loans should be directed to the Financial Aid Office.

## B. ACADEMIC POLICIES

### 1. Academic Misconduct

Instances of academic dishonesty, including but not limited to cheating, plagiarism, and unauthorized collaboration, are prohibited under Franklin College policy. Allegations of academic dishonesty that originate in the academic setting are managed by faculty and resolved through the procedures outlined in “A Guide to Campus Life” found here: <http://franklincollege.edu/student-life/student-handbook/>.

### 2. Examination Protocol

The following rules apply to all students during an examination:

1. Students are required to be present for all scheduled examinations.
2. A student who arrives late to an examination will not be given additional time to complete the exam. If a student arrives 15 or more minutes late from the exam start time, it is the prerogative of the exam proctor to determine if the student will be permitted to take the exam or whether the exam will be rescheduled for that student. If the examination is rescheduled, the exam will cover the same subject material as covered by the original examination; however, it may be modified from the original examination. Furthermore, any student arriving after other students have completed the exam and left the testing area will not be allowed to start the examination.

3. A student who is unable to attend a scheduled examination for any reason must immediately notify both the course coordinator and Program Director (in person, via text, or via e-mail) as soon as possible *prior* to the start of the exam. The course coordinator and Program Director will determine whether the student will be permitted to make up the missed examination. They may require a health provider note for absences due to illness.
4. If the student is granted a make-up examination, the course coordinator determines the time and date. Students who miss an exam must contact the course coordinator to discuss the scheduling of the examination upon their return to campus. If the examination is rescheduled, the exam will cover the same subject material as covered by the original examination; however, it may be modified from the original examination.
5. Failure to make up the examination within the specified time period will result in a grade of zero (0) for that examination.
6. If a student fails to appear for an examination and fails to notify the course coordinator prior to the exam, formal documentation will be placed in the student file. In addition, the student will receive a grade of zero for the exam and no make-up exam will be offered. Such behavior violates the PA Standards of Professional Conduct.
7. All examinations remain property of the Program. No student is permitted to retain a copy or any part of an examination. Possession of an exam outside of a classroom constitutes theft under the Student Code.

Upon entry into the examination site, students must place all books, notes, study aids, coats and personal possessions on the floor at the front of the room. No talking is allowed once an examination begins. Any student engaging in disruptive behavior or inappropriate conduct during an examination is subject to disciplinary action. Obtaining a copy of the exam or a previous year's exam or questions and/or getting help from another student during the exam are all considered cheating.

The following items are prohibited in the seating area of the testing room. Possession of any of these items will result in expulsion from the examination and a score of zero for the exam. Students may also face disciplinary actions related to Academic Integrity.

- Watches with an alarm, computer or memory capability
- Cellular phones
- Paging devices
- Recording/filming devices
- Personal digital assistants of any kind
- Reference materials
- Backpacks, briefcases, coats
- Food items

Students may not wear hats of any kind, sweatshirt hoods, or sunglasses during examinations.

### 3. Academic Resources

#### *Academic Advising*

All students are assigned a Faculty Advisor. Students must meet with their Faculty Advisor at least once each semester during their didactic year and as determined by the faculty at Back to Campus Day(s) during their clinical year. Faculty advisors schedule required student advising meetings. The purpose of the meeting is to

review the student's progress and to discuss any problems the student may be experiencing. Students are encouraged to meet with their advisor more frequently if they are having academic problems, or if they would like to strengthen their experience. The Program Director will not be assigned advisees except under special circumstances.

### *Academic Resource Center*

Academic Resource Center, located on the first floor of Hamilton Library, provides students with opportunities to expand upon their knowledge and understanding in a collaborative and supportive environment. The ARC is available to all students and can provide assistance in time management, study skills, and test-taking strategies. For more information about the Academic Resource Center or to set an appointment, please call (317) 738-8286.

### *Students with Disabilities*

The Academic Resource Center (ARC) also coordinates accommodations for students with disabilities. If a student states that he/she/they can meet the standards with accommodation, the Franklin College Academic Resource Center will evaluate the student's need for accommodation to confirm the stated condition qualifies as a disability under applicable laws. The ARC will work with the MSPAS program to determine if reasonable accommodation can be made. This determination will take into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework and clinical experiences deemed essential to graduation.

It is the policy of Franklin College that all opportunities are to be made available to qualified individuals on the basis of merit and without discrimination against any employee, applicant for employment, student, or applicant for admission because of race, color, religion, gender, disability, age, national origin, or sexual orientation.

## C. CLASSROOM AND CLINICAL SITE POLICIES

### 1. Attendance Policy

Students are expected to attend all assigned classes, seminars, testing sessions, inter-professional activities, and other program activities. During the didactic year, students are required to be available Monday through Friday 8am to 5pm and should schedule appointments during semester breaks, if possible. Occasionally, students might be required to attend additional instructional time outside of the typical week. During the clinical year, students are required to work the schedule assigned to them by the clinical site and must meet clinical hour minimums listed in the course syllabus. The Program Director and the Principal Faculty course coordinator may excuse anticipated absences. Requests for an excused absence must be made in advance (minimum 2 weeks, if possible) in writing or by e-mail to both persons. In the event of illness or other unexpected reason for absence, the student must notify the course coordinator by e-mail, text, or telephone as soon as possible and provide documentation of illness including a doctor's note upon request. All unexcused absences will result in deduction to the course participation grade and a make-up exam will not be offered.

## 2. Cellphones

Communication devices such as cellphones and pagers may not be used in the classrooms, libraries, computer labs, Academic Resource Center, or any academic-related facility and must be turned off, set to vibrate, or otherwise rendered inaudible.

## 3. Dress Code

As health professionals, Physician Assistant students are expected to maintain the highest possible standard of appearance. Students should dress neatly, appropriately, and in good taste, and exhibit courtesy and dignified behavior at all times, especially when representing the Program and the College.

### *a. Classroom Attire and Appearance*

Appropriate attire and grooming in the didactic setting include clean and neat clothing and hair, (including facial hair), fingernails trimmed short, minimum jewelry and fragrances. Please note that long, acrylic, and/or gel fingernails interfere with performing physical examination and diagnostic skills and are prohibited in all clinical settings.

*The following should be avoided: plunging or revealing necklines, midriff exposures, strapless or strapped blouses, cropped tops, tank tops, mini-skirts, prominent slogans or images that may cause offense, clothing of any kind with tears, holes, or rips. Students are not to wear hospital-specific attire, such as scrubs. Students are expected to wear appropriate footwear while attending class.*

Clinical skills laboratory attire depends upon the anticipated laboratory assignment. Laboratory attire may include in the clinical skills lab – gym shorts and hospital gowns, sports bras or bathing suit tops for women.

### *b. Clinical Attire*

When in the clinical setting, students should be well groomed and appropriately dressed for working with patients and other health-care professionals. Students not meeting these standards of dress and grooming may be denied access to clinical settings and to patients.

- Full professional attire is required to properly identify PA students in a clinical setting and includes a short white lab coat with an FC PA program logo and embroidered name.
- Students shall dress in the attire consistent with office/clinic standards and appropriate to the given clinical rotation. If not specified, students should dress in the following manner:
  - Female students shall wear a shirt or blouse, slacks or skirt, appropriate stockings or socks, and closed-toe shoes.
  - Male students shall wear a dress shirt with a collar and tie, slacks, socks and closed-toe shoes.

Note: Some clinical sites may have more stringent requirements, such as no visible tattoos or a single pair of earrings only. At these sites, the more stringent requirements apply.

### *c. Back to Campus Attire*

When clinical year students return to FC for Back to Campus Days, they should wear “business casual” dress as defined below:

- *For males: trousers/khakis and a shirt with a collar; blazer/sports/suit coat optional, belt, closed-toe shoes with socks.*

- *For females: Slacks/khakis or knee-length skirt with a blouse or shirt with a collar, a knee-length (or longer) dress, or business suit, closed-toe shoes and appropriate hosiery.*

Jeans, shorts, athletic wear, tee shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

#### 4. Infectious and Environmental Hazard Exposures

Exposure to environmental hazards, bodily fluids, and/or inadvertent needle sticks represent a health and safety concern. The PA program will provide students with training on environmental hazards and universal/standard precautions, including methods of infectious and environmental hazard exposure prevention prior to educational activities that pose a risk of exposure. All students must pass an OSHA compliant blood borne pathogens safety training prior to working in a clinical setting.

**Didactic year:** If an exposure occurs on campus during the didactic year, the student should immediately cleanse the affected area and report the exposure to the Instructor/Course Coordinator AND the Program Director. The need and referral to the Student Health Center, emergency room/immediate care, or the student's primary care provider for care and lab work will be determined by the Program Director or Course Coordinator. The student will be responsible for any cost associated with care or testing provided by the site.

**Clinical year:** If an exposure occurs at a clinical site, the supervising physician or preceptor must be notified immediately. The protocol at the clinical site may determine the medical approach to that exposure. Per the affiliation agreement, the clinical site shall provide students with access to first aid, emergency care and medical assessment for illness, accidents, or incidents which occur at a clinical site and require immediate attention. Additional care and follow-up may be with the student's personal provider. Students shall be responsible for the cost of any such care provided by the clinical site or personal provider. Students must notify the SCPE course coordinator, faculty advisor, or the Program Director within two hours of exposure or as soon as reasonably possible. Students must submit an exposure incident form within 48 hours.

#### **Methods of Prevention**

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care and laboratory or clinical training experiences. Use of standard precautions is a mark of professionalism, and all faculty and students will utilize them in activities that present exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

In general, act as though any patient may have a potentially contagious disease. In doing this, avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles.

Avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use.

## Hand Hygiene

Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene includes the use of soap and water as well as approved alcohol-based products for hand disinfection. CDC guidelines recommend use of an alcohol-based hand rub for hand hygiene. Practice hand hygiene frequently and thoroughly: After touching blood, bodily fluids, secretions, excretions, contaminated articles; immediately after removing gloves or any personal protective equipment and before and after any patient contact.

If hands are visibly soiled or come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles or after caring for patients with known or suspected infectious diarrhea, soap and water should be used immediately.

## Personal Protective Equipment

Appropriate personal protective equipment (PPE) should be put on prior to patient care whenever risk of exposure is present depending on job duties. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each use. Appropriate barriers include gloves, masks, and protective clothing. The use of this apparel and equipment are to protect skin and mucous membranes, especially the eyes, nose and mouth.

Gloves are to be removed and disposed of after each use and in should be used when handling blood, bodily fluids, secretions, or excretions, when touching mucous membranes, non-intact skin body orifices, or when touching contaminated articles or equipment.

Masks include but are not limited to facial masks, goggles, and face shields. Protective clothing includes but is not limited to gloves, gowns, aprons, caps, and shoe covers. Masks and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposure. Masks and protective clothing should be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions.

## Needles and Other Sharps

- Do not recap, bend or hand-manipulate used needles.
- Use safety resources when available, such as self-sheathing needles and/or needleless systems.
- All needles and other sharps are to be placed in a puncture-resistant container as soon as possible after use.

## Safe Handling of Possible Contaminated Articles or Surfaces

- All patient-care equipment, textiles and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment; perform hand hygiene after handling.
- Dispose or clean all contaminated articles, equipment and materials in a safe manner prescribed by law.
- In all areas where patient care is performed, cleaning and disinfection will occur at the conclusion of every activity, especially between patients.



## Respiratory Hygiene/Cough Etiquette

- Cover mouth and nose with tissue when coughing or sneezing or by using the crook of the elbow.
- Use and dispose of tissues properly.
- Perform hand hygiene directly after hands have contact with respiratory secretions.
- Consider using a mask to prevent aerosol spread.
- Sit as far away from others as possible when coughing or sneezing.

## D. PROFESSIONALISM POLICIES

### 1. Overview

Both professional conduct and academic progress are important in determining a student's success in the program and assessing readiness for entry into clinical practice. The program encourages students to strive for academic, professional, and personal excellence in all things. Success requires certain behavioral attributes including empathy, discipline, honesty, integrity, the ability to work collaboratively and effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. Additional qualities and characteristics include civility, accountability and commitment, demeanor and appearance displayed by the students to faculty, staff, preceptors, clinical site staff, peers, patients, and colleagues in health care, other educational settings and the public.

In addition to adhering to the Franklin College Student Code of Conduct, PA students are expected to conduct themselves in a professional manner commensurate with the role and responsibilities of a health care professional, i.e., demonstrating respect, compassion, integrity, and sensitivity to others. Students must meet the program technical standards on a continual basis, and demonstrate emotional resilience, stability, flexibility, and tolerance of ambiguity and anxiety. The college may modify such conduct as defined below from time to time.

### 2. Disciplinary Procedure

The Physician Assistant Faculty Committee investigates suspected violations of these Professionalism Policies. Please see the professionalism form – Appendix E. The Committee reviews and discusses the relevant circumstances and, if appropriate and necessary, meets with the student, other students, Faculty Advisor, Clinical Preceptor, or other individuals to obtain additional information. Upon a review of all facts, the Faculty Committee will term the offense as a professionalism warning or professionalism violation and will suggest a course of action to the Program Director. The Program Director will determine the appropriate outcome. There is no appeal. A student is not required to receive a warning before receiving an official violation which will trigger probation and disciplinary outcomes.

Students who are found to have violated professionalism policies and receive a professionalism violation form are subject to disciplinary outcomes, including but not limited to suspension (which may delay graduation and increase costs to the student), probation, or dismissal from the Physician Assistant Program. The Physician Assistant Program is required to provide all information related to such proceedings to any credentialing body, which may negatively impact the student's ability to obtain or retain a job.

### 3. Standards of Professional Conduct for Physician Assistant Students

#### *Behavior and Professional Image*

Students are expected to behave in a mature, responsible, reliable, and dependable manner that engenders the humanistic qualities of compassion, trust, integrity, and openness. Student must project a professional

image in manner, dress, grooming, speech, and interpersonal relationships consistent with being a medical professional.

While engaged in academic activities, students are required to adhere to the dress code identified above in the PA Program Handbook.

#### *Attendance, Promptness, Preparedness and Initiative*

Students are required to attend all program-sponsored activities and remain through the duration of the activity. Student must be on time. Repeated tardiness is a violation of these Standards. Students are responsible for taking an active part in their education and experiential activities and for demonstrative initiative and an eagerness to learn. Students are responsible for following up in areas for which they need further review or explanation. Students are responsible for completing missing work.

Clinical experience: It is the responsibility of the student to report to clinical sites promptly at assigned times designated by the Preceptor and to comply with the clinical site and the Program defined policies regarding attendance, tardiness, and absence. Students are obligated and required to contact BOTH the preceptor and the Program prior to their report time in case of absence. Students must report to clinical sites fully prepared for work with all necessary equipment (e.g., stethoscope).

#### *Respect and Civility*

Students are expected to treat all individuals whom they encounter during their academic and clinical experiences with respect (thoughtfulness and politeness) and civility (courtesy, good manners, and consideration). Students are expected to be sensitive and tolerant of diversity including but not limited to socioeconomic status, physical stature, body size, marital status, sexual orientation, gender identity, legal involvement, and political beliefs. Conflicts should be resolved in a diplomatic and reasoned manner. The program will not tolerate incivility. Examples of incivility include rude, sarcastic, obscene, disruptive, or disrespectful remarks or behavior, verbal or physical threats, or damage to property.

Other forms of prohibited discrimination are addressed in the College's Discrimination and Harassment Policy.

#### *Integrity*

Integrity is the quality of consistent and steadfast adherence to a defined code of principles, conduct, and ethics. It includes truthfulness, honor, and reliability. Students are expected to demonstrate integrity by following all policies and procedures defined by Franklin College, the PA Program, and their clinical rotation sites. In addition, the student is expected to demonstrate integrity in regard to academic requirements and ethical standards commensurate with those expected of a future health care professional.

#### *Accountability and Commitment*

PA students are expected to exemplify the qualities of accountability, which include accepting responsibility, being reliable and dependable, completing tasks and responsibilities as defined and expected. Examples of commitment include offering to assist others, willingness to stay longer than required, or taking extra steps to resolve a difficult situation.

### *Flexibility and Resilience*

Physician Assistant training, like clinical practice, involves unpredictability. At times, lectures, classes, examinations, or clinical rotation placements or schedules may need to be modified on short notice. The ability to adapt and adjust to change (i.e., demonstrate flexibility) and manage the ambiguity and anxiety these changes may create (i.e., demonstrate resilience) are critical to navigating PA studies successfully and ultimately success as a health care provider.

### *Confidentiality*

Students must respect the confidentiality of patients and fellow students. Academic assignments and presentations must not include patient identifying data, including name, initials, date of birth, or facility. Students must not discuss patients by name outside the clinical encounter, nor discuss other students with preceptors.

Students must not discuss, record, upload, share, or transfer any information, issues, images, videos, or other information on social media (or any other technology unrelated to the PA program) without the express written permission of the Director of the PA Program.

### *Health and Safety*

Students must not engage in any activities that threaten the health, safety, well-being, or property of any individual, including self. This includes refraining from behaviors, activities, or actions that may result in mental, intellectual, and/or physical impairments to self or others, such as the excessive use of alcohol, use of non-prescribed drugs, injurious behavior, or carrying a concealed weapon. Effective self-care is a critical component of the provision of effective medical services.

### *Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures*

The student must meet all procedural requirements of the PA program, including but not limited to clinical schedules, patient logs, rotation deliverables, and evaluations. The student must follow all policies, regulations, and procedures set forth by the clinic locations, including any additional training and/or testing required by the facility.

### *Standard of Care / Due Regard for Student Function*

Physician Assistant students must always identify themselves as Physician Assistant students to patients and site staff, and never present themselves as physicians, residents, medical students, or graduate Physician Assistants. While in the Program, students may not use previously earned titles (e.g., RN, DC, Ph.D.) for identification purposes.

Students must adhere to the generally approved practices for Physician Assistant students. Students at clinical sites must always work under the supervision of a clinical preceptor. Students may not function in the place of an employee or assume primary responsibility for a patient's care. Students must seek advice when appropriate and may not evaluate or treat patients without supervision from and direct access to a supervising clinical preceptor at all times.

Unusual or abnormal physical findings must be confirmed by a licensed provider. Students shall perform only those procedures authorized by the preceptor. Students must adhere to all regulations of the Program and the clinical sites. The student is to contact the Program immediately with any questions or concerns

about the student role at a site. Students shall not treat and discharge a patient from care before the patient is seen by the clinical preceptor. All patients must be seen by a licensed provider PRIOR to leaving the facility.

## E. ADDITIONAL CLINICAL YEAR POLICIES

### 1. Clinical Rotation Placement Policy

Clinical rotation placement for each student is the responsibility of the PA program which makes all decisions regarding student placement.

The program develops and maintains the clinical education sites and orients clinical preceptors to the goals and expectations (outcomes) of the specific rotation. Students are prohibited from contacting and soliciting clinical sites or preceptors. Students may make suggestions to the PA program for sites and preceptors, but are not required to do so. Student suggested sites and preceptors will be reviewed, evaluated and approved for educational suitability by the program.

Once the rotation schedule is developed and provided to the students, requests for changes will be limited to compelling reasons as determined by the SCPE course coordinator and Program Director. Students may not arrange to switch rotation assignments with another student. Clinical rotations will typically take place within a 2 hour driving distance from the campus but some rotations can be at more distant sites or outside Indiana based on student requests and rotation availability. Students are responsible for all financial costs including but not limited to travel and living expenses regardless of location of the clinical site.

### 2. Clinical Attire

When in the clinical setting, students should be well groomed and appropriately dressed for working with patients and other health-care professionals. Students not meeting these standards of dress and grooming may be denied access to clinical settings and to patients.

- Full professional attire is required to properly identify PA students in a clinical setting and includes a short white lab coat with an FC PA program logo and embroidered name.
- Students shall dress in the attire consistent with office/clinic standards and appropriate to the given clinical rotation. If not specified, students should dress in the following manner:
  - Female students shall wear a shirt or blouse, slacks or skirt, appropriate stockings or socks, and closed-toe shoes.
  - Male students shall wear a dress shirt with a collar and tie, slacks, socks, and closed-toe shoes.

Note: Some clinical sites may have more stringent requirements, such as no visible tattoos or a single pair of earrings only. At these sites the more stringent requirements apply.

### 3. Student Preparation of Self and Others

In anticipation of the clinical year, students need to consider how to best prepare themselves and any significant others who will be affected by the student's long hours and time away from home, either because of driving to or living in the area of a rotation. The program cannot guarantee placement in any particular location for any period of time.

#### 4. Policy on Housing and Transportation

Students are responsible for securing and paying for their own housing during the clinical year. This may include additional housing, food, and transportation costs in addition to those of their primary or local residence. Students must plan ahead to ensure they have housing in time for the start of a rotation. Failure to secure housing may result in forfeit of or removal from that rotation block, which will have to be rescheduled at the end of the clinical year. This could delay graduation. Students must have reliable transportation during the clinical year. Lack of a functioning vehicle is not an acceptable excuse for missing a clinical assignment.

#### 5. Senior Day Seminars

Students are required to return to campus during the clinical year for Senior Day Seminars, a mandatory part of the Bridge to Clinical Practice course series. These days include various educational and professional events and seminars as well as ongoing review and assessment of clinical and presentation skills, student-advisor meetings, and case presentations. Attendance is REQUIRED for these days. All travel and housing expenses for these seminars are the responsibility of the student.

### F. OTHER PROGRAM POLICIES

#### 1. Communication

E-mail is the official method of communication by the PA program to its students. Students are required to check their college e-mail on a daily basis (at least once every 24 hours). The Program is not responsible if students have inaccurate or missed information because they do not routinely read, check, and clear their e-mail accounts. Email from accounts other than the student's FC email will not be accepted or used for any communication. Students are expected to keep their FC email inboxes accessible to program communications. If a student's email is returned due to a "full" account, the returned email will not be resent, and the student will be responsible for the content of the returned email.

#### 2. Confidentiality and Social Media

Physician assistant is a health profession; therefore, medical records are retained, and confidentiality must be maintained. At no time will there be discussion about a patient with anyone other than the medical staff at clinical sites directly involved in that patient's care. This includes family, roommates, classmates, professors, the press, and others in the community. Any academic discussion about a patient case must be de-identified from protected health information (PHI).

Physician assistant students must always be aware of surroundings and other persons present before discussing any confidential information. Further, students must understand how communication related to social media and electronic forms of communication (email, texting) should be handled, particularly as it relates to clinical education and patient information. See the Franklin College Master of Science in Physician Assistant Social Media Policy and Confidentiality statement each student is required to sign (Appendix A). This signed statement will become part of the student's permanent file.

Any release of PHI or other confidential information will cause the physician assistant student to be discharged immediately from the MSPAS Program.

### 3. Change of Address

Throughout the program, students are required to notify the Program immediately when there is a change in their address or phone number. The Program will not be responsible for lost mail or late notification when a student does not provide notification of a change. This is in addition to following required college policies for maintaining addresses.

### 4. Student Employment while in the Program

Students are strongly discouraged from having outside employment while in the PA Program. Program expectations, class schedule, assignments, deadlines and responsibilities will not be altered to accommodate working students. As above, student attendance is mandatory at all scheduled program activities including didactic and clinical experiences.

Students are not required to work for the PA program and may not substitute for or function as instructional faculty. Students with specific prior knowledge, experiences, and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. However, these students will never be asked or permitted to serve as the primary instructor or instructor of record for any component of the curriculum.

During the clinical year, students must not substitute for clinical or administrative staff during clinical rotations regardless of the student's prior healthcare experience. Student are not permitted to have outside employment during the clinical year. Clinical schedules will vary, and Program expectations, assignments, deadlines and responsibilities will not be altered to accommodate working students. Student employment must not interfere with the student's learning experience including the ability to integrate material learned during the clinical rotation.

### 5. Transportation and Housing

Students are required to secure their own reliable transportation to class, laboratory, on- or off-campus patient encounters, simulation exercises, and clinical sites.

Some of the clinical rotation experiences in the clinical year may require travel to sites outside the Franklin College area. Students are responsible for all costs associated with these clinical rotations, including but not limited to travel, parking, and living expenses.

### 6. Faculty Serving as Healthcare Providers for Students

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

## IV. COLLEGE POLICIES AND PROCEDURES

The following section contains information on policies that are of particular importance to this Program. However, please note that students are responsible for reviewing and understanding all provisions of the general student handbook, "A Guide to Campus Life" found here: <https://franklincollege.edu/campus-resources/student-handbook/>

For any policies that may conflict, the terms and conditions of the general student handbook supersede those of the Program.

## A. STUDENT HEALTH

### 1. Health Insurance

While matriculated in the Franklin College Physician Assistant Program, students are responsible for the costs associated with any routine or non-routine medical care. In compliance with Franklin policy, all full-time students must have a minimum sickness and accident insurance policy. Documentation of compliance is submitted to the student health center.

### 2. Student Health and Counseling Services

Franklin College maintains a Student Health Center on the second floor of the Napolitan Student Center in the Counseling and Health Center suite. The Health Center is staffed by a registered nurse five days a week: Monday – Thursday 8:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. – 4:00 p.m. A local group of family practice physicians are available in the clinic on designated days. The office can be reached by calling (317) 738-8090. For more information visit: <http://franklincollege.edu/student-life/health-center/>

In addition, Franklin College maintains a Counseling Center. The Center provides students with the support and resources to help them achieve their personal goals and enhance their experience at Franklin College. The Center offers consultation services to individuals and provides workshops to campus organizations on a variety of psycho-social issues. The licensed counselors provide services to all students free of charge. The Counseling center is in room 222 in the Napolitan Student Center. Hours are Monday – Thursday 8 a.m. – 5 p.m. and Friday 8 a.m. – 4 p.m. For more information and to make an appointment visit:

<http://franklincollege.edu/student-life/counseling-center/>

Students may make their own appointments or may be referred by their faculty advisor, course coordinators, or the Program Director in a timely manner as deemed necessary. All student health records are considered protected health information under HIPAA and will be maintained solely in the Student Health and Counseling Centers.

### 3. Care Policy

Franklin College's Care Policy addresses the health and safety concerns of its students that might otherwise go unattended throughout the year. It is anticipated that the program will affect only a small number of students who are experiencing life-threatening concerns. The policy's health orientation objective is focused on individual safety. The Care Policy respects the individuality of the student while conveying the message that Franklin College will not allow students to continue injuring themselves or others. The Care Policy is designed to provide our students with the best health care and follow-through to insure success at Franklin College.

Franklin College is concerned about the physical and emotional health of its students. In those instances where a student appears to be experiencing a life-threatening concern, Franklin College will mandate an assessment of the student's health based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that potential injury will actually occur; and whether reasonable modifications of policies, practices or procedures will mitigate the risk. The college will require that follow-up recommendations be

adhered to completely. The college reserves the right to deny any recommendation if deemed unacceptable, unprofessional, biased, or unethical.

For the complete policy, please refer to the student handbook, “A Guide to Campus Life” found here: <https://franklincollege.edu/campus-resources/student-handbook/>

#### 4. Smoking Policy

Franklin College is committed to providing a healthy, comfortable, and productive environment for the students, faculty, staff and visitors of this campus.

Franklin College is a smoke/tobacco-free campus. This policy applies to all faculty, staff, students and visitors on our campus. Smoking and/or tobacco use is prohibited within the boundaries of college property including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the college, parking lots, walkways, sidewalks, college vehicles, private vehicles parked or operated on college property. For the purposes of this policy, smoking and tobacco use include but are not limited to cigarettes, cigars, cigarillos, electronic cigarettes, pipes, smoking apparatuses, spice, cloves, all smokeless tobacco products, hookahs and vaporizers.

#### 5. Drug and Alcohol Policy

Possession or use of stimulants, depressants, hallucinogens, marijuana or other agents having potential for abuse violates state and federal law and is expressly prohibited at Franklin College. The manufacturing, selling, bartering, exchanging and giving away of such drugs or agents to any person is also illegal and prohibited. Only those drugs authorized through the prescription of a licensed medical professional will be permitted.

The Drug-Free Schools and Communities Act of 1989 mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees.

Franklin College has developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs and the abuse of alcohol within the college community. The misuse of alcohol and the use of drugs can lead to serious health risks, such as the loss of muscle control, headaches, increased likelihood of accidents, impaired judgment, personality disorders, addiction and death.

For the complete policy, please refer to the student handbook, “A Guide to Campus Life” found here: <https://franklincollege.edu/campus-resources/student-handbook/>

## B. STUDENT SAFETY AND SECURITY

### 1. Campus Safety and Security

Franklin College is dedicated to providing a safe and secure environment for all members of the campus community.



The security office is located in the Napolitan Student Center on the east end of the ground floor and operates 24 hours per day, 365 days per year. The department is staffed by a director and five full-time security officers.

Being that the graduate health programs are contained in an off-campus facility, the College Safety and Security Office will coordinate security at the facility with the Johnson Memorial Health security department and local authorities. Members of the department administer the card access systems and security camera systems on campus. The security staff will monitor all fire alarm systems via a two-way radio system. The card access system allows for access to be given to different buildings on campus using a college issued identification card. Franklin College's emergency text messaging system is used during occasions that require mass notification to the campus community. It is part of a redundant system intended to get information out as quickly as possible. Other methods of communication are e-mail alerts, telephone calling trees, and the Franklin College website. Students are encouraged to "opt-in" to the texting service when they register their vehicles for campus parking at the beginning of the fall semester. Notices are also sent to students that may not have a car on campus. Students may sign up by going to GrizLink and searching for 'text' (emergency text messaging system).

For more information visit: <https://franklincollege.edu/campus-resources/safety-security/>

## 2. Safety and Security at Rotation Sites

The facility at which the rotation/experience takes place shall provide students access to the facility's rules, regulations, policies and procedures with which the PA students are expected to comply, including, the facility's OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all PA students and any instructors on site.

The Principal Faculty member assigned to that rotation/SCPE will evaluate a clinical site for student safety prior to allowing a student to be assigned to that location and to review available safety/security documents for each clinical facility and/or talk with the clinical preceptor on student safety and security. The preceptor/clinical site is responsible for distributing all safety/security information.

The PA Program will take reasonable steps to ensure personal safety and security of students during the rotation/experience.

## 3. Discrimination and Harassment Policy

Franklin College is committed to a policy of nondiscrimination on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status in any of its programs, offerings or employment practices.

To review the College's Discrimination and Harassment policy, including how to file a complaint, please see: <https://franklincollege.edu/campus-resources/important-policies-and-misconduct-procedures/#:~:text=Our%20community%20is%20an%20environment,respect%20are%20valued%20and%20practiced.>

#### 4. Mistreatment

The Franklin College PA Program defines mistreatment as any behavior that may be interpreted as being inappropriate or inconsiderate of a person's well-being. Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Examples of mistreatment include public belittlement or humiliation, threats of physical harm or punishment, inappropriate requests to do personal services (shopping or babysitting), sexual harassment, and discrimination or harassment based on race, religion, ethnicity, gender, or sexual orientation. Complaints of mistreatment should be addressed to the student's advisor or Program Director who would collaborate with the Title IX Coordinator for an appropriate investigation.

#### 5. Inclement Weather

Please be aware if the college CANCELS CLASSES due to inclement weather, it will NOT be reported through the media, but through internal communications only. This will include the emergency text messaging system, our website, and email.

If the college CLOSES, it will be reported internally as well as through the media. This means only essential services/personnel are expected to report to campus.

In the event that the City of Franklin or Johnson County declares a weather emergency, Franklin College will be CLOSED, except for essential services/personnel, as this declaration restricts road travel. Essential services/personnel may vary depending upon conditions and time of year. This will be reported through internal communications and the media.

Please be advised to monitor these systems during inclement weather conditions. Franklin College's emergency text messaging system is used during occasions that require mass notification to the campus community. It is part of a redundant system intended to get information out as quickly as possible. Other methods of communication are e-mail alerts, telephone calling trees, and the Franklin College website. Students are encouraged to "opt-in" to the texting service when they register their vehicles for campus parking at the beginning of the fall semester. Notices are also sent to students that may not have a car on campus. Students may sign up by going to GrizLink and searching for 'text' (emergency text messaging system).

### C. STUDENT GRIEVANCE POLICY

The purpose of the student grievance system is to provide a channel for physician assistant students' complaints about conflicts with other students, faculty, or staff in an appropriate manner. The environment of Franklin College will be the most conducive for teaching and learning where interpersonal relationships between members of the college community are healthy and strong. Members of the community are encouraged, therefore, to address difficulties and resolve conflicts that arise between themselves directly and without delay.

#### Academic Grievance

If the physician assistant student alleges a violation of the student rights in an academic manner, he/she may redress the allegations through the provisions of the College appeal procedures located in the Academic Catalog and the student handbook "A Guide to Campus Life".

### Discrimination or Harassment Grievance

If the physician assistant student alleges a violation of the Franklin College discrimination or harassment policies including sexual misconduct, he/she may address the allegations based upon the policies contained on the Franklin College website ([https://franklincollege.edu/wp-content/uploads/2020/08/Amended-and-Restated-Policy-on-Prohibited-Discrimination\\_08-25-20.pdf](https://franklincollege.edu/wp-content/uploads/2020/08/Amended-and-Restated-Policy-on-Prohibited-Discrimination_08-25-20.pdf)).

### Informal Grievance Procedure

1. Members of the MSPAS Program are encouraged to resolve conflicts by communicating directly with the person or persons with whom they have the conflict. An effort should be made to reach a resolution without the intervention of others.
2. If a matter cannot be resolved by communication between parties involved, conversation should occur with the MSPAS Program Director or another program faculty member. The Program Director or program faculty member can then take the appropriate steps to deal with the conflict.
3. If a matter cannot be resolved by the above two options, mediation may be attempted. This is a process whereby a third party, trained in mediation intervention, will work with both parties to help them resolve his/her concerns. To explore this option, contact the Dean of Students.

### Formal Grievance Procedure

1. If, after making reasonable efforts to resolve a conflict directly with the other person or persons involved, a physician assistant student concludes that such efforts will not result in successful resolution of the conflict, the student may file a formal grievance.
2. If the grievance is academic in nature (involving faculty or events arising from teaching or advising), it shall be filed with the Vice President for Academic Affairs (Dean of the College). If the grievance is non-academic (involving staff members, other students, or any non-academic event), it shall be filed with the Dean of Students.
3. The grievance should be in written form. The appropriate Dean or their designee will conduct a thorough investigation and a response will be made to the complainant.

## V. APPENDIX A – SOCIAL MEDIA POLICY AND CONFIDENTIALITY STATEMENT

The following policy was developed so physician assistant students understand the importance of confidentiality with regards to patients' protected health information (PHI). Students must also understand how communication related to social media and electronic forms of communication (email, texting) should be handled, particularly as it relates to clinical education and patient information. All physician assistant students are required to complete a confidentiality statement annually. This signed statement will become part of the students' permanent file. Any release of confidential information will cause the student to be discharged immediately from the MSPAS Program.

1. Students should avoid social media interaction (e.g., Facebook friends, Twitter followers) with current PA Program faculty, staff, and preceptors. Social media is not to be used for communications with faculty, staff, and preceptors to share patient information, or to make suggestions for patient care.
2. Students should avoid using social media/electronic forms of communication to discuss health-related issues with patients, particularly if the student is currently engaging in clinical education experiences that may result in interaction with that patient. This includes Facebook, Twitter, email, and texting. (If the patient has a medical need, he/she should contact the appropriate health care professional, not the student).
3. Students should avoid any social media/electronic forms of communication with any patients who are minors. This includes Facebook, Twitter, email, and texting.
4. Students should avoid taking pictures or posting information about the patients they are providing care to, or patients other students are providing care to, on any social media. This includes Facebook, Twitter, email, and texting. It is unprofessional and is a HIPAA violation.
5. Do NOT share any information regarding patient diagnosis, diagnostic imaging, injury related information, or suggestions for injury care, etc. to any form of social media.
6. No records are to leave the healthcare facility.
7. Any questions or concerns from the media or other persons outside the healthcare facility must be directed to the appropriate representative of the facility.
8. If medical records are needed for a case study, the physician assistant student must request access from the preceptor. The records still may not be removed from the facility and all PHI must be removed prior to academic presentation of the case.

I, \_\_\_\_\_, understand that any and all personal medical information heard, read, or  
Physician assistant student name  
learned at Franklin College or at any other clinical setting is confidential. No information may be divulged to anyone, in any form, except the person who owns the information; the faculty, staff, or administrators who have the need to know; and those individuals or agencies who fulfill the requirements under the Federal Educational Rights and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). If I release confidential information or discuss confidential information outside of the clinic, office, or department, in any form, or violate this policy in any way, I understand I will be immediately placed on probation or discharged from the Physician Assistant Program.

I have read the above statement and policy and agree to maintain the confidentiality of all information I have access to through this program and office.

\_\_\_\_\_  
PA Student printed name Date

\_\_\_\_\_  
PA Student signed name Date

\_\_\_\_\_  
PA Program Director signature Date

## VI. APPENDIX B – PA ORGANIZATIONS AND REGULATORY BODIES

### Accreditation Review Commission on the Education for the Physician Assistant (ARC-PA)

The Accreditation Review Commission on Education for the Physician Assistant is the accrediting agency that protects the interests of the public and physician assistant profession by defining the standards for physician assistant education and evaluating physician assistant educational programs within the territorial United States to ensure their compliance with those standards. <http://www.arc-pa.org>

### National Commission on Certification of Physician Assistants (NCCPA)

NCCPA is the only certifying organization for physician assistants in the United States. Established as a not-for-profit organization in 1974, NCCPA is dedicated to assuring the public that certified physician assistants meet established standards of clinical knowledge and cognitive skills upon entry into practice and throughout their careers. All U.S. states, the District of Columbia and the U.S. territories have decided to rely on NCCPA certification as one of the criteria for licensure or regulation of PAs. As of Dec. 31, 2017, there were approximately 123,000 certified PAs. <http://www.nccpa.net>

### Physician Assistant Education Association (PAEA)

PAEA is the only national organization representing physician assistant educational programs in the United States. Currently, all of the accredited programs in the country are members of the Association. PAEA provides services for faculty at its member programs, as well as to applicants, students, and other stakeholders. The Association was founded in 1972 as the Association of Physician Assistant Programs. Member programs voted to adopt the current name in 2005. <http://www.paeonline.org>

### American Academy of Physician Assistants (AAPA)

Founded in 1968, the American Academy of Physician Assistants is the national professional society for PAs. It represents a profession of more than 123,000 PAs across all medical and surgical specialties in all 50 states, the District of Columbia, the majority of the U.S. territories, and the uniformed services. AAPA advocates and educates on behalf of the profession and the patients PAs serve. We work to ensure the professional growth, personal excellence and recognition of physician assistants. We also enhance their ability to improve the quality, accessibility and cost-effectiveness of patient-centered healthcare. <https://www.aapa.org>

### Indiana Academy of Physician Assistants

Indiana Academy of PAs (IAPA) was established in 1974 as a state chapter of American Academy of PAs. IAPA leadership consists of practicing PAs residing in Indiana. The mission of the IAPA is to be the voice of the PA profession in the state of Indiana.

IAPA shall be the definitive and authoritative representative for the physician assistant profession in Indiana. It shall foster enhanced practice environments for physician assistants, and support on-going professional development and intellectual enrichment. IAPA shall promote quality healthcare that is cost-effective and accessible in the state of Indiana. <http://www.indianapas.org>

### Indiana Professional Licensing Agency (IPLA) – Physician Assistant Committee

This is the State Licensing agency for Indiana. This site provides all licensing information for Indiana. It also provides current statues/laws and additional resources. <http://www.in.gov/pla/pa.htm>

## VII. APPENDIX C – AAPA Guidelines for Ethical Conduct

### **AAPA Guidelines for Ethical Conduct for the PA Profession**

(Adopted 2000, amended 2004, 2006, 2007, 2008, reaffirmed 2013)

#### **Introduction**

The physician assistant profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice.

Previous codes of the profession were brief lists of tenets for PAs to live by in their professional lives. This document departs from that format by attempting to describe ways in which those tenets apply. Each situation is unique. Individual PAs must use their best judgment in a given situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts, and legal obligations.

Four main bioethical principles broadly guided the development of these guidelines: autonomy, beneficence, nonmaleficence, and justice.

- Autonomy, strictly speaking, means self-rule. Patients have the right to make autonomous decisions and choices, and physician assistants must respect these decisions and choices.
- Beneficence means that PAs must act in the patient's best interest. In certain cases, respecting the patient's autonomy and acting in their best interests may be difficult to balance.
- Nonmaleficence means to do no harm, to impose no unnecessary or unacceptable burden upon the patient.
- Justice means that patients in similar circumstances must receive similar care. Justice also applies to norms for the fair distribution of resources, risks, and costs.

Physician assistants are expected to behave both legally and morally. They must know and understand the laws governing their practice. Likewise, they must understand the ethical responsibilities of being a health care professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior.

When faced with an ethical dilemma, PAs may find the guidance they need in this document. If not, they may wish to seek guidance elsewhere- possibly from a supervising physician, a hospital ethics committee, an ethicist, trusted colleagues, or other AAPA policies. PAs should seek legal counsel when they are concerned about the potential legal consequences of their decisions.

The following sections discuss ethical conduct of PAs in their professional interactions with patients, physicians, colleagues, other health professionals, and the public. The "Statement of Values" within this document defines the fundamental values that the PA profession strives to uphold. These values provide the foundation upon which the guidelines rest. The guidelines were written with the understanding that

no document can encompass all actual and potential ethical responsibilities, and PAs must not regard them as comprehensive.

### **Statement of Values of the Physician Assistant Profession**

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.

### **The PA and Patient**

#### **PA Role and Responsibilities**

Physician assistant practice flows out of a unique relationship that involves the PA, the physician, and the patient. The individual patient–PA relationship is based on mutual respect and an agreement to work together regarding medical care. In addition, PAs practice medicine with physician supervision; therefore, the care that a PA provides is an extension of the care of the supervising physician. The patient–PA relationship is also a patient–PA–physician relationship.

The principal value of the physician assistant profession is to respect the health, safety, welfare, and dignity of all human beings. This concept is the foundation of the patient–PA relationship. Physician assistants have an ethical obligation to see that each of their patients receives appropriate care. PAs must be sensitive to the beliefs and expectations of the patient. PAs must recognize that each patient is unique and has an ethical right to self-determination

Physician assistants are professionally and ethically committed to providing nondiscriminatory care to all patients. While PAs are not expected to ignore their own personal values, scientific or ethical standards, or the law, they must not allow their personal beliefs to restrict patient access to care. A PA has an ethical duty to offer each patient the full range of information on relevant options for their health care. If personal moral, religious, or ethical beliefs prevent a PA from offering the full range of treatments available or care the patient desires, the PA has an ethical duty to refer a patient to another qualified provider. That referral must not restrict a patient’s access to care. PAs are obligated to care for patients in emergency situations and to responsibly transfer patients if they cannot care for them.

Physician assistants must always act in the best interests of their patients and as advocates when necessary. PAs must actively resist policies that restrict free exchange of medical information. For example, a PA must not withhold information about treatment options simply because the option is not covered by insurance. PAs must inform patients of financial incentives to limit care, use resources in a fair and efficient way, and avoid arrangements or financial incentives that conflict with the patient's best interests.

### **The PA and Diversity**

The physician assistant must respect the culture, values, beliefs, and expectations of the patient.

### **Nondiscrimination**

Physician assistants must not discriminate against classes or categories of patients in the delivery of needed health care. Such classes and categories include gender, color, creed, race, religion, age, ethnic or national origin, political beliefs, nature of illness, disability, socioeconomic status, physical stature, body size, gender identity, marital status, or sexual orientation.

### **Initiation and Discontinuation of Care**

In the absence of a preexisting patient–PA relationship, the physician assistant is under no ethical obligation to care for a person unless no other provider is available. A PA is morally bound to provide care in emergency situations and to arrange proper follow-up. PAs must keep in mind that contracts with health insurance plans might define a legal obligation to provide care to certain patients.

A physician assistant and supervising physician may discontinue their professional relationship with an established patient as long as proper procedures are followed. The PA and physician must provide the patient with adequate notice, offer to transfer records, and arrange for continuity of care if the patient has an ongoing medical condition. Discontinuation of the professional relationship must be undertaken only after a serious attempt has been made to clarify and understand the expectations and concerns of all involved parties.

If the patient decides to terminate the relationship, they are entitled to access appropriate information contained within their medical record.

### **Informed Consent**

Physician assistants have a duty to protect and foster an individual patient's free and informed choices. The doctrine of informed consent means that a PA provides adequate information that is comprehensible to a competent patient or patient surrogate. At a minimum, this must include the nature of the medical condition, the objectives of the proposed treatment, treatment options, possible outcomes, and the risks involved. PAs must be committed to the concept of shared decision making, which involves assisting patients in making decisions that account for medical, situational, and personal factors.

In caring for adolescents, the PA must understand all of the laws and regulations in his or her jurisdiction that are related to the ability of minors to consent to or refuse health care. Adolescents must be



encouraged to involve their families in health care decision making. The PA must also understand consent laws pertaining to emancipated or mature minors. (See the section on *Confidentiality*.)

When the person giving consent is a patient's surrogate, a family member, or other legally authorized representative, the PA must take reasonable care to assure that the decisions made are consistent with the patient's best interests and personal preferences, if known. If the PA believes the surrogate's choices do not reflect the patient's wishes or best interests, the PA must work to resolve the conflict.

This may require the use of additional resources, such as an ethics committee.

### **Confidentiality**

Physician assistants must maintain confidentiality. By maintaining confidentiality, PAs respect patient privacy and help to prevent discrimination based on medical conditions. If patients are confident that their privacy is protected, they are more likely to seek medical care and more likely to discuss their problems candidly.

In cases of adolescent patients, family support is important but must be balanced with the patient's need for confidentiality and the PA's obligation to respect their emerging autonomy. Adolescents may not be of age to make independent decisions about their health, but providers must respect that they soon will be. To the extent they can, PAs must allow these emerging adults to participate as fully as possible in decisions about their care. It is important that PAs be familiar with and understand the laws and regulations in their jurisdictions that relate to the confidentiality rights of adolescent patients. (See the section on *Informed Consent*.)

Any communication about a patient conducted in a manner that violates confidentiality is unethical. Because written, electronic, and verbal information may be intercepted or overheard, the PA must always be aware of anyone who might be monitoring communication about a patient.

PAs must choose methods of storage and transmission of patient information that minimize the likelihood of data becoming available to unauthorized persons or organizations. Computerized record keeping and electronic data transmission present unique challenges that can make the maintenance of patient confidentiality difficult. PAs must advocate for policies and procedures that secure the confidentiality of patient information.

### **The Patient and the Medical Record**

Physician assistants have an obligation to keep information in the patient's medical record confidential. Information must be released only with the written permission of the patient or the patient's legally authorized representative. Specific exceptions to this general rule may exist (e.g., workers compensation, communicable disease, HIV, knife/gunshot wounds, abuse, substance abuse). It is important that a PA be familiar with and understand the laws and regulations in his or her jurisdiction that relate to the release of information. For example, stringent legal restrictions on release of genetic test results and mental health records often exist.

Both ethically and legally, a patient has certain rights to know the information contained in his or her medical record. While the chart is legally the property of the practice or the institution, the information

in the chart is the property of the patient. Most states have laws that provide patients access to their medical records. The PA must know the laws and facilitate patient access to the information.

### **Disclosure**

A physician assistant must disclose to his or her supervising physician information about errors made in the course of caring for a patient. The supervising physician and PA must disclose the error to the patient if such information is significant to the patient's interests and well-being. Errors do not always constitute improper, negligent, or unethical behavior, but failure to disclose them may.

### **Care of Family Members and Co-workers**

Treating oneself, co-workers, close friends, family members, or students whom the physician assistant supervises or teaches may be unethical or create conflicts of interest. For example, it might be ethically acceptable to treat one's own child for a case of otitis media, but it probably is not acceptable to treat one's spouse for depression. PAs must be aware that their judgment might be less than objective in cases involving friends, family members, students, and colleagues and that providing "curbside" care might sway the individual from establishing an ongoing relationship with a provider. If it becomes necessary to treat a family member or close associate, a formal patient-provider relationship must be established, and the PA must consider transferring the patient's care to another provider as soon as it is practical. If a close associate requests care, the PA may wish to assist by helping them find an appropriate provider.

There may be exceptions to this guideline, for example, when a PA runs an employee health center or works in occupational medicine. Even in those situations, the PA must be sure they do not provide informal treatment, but provide appropriate medical care in a formally established patient-provider relationship.

### **Genetic Testing**

Evaluating the risk of disease and performing diagnostic genetic tests raise significant ethical concerns. Physician assistants must be informed about the benefits and risks of genetic tests. Testing must be undertaken only after proper informed consent is obtained. If PAs order or conduct the tests, they must assure that appropriate pre- and post-test counseling is provided.

PAs must be sure that patients understand the potential consequences of undergoing genetic tests – from impact on patients themselves, possible implications for other family members, and potential use of the information by insurance companies or others who might have access to the information. Because of the potential for discrimination by insurers, employers, or others, PAs must be particularly aware of the need for confidentiality concerning genetic test results.

### **Reproductive Decision Making**

Patients have a right to access the full range of reproductive health care services, including fertility treatments, contraception, sterilization, and abortion. Physician assistants have an ethical obligation to provide balanced and unbiased clinical information about reproductive health care.

When the PA's personal values conflict with providing full disclosure or providing certain services such as sterilization or abortion, the PA need not become involved in that aspect of the patient's care. By

referring the patient to a qualified provider who is willing to discuss and facilitate all treatment options, the PA fulfills their ethical obligation to ensure the patient's access to all legal options.

### **End of Life**

Among the ethical principles that are fundamental to providing compassionate care at the end of life, the most essential is recognizing that dying is a personal experience and part of the life cycle.

Physician Assistants must provide patients with the opportunity to plan for end-of-life care. Advance directives, living wills, durable power of attorney, and organ donation must be discussed during routine patient visits.

PAs must assure terminally ill patients that their dignity is a priority, and that relief of physical and mental suffering is paramount. PAs must exhibit non-judgmental attitudes and must assure their terminally ill patients that they will not be abandoned. To the extent possible, patient or surrogate preferences must be honored, using the most appropriate measures consistent with their choices, including alternative and non-traditional treatments. PAs must explain palliative and hospice care and facilitate patient access to those services. End of life care must include assessment and management of psychological, social, and spiritual or religious needs.

While respecting patients' wishes for particular treatments, when possible, PAs also must weigh their ethical responsibility, in consultation with supervising physicians, to withhold futile treatments and to help patients understand such medical decisions.

PAs must involve the physician in all near-death planning. The PA must only withdraw life support with the supervising physician's agreement and in accordance with the policies of the health care institution.

### **The PA and Individual Professionalism**

#### **Conflict of Interest**

Physician assistants must place service to patients before personal material gain and must avoid undue influence on their clinical judgment. Trust can be undermined by even the appearance of improper influence. Examples of excessive or undue influence on clinical judgment can take several forms. These may include financial incentives, pharmaceutical or other industry gifts, and business arrangements involving referrals. PAs must disclose any actual or potential conflict of interest to their patients.

Acceptance of gifts, trips, hospitality, or other items is discouraged. Before accepting a gift or financial arrangement, PAs might consider the guidelines of the Royal College of Physicians, "Would I be willing to have this arrangement generally known?" or of the American College of Physicians, "What would the public or my patients think of this arrangement?"

#### **Professional Identity**

Physician assistants must not misrepresent directly or indirectly, their skills, training, professional credentials, or identity. Physician assistants must uphold the dignity of the PA profession and accept its ethical values.

## **Competency**

Physician assistants must commit themselves to providing competent medical care and extend to each patient the full measure of their professional ability as dedicated, empathetic health care providers. PAs must also strive to maintain and increase the quality of their health care knowledge, cultural sensitivity, and cultural competence through individual study and continuing education.

## **Sexual Relationships**

It is unethical for physician assistants to become sexually involved with patients. It also may be unethical for PAs to become sexually involved with former patients or key third parties. Key third parties are individuals who have influence over the patient. These might include spouses or partners, parents, guardians, or surrogates.

Such relationships generally are unethical because of the PA's position of authority and the inherent imbalance of knowledge, expertise, and status. Issues such as dependence, trust, transference, and inequalities of power may lead to increased vulnerability on the part of the current or former patients or key third parties.

## **Gender Discrimination and Sexual Harassment**

It is unethical for physician assistants to engage in or condone any form of gender discrimination. Gender discrimination is defined as any behavior, action, or policy that adversely affects an individual or group of individuals due to disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment.

It is unethical for PAs to engage in or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment, or
- Accepting or rejecting such conduct affects or may be perceived to affect professional decisions concerning an individual, or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's training or professional position.

## **The PA and Other Professionals**

### **Team Practice**

Physician assistants must be committed to working collegially with other members of the health care team to assure integrated, well-managed, and effective care of patients. PAs must strive to maintain a spirit of cooperation with other health care professionals, their organizations, and the general public.

### **Illegal and Unethical Conduct**

Physician assistants must not participate in or conceal any activity that will bring discredit or dishonor to the PA profession. They must report illegal or unethical conduct by health care professionals to the appropriate authorities.

## **Impairment**

Physician assistants have an ethical responsibility to protect patients and the public by identifying and assisting impaired colleagues. “Impaired” means being unable to practice medicine with reasonable skill and safety because of physical or mental illness, loss of motor skills, or excessive use or abuse of drugs and alcohol.

PAs must be able to recognize impairment in physician supervisors, PAs, and other health care providers and must seek assistance from appropriate resources to encourage these individuals to obtain treatment.

## **PA–Physician Relationship**

Supervision must include ongoing communication between the physician and the physician assistant regarding patient care. The PA must consult the supervising physician whenever it will safeguard or advance the welfare of the patient. This includes seeking assistance in situations of conflict with a patient or another health care professional.

## **Complementary and Alternative Medicine**

When a patient asks about an alternative therapy, the PA has an ethical obligation to gain a basic understanding of the alternative therapy being considered or being used and how the treatment will affect the patient. If the treatment would harm the patient, the PA must work diligently to dissuade the patient from using it, advise other treatment, and perhaps consider transferring the patient to another provider.

## **The PA and the Health Care System**

### **Workplace Actions**

Physician assistants may face difficult personal decisions to withhold medical services when workplace actions (e.g., strikes, sick-outs, slowdowns, etc.) occur. The potential harm to patients must be carefully weighed against the potential improvements to working conditions and, ultimately, patient care that could result. In general, PAs must individually and collectively work to find alternatives to such actions in addressing workplace concerns.

### **PAs as Educators**

All physician assistants have a responsibility to share knowledge and information with patients, other health professionals, students, and the public. The ethical duty to teach includes effective communication with patients so that they will have the information necessary to participate in their health care and wellness.

### **PAs and Research**

The most important ethical principle in research is honesty. This includes assuring subjects’ informed consent, following treatment protocols, and accurately reporting findings. Fraud and dishonesty in research must be reported so that the appropriate authorities can take action.

Physician assistants involved in research must be aware of potential conflicts of interest. The patient's welfare takes precedence over the desired research outcome. Any conflict of interest must be disclosed. In scientific writing, PAs must report information honestly and accurately. Sources of funding for the research must be included in the published reports.

Plagiarism is unethical. Incorporating the words of others, either verbatim or by paraphrasing, without appropriate attribution is unethical and may have legal consequences. When submitting a document for publication, any previous publication of any portion of the document must be fully disclosed.

### **PAs as Expert Witnesses**

The physician assistant expert witness must testify to what he or she believes to be the truth. The PA's review of medical facts must be thorough, fair, and impartial.

The PA expert witness must be fairly compensated for time spent preparing, appearing, and testifying. The PA must not accept a contingency fee based on the outcome of a case in which testimony is given or derive personal, financial, or professional favor in addition to compensation.

### **The PA and Society**

#### **Lawfulness**

Physician assistants have the dual duty to respect the law and to work for positive change to laws that will enhance the health and well-being of the community.

#### **Executions**

Physician assistants, as health care professionals, must not participate in executions because to do so would violate the ethical principle of beneficence.

#### **Access to Care / Resource Allocation**

Physician assistants have a responsibility to use health care resources in an appropriate and efficient manner so that all patients have access to needed health care. Resource allocation must be based on societal needs and policies, not the circumstances of an individual patient-PA encounter. PAs participating in policy decisions about resource allocation must consider medical need, cost-effectiveness, efficacy, and equitable distribution of benefits and burdens in society.

#### **Community Well Being**

Physician assistants must work for the health, well-being, and the best interest of both the patient and the community. Sometimes there is a dynamic moral tension between the well-being of the community in general and the individual patient. Conflict between an individual patient's best interest and the common good is not always easily resolved. In general, PAs must be committed to upholding and enhancing community values, be aware of the needs of the community, and use the knowledge and experience acquired as professionals to contribute to an improved community.

**Conclusion**

The American Academy of Physician Assistants recognizes its responsibility to aid the PA profession as it strives to provide high quality, accessible health care. Physician assistants wrote these guidelines for themselves and other physician assistants. The ultimate goal is to honor patients and earn their trust while providing the best and most appropriate care possible. At the same time, PAs must understand their personal values and beliefs and recognize the ways in which those values and beliefs can impact the care they provide.

## VII. APPENDIX D – CDC vaccine mandates

### Recommended Vaccines for Healthcare Workers

Vaccines	Recommendations in brief
<a href="#"><u>Hepatitis B</u></a>	<p>If you don't have documented evidence of a complete hepB vaccine series, or if you don't have a blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should</p> <ul style="list-style-type: none"> <li>• Get a 3-dose series of Recombivax HB or Engerix-B (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2) or a 2-dose series of Heplisav-B, with the doses separated by at least 4 weeks.</li> <li>• Get an anti-HBs serologic test 1-2 months after the final dose.</li> </ul> <p>See <a href="#"><u>Prevention of Hepatitis B Virus Infection</u></a> in the United States: Recommendations of the ACIP.</p>
<a href="#"><u>Flu (Influenza)</u></a>	Get 1 dose of influenza vaccine annually.
<a href="#"><u>MMR (Measles, Mumps, &amp; Rubella)</u></a>	<p>If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have a blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).</p> <p>If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have a blood test that shows you are immune to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. For HCWs born before 1957, see the <a href="#"><u>MMR ACIP vaccine recommendations</u></a>.</p>
<a href="#"><u>Varicella (Chickenpox)</u></a>	If you have not had chickenpox (varicella), if you haven't had varicella vaccine, or if you don't have a blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of varicella vaccine, 4 weeks apart.
<a href="#"><u>Tdap (Tetanus, Diphtheria, Pertussis)</u></a>	<p>Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received).</p> <p>Get either a Td or Tdap booster shot every 10 years thereafter.</p> <p>Pregnant HCWs need to get a dose of Tdap during each pregnancy.</p>
<a href="#"><u>Meningococcal</u></a>	Microbiologists who are routinely exposed to <i>Neisseria meningitidis</i> should get meningococcal conjugate vaccine and serogroup B meningococcal vaccine.

Please refer to this link for additional details: <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>



## VIII. APPENDIX E – Professionalism Form

### Physician Assistant Student Professionalism Violation Form

Student Name:

Date:

Term:

Cohort: Class of 20XX

Faculty Completing Form:

Advisor:

The Franklin College Master of Science in Physician Assistant Studies Program values and stresses the importance of professionalism. Professionalism is a program competency that, when obtained, will prepare the student for entry-level clinical practice as a PA. The graduate outcome states:

Upon completion of the Franklin College MSPAS Program, graduates will be able to:

- 11. Conduct themselves in a professional manner with the highest ethical and legal standards expected of a health care professional and consistent with the roles and responsibilities of a physician assistant.
- 13. Develop skills necessary to employ life-long learning through practice improvement, evidence-based medicine, and professional development.

Furthermore, as outlined in the Student Handbook, Standards of Professional Conduct for Physician Assistant Students include:

- Behavior and Professional Image
- Attendance, Promptness, Preparedness, and Initiative
- Respect and Civility
- Integrity
- Accountability and Commitment
- Flexibility and Resilience
- Confidentiality
- Health and Safety
- Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures
- Standard of Care / Due Regard for Student Function

While this list is not all-inclusive, this form signifies that the aforementioned student has violated the Standards of Professional Conduct for Physician Assistant Students in the following way(s):

- **Behavior and Professional Image**
  - Student failed to behave in a mature manner.
  - Student failed to project a professional image in dress, grooming, or speech.
  - Student failed to demonstrate humanistic qualities of compassion, empathy, trust, integrity, and openness.
  - Student failed to demonstrate professional relationships with faculty, preceptors, patients, or employees of the program or clinical site.
  -
- Other: \_\_\_\_\_
- **Attendance, Promptness, Preparedness, and Initiative**
  - Student failed to complete required tasks on time.
  - Student consistently arrives late to class.

- Student failed to follow protocol regarding absence from class or clinical rotations.
- 

Other: \_\_\_\_\_

- **Respect and Civility**

- Student failed to treat an individual with respect, thoughtfulness, politeness, and civility.
- Student failed to be sensitive and tolerant of diversity.
- Student demonstrated rude, sarcastic, obscene, disruptive, or disrespectful behavior.
- Student sent an unprofessional email with rude, sarcastic, passive aggressive, or disrespectful remarks.
- Student made verbal or physical threats to another person.
- Student became argumentative or uncivil.
- Student was abusive or arrogant during times of stress.
- 

Other: \_\_\_\_\_

- **Integrity**

- Student engaged in conduct that put patients or their privacy at risk, such as misrepresented a medical record or engaged in a conflict of interest.
- Student engaged in cheating, plagiarism, and/or unauthorized collaboration.
- Student misrepresented or falsified information.
- Student used social media inappropriately.
- 

Other: \_\_\_\_\_

- **Accountability and Commitment**

- Student failed to take responsibility, acknowledge academic shortcomings, or admit to mistakes.
- Student reacted defensively to constructive criticism.
- Student demonstrated unwillingness to expand knowledge and competence.
- Student resisted changes based on feedback.
- 

Other: \_\_\_\_\_

- **Flexibility and Resilience**

- Student failed to demonstrate flexibility and/or resilience
- 

Other: \_\_\_\_\_

- **Confidentiality**

- Student failed to respect the confidentiality of a patient or fellow student.
- 

Other: \_\_\_\_\_

- **Health and Safety**

- Student engaged in an activity that threatened the health, safety, well-being, or property of an individual.
- Student was intoxicated with drugs or alcohol during a program-related function.
- Student engaged in illegal drug use.
- Student participated in illegal activities while enrolled in the program.

Student demonstrated inappropriate sexual conduct.

Other: \_\_\_\_\_

• **Adherence to the PA Program Reporting Requirements and Clinical Site Policies and Procedures**

Student failed to meet all procedural requirements of the PA program such as assignments, clinical schedules, patient logs, and evaluations.

Student failed to follow policies, regulations, and procedures set forth by a clinical rotation site.

Other: \_\_\_\_\_

• **Standard of Care / Due Regard for Student Function**

Student failed to identify self as a Physician Assistant student.

Student used a previously earned title for identification purposes.

Student failed to work under the supervision of a clinical preceptor.

Other: \_\_\_\_\_

Comments:

**Professionalism Warning**

**Professionalism Violation\***

\*A professionalism violation places a student on professionalism probation and becomes part of the student's permanent file. Students on probation risk permanent dismissal from the college if they are unable to attain good standing by the end of the following semester or successfully remediate the professionalism violation. Probation is awarded by the Vice President of Academic Affairs at the recommendation of the Program Director. Violations and warnings are given based on the severity of the infraction which is determined by the program faculty. A professionalism violation can be given at any time and a prior warning is not required.

**Signatures**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Faculty Completing Form

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Program Director

## STUDENT ATTESTATION PAGE - Class of 2026

I attest that I have received, read, fully understand, and agree to comply with all policies and procedures set forth in the Franklin College Physician Assistant Student Handbook. In particular, I agree to meet the matriculation requirements including passing a background check and providing documentation of immunization and current BLS certification. I am able to meet the technical standards listed in section I.E. with or without reasonable accommodations.

**Additionally, I authorize Franklin College PA Program faculty and staff, as well as clinical rotation personnel, to have access to my tuberculosis and immunization status.**

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Student Signature

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Date

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Student Name (Print)

**This form and Appendix A are due back to the Physician Assistant Program by 5 PM on January 3, 2024.**