



CARROLL UNIVERSITY
Physician Assistant
Program

Carroll University
Physician Assistant Program
Student Handbook
AY 2024-25

Link to University graduate academic catalog:

<https://catalog.carrollu.edu/index.php>

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Welcome to Carroll University's Master of Science in Physician Assistant Studies Program!

Congratulations on beginning your PA educational process! You have chosen a challenging but rewarding career, and we're excited to help guide you through our exceptional program in order to achieve your goal of becoming a physician assistant.

This handbook has been assembled to provide you with a summary of the approved program policies and procedures through which and by which the program operates. This handbook should be used in conjunction with the corresponding year of the Carroll University PA Program Student Clinical Rotation Manual, Carroll University Student Handbooks, Carroll University Graduate Catalog, and the College of Health Sciences Safety Manual, all of which can be found on the Carroll portal. Because program policies and procedures are subject to change over the course of time, this handbook is updated annually as appropriate. The policies and procedures within these handbooks and manuals apply to all students regardless of location.

The road to become a PA can be an arduous and demanding one at times. Let me assure you that the entire PA program faculty and staff are here to provide guidance, support, clarification and assistance as needed over the next two years. Our goal is for each of you to become an outstanding clinician and we're thrilled to begin this journey with you!

Kindest regards,

James Brandes, M.D.
Clinical Professor and Program Director
Carroll Physician Assistant Program

CARROLL UNIVERSITY CONTACT INFORMATION

PA Program Faculty

James Brandes	Program Director	CGS 103	262-524-7398	jbrandes@carrollu.edu
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Kerri Murphy	Didactic Coordinator	CGS 116B	262-524-7402	kmurphy@carrollu.edu
Monika Baldrige	Professor	CGS 102	262-524-7627	mbaldrid@carrollu.edu
Kelly Miller	Faculty	CGS 114B	262-524-7404	kemiller@carrollu.edu
Melanie Fitzgerald	Administrative Assistant	CGS 100B	262-524-7403	mfitzger@carrollu.edu
Robert Schellinger	Medical Director	-----	262-370-0351	rschelli@carrollu.edu

PA Program Mailing Address:

100 N. East Ave.
Waukesha, WI 53186

Center for Graduate Studies – Classes Held, Faculty Offices

2140 Davidson Rd.
Waukesha, WI 53186

Emergency Numbers

Ambulance/Paramedics911
Fire911
Police.....911
Public Safety262-524-7300

When calling any of these emergency numbers:

1. Give your name.
2. Give exact location — name of building, location of building, room number, etc.
3. Briefly describe the problem.
4. Stay on the line to answer questions.
5. Have someone meet those responding.

For non-emergency calls: Dial the number listed for the appropriate agency below.

Fire Department524.3651
Paramedics524.3651
Police Department.....524.3831

Carroll Assistance

Public Safety262-524-7300
Safety Escorts262-524-7300
Counseling Center262-524-7621
Chaplain's Office262-524-7336

Community Assistance

Addiction Resource Council262-524-7921
Providing alcohol and other drug prevention education, intervention, assessment, and referral services.

Office: W228 N683 Westmound Dr.

Web: www.arcouncil.net

Substance Abuse Referral 24-hour helpline262.524.7920

AIDS Info 24-Hour Hotline414-273-2437

Wisconsin Department of Health Services

Web: <http://dhs.wisconsin.gov/data/hotline.asp>

Mental Health Association in Waukesha County, Inc.262-547-0769

Mental health advocacy, educational programs and information

Office: S22-W22660 Broadway, Ste. 5s

211/First Call for Help262-547-3388

24-hour crisis line: suicide prevention, telephone counseling and information about personal, family, health, and emergency services.

Planned Parenthood of Wisconsin, Waukesha Clinic.....262-544-0708

Information, counseling, contraceptives for men and women, walk-in pregnancy test: examinations by appointment only.

Office: 426 W. Main Street

Waukesha, WI 53188

Web: www.plannedparenthood.org

Waukesha County Health Department S.T.D. Clinic262-896-8450

Waukesha Memorial – by appointment only

Office: 514 Riverview Ave.

Waukesha, WI 53186

Web: www.waukeshacounty.gov

Women’s Center, Inc.....262-547-4600

Women’s 24-hour crisis line: counseling, resource center, sexual assault center, domestic abuse counseling.

Office: 505 N. East Avenue

Waukesha, WI 53188

Web: www.twcwaukesha.org

Crisis Line262-542-3828

Campus Contacts

All Area Codes (262)

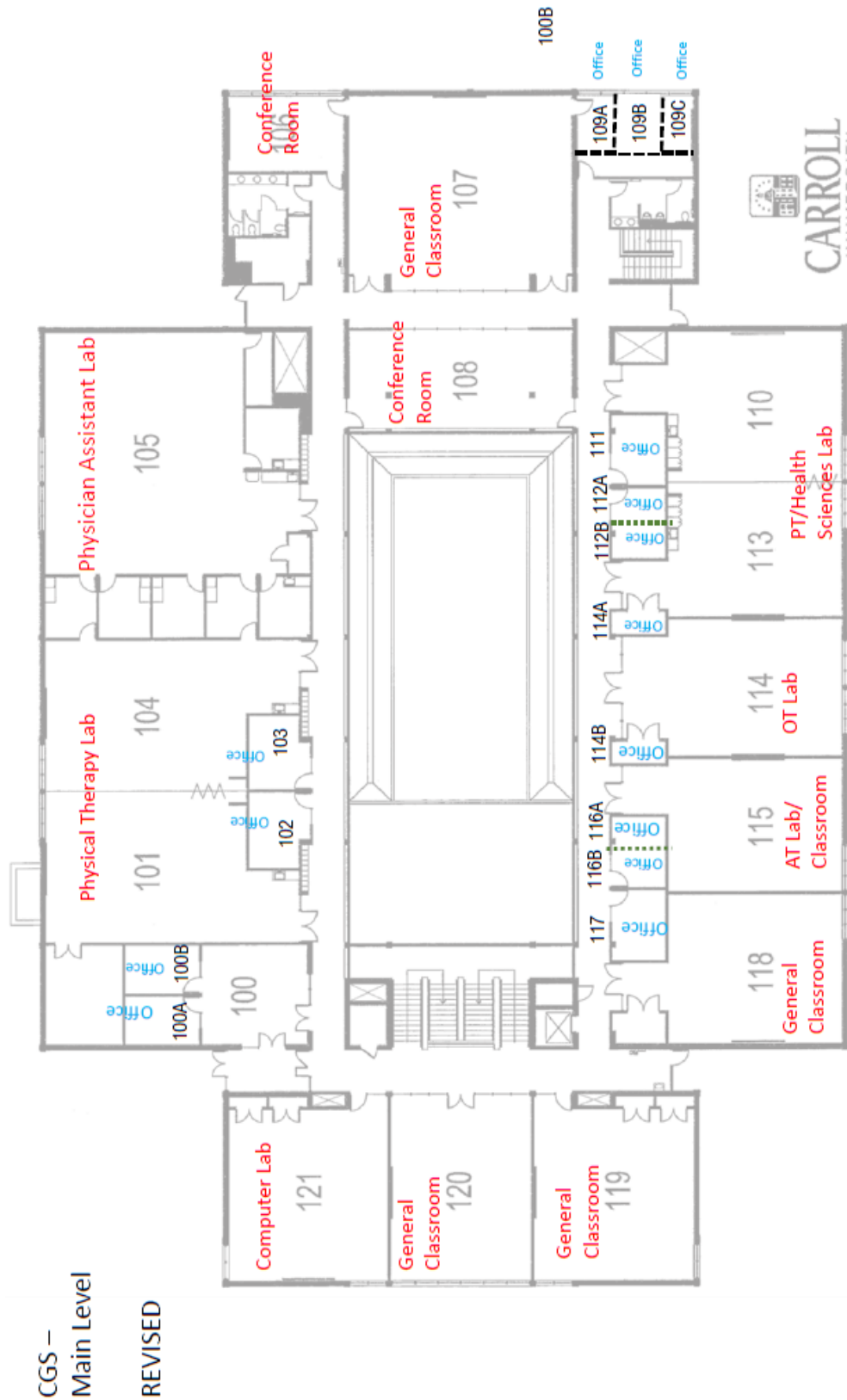
(When using campus phone dial last four digits only)

Absence: Extended	Registrar's Office, Voorhees 109	262-524-7208
Absence: One day or class		Individual Instructor
Academic Grievances	Registrar's Office, Voorhees 109	262-524-7208
Address Changes	Registrar's Office, Voorhees 109	262-524-7208
Alumni Engagement	Voorhees 302	262-524-7369
Bookstore	Carroll Virtual Bookstore	262-524-7344
Business Office	Voorhees, Lower Level	262-524-7337
Campus Center		262-524-7373
Campus Parking	Public Safety	262-524-7300
Campus Recreation	RecSports	262-951-3257
Campus Telephone Service	Office of Information Technology	262-524-7229
Canvas Support		844-358-6885
Career Services	Learning Commons, Library 012	262-524-7624
Carroll Cash & Dining Dollars	Pioneer Card Office, Campus Center	262-524-7373
Carroll eSports Center	Campus Center, Lower Level	262-951-3251
Carroll Student Veteran Organization	Voyager House	
Carroll's Cupboards – CGS	Center for Graduate Studies. LL10	262-650-4805
Carroll's Cupboards – DEI Lounge	Kilgour Hall	262-650-4805
Carroll's Cupboards – Info Commons	Todd Wehr Memorial Library	262-650-4805
Carroll's Cupboards – SIC	Campus Center, Lower Level	262-650-4805
Catalogs (Undergraduate & Graduate)	Registrar's Office, Voorhees 109	262-524-7208
Center for Academic Advising	Todd Wehr Memorial Library, First Floor	262-524-7410
Center for Graduate Studies		262-951-3253
Chaplain	Richard Smart House	262-524-7336
Chartwells Dining Services	Campus Center	262-650-4860
Check Cashing (personal)	Business Office, Voorhees, Lower Level	262-524-7337
Classes (registration, etc)	Registrar's Office, Voorhees 109	262-524-7208
Counseling Services	Walter Young Counseling Services	262-524-7335
Crave	Frontier Hall	262-524-7341
Dean of Students	Academic Affairs, Voorhees, Second Floor	262-524-7364
Dining Services	Campus Center	262-524-7341
Duplication Services	Sentry Drive	262-524-7232

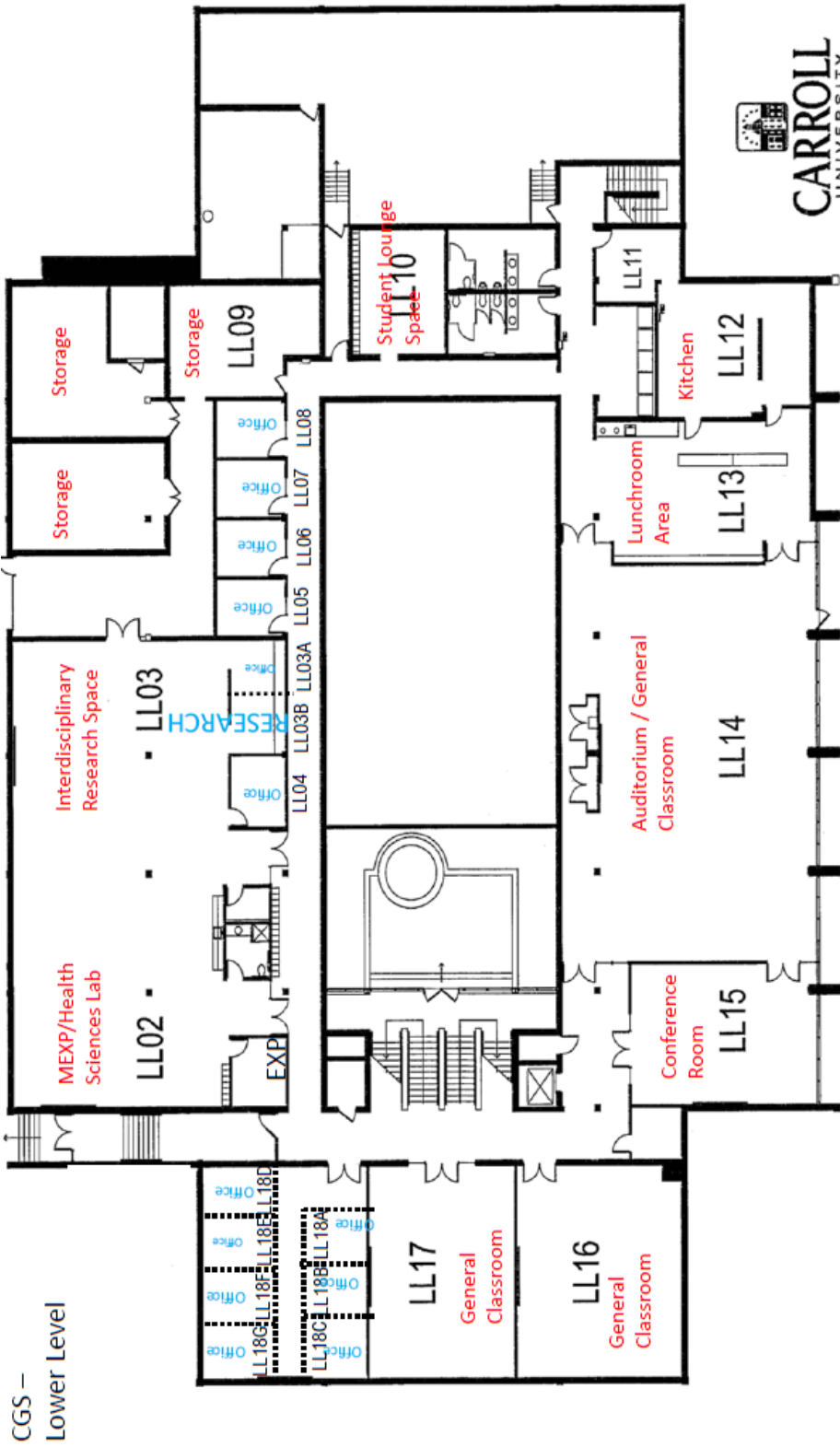
Facilities	Sentry Drive	262-524-7340
Financial Aid	Voorhees, Main Level	262-524-7296
Gert's Grab 'n Go	Campus Center, Main Level	262-524-7341
Global Education	Office of Global Education	262-650-4948
Grades	Registrar's Office, Voorhees 109	262-524-7208
Graduation Requirements	Registrar's Office, Voorhees 109	262-524-7208
HCOP	Office of Intercultural & Diversity Engagement	262-951-3395
Help Desk (IT support)	Office of Information Technology	262-524-7229
Information Desk	Campus Center, Main Level	262-524-7373
Intercultural & Diversity	Office of Intercultural & Diversity Engagement	262-524-7682
Intramural Sports	RecSports	262-951-3257
Judicial Procedures	Academic Affairs	262-524-7364
Learning Commons	Tod Wehr Memorial Library	262-524-7175
Library Services	Tod Wehr Memorial Library	262-524-7175
Loans, Scholarships, & Grants	Voorhees, Main Level	262-524-7296
Lost and Found	Information Desk, Campus Center	262-524-7373
Mail Services	Sentry Drive	262-524-7231
Main Dining Room	Campus Center, Main Level	262-524-7341
Mindfulness & Meditation	Walter Young Center	262-524-7335
Name Change Request	Office of Information Technology	262-524-7229
Notary	Business Office	262-524-7360
Office of Information Technology	Shirley Hilger Hall	262-524-7229
Office of Spiritual Life	Richard Smart House	262-524-7336
Office of Student Success	Todd Wehr Memorial Library	262-524-7360
Parking Permits	Public Safety	262-524-7300
Parking Violation Payments	Business Office	262-524-7337
Payroll (Student)	Business Office	262-524-7337
Pioneer Card	Campus Center	262-524-7373
Pioneer Fitness Center	Pioneer Hall	262-650-4831
Pioneer Indoor Terrace	Campus Center, Lower Level	262-524-7341
PioPrint	Office of Information Technology	262-524-7229
RecSports Fitness Center	Prairie Hall	262-951-3314
Registrar's Office	Voorhees 109	262-524-7208
Residence Life and Housing	Center for Student Life and Wellness	262-524-7101
Security Concerns	Public Safety	262-524-7300
Shuttle Services	Public Safety	262-524-7300
Stone Creek	Todd Wehr Memorial Library	262-524-7341

Student Accessibility Services	The Center for Student Life and Wellness	262-524-7616
Student Health Insurance	Student Health Services	262-524-7233
Student Health Services	Center for Student Life and Wellness	262-524-7233
Student Involvement Center	Campus Center, Lower Level	262-650-4805
Student Withdrawal from Course		Program Director
Student Withdrawal from University	Business Office	262-524-7360
Title IX Student Coordinator	Office of Student Life	262-524-7350
Transcripts	Registrar's Office, Voorhees 109	262-524-7208
Tuition, Billing, & Payments	Business Office	262-524-7337
Vending Services	Davians Food Service	262-781-8507

CGS BUILDING LAYOUT AND CAMPUS MAP



CGS –
Main Level
REVISED



CARROLL UNIVERSITY – MAIN CAMPUS MAP



Campus Map

2022-23

- | | | | | | |
|---|---|---|--|--|---|
| 1. Pioneer Hall | 10. Carroll Street Apartments | 22. Van Male Natatorium | 35. Center for Student Life and Wellness | 48. Student Health Services | 61. South Bergstrom Hall |
| 2. Prairie Hall | 11. Education Hall | 23. Physical Therapy Building | 36. College of Health Sciences | 49. Discovery House | 62. Haerfel Field |
| 3. Frontier Hall | 12. Jean Kligour-Traiblazer Tennis Center | 24. Van Male Field House | 37. Hartwell Avenue Apartments | 50. Voyager House | 63. Idea Lab |
| 4. 310 Williams Street | 13. Quad/Graphics Team Center | 25. Todd Wehr Memorial Library | 38. Business Hall | 51. Wright House | 64. Center for Graduate Studies |
| 5. College Avenue Apartments | 14. Schneider Stadium | 26. Main Hall | 39. Swarthout Hall | 52. Walter Young Center | 65. Community Health Services Building |
| 6. Richard Smart House | 15. Crofts Morava Pavilion | 27. Rankin Hall | 40. Steele Hall | 53. Campus Center | 66. Sentry Building |
| 7. Jean Kligour Field | 16. Community Garden | 28. Voorhees Hall | 41. A. Paul Jones Scholars Hall | 54. Shirley Hilger Hall | 67. Paul Fleckenstein Research Laboratory |
| 8. Dennis Panches Track and Field Complex | 17. Mathematics | 29. Medallion Plaza | 42. Betty Lou Traabsky House | 55. Kligour Hall | 68. Frame Park |
| 9. Grounds Building | 18. Bike Shop | 30. Main Lawn | 43. Enterprise House | 56. MacAllister Hall | |
| | 19. Michael and Mary Jaharis Science Laboratories | 31. Statuck Music Center | 44. Public Safety | 57. College of Health Sciences Faculty House - Nursing | |
| | 20. Doug and Nancy Hasbald Hall | 32. Van Male Plaza | 45. Human Resources | 58. President's House | |
| | 21. Gartfield Gymnasium | 33. Otteson Theatre | 46. Explorer House | 59. Sneeden House | |
| | | 34. Humphrey Memorial Chapel and Art Center | 47. Charles Street Hall | 60. North Bergstrom Hall | |

Explore online at
carrollu.edu/map

MISSION OF THE CARROLL UNIVERSITY PHYSICIAN ASSISTANT PROGRAM

The *Mission of Carroll University:*

Carroll University provides a superior education, rooted in its Presbyterian and liberal arts heritage, and draws upon its Christian tradition to prepare all students for vocational success, lifelong learning and service in a diverse and global society.”

The ***Mission of the Master of Science in Physician Assistant Studies Program*** is to educate physician assistants to provide comprehensive quality health care to all, respectful of patient/client values, committed to ethical principles and grounded in evidence-based practice and clinical reasoning. Graduates will contribute to the profession and their communities and be prepared to practice medicine in a variety of primary care settings in collaboration with Physicians and other Healthcare Professionals. Graduates will also be prepared to provide service to medically underserved communities and diverse patient populations.

Master of Science in Physician Assistant Studies Program

Students who are accepted into the Physician Assistant Program have previously obtained a bachelor’s degree in a variety of subject areas. Throughout our program the prior experiences of the students are enhanced by integrating the health sciences and clinical skills necessary for the student to successfully enter into employment in a variety of practice settings upon graduation.

The Carroll University Master of Science in Physician Assistant Studies Program has Continuing Accreditation from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) Program and approval from HLC/NCA to award the Master of Science in Physician Assistant Studies.

The Physician Assistant Program is a cohort model, 24 months in length, requiring 118 credit hours to complete. The first year of curriculum, consists of 66 credit hours of didactic courses and integrated service learning opportunities designed to lead the student to deliver health care in a culturally competent manner. The second year is 12 months of clinical rotations, totaling 52 credits, plus the completion of the Capstone Project, Observed Structured Clinical Exam (OSCE) and Summative Exam.

Master of Science in Physician Assistant Studies Program Goals

To achieve its mission, the Master of Science in Physician Assistant Studies Program has three goals:

To develop highly-skilled primary care physician assistants who are prepared using an interdisciplinary approach and who:

- 1) demonstrate the medical knowledge to provide optimal patient care
- 2) regularly assess, evaluate and improve their patient care practices
- 3) demonstrate interpersonal and communication skills that result in effective information exchange with culturally diverse patients and families, professional associates, and a diverse health care system

Master of Science in Physician Assistant Studies Program Competencies

Published by the National Commission on Certification of Physician Assistants (NCCPA), in conjunction with the American Academy of Physician Assistants (AAPA), the Physician Assistant Education Association (PAEA), and the Accreditation Review Commission for the Education of Physician Assistants (ARC-PA). 2012.

The original document has been modified to communicate expected entry-level PA graduate competencies.

The PA profession defines the specific knowledge, skills, and attitudes that are required by the profession and provides educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies. The competencies below reflect the expected competencies as they pertain to graduates of the Master of Physician Assistant Program as they enter the profession.

1. MEDICAL KNOWLEDGE

General Definition: Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations.

Physician assistant graduates are expected to:

- a. describe etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions;
- b. identify signs and symptoms of medical conditions;
- c. select and interpret appropriate diagnostic or lab studies;
- d. manage general medical and surgical conditions to include: understanding the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities;
- e. identify the appropriate site of care for common presenting conditions, including identifying emergent cases and those requiring referral or admission;
- f. identify appropriate interventions for prevention of conditions;
- g. identify the appropriate methods to detect conditions in an asymptomatic individual;
- h. differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data;
- i. appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis; and
- j. provide appropriate care to patients with chronic conditions.

2. INTERPERSONAL & COMMUNICATION SKILLS

General Definition: Interpersonal and communication skills encompass verbal, nonverbal and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system.

Physician assistant graduates are expected to:

- a. create and sustain a therapeutic and ethically sound relationship with patients
- b. demonstrate the use of effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information

- c. appropriately adapt communication style and messages to the context of the individual patient interaction
- d. work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
- e. demonstrate an understanding of human behavior
- f. demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- g. accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes

3. PATIENT CARE

General Definition: Patient care includes age-appropriate assessment, evaluation and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness.

Physician assistant graduates are expected to:

- a. work effectively with physicians and other health care professionals to provide patient-centered care
- b. demonstrate caring and respectful behaviors when interacting with patients and their families
- c. gather essential and accurate information about their patients
- d. demonstrate the ability to make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment
- e. develop and carry out appropriate patient management plans
- f. demonstrate the ability to counsel and educate patients and their families
- g. competently perform medical and surgical procedures considered essential in the area of PA practice
- h. demonstrate the ability to provide health care services and education aimed at preventing health problems or maintaining health

4. PROFESSIONALISM

General Definition: Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements.

Physician assistant graduates are expected to demonstrate:

- a. an understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- b. professional relationships with physician supervisors and other health care providers
- c. respect, compassion, and integrity
- d. responsiveness to the needs of patients and society
- e. accountability to patients, society, and the profession
- f. a commitment to excellence and on-going professional development
- g. a commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- h. sensitivity and responsiveness to patients' culture, age, gender, and disabilities; and
- i. self-reflection, critical curiosity and initiative

5. PRACTICE-BASED LEARNING AND IMPROVEMENT

General Definition: Practice-based learning and improvement includes the processes through which clinicians engage in critical analysis of their own practice experience, medical literature and other information resources for the purpose of self-improvement. Physician assistants must be able to assess, evaluate and improve their patient care practices.

Physician assistant graduates are expected to:

- a. demonstrate the ability to analyze the practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- b. demonstrate the ability to locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- c. obtain and apply information about their own population of patients and the larger population from which their patients are drawn
- d. apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- e. apply information technology to manage information, access on-line medical information, and support their own education
- f. facilitate the learning of other students and/or other health care professionals and
- g. demonstrate the ability to recognize and appropriately address gender, cultural, cognitive differences
- h. recognize emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others

6. SYSTEMS-BASED PRACTICE

General Definition: Systems-based practice encompasses the societal, organizational and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part.

Physician assistant graduates are expected to demonstrate the ability to:

- a. use information technology to support patient care decisions and patient education
- b. effectively interact with different types of medical practice and delivery systems
- c. understand the funding sources and payment systems that provide coverage for patient care
- d. practice cost-effective health care and resource allocation that does not compromise quality of care
- e. advocate for quality patient care and assist patients in dealing with system complexities
- f. partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes
- g. accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
- h. apply medical information and clinical data systems to provide more effective, efficient patient care
- i. use the systems responsible for the appropriate payment of services
- j. understand the importance of PA representatives and leadership within the current medical systems

Introduction to the Curriculum

The Physician Assistant program is divided into two years of training as discussed above. During the first didactic year, students take professional courses in Physician Assistant Studies at the 500 level. All of the 500 level Physician Assistant Studies courses are required courses for graduation from the

program. During the second year, students take clinical coursework in 600 level courses in Physician Assistant Studies. Students are awarded a Master of Science in Physician Assistant Studies upon successful completion of both years one and two of the program.

Statement of the Curricular Philosophy

The mission of Carroll University is to provide a superior educational opportunity to students, which is grounded in the liberal arts tradition and focused on career preparation and lifelong learning. The aim of the Physician Assistant Program at Carroll University is to produce clinicians, trained for general practice in a dynamic health care environment, who provide best care, respectful of patient values and culture, grounded in evidence-based practice and clinical reasoning and who contribute to the profession and their community. To this end, the Physician Assistant Program considers the current and anticipated needs of society, the profession, Carroll University, faculty, and students in the program.

Graduates are prepared to examine, evaluate, diagnose, make prognoses, and provide interventions to prevent the onset, symptoms, and progression of disease, functional limitations, and disabilities that may result from diseases, disorders, or injuries. Understanding professional practice expectations and patient management expectations as well as practice management allow graduates to impact health care delivery systems in their communities.

Graduates of the Physician Assistant Program are reflective, adaptable, accountable, and competent to render independent judgments within a framework of collaborative health care. Graduates are prepared to practice in a caring, compassionate way with moral sensitivity, social responsibility, and awareness of individual differences. Pre-professional education is grounded in the liberal arts and the natural, behavioral, and social sciences. Professional preparation is in the basic sciences, behavioral sciences, applied sciences, and the health sciences. Graduates are prepared to examine, evaluate, diagnose, make prognoses, and provide interventions to prevent the onset, symptoms, and progression of disease, functional limitations, and disabilities that may result from diseases, disorders, or injuries. Understanding professional practice expectations and patient management expectations as well as practice management expectations allow graduates to impact health care delivery systems in their communities.

Graduates have a life-long commitment to self-directed learning and critical inquiry recognizing that completion of their professional education is the first phase on a continuum of phases to mastery in medicine. Graduates contribute to the profession and society by sharing knowledge with and caring for underserved populations.

The curriculum is developed around two years of education, incorporating both traditional and problem-based learning concepts and culminating with true problem-based learning experiences in authentic clinical experiences. The first year is composed of didactic coursework with the presentation of material that develops content from general to specific, and from basic to applied concepts in medical practice, professional practice, patient management, and practice management. There is collaborative teaching within and across the courses with planned redundancy of subject matter. Constant reinforcement of content with clinical experiences occurs through observations of and exposure to patients in academic courses, exposure to patients in the practicum experiences in the first year, and integrated clinical education throughout the second year. Best care, from basic to entry-level that is respectful of patient values and grounded in evidence-based practice and clinical reasoning, is developed through an integrated series of clinical decision-making courses. Texts, articles, videos, lectures, discussions, seminars, laboratories, and technology-based instruction are used to present subject matter. To promote peer learning and peer mentoring, multiple methods are utilized including student faculty rounds, group projects, and clinical cases. To ensure that the entry-level Physician Assistant Program is reflective of optimal practice, faculty performance and ongoing

self, student, peer, program, and professional assessment occurs regularly.

To meet our educational mission the Physician Assistant Program utilizes a variety of individuals including, but not limited to academic and clinical physicians and physician assistants; other professionals; basic, behavioral, and social scientists; patients and care givers; and the community. Academic and clinical faculty facilitate learning, serve as resources and share their content expertise in their area of specialization, allowing intra-disciplinary and inter-disciplinary instruction. They are also responsible for the design, implementation, and evaluation of the professional curriculum. The academic faculty members participate in other Carroll University undergraduate departments in the design, implementation, and evaluation of the pre-professional curriculum.

Overarching physician assistant values are integrated throughout the program curriculum including:

- Ethical inquiry and practice as outlined in the Physician Assistant Code of Ethics and which are applied in the academic and professional arenas.
- Continuous integration of theory and practice across the curriculum.
- Self-management of the learning process by the students, whereby the students become capable of and responsible for actively educating themselves.
- Self-reinforcement whereby the students learn and progress not because of external rewards, but because they value their growing competence.
- Faculty and students share a unified vision regarding the curriculum and the profession.

Credential Awarded

Upon successful completion of the PA program, students will be awarded a Master of Science in Physician Assistant Studies (MSPAS) from Carroll University. The graduate is then eligible to sit for the Physician Assistant National Certifying Examination (PANCE). This examination is administered through the National Commission on Certification of Physician Assistants (NCCPA).

ACADEMIC CALENDAR 2023-2025

This calendar is subject to change without notice.

YEAR 1

Summer Term 2023	
Class of 2025 Orientation Day	May 19, 2023
Summer Term Classes Begin	May 22, 2023
Memorial Day (University Closed, No Classes)	May 29, 2023
Juneteenth Day (University Closed, No Classes)	June 19, 2023
Independence Day (University Closed, No Classes)	July 4, 2023
Independence Day Holiday Break (No Classes)	July 3 – 7, 2023
Last Day of Summer Term Classes	August 11, 2023
Summer Term Final Exams	August 14 – 18, 2023
Summer Break (No Classes)	August 19 – September 6, 2023
Fall Term 2023	
Fall Term Classes Begin	September 7, 2023
Fall Break (No Classes)	October 23 – 24, 2023
Thanksgiving Day (University Closed, No Classes)	November 23, 2023
Thanksgiving Break (No Classes)	November 23 – 24, 2023
Last Day of Fall Semester Classes	December 13, 2023
Reading Day (No Classes)	December 14, 2023
Finals Week	December 15 – 20, 2023
Winter Break (No Classes)	December 21, 2023 – January 1, 2024
Winter Term 2024	
Winter Term Classes Begin	January 2, 2024
Martin Luther King Day (University Closed, No Classes)	January 15, 2024
Last Day of Winter Term Classes	January 17, 2024
Spring Term 2024	
Spring Term Classes Begin	January 18, 2024
Spring Break (No Classes)	March 11 – March 15, 2024
Good Friday (University Closed, No Classes)	March 29, 2024
Last Day of Spring Semester Classes	May 1, 2024
Reading Day (No Classes)	May 2, 2024
Finals Week	May 3 – May 8, 2024
May Term 2024	
May Term Classes Begin	May 9, 2024
Memorial Day (University Closed, No Classes)	May 27, 2024
Last Day of May Term Classes	May 30, 2024

YEAR 2

Clinical Rotations	
Students must report to clinic as scheduled by their preceptor. The clinical year does not follow the Carroll University academic year, breaks and/or holidays.	
First Clinical Rotation Begins	June 3, 2024
Last Clinical Rotation Ends	May 2, 2025
Commencement	May 9, 2025

PROGRAM REQUIREMENTS

Statement of Professional Behavior and Academic Integrity

Beyond teaching the “science” of medicine, the Carroll University Physician Assistant Program is concerned with the development within its students of ideal professional values, attitudes, skills and behaviors during the passage from student to practicing PA. This development involves a number of processes, beginning with the first day of training and ending—at least formally—at the completion of the program. The professional attributes that are expected:

1. **Professional Responsibility.** He or she always helps to create a positive learning environment, is punctual, attends all activities at which he or she is expected, and is reliable in completing tasks related to the care of patients. Sound medical practice and good medical care of patients is the student’s and PA’s highest priority. The student is internally motivated at all times and in all settings to place the patient’s concerns before his or her own.
2. **Competence and Self-Improvement.** It is the expectation that students will be committed to learning and mastery of medical knowledge, skills, attitudes and beliefs. The motivation for this learning is always the optimal future care of patients. The student knows the limits of his or her abilities, and always tries to improve.
3. **Respect for Others and Professional Relationships.** There is respect for the patient’s dignity, privacy, cultural values and confidentiality. Students demonstrate sensitivity, respect, compassion, emotional support and empathy at all times—to patients, as well as their families, other health care team members and their peers.
4. **Honesty.** Students are committed to honesty at all times, including their interactions with patients, their families, other professional colleagues, and peers. This commitment extends from the classroom or laboratory in the pre-clinical curriculum to the office, examination room or operating room in his or her clinical courses. Absolute honesty in exams, written projects as well as notes entered into patients’ records and in oral presentation of findings is expected; medical findings are true, complete and verifiable. This attribute includes the responsibility for reporting dishonesty of others.
5. **Social Responsibility.** We must always conduct ourselves in a manner worthy of the patient’s and our supervising physician’s trust. Students demonstrate concern for and responsiveness to social ills and other factors which detract from the medical, cultural, spiritual and emotional health of patients.

Conduct and Professionalism

Professionalism is expected at all times in the classroom, at clinical sites, community service-learning activities and at social events and fundraisers.

Professionalism will be evaluated toward the end of every semester while in the PA program (see Appendix D). Evaluations become part of your PA student record. These are often the questions asked of program faculty when future employers ask for recommendations. (Please see the professionalism evaluation form located in the appendix of the handbook for specific information on what behaviors are expected of you.)

In order to preserve the climate necessary for academic and professional pursuits, it is essential that mutual respect for, and sensitivity to, others be demonstrated by the faculty, staff, and students associated with the program. Expectations of faculty, staff, and students include courtesy, integrity, confidentiality, honesty, and promptness. Violations may lead to disciplinary action. The faculty, staff, and students in the program are expected to accept the personal discipline necessary to maintain an academic and professional community.

The Physician Assistant program adheres to the university's general conduct rules and regulations published in the current student handbook and faculty and staff manuals which are given to each student, faculty, and staff member on entrance into the University. Carroll policies, published in the current Carroll University Catalog, the current Carroll University Student Handbook, and the current Carroll University Faculty and Staff Manuals, regarding non-discrimination, willful property destruction, theft, defiance of authority, student records, library, information technology acceptable uses, campus security, campus parking, AIDS, alcohol and illegal drugs, psychological disorders, sexual assault, sexual harassment, smoking, special needs, and student organizations apply to students, faculty, and staff in the Physician Assistant program. Furthermore, Carroll University will not tolerate student mistreatment. For policies and procedures on allegations of student mistreatment, refer to the University Student Handbook and CU website (with links to Ethics Point, Student Conduct, and Title IX Sexual Misconduct) .

The program also abides with the grievance and appeal policies and procedures of Carroll University published in the current student handbook and faculty and staff manuals.

Student Academic Integrity

All acts of academic misconduct are serious and in fact subvert the very nature of the academic process. Given the central role of academic integrity to all academic pursuits, an institutional committee (the Faculty/Student Ethics Committee) will review every incident of alleged academic misconduct. Should they be accused of misconduct, students will be subject to fair application of the Policies and Procedures on Student Academic Integrity. Academic misconduct violations include: committing plagiarism, fabricating or changing data or clinical logs, forging or falsifying academic documents or records, intentionally impeding or damaging the academic work of others, illicitly or maliciously accessing, altering, copying, using or damaging computer software or files, or any other academic violation of the Information Technology Acceptable Use Policy as stated in the Student Handbook.

For cases of academic misconduct in a particular academic course, the instructor of that course assigns an appropriate course sanction and the case is forwarded to the Faculty/Student Ethics Committee to consider the sanction.

Technical Standards

The Physician Assistant Studies Program requires that a student possess the ability to meet the

requirements of the program. Though the program might modify certain course requirements to provide accommodations required by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1990, there are no substitutes for the following essential skills. The applicant must independently, with or without reasonable accommodation, be able to meet each requirement to gain admission to the program, and must also continue to meet them throughout participation in the program.

1. **Physical Requirements:** The applicant/student must be willing and capable of performing the customary techniques for physical assessment, such as visual observation, auscultation, percussion and palpation. The applicant must be able to timely perform physician assistant procedures such as suturing, splinting, venous and arterial puncture and cannulation, bladder catheterization, nasogastric tube placement, emergency procedures such as cardiopulmonary resuscitation, suctioning of airway, endotracheal intubation, operation of cardioverter/defibrillator, and application of routine first aid procedures.
2. **Communication:** The applicant/student must be able to elicit information, describe changes in health, mood and activity, and perceive nonverbal communication. The applicant/student must be able to communicate effectively and sensitively with patients and all members of the health care team.
3. **Intellectual Ability:** The applicant/student must be competent in problem solving skills, including measurement, calculation, reasoning and analysis.
4. **Behavioral and Social Attributes:** The applicant/student must be able to tolerate physically taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, learn to function in the face of uncertainties inherent in the evaluation and treatment of patients, and must possess integrity, compassion, effective interpersonal skills and be motivated for a career in health care. The student/applicant must be able to work with patients who have serious illnesses, infectious or terminal diseases and severe emotional disorders.

The Physician Assistant Studies Program requires that the applicant/student undergo a physical examination. Carroll University does not discriminate against qualified applicants or enrolled students with disabilities. These Technical Standards are not intended to deter any candidate or enrolled student for whom reasonable accommodation will allow the fulfillment of the complete curriculum.

Typical Demands and Performance Requirements

The following outlines some examples of the demands and performance requirements required of Carroll University PA students. (Examples included are not limited to training opportunities offered at the Carroll University program.)

Typical Mental Demands

The Carroll University PA student must possess the ability to:

- Comprehend, retain, analyze, and integrate a large amount of information related to medicine
- Engage in long hours of study in the classroom, labs, and clinical rotations
- Respond appropriately to constructive feedback
- Communicate effectively (written and verbal)
- Participate in written and practical examinations, procedures, and demonstrations
- Collect patient data, perform the physical examination, formulate a treatment plan, and provide patient education

Typical Physical Demands

The Carroll University PA student must possess:

- Normal visual and hearing acuity, hand and eye coordination, and manual dexterity
- Full range of motion including the capacity to sit for long periods in classroom

- The ability to assist patients in range of motion
- The ability to stand and walk for long periods of time in the hospital or clinic settings
- The capability to work long hours, endure stressful mental and physical situations, and cope with exposure to various body fluids and communicable diseases

Typical Working Conditions

The Carroll University PA student must be able to:

- Work long hours in the clinical and classroom environments with exposure to individuals with various beliefs, hostile individuals, those with disabilities, communicable diseases, radiation, and toxic substances
- Examine and interact with diverse patient populations with different cultural beliefs and a wide variety of acute and chronic medical and surgical conditions

Student Performance Requirements

The Carroll University PA student will be required to perform

- Work in medical, surgical, emergency, Ob/Gyn, along with outpatient and inpatient settings on campus and off campus
- Full time didactic and clinical training
- Various medical and surgical procedures
- Pre-, peri-, and postoperative care

The Carroll University PA Student will be required to:

- Demonstrate professionalism, and ethical demeanor, and an understanding of the medical law as it relates to physician assistants and the health care field
- Display an ability for mental and physical stamina by long hours in both the classroom and clinical settings
- Demonstrate knowledge, skills, and competencies to the level required by faculty
- Participate in community services
- Complete other duties to demonstrate aptitude for physician assistant profession

Performance Evaluation

Students in the PA program are participants in a professional training program whose graduates assume health care provider positions requiring a high level of responsibility and accountability. Students will, therefore, be evaluated not only on their academic and clinical performance, but also on their interpersonal skills, reliability, appearance, and professional conduct. Students' performance will also be evaluated based on medical knowledge, clinical skills, and demonstrated competency as well as professional attributes. All students accepted into the Carroll University Physician Assistant program must agree to adhere to all rules, policies, and regulations regarding all University students and those that are specific to the PA program.

Grading System

A system of letter grades is used in courses in the undergraduate and graduate programs at Carroll. A 4.00 grade point system is used under which a student earns grade points for each credit completed.

The grading system for courses is as follows unless otherwise stated in the course syllabus:

<u>Letter</u>	<u>Grade Points</u>	<u>Description</u>
A	4.00	Excellent
AB	3.50	Intermediate grade

B	3.00	Good
BC	2.50	Intermediate grade
C	2.00	Average
D	1.00	Not meeting expectations
F	0.00	Failure
AU		Audit
I		Incomplete
IP		In progress
W		Withdrawal

The following conversion scale is used for assigning course grades unless otherwise specified in the course syllabus:

<u>Letter</u>	<u>Conversion Scale</u>
A	100-93
AB	92.99-90
B	89.99-83
BC	82.99-80
C	79.99-70
D	69.99-60
F	59.99 and below

DIDACTIC YEAR REMEDIATION POLICY

Students who receive a D or an F in this or any physician assistant year 1 course will be placed on academic probation.

During the course, a student who scores below a C (<70%) on a major exam/assessment may be required to complete additional work. The student will be contacted by the course instructor and asked to meet to discuss the remediation requirements for that particular assessment. Remediation requirements will be determined by the course instructor. When an instructor requires remediation of a student it does not affect the exam/assessment grade, nor does it improve the semester or course grade. Remediation is required to ensure that course objectives are met. It is expected that assigned work for the purpose of remediation be completed in a thorough, professional and timely manner. Satisfactory completion of remediated work will be determined by the course instructor. Students may be required to complete additional work if the original remediation is deemed unsatisfactory. The student will be given no more than 2 attempts to successfully remediate the same major assessment. Failure to do so will result in the student decelerating to the next cohort year (in order to repeat the course). Please note, students can remediate no more than 50% of assessments in a course, and no more than two assessments across all courses in a given semester.

Students should make every effort to resolve remediation issues with the course director. If a student is unable to resolve such issues, or if there are special circumstances, s/he may request a review by the Didactic Subcommittee. All decisions made by the subcommittee are final. If remediation is not successfully completed by the end of the course/semester a grade of "Incomplete" will be given until the work is successfully completed. Please note that an incomplete course grade may delay program progression and/or graduation. Information regarding incomplete grades is available in the Graduate Catalog.

GRADE APPEALS

Students and faculty should make every effort to resolve questions about grades without seeking a formal grade appeal. Students should seek a formal grade appeal only as a last resort.

All students who seek to appeal the assignment of a grade should understand that the evaluation of the extent of course mastery is normally within the province of the instructor for a particular course. Absent extraordinary circumstances, no grade adjustments or changes will be initiated. Therefore, students should make every effort to resolve questions with their course instructors before seeking a formal grade appeal.

Students may seek to appeal final course grades only if there is a valid basis to do so, supported by compelling documentation to show that the assignment of a grade was incorrect or was contrary to established Carroll University academic policies and procedures. Accordingly, appropriate grounds for grade appeals may include:

- A clerical error in the assignment of a final grade;
- The assignment of a grade on some basis other than the student's performance and participation in the course;
- The evaluation of the student's work by using criteria that is unnecessarily different from that used to evaluate other students in the same class;
- The assignment of a grade that reflects a significant departure from the instructor's published or announced standards for assigning grades.

The responsibility for developing and presenting the case for a grade change rests with the student making the appeal. Further, no appeal shall be received by Faculty/Student Ethics Committee/Registrar's office absent evidence that the student attempted to address and/or resolve the matter individually with the faculty member responsible for assigning the grade at issue. Students seeking a grade appeal should refer to the "Grade Appeals Procedures" section located in the University's Student Handbook.

All grade appeals must be submitted, in writing, to the Office of Academic Affairs within the **first three weeks** of the academic semester immediately following the term in which the course was taken. Contested spring semester grades may be considered by the committee in the succeeding fall semester. A written statement clearly identifying the basis for the appeal must be submitted by the student, along with the following documentation: all assignments/project grades, test/quiz results, instructor comments and assessments related to the course/grade in question.

Once submitted, the Student/Faculty Committee shall meet to review the student's written statement and supporting documentation. The committee retains the discretion to consult with the faculty member who issued the grade to receive further information. The committee's written recommendation for resolution of the matter will be issued within **ten** school days of its receipt of the appeal. This recommendation shall be forwarded to the student and faculty member by the Office of Academic Affairs.

If the student seeks further review, the written basis for such a review, along with the supporting documentation, must be forwarded to the Provost within **ten** school days from review of the Committee's recommendation. Review of the matter and the issuance of a decision by the Provost shall be final.

Promotion and Matriculation

Physician Assistant students will matriculate and progress only after having met the academic, financial, and professional requirements of the program and of Carroll University.

PROGRAM PROGRESSION STANDARDS

Professionalism

Professionalism throughout the program holds equal importance to academic success here at Carroll University. Students must demonstrate legal, moral and ethical standards required of a health care professional at all times in the classroom, at clinical sites and in all community outreach activities. The program expects professional demeanor consistent with the physician assistant competencies outlined on page 10 of this handbook and in the following “Statement of Professional Behavior and Academic Integrity.” These include personal responsibility, honesty and integrity; teachability and adaptability; superior communication skills; an appropriate relationship with the healthcare team; responsibility to the community; personal appearance and ability to meet the program’s technical standards. These requirements are evaluated at or near the end of every didactic and clinical semester. A copy of the Professionalism Evaluation is included in the Appendix of this handbook. Failure to meet these requirements will result in the following action(s):

- 1. First incident of unprofessional behavior or behavior determined inconsistent with professional standards:**
The student will meet with the program director and his/her advisor to discuss the behavior. The program will document the behavior in writing on the Professionalism Evaluation which will remain on the student’s permanent record. Remediation as determined by the program will be appropriate to the behavior in question.
- 2. Second incident of unprofessional behavior or behavior determined inconsistent with professional standards:**
The student will meet with the program director and his/her advisor. The behavior will be documented on the Professionalism Evaluation and become part of the student’s permanent record. The program director, principal faculty and the medical director will then meet to determine the appropriate course of action which may include further remediation as determined by the program, probation or dismissal from the program.
- 3. Third incident of unprofessional behavior or behavior determined inconsistent with professional standards:**
The student will meet with the program director and his/her advisor. The behavior will be documented on the Professionalism Evaluation and become part of the student’s permanent record. The program director, principal faculty and the medical director will then meet to determine the appropriate course of action which may result in dismissal from the program.

Final end of program Professionalism Evaluation:

Please note that the final end of program Professionalism Evaluation is a component of the PHA 630 Capstone Project. If a student fails to “meet expectations” on the final end of program Professionalism Evaluation, successful remediation (as determined by the faculty) must occur prior to graduation. If the student fails to successfully complete remediation, the student will be dismissed from the program.

Year 1 / Didactic Academic Progression Standards

A student will be placed on **academic probation** if he/she fails to meet the following didactic academic progression standards:

1. The student must achieve a letter grade of C or better in all physician assistant year-1

courses. If a student receives a letter grade of D or lower in any physician assistant year-1 course, he/she will be placed on academic probation.

2. The student must also achieve and maintain a minimum cumulative and semester GPA of 3.0 throughout the didactic year or he/she will be placed on academic probation. The student must come off probation during the subsequent full semester of the program (excluding January term and May term).

To be **removed** from academic probation the following criteria must be met:

1. The student must repeat the course in which they received a letter grade of D or lower (or require more than two remediation attempts on the same assessment) and achieve a minimum letter grade of C in that course the next time it is offered. Due to course sequencing within the program, this will decelerate the student to the next cohort and will delay the student's graduation date. Students may decelerate only one time.
2. While repeating the course, the student must achieve a C or better in all ancillary and audited learning experiences and assessments regardless of the initial grade received in those courses previously. They must also adhere to all attendance and participation policies within the program.
3. The student must maintain a cumulative and semester grade point average (GPA) of 3.0 or better. If the student has begun clinical rotations after being placed on academic probation during the last didactic semester, he/she must earn a letter grade of B or better in the first clinical rotation and achieve a cumulative GPA of 3.0 in the following clinical semester.

A student will be **dismissed** from the program for any of the following:

1. A student who receives a D or an F in any *two* physician assistant year-1 courses at any point in the didactic year will be dismissed from the program.
2. If a student earns a year-1 cumulative GPA of 1.99 or less in any year-1 semester, he/she will be dismissed from the program.
3. A student may be placed on academic probation only one time during the program. If a student is placed on probation a second time, he/she will be dismissed from the program.

Year 2 / Clinical Academic Progression Standards

1. **Students must receive a grade of C (75% or higher) on the final preceptor evaluation for each clinical rotation.** If a student receives less than a grade of C (75% or higher) on any final preceptor evaluation, they will be required to repeat that clinical rotation which may delay graduation.
2. The student must also achieve and maintain a minimum cumulative and semester GPA of 3.0 throughout the clinical year or he/she will be placed on academic probation. The student must come off probation during the subsequent academic full semester of the program. A student can only be placed on academic probation one time during both academic years in the program. If a second academic probation occurs, the student will be dismissed from the program.
3. If a student is dismissed from a rotation by a preceptor for any cognitive or non-cognitive reason, the dismissal may be considered a failure of that rotation pending review by the Clinical Coordinator and the Program Director regardless of the final grade awarded by the preceptor. A failed rotation must be repeated which may delay graduation.
4. Students must pass the EOR examination for each clinical rotation with a C (70% or higher.) PAEA EOR exams are used, and curved according to a program-approved formula. If a student receives less than a C (70% or lower, **adjusted score**), they will be required to complete remediation as outlined in the Clinical Manual as facilitated by the PA faculty and take the repeat final exam within two weeks. If the student passes the repeat examination, he/she will receive a grade of a C (70%) on the examination regardless of the grade

achieved on the second examination. If the student receives less than a C (70% or lower) a second time, they must repeat that rotation which may delay graduation.

5. Second year students can remediate the EOR examination not more than three times across all clinical rotations in the second year. If they fail remediation of the EOR examination, they must repeat the clinical rotation. No more than one clinical rotation may be repeated. If a second rotation needs to be repeated, the student will be dismissed from the program.
6. All students required to repeat a clinical rotation must also complete remediation as outlined by the Clinical Coordinator. Repeat rotations will be arranged and scheduled by the Clinical Coordinator at or near the end of the clinical year and may delay the student's graduation pending preceptor availability. All students will be given the final minimum passing grade of a C (70%) for a repeat rotation regardless of the grade achieved during the repeat rotation.
7. A student will be dismissed from the program for any of the following:
 - A student who receives less than a C (75% or lower) on a repeat rotation's final preceptor evaluation or is again dismissed from a rotation by the preceptor, will be dismissed from the program.
 - A student who is required to repeat two rotations will be dismissed from the program.
 - A student may be placed on academic probation only one time during the program. If a student is placed on probation a second time, he/she will be dismissed from the program.
 - A student who requires more than 3 EOR examination remediations will be dismissed from the program.

End of Program/Graduation Standards

In addition to successful completion of all required physician assistant courses and clinical rotations, students must complete the program Capstone course requirements. The Capstone course consists of four components: the summative comprehensive examination, summative OSCE, the Capstone project, and a Professionalism evaluation. The comprehensive examination and summative OSCE will be administered at the next to last return to campus day during the second year of the program. The capstone presentation will occur during the spring semester of year-2. If a student (1) fails the summative OSCE, (2) fails the comprehensive examination or (3) receives a grade of D or F on the capstone project, or (4) fails to "meet expectations" on the 2nd year Spring Professionalism Evaluation, successful remediation (as determined by the faculty) must occur prior to graduation. If the student fails to successfully complete remediation, the student will be dismissed from the program. All Master of Science in Physician Assistant Studies program requirements must be completed in 24 months unless permission is otherwise granted by the Director of the Physician Assistant Program.

At the end of each grading period the Health Science Academic Progress Committee (HSAPC) will meet to review the academic status of every student in the physician assistant program and ensure that all students meet the requirements necessary for progression. The committee will consider the PA program progression standards and will make decisions within the context of the academic progression standards above. The committee is composed of the PA Program Director, the department Chair, the Dean of the College of Health Sciences, the chair from physical therapy, and the directors and chairs from athletic training, exercise physiology, occupational therapy and nursing. The purpose of the Health Science Academic Progress Committee is to ensure that every graduate of the Carroll University PA program has the skills, knowledge, and judgment to assume the

responsibilities of a physician assistant. Students that have not met program progression standards will be notified by the Office of the Registrar within 10 business days after grades are submitted.

Appeal Process

The Academic Steering Committee (ASC), together with the Registrar's Office, acts as the decision maker for all questions related to academic policy, probationary questions, exemptions, etc. An academic petition form (available online or from the Registrar's Office) must be completed and returned to the Registrar's Office to initiate the petition process. The petition form should carefully explain the nature of the request and include the appropriate signatures. An appeal of the petition decision may be sent to the Office of the Provost. Course grade appeals and appeals of sanctions for academic dishonesty are heard by the Student/Faculty Ethics Committee. Appeals should be made through the Office of Academic Affairs. The procedure for appeals is found in the Student Handbook.

Commencement

Commencement is the formal campus-wide ceremony held in May of each year during which degrees are conferred to those graduating from the university.

Policy On Re-Admission To The Program

The Policy on Re-admission defines the process by which students may seek to be re-admitted to the program following dismissal of the student from the program. Re-admission candidates may apply for re-admission to the program no sooner than eight months and no later than three years from the date of dismissal. Re-admission candidates may exercise this option only once. Re-admission candidates must submit the materials required of all applicants for admission. In addition, they must provide transcripts relating to any education experiences completed since leaving the program. A letter indicating why the re-admission candidate believes they will succeed academically and technically in the program must accompany the application materials. Upon review of the materials, the PA admission committee will render one of the following decisions: 1) Approval of the request for re-admission to the program with the academic condition that the re-admission applicant repeat the entire academic program or 2) denial of the request for re-admission to the program. The decision of this committee is final.

ADDITIONAL PROGRAM POLICIES

The Physician Assistant program does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of its policies.

Attendance Policies

Consistent attendance and punctuality are expected of all students during enrollment in the program.

Notification of absence should be done prior to the anticipated absence or as soon as possible. For an anticipated absence, a student is required to submit documentation prior to his/her absence when at all possible. The absentee form is located in the back of this manual.

Valid reasons for requesting an excused absence include, but are not limited to:

- A statement from a physician or primary care provider that, at the time of the mandatory activity, the student was under his/her care and too ill to take the examination or to attend the laboratory session.

- A statement from a physician or primary care provider that a member of the student's immediate family (state relationship) was seriously ill and required the student's presence.
- A death in the student's immediate family. The relationship of the deceased to the student and the date of the death must be provided.
- Childbirth (maternity and paternity policy of the University takes precedence).
- Observation of a religious holiday.
- Jury Duty

An undocumented absence is unexcused and work missed cannot be made up.

Other absences will be decided excused or unexcused on an individual basis after consultation with the Program Director.

Extended or accumulated excused or unexcused absences which affect the student's ability to acquire the necessary knowledge to successfully advance in the program as determined by the faculty will result in referral to the Program Director. In the case of further absences, the student may be referred to the Academic Progression Committee (APC) for consideration of appropriate action including a leave of absence, probation, or potential dismissal from the program.

Didactic Attendance Policy

Attendance at all classes, laboratories, clinical experiences, and events scheduled by the department are **mandatory**. Roll may be taken unannounced at any time. Absences are excused only at the discretion of the Course Director and/or PA Program Director. Students are expected to attend all scheduled PA Program courses and to be punctual for all class periods. If a student is going to be late or cannot attend a class, the student needs to contact the Course Director and PA Program Staff Member. Repeated tardiness or absences are inconsistent with the Statement of Professional Behavior and Academic Integrity standards noted in this handbook. Make up class or lab assignments are provided solely at the discretion of the instructor. Course instructors reserve the right to lower a final course grade for excessive or extended absences.

A documented absence that arises from an emergency condition is excused for up to 3 days. Personal illness lasting longer than 3 days requires documentation by a medical provider.

- All work missed during an excused absence must be completed to the satisfaction of the Course Director, as appropriate, prior to receiving a grade for the course.
- For excused absences that include missing an exam, consult the course director for that course.
- All work must be completed within a period of time designated.
- Incomplete work resulting in a grade of Incomplete ("I") must be resolved prior to the start of the subsequent term.

Attendance at Clinical Rotations

Consistent attendance and punctuality are expected of all students during enrollment in the program. Part of the socialization in the PA program is learning the values necessary to be a competent Physician Assistant. One of these is a sense of responsibility and obligation to commitments.

Students make a commitment to patient care for clinical assignments, both to the patients and to the other members of the health care team. Students should not be late to a clinical site or rounds. Failure of a student to inform the health care team that they will be late or absent prior to the assigned start time of the clinical rotation work day, should be reported to the Clinical Coordinator as soon as possible.

- Each student is allowed 5 full days off during the clinical year for personal or family events, interview etc. Students must report all absences (excused and unexcused) to the PA Program's Clinical Coordinator and to their preceptor or clinic administrator. For an absence to be excused, an explanation following the guidelines in The Student Handbook must be submitted to the PA program's Clinical Coordinator. The student must fill out the "Student Absentee Report" found in your Student Handbook and submit it to the Clinical Coordinator for *all* absences.
- For an anticipated absence, a student is required to submit documentation and receive an excused absence from the PA program Clinical Coordinator prior to the absence.
- For an unanticipated absence, a student is required to submit proper documentation to the PA program Clinical Coordinator within 24 hours following his/her return to any educational/program activities.
- All work missed during the absence must be completed to the satisfaction of the PA program's Clinical Coordinator and the preceptor prior to receiving a grade for the course/clinical rotation. Any work not completed by the end of rotation may result in an "incomplete" which must be completed prior to graduation.
- Students' discretionary absences may not exceed 20 percent of a clinical rotation.
- Excessive absences will be reviewed by the Clinical Coordinator and Program Director.
- Pending review, the student may be required to take a leave of absence or repeat the rotation. Long absences may result in dismissal from the program.
- Students are expected to work at least 32 hours per week but no more than 60 hours per week at the discretion of the Preceptor. Hours worked outside these limits should be reported by the student to the Clinical Coordinator.

Tardiness and Unauthorized Early Departure

- Students are expected to arrive on time.
- In activities involving patient care, they are expected to stay in the assigned service until released by professional staff.
- All late arrivals and early departures from assignments will be documented and reported to the PA Program Director by the Course Director.
- Policies relating to excused and unexcused absences will apply.

All reports of absences and tardiness will become a part of the student file.

Practicum Attendance

Promptness and attendance are mandatory during practicum rotations. Absences for communicable illness or health emergencies are allowed during practicum rotations. The program and the clinical facility must be notified of a health-related absence and the student is responsible to make up all time missed for any absence. Make-up time or other type of remediation is dependent upon clinical faculty and facility availability. The student will not be allowed to progress or graduate until the make-up time or remediation has been completed.

Medical or Personal Leave

If a student must be absent from the program for an extended period of time for medical reasons, written notice must be given to the Physician Assistant Program Director prior to the leave, unless the student is physically unable to notify the program. If the student is requesting a medical leave of absence, the student must also provide written documentation from a licensed health care provider stating the need for a medical leave of absence. This letter should not include medical information or diagnoses. The letter must be addressed to and received by the PA Program Director within 10 business days of the date the medical leave was requested.

Leave of absences are granted for one year. Because of course sequencing within the program, students who are granted a leave of absence for any reason will be required to restart the program with the next cycle. This will require course repetition. Additional remediation may be required of the student dependent on the length of the absence. Any course, laboratory, outside learning experience or full-time clinical internship repetition or remediation is dependent upon academic and clinical faculty and facility availability.

If the leave of absence is granted, the student will receive a letter from the PA Program Director outlining terms and conditions for the student's return to the program. A written petition to be reinstated in the program as well as documentation of completion of the terms and conditions for readmission as outlined in the letter from the PA Program Director, are the sole responsibility of the student and must be received by the PA Program Director by the date specified in the letter from the PA Program Director prior to consideration for readmission to the program.

Students granted a medical leave of absence must also provide written documentation from their licensed health care provider certifying that the student's physical and/or mental health is sufficient to continue in their medical education before they will be allowed to return to the PA program. This letter must be submitted to the PA Program Director along with the letter petitioning for readmission and documentation that other terms and conditions for readmission have been met. These documents must be received by the PA Program Director by the date specified. The student will also be asked to verify that he or she can meet the Physician Assistant Technical Standards with reasonable accommodation as outlined by their licensed health care provider.

Before a student's leave of absence can begin, he or she must also go through the Carroll University prescribed check out procedure via the Office of the Registrar. The student must also meet with the Office of Financial Services to discuss how the leave will affect their financial aid eligibility. The official date of the Leave of Absence will be the date of receipt of the student's official request. Any tuition refunds or outstanding balances will be based on this date.

Pregnancy Policy

Students who become pregnant while enrolled in the PA program should notify the PA Program Director as soon as possible. A student wishing to continue in the program must submit a note to the PA Program Director from their health care provider stating they are able to continue in the didactic/clinical phase of the program, need a leave of absence, or has restrictions. Time off due to pregnancy and post-partum recovery will need to be made up and depending the duration of the absence, may result in deceleration to the next cohort or may delay graduation. All requirements must be completed successfully in order to graduate.

Course Materials

Students must purchase course materials (e.g., textbooks, laboratory manuals) before the first day of the semester unless otherwise instructed by the course director.

The course syllabus is prepared by the course director and contains the course description, learning objectives, schedule and assignments. In addition, the course syllabus outlines the course attendance policy, grading system, and any other expectations or special considerations. Per Carroll University policy, "...The instructor and the university reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program requires..."

Course Materials may be posted on the University's E-Learning system which include the syllabus, class materials, handouts, assignments, online quizzes and exams, etc. It is the student's responsibility to be prepared and bring appropriate materials to class.

Medical Diagnostic Equipment

All students will be required to have and bring properly functioning medical diagnostic equipment with them to all clinical rotations and appropriate classroom, lab, and practicum activities. This includes the blood pressure cuffs, stethoscope, ophthalmoscope, otoscope, reflex hammer and tuning forks.

Examinations and Assignments

The schedules of course tests, laboratory practical examinations, written reports, and projects during a semester are listed in the course syllabi. Written and laboratory exams must be taken on the scheduled date at the scheduled time. Written reports and projects must be submitted on the scheduled date at the scheduled time. Use of computer technology for exams is at the discretion of the instructor. If a student fails to take an examination or laboratory practical or submit a written report or project, a grade of 0 will be recorded unless the course director has a written policy to the contrary. If an emergency situation or university sanctioned activity arises that interferes with a scheduled examination, laboratory practical, written report or project, a student must consult with the course director as soon as the situation presents itself regarding possible options available to fulfill course requirements.

The due dates for papers, projects, and assignments during the term are listed in the course syllabi. Papers, projects, and assignments must be submitted when due unless an approved extension has been granted by the course director.

Examination Policy

Examination content is derived from course objectives, assigned readings, classroom, and lab experiences. Re-scheduling an examination can be accommodated under the following extreme circumstances:

- A personal illness with medical attention from a personal health care provider. (A signed medical note of excuse may be required);
- Illness of a family member. (Documentation from a health care provider may be required);
- Death in the immediate family (including spouse, significant other, parents, siblings, grandparents, or in-laws)

If you cannot attend an examination, you are required to notify the Course Director and PA Staff Member as soon as possible. Missing an exam or assignment is not consistent with the *Statement of Professional Behavior and Academic Integrity* and may be cause for referral to the PA program Student Progress Committee.

Testing Procedures

Attendance for all examinations is mandatory. All personal items (including wireless devices) must be removed from the desk prior to the exam. Students who need to be excused from the exam may do so one at a time. No extra time will be given to complete the test due to a rest room break. The student's exam must remain with the proctor until the student returns. Students are not allowed to wear hats/caps into or during the exam. Students will not be allowed to ask the proctor any questions during the examination regarding definitions, interpretations or to clarify statements. Students will be given approximately one minute per question on the multiple-choice exams in preparation for taking the PANCE at the completion of the training. Any student who arrives late for an examination will not be given extra time to complete the test and will have to get approval from the course director or proctor before entering the room.

All examinations are the property of the Carroll University Physician Assistant Program. Copying of examinations and related testing materials, in full or part, for any reason will be regarded as cheating and theft and disciplinary actions will be instituted. Other students(s) receiving, viewing, or duplicating such stolen examination materials will be treated as an accomplice, and subject to disciplinary action. **Discussing exam questions and cases with subsequent cohorts may be viewed as cheating.**

Dissemination of Examination Results

Feedback on student examination performance may be disseminated through a secured site on Canvas (didactic year). Students will see their individual scores when they log into the specific courses. If a student wishes to review a previous test, they should contact the Course Director. Review of old tests will not be allowed during finals week. Exams are to be reviewed in the course instructor's office and/or presence and cannot be copied or removed.

The academic status or grading of physician assistant student performance is determined at the end of each semester. Grades are determined through averaging scores collected through assignment(s) scores, quizzes, practical results, and course/system exams. Each course has a syllabus which will explain in detail how the grades are calculated.

Advising

Each student is assigned to a Physician Assistant faculty member for advising. Each Physician Assistant faculty member meets with their Physician Assistant student advisees in a group or individually during each semester. During the clinical year, the advisor will meet with the student on end of rotation days at least once during the semester. You should consider the advisor a key support and primary contact during the academic career. Your faculty advisor will:

- Assist students understanding of policies and practices of the PA Program and Carroll University
- Respond to questions or concerns about course requirements and expectations, performance criteria, academic standing, and professionalism.
- Provide support for complaints or allegations of student mistreatment. This support will include referring the student mistreatment allegation to the PA Program Director and, when appropriate, to the University Office of Conduct, Title IX Office (sexual misconduct), DEI Office, Office of Institutional Inclusion, and Ethicspoint for further investigation and resolution of the reported student mistreatment.
- Provide feedback on your progress in course and/or rotation requirements, faculty expectations, graduate competencies and program goals.
- Provide support for your personal and professional growth. This support can include referring you to appropriate professionals should difficult situations arise.

- Discuss academic performance in an effort to optimize your learning experiences.
- Assist you with plans to address issues of academic difficulties on an as needed basis.
- Mentor you during the Capstone project.

Students are expected to meet with their assigned advisors at least once a semester during the didactic and clinical years. Students may meet with their advisor on an as needed basis as well. Each session should be scheduled directly with your Academic Advisor. Your advisor will gather data on your performance prior to the meeting. Advisors summarize, in writing, the outcomes of advisor/advisee meetings as appropriate. The summaries are placed in the students' file in the program.

If a student is placed on academic probation, the student must make an appointment to see his or her Physician Assistant faculty advisor and develop a learning contract or action form which is then stored in the student's file in the program.

Advisors can refer student advisees to the Study Center for individual and group tutoring, writing assistance, help with study skills or academic strategies, group study sessions, and Supplemental Instructional Programs.

The Walter Young Center offers personal counseling and career development assistance to Carroll students. Students can utilize personal counseling services at the Walter Young Center by making an appointment with a counselor directly. Alternately, a student can discuss personal issues with their advisor who can then refer the student to the Walter Young Center.

Please note that at NO TIME may your Academic Advisor act as your medical provider or as a professional counselor.

Classroom Hours

Physician Assistant Program classes may run from 7:00 am until 9:00 pm Mondays thru Fridays or as determined by the needs of the program. On occasion, there may be some weekend and/or evening classes or seminars. Classes are mandatory and every effort will be made to notify students far in advance of class times that fall on weekends and/or evenings or outside of posted class times.

Classroom Etiquette

To maintain an environment conducive to learning in the classroom and laboratory, the Program has established the following guidelines. Activities that distract from the classroom environment and interfere with the conduct of the educational process are prohibited. Such activities include but are not limited to: texting, emailing, instant messaging, any cell phone usage, receiving calls when not on silent mode, headsets for music, surfing the internet aside from direction by faculty as a part of the conduct of the classroom, sleeping, laying down/lounging across tables or chairs (except as requested by faculty), excessive or inappropriate noise making, bringing animals to class, bringing children in class (except as requested by faculty), conducting conversations outside of class participation and distracting peers or faculty from the conduct of the learning process. Such activities are not consistent with the Statement of Professional Behavior and Academic Integrity. Faculty have responsibility to maintain the classroom environment and will ask those who engage in distracting activity to leave the room.

Frequent breaks are given during the day. Please make every attempt to limit your egress and reentry to class by using break time to attend to needed activities. Students who violate this policy may be asked to leave. We apologize for any inconvenience this may cause but we must respect the rights of all students to concentrate without interruption.

Personal Items in the Classroom

All personal items must be taken home on a daily basis. The PA classroom is also used by other education programs and events during the day, evening and weekends. Security of personal items cannot be offered.

Food and Drink Policy at the Graduate Center

Student violators will be referred to the Physician Assistant Program Director for disciplinary action.

Computer Labs and Physician Assistant Lab

No food or drink at computer workstations is allowed at any time!

Classrooms, Conference Rooms

- Beverages: Covered or closed containers ONLY
No cans, open cups / glasses, juice boxes, or bottles without lids
- Snacks: Non-messy or dry packaged snacks
No crumbly foods, hot foods, fast foods, greasy foods, full meals, or food delivery
Avoid snacks that disturb others
- Clean Up: Make sure to clean up after yourself
Lounge area has paper towels for any spills
Please dispose of wrappers in trash cans

Lounge/Lunch Area

Meals must be eaten in the lounge area

Wipe down the microwave after using it; especially if a mess occurred

Academic Freedom

College and University students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens within the University mission enjoy; and as members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administration officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. *(Adapted from the 1992 American Association of University Professor's statement on Student Rights and Freedom).*

Carroll University Property

In several of the first year courses, students will be required to submit papers, presentations and/or notes. All assignments and projects submitted for any first year course are the property of the Carroll University Physician Assistant Program and may not be available for return to the student

Accessing Faculty

In addition to teaching, PA faculty members have administrative, college and clinical responsibilities. Time spent with faculty should be for counseling, advisement, academic questions or other concerns related to the PA program. PA faculty members generally maintain an "open door" policy for student access. Please use good judgment and respect faculty members' time. If extended periods of time are needed, please consult the faculty member in regards to making an appointment. Email to individual faculty will be answered in a timely fashion consistent with a 5 day 40 hour work week. Students should not expect an email response after hours, on weekends or on holidays.

Access to Program Resources

The Carroll University Physician Assistant Program is located in the Center for Graduate Studies at 2140 Davidson Road, Waukesha, WI 53186. The nearly 50,000-square-foot facility is dedicated to the Carroll University adult learner. Completely updated and redesigned, the Graduate Center is the new heart of graduate studies. Lecture rooms are equipped with smart screens and movable furniture to allow the free flow of information and learning. Student common spaces in the lower level are equipped with wireless connections and vending areas to promote interdisciplinary group discussion. Most of the courses in the first year will be offered at the Carroll University Graduate Center. Generally, the building opens at 7:00 am and remains open until 11:00 pm Monday-Thursdays, 7:00 am until 6:00 pm on Fridays and 7:00 am until 5:00 pm on weekends. Hours are subject to change and are posted on the LMS site.

Course and Faculty Evaluation

Student feedback is essential to ensure the highest level of academic effectiveness. At the middle and end of each course, students are provided evaluation form(s) for the purpose of collecting constructive and professional feedback on the course and faculty involved in teaching the course.

These evaluations are anonymous and all data from these evaluations is kept confidential and used for faculty and course developmental purposes. No punitive action is made to students completing the evaluation. Comments are to be constructive to assist in improving the course, program, or instructor. Students will also provide constructive evaluations of all outside speakers who present material within the curriculum.

Physician Assistant Student/Patient Relationships

The relationship between the physician assistant student and patient should always remain at a professional level. The student is not to engage in relationships with patients that are construed as unethical or illegal. Dating and intimate relationships with patients is never a consideration. Unprofessional conduct will be considered improper behavior and will be grounds for disciplinary action, including dismissal from Carroll University.

Dress Code

In keeping with the professional nature of the Carroll University PA program, all PA students are expected to dress in an appropriate manner in the clinical setting. Being neatly dressed and well-groomed exemplifies a professional appearance. All students are required to follow the dress code as outlined below.

CLOTHING:	Clothing should allow for adequate movement during patient care, and should not be tight, SHORT, low cut or expose the trunk with movement. Students are not to wear such items as yoga/sweat pants, flip flops, shorts, cut-offs, hats, or clothing with rips/tears. Women are not to wear short skirts or short tops; no halter tops.
JEWELRY:	Watches, wedding bands and/or engagement rings are permissible. No excessive bracelets or necklaces. Earrings - no more than two earrings per ear, nothing dangling/oversized. No other visible body piercings are permitted.
NAILS:	Fingernails should be kept trimmed and without nail polish
TATTOOS:	Students may not exhibit offensive tattoos.
PERFUME / AFTER-SHAVE:	No excessive or heavy perfumes or after-shaves/colognes. (No perfumes or after-shave/colognes during clinical/practicums).

- HAIR: Hair should be clean and arranged so as not to interfere with providing patient care.
- NAMETAGS: Name badge identifying you as a Carroll University PA Student is mandatory at all times, and must be worn on either your lab coat or clothes while at any clinical site.
- PROFESSIONAL ATTIRE: A short white lab coat will be worn when out in the clinical setting or scrubs when appropriate.

Proper Identification

All students are required to acquire a Carroll University Student Pioneer ID Card and Name Badge at matriculation. All students are required to have a valid form of photo ID on them at all times while on campus and while at clinical sites.

PA students must always identify themselves as “physician assistant students” to faculty, patients, clinical site staff, and never present themselves as physicians, residents, medical students, or graduate physician assistants. While in the Carroll University PA program, students may not use previously earned titles (i.e. RN, MD, DO, EMT, Ph.D., Dr. etc.) for identification purposes.

Identification badges must be worn at all times during clinical experiences.

Name and Address Changes

Any student that has a name or address change needs to 1) notify the University’s Registrar via the forms provided on the Registrar’s site; 2) notify the PA Program Administrative Assistant either via a copy of the Registrar’s form or via email; 3) insure student ID and driver’s license information is true and accurate during the clinical year for credentialing purposes at clinical rotations.

Confidentiality

Students must respect the confidentiality of patients and fellow students and are not permitted to discuss patients’ or fellow students’ by name outside the clinical or academic setting. For academic presentations and H&P assignments, patients’ names or initials are NOT to be used and instead “XX” should be used as a place holder. All patient identifiers must be removed from any actual patient materials used such as lab results or imaging studies.

Problem/Conflict Resolution

When a PA student identifies a conflict or problem with a course, the student should follow this list of steps:

1. First, talk with the course instructor. If this does not resolve the concern then:
2. Talk with the Didactic Coordinator. If the issues are still not resolved then:
3. Talk with the PA Program Director

If a student is experiencing personal problems, the student should speak with their faculty advisor. The advisor will try to guide the student to appropriate resources, such as student services or referral to outside agencies.

Course Grievance Procedure

If a Physician Assistant student has a grievance regarding a course, he or she must follow the guidelines listed under *Problem/Conflict Resolution* above. If, after the appointment with the Program Director, the grievance still exists, the student can consult with the Dean of the College of Health Sciences, the Provost, and the Student/Faculty Ethics Committee. The decision of the Dean of the College of Health Sciences is final.

Allegations of Student Mistreatment

The PA Program does not tolerate student mistreatment. Allegations of student mistreatment should be reported to the student's PA adviser who will refer the allegation to the PA Program Director for investigation and work toward the resolution of mistreatment concerns. The PA Program Director, when appropriate, will consult Carroll University administration of all student mistreatment allegations—including the Office of Student Conduct, Title IX Office (sexual misconduct), DEI Office, Office of Institutional Inclusion, and Ethicspoint—for further investigation and resolution. The student may also elect to directly report the mistreatment to the Office of Institutional Inclusion by completing the form on its website (<https://www.carrollu.edu/institutional-inclusion/diversity/campus-climate/campus-climate-reporting>).

Student mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Mistreatment includes, but is not limited to, students:

- Being treated in a manner that a reasonable person would find belittling, humiliating, insulting, or disrespectful, under the circumstances
- Being sexually harassed
- Being denied opportunities for training, or receiving lower evaluations or grades based on any prohibited consideration, including race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law
- Being maliciously and intentionally left out of communications to the detriment of a student
- Being subjected (directly or indirectly) to offensive sexist, racist, or ethnically offensive remarks, advances or names
- Being required to perform inappropriate personal services (babysitting, shopping)
- Being threatened with physical harm (e.g., hit, slapped, kicked)

STUDENT POLICIES AND PRACTICES

Fair Practices

PA students have equal access to facilities and programs of the Carroll University as students of other programs. Carroll University does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran's status or any other classification protected by law in its educational programs or activities, including employment and admissions. All policies concerning equal opportunity/affirmative action, sexual harassment, discrimination, and conflicts of interest are found in the *Carroll University Student Handbook* and in this *Handbook*. Please see the University website and PA Program website on diversity, equity, and inclusion.

Health

Prior to matriculation, all applicants to the Carroll University Physician Assistant Program must submit certification of immunizations. Failure to maintain year-to-date immunizations can prevent a student from progressing in the program.

Physician Assistant students are required to have health insurance, and students can be covered under a family or personal policy. Students without their own coverage may purchase University-sponsored coverage. The Program Director, principal faculty and Medical Director cannot participate as health care providers for students in the program, except in an emergency situation.

Physical Examination

The Physician Assistant Program currently requires that the applicant/student undergo a physical examination and a complete health screening within 6 months prior to the date of matriculation. An applicant/student who has accessibility needs shall not, on the basis of his or her accessibility need (except those which would preclude the essential skills outlined above), be excluded from participation in, denied the benefits of, nor be subjected to discrimination in the Physician Assistant Program. Acknowledgement that the physical examination and health screening was completed and the student has been cleared by a Clinician to begin the program will be collected by the PA Program. Under no circumstances can PA faculty or staff have access to individual student health screenings or physical examination results.

Drug Screening

All students must complete drug screening as required with negative results. Failure to comply with this will result in denial to matriculate or an enrolled student being withdrawn from the PA Program. Information regarding the process is sent out with the matriculation documents.

Health Requirements

The PA program, in compliance with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO) and/or Healthcare Facilities Accreditation Program has the health requirements as outlined on the following pages and on the health forms located in Appendix E.

Carroll University Physician Assistant Program Immunization and Tuberculosis Screening Requirements

Students are responsible for maintaining current immunization/immunity status and are required to follow program guidelines based on the Center for Disease Control (CDC) guidelines for Healthcare Workers. Designated requirements must be completed by all deadline dates and tuberculosis screening and influenza vaccination must be updated throughout the didactic and clinical years in order to continue clinical rotations. Failure to provide updated documentation of immunization and screening requirements may result in withdrawal from clinical courses and may affect the student's ability to graduate on time. Additional tests/immunizations/titers/Tb and drug screenings may be required by clinics where students rotate during the clinical year. The cost of all vaccines, tuberculosis screenings, drug screenings and other health requirements are the responsibility of the student and/or the student's own health insurance. Students are advised to have insurance with adequate coverage for such expenses.

Proof of Immunizations and Immunity Required

Proof will be established by your physician's signature/certification on each **Immunization Status Report**. If extra documentation (e.g. childhood record, lab reports, etc.) is supplied, it must be signed by a physician, physician assistant, or nurse practitioner. **ALL** information must be recorded on the reports. Blank fields will result in the report and attached documents being returned. It is the student's responsibility to ensure that all reports are completed correctly. Please provide the complete dates in this format "mm/dd/yy" for all dates listed on reports and forms.

Adult Tetanus (Tdap) Immunization

An adult tetanus (Tdap) is required within 6 years prior to beginning the PA program.

Chicken Pox (Varicella)

Evidence of immunity is required. Documentation can be one of the following:

- 1) Documentation of dates of 2 Doses of Varicella vaccine given more than 28 days apart <OR>
- 2) Laboratory confirmation of disease via Varicella titer showing immunity <OR>
- 3) Diagnosis and dates of a history of varicella or herpes zoster by a healthcare provider.

MMR

Evidence of immunity is required. Documentation can be one of the following:

- 1) Laboratory confirmation of disease or immunity by titers <OR>

- 2) Documentation of dates of 2 Doses of live MMR received on or after the first birthday and separated by more than 28 days. *Anyone with 2 documented doses of MMR is not recommended to be serologically tested for immunity.

Hepatitis B

Hepatitis B is a 3-dose series of vaccinations. Dates are required for all 3 doses. A titer is then required to document immunity and is to be completed at least 1 – 2 months after the 3rd dose of the vaccination. There are several Hepatitis B titer tests – the required test is a **Hepatitis B Surface Antibody** test (anti-HBs). If the titer is greater than or equal to 10mIU/ml (positive), immunity is verified. If the titer is less than 10mIU/ml (negative), three (3) additional doses of Hepatitis B vaccine on the routine schedule are required, followed by another anti-HBs titer 1 – 2 months after the last dose.

COVID-19

Evidence of Covid-19 vaccination is required. See latest requirements by the College of Health Sciences. These requirements will be directly communicated to students by the College and the PA Program.

Tuberculosis

Initial Tuberculosis Screening Required – Either a Mantoux TST or an IGRA:

1. **TST Test:** If you have never had a Mantoux Tuberculin Skin Test (TST), or if it has been over a year since your last TST, and you are choosing the TST method over the IGRA method, then you are required to have the two-step method of TST testing done. The two-step requires placement of 2 separate TST skin tests placed at least 7 days, but no more than 21, days apart. If it has been less than a year since your last TST, then only 1 TST placement is required, but the previous test date documentation is required. All skin tests need to be read within 48 -72 hours or another test must be done. Please list the dates and the results of all TSTs received.
2. **Interferon Gamma Release Assays (IGRAs):** An IGRA test can be used instead of (not in addition to) a Mantoux TST for initial tuberculosis screening. The two available tests are: QuantiFERON-TB-Gold and T-Spot. **Note:** Students who have an IGRA test done for their initial tuberculosis screening should continue with IGRA tests for their serial screening – see below.

Ongoing/Renewal/Serial TB screening Requirements During the Program:

Ongoing TB screening may be required throughout the program: An additional TST or IGRA test may be required annually and may be required at other intervals to meet clinical rotation credentialing requirements throughout the clinical year. Acceptable documents are a TST reading with negative reaction or an IGRA test with report of no infection. Noncompliance with this policy may result in withdrawal of a student from clinical rotation(s) which may limit the student's ability to graduate on time.

If the TST is positive (10mm and above) or if the IGRA is positive, a chest x-ray is **required**, along with the x-ray date, a copy of the physician's report and the physician's recommendations for treatment if appropriate. An x-ray older than one year will be accepted as long as you have completed the full INH treatment and have been symptom free for one year. If you did not complete the full treatment or have had symptoms in the last year you will need an annual x-ray.

Note: Students who have received the Bacille Calmette-Guerin (BCG) Vaccine may want to consider an IGRA test in lieu of a TB skin test because there is a higher rate of false positive TST in people who have had the BCG vaccine. Even if you have had the BCG vaccine, a TST or blood test is still required since the vaccine is not effective for all strains of TB.

Note: Students who have an IGRA test done for their initial tuberculosis screening should continue with IGRA tests for their serial screening.

Influenza Vaccination

Students are required to provide proof of yearly influenza vaccination by November 1 (or by the designated deadline each year). If a clinical site requires influenza vaccination documentation earlier than the designated deadline, students must comply with the earlier deadline requirement set by the clinical site. Noncompliance with this policy may result in withdrawal of a student from clinical rotation(s) which may limit the student's ability to graduate on time.

Exemptions:

Exemptions to the immunization requirements will be considered on a case-by-case basis where, for example, a student has an allergy to a vaccine or one of its components. If an exemption to the immunization requirements is approved, the University cannot guarantee that its affiliated hospitals and clinics will allow the student to

participate in patient care, which is a fundamental requirement of the clinical education component of the MSPAS Program.

Students not receiving vaccination(s) due to an approved exemption must still comply with the vaccination policy of each clinical site.

International Clinical Rotations Vaccination Requirements:

The program recommends that all student traveling internationally as part of a rotation consult a travel clinic to review and receive any additional vaccines or medications recommended by the Centers for Disease Control and Prevention (CDC).

Background Check

All physician assistant students must have an updated **background check** before starting the Physician Assistant Program. Self-Reporting of changes to their criminal or healthcare worker history is expected and is the responsibility of the student. Failure to comply with this mandate will result in denial to matriculate or an enrolled student being withdrawn from the PA program. Information regarding the process is sent out with the matriculation documents.

Additional background checks may be required throughout the clinical year if requested by specific clinical rotation sites.

Malpractice Insurance Requirements

Students are covered by Carroll University Professional Liability Coverage. The cost of this insurance is covered in program fees.

Carroll University PA Program Social Media Guidelines

The following are guidelines for Carroll University PA students' use of social media. Social media includes, but is not limited to the following: personal blogs and cell phones, Facebook, Twitter, LinkedIn, MySpace, YouTube, Instagram, SnapChat, multimedia sites and others. These guidelines apply whether a student is posting on their own sites or commenting on other sites. Violation of this policy may result in disciplinary action or dismissal from the program pending review of the incident by the program and the university faculty.

1. Students must not share confidential information about Carroll University, the Physician Assistant Program faculty or staff, clinical sites, preceptors or clinical staff.
2. Students must maintain patient privacy at all times. They must never share confidential patient information including health information, patient images, financial information or other identifying patient information.
3. Students should not "friend" patients, families, preceptors or staff on social media websites, nor should they accept friend requests from patients, families, preceptors or staff.
4. Use of social media must not interfere with clinical requirements or patient care and should be reserved for use during personal time.
5. Your social name, handle or URL should not include Carroll University's name or logo. If you identify your affiliation to Carroll University or to the PA program, your social media activities should be consistent with the university's standards of professional conduct. It should be clear that any commentary reflects the student's personal views and not the views of Carroll University or the PA program.
6. Students are prohibited from dispensing medical advice or making medical referrals.
7. Students are encouraged to use common sense and good judgment in their use of social media. They should avoid unprofessional language, images and behavior which would reflect poorly on them and on the university.

Social Media Policy—LinkedIn

The PA Program permits students to connect with professionals via LinkedIn for networking purposes. This includes clinical preceptors, hospital or clinic staff, and/or recruiters. The student must maintain a professional demeanor in all communication on LinkedIn. If the Program receives a complaint regarding a student's professionalism, they will not meet professionalism expectations, and further remediation will be required.

MISCELLANEOUS PROGRAM POLICIES

Student's Current Contact Information

Please make sure that the University and the PA Program has your current name, address and phone number on file at all times. Any student that has a name or address change needs to 1) notify the University's Registrar via the forms provided on the Registrar's site; 2) notify the PA Program Administrative Assistant either via a copy of the Registrar's form or via email; 3) insure student ID and driver's license information is true and accurate during the clinical year for credentialing purposes at clinical rotations.

Sharing Student Information

The program does not release lists of students and graduates to prospective employers or other interested parties. The program will provide students and graduates with information on behalf of correspondents, prospective employers, scholarships, etc. by emailing the information to the student's current CU email. Such information may also be forwarded to Carroll University's Career Services.

Employment During the Program

Because of the intensity of the Carroll University PA program, students are *strongly discouraged* from seeking or maintaining employment during the entire program. If a PA student chooses to work during the first year of the program, it is his/her responsibility to ensure that employment does not interfere with or hinder academic progress. Having a job is not an excuse for missing lectures, examinations, clinical labs, or assignments. During the clinical year, students will be required to rotate through a clinical site a minimum of 40 hours a week. In addition, students may be required to take on call, weekends, holiday, evenings, and/or nights. Students are not allowed to work for the PA program in any capacity including as instructional faculty, clinical or administrative staff. First and second year students are not required to solicit clinical sites or Preceptors.

Housing, Transportation, and Meals

Students are responsible for all housing, transportation, and meals associated with classes, practicum experiences, and clinical rotations. On occasion, clinical sites may have housing available.

Governance

The Graduate Student Council is the governing organization of graduate student body, elected and operating under provision of its current constitution. Each class will elect a representative to the Graduate Student Council.

Research Policy and Compliance Forms

The University has guidelines on the use of human subjects in research and in demonstration and practice for educational purposes. Carroll's Research Policy and Compliance Forms describe the charge to and composition of the committee, the review procedures, approval criteria, and the confidentiality of information.

The forms are completed by faculty members and students and submitted to the committee for approval prior to any faculty member initiating a research project regardless of the site where the data is collected. The above policy and forms can be accessed through LMS or the department server. When individuals from other institutions participate with Carroll faculty members or students in research or in demonstration and practice for educational purposes, both institutions' policies must be adhered to by the faculty members and the students and both institutions' forms must be completed by the faculty members and students.

Holidays

Official Holidays (Offices Closed/No classes): Didactic Year: In addition to semester breaks, which vary from year to year, Carroll University is closed on the following days: Fourth of July, Labor Day, Thanksgiving Day and the Day after Thanksgiving, Christmas Day, Good Friday, and Memorial Day. Clinical Year: During the clinical year, students must report to clinic as scheduled by their preceptor. The clinical year does not follow the Carroll University Academic Year, Breaks, Office Closed/No Classes nor Official Holidays.

Parking

All students, faculty, and staff vehicles must be registered with Campus Safety and have tags placed in accordance with their rules.

Counseling

The PA program faculty work closely to track individual student problems. In the case of any academic or non-academic issues that are impeding a student's progress, personal confidential counseling is available to all full-time students at the Walter Young Center on the Carroll campus. Experienced, master's level therapists assist students with concerns regarding family, relationships, self-esteem, academic difficulties and other issues. The counseling center offers solution focused short term counseling. Students needing longer-term treatment are referred to a community resource. All services will remain confidential and will not be recorded or filed in the student's academic file.

Student Records

Student grades are recorded, stored and secured with the Carroll University Registrar. All other student records will be maintained in the Physician Assistant Program. The privacy of student records is noted under Public Law 93-980. Requests from students to have their records released must be made in writing. Verification of enrollment will only be made for educational reasons. For instance, verifications will not be made to employers or landlords. In these cases the students should use letters of acceptance, transcripts, or receipts of payment. Students wishing to review their records must call X7398 and make an appointment with the Program Director for the Physician Assistant Program.

Latex Policy

The Carroll University Physician Assistant Program is committed to the safety of students, employees and patients. The latex policy aims to protect individuals from hazards that may arise in the course of health care and laboratory activities against latex sensitization and allergic reactions due to latex allergy. Individuals with a latex allergy or those sensitive to latex products will be provided with latex-free alternatives.

NON-DISCRIMINATION POLICY

Carroll University does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran's status or any other classification protected by law in its educational programs or activities, including employment and admissions.

At its meeting on May 15, 1976, the Board of Trustees of Carroll University directed that all regulations governing life at Carroll be published in a single booklet to be given to all faculty and staff members and students now enrolled. Any student applying for admission may request a copy.

The board directed that every member of the Carroll community be familiar with all the regulations and, by their voluntary association with the community indicate their willingness to accept them. The board further directed the University administrators and faculty to implement the regulations without exception.

These regulations are not to be seen as excluding from disciplinary action behavior which has not been stated. The University also reserves the right to amend this handbook at any time.

Right to Privacy under Public Law 93-980

The University complies with the provisions of the Family Education Rights and Privacy Act (FERPA), 1974, as amended. This law maintains that the institution will provide for the confidentiality of medical student education records.

No one outside the institution shall have access to, nor will Carroll University disclose any information from, physician assistant students' education records without the written consent of physician assistant students except to personnel within the institution, to officials of other institutions in which physician assistant students may seek enrollment, to persons or organizations providing physician assistant students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of physician assistant students or other persons. Additionally, according to 1998 Higher Education Amendments, the University is authorized by law to contact parents or guardians when physician assistant students under the age of 21 commit serious or repeated violations directly or indirectly involving our drug and alcohol policies. All the exceptions are permitted under the Act.

PA students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one medical student, in which case Carroll University will permit access only to that part of the record which pertains to the inquiring PA student.

Financial Services

The Director of Financial Services is responsible for providing qualified students the appropriate documentations and counseling to secure financial assistance in the form of loans, scholarships, and grants.

The Physician Assistant Oath

I pledge to perform the following duties with honesty and dedication:

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

These duties are pledged with sincerity and upon my honour.

NATIONAL AND STATE ORGANIZATIONS

The Academy

The American Academy of Physician Assistants was founded in 1968 by the first graduates of the Duke University PA program. The Academy is the voice of physician assistants in all specialties. In 1973, the Academy and the Physician Assistant Education Association (then APAP) opened an office in Washington DC. Graduates of accredited physician assistant programs are eligible for fellow membership. There are other categories of membership including but not limited to students, physicians, and PAs who are retired or no longer practicing.

The Academy has a federated structure representing the Department of Veterans Affairs, the Army, Navy, and Air Force, the Public Health Service, and all 50 states including the District of Columbia and Guam. The AAPA also recognizes caucuses, special interest groups, and specialty organizations. The Academy also recognizes the students that make up the Student Academy of the AAPA (SAAAPA). All the groups send representatives to the AAPA House of Delegates (HOD) which makes the policies and meets at the AAPA national meeting in May each year.

“The mission of the American Academy of Physician Assistants is to promote quality, cost-effective, accessible health care, and to promote the professional and personal development of physician assistants.” The AAPA Vision is “Physician assistants will be worldwide leaders vital to providing and improving the medical care of all people.”

Student Chapter of the American Academy of Physician Assistants

(<http://saaapa.aapa.org/index.htm>)

Students who are enrolled in the Carroll University Physician Assistant program are eligible for membership and office in the Student Chapter of the American Academy of Physician Assistants. The chapter involves itself in many activities throughout the year including community service activities. Students who are elected House of Delegates (HOD) and Assembly of Representatives (AOR) may participate with the AAPA. (see below).

Student Academy of the American Academy of Physician Assistants (SAAAPA)

The American Academy of Physician Assistants (AAPA) is your professional association, representing the views of graduate and student physician assistants throughout the United States. It is the united voice of physician assistants in all medical and surgical specialties and all practice settings.

The Student Academy of the American Academy of Physician Assistants (SAAAPA) is a unique part of AAPA, as it was established in 1978 with its own bylaws, a Student Board of Directors, and a legislative and policy-making body. The Student Academy does not have individual members, as the student members join AAPA; instead SAAAPA's members consist of the registered student society at each accredited PA program. The students' voices can be heard through their student society representative to the Student Academy's Assembly of Representatives (AOR), SAAAPA's legislative and policy-making body.

AOR

The AOR is a two-day session held during AAPA's annual conference. The AOR establishes Student Academy policy for the coming year by voting on resolutions submitted to the AOR by PA students. AOR representatives are responsible for discussing the resolutions with students from their programs prior to the conference, debating and voicing the concerns of their fellow students during the conference, and voting on each resolution as the representative from their PA program. In addition to discussing resolutions, AOR representatives are also responsible for electing the Student Board of Directors (SBOD) for the following year. These student officers will direct the Student Academy activities for the year, based on the guidelines that have been provided to them by the resolutions.

Student Board of Directors

As part of their responsibilities to the SBOD and the Academy, student officers perform liaison duties and represent student interests with other governing bodies within and outside AAPA.

Assigned SBOD officers sit on the AAPA Board of Directors, AAPA Constituent Relations Committee (CRC), and AAPA Committee on Diversity (COD).

The Student Board of Directors consists of nine officer positions. The president, vice president, director of internal affairs, director of external affairs junior, chief delegate, director of diversity, and special projects coordinator are elected annually, while the immediate past president and director of external affairs senior are in the second year of two-year terms. The SBOD officially meets three times during the year to plan Student Academy affairs and conduct business.

SAAAPA leadership

Additional leadership positions in SAAAPA include five regional chairs serving the northeast, southeast, north central, south central, and western regions of the country. They are recommended by the AOR representatives in their region during the annual conference. Also there are student liaisons to other PA-related organizations: the Physician Assistant Education Association (PAEA) and the PA Foundation. These positions are all appointed by the outgoing SBOD. Additionally, the student intern to AAPA's

Government Affairs and Reimbursement Committee (GARC) is selected by the incoming GARC chair annually.

To be an officer in a registered student society, the student must be an AAPA student member.

Physician Assistant Education Association (PAEA) (<http://www.paeonline.org/>)

PAEA was founded in 1972 as the Association of Physician Assistant Programs (APAP) to address important issues in PA education. This group was established by a group of PA educators and is the only organization in the United States dedicated to the physician assistant education programs. APAP initially operated under the American Academy of Physician Assistants. As of May, 2006, the association became independent to advance its mission.

PAEA's mission is to pursue excellence, foster faculty development, advance the body of knowledge that defines quality education and patient-centered care, and promote diversity in all aspects of physician assistant education. (<http://www.paeonline.org/mission.html>)

To accomplish its mission, PAEA will:

- Encourage and assist programs to educate competent and compassionate physician assistants.
- Enhance programs' capability to recruit, select, and retain well-qualified PA students.
- Support programs in the recruitment, selection, development, and retention of well-qualified faculty.
- Facilitate the pursuit and dissemination of research and scholarly work.
- Educate PAs who will practice evidence-based, patient-centered medicine.
- Serve as the definitive voice on matters related to entry-level PA education, nationally and internationally.
- Foster professionalism and innovation in health professions education.
- Promote inter-professional education and practice.
- Forge linkages with other organizations to advance its mission.

Wisconsin Academy of Physician Assistants (<http://www.wapa.org>)

The Wisconsin Academy of Physician Assistants is a constituent chapter that represents the interests of PAs in the state whose mission is to enhance and grow the physician assistant profession in Wisconsin. The Wisconsin Academy offers continuing medical education conferences twice a year and has legislative representation at the national, state, and local levels. There is a student representative that is elected and sits on the board representing Carroll University's PA program.

National Commission on Certification of the Physician Assistant (NCCPA) www.nccpa.net

The National Commission on Certification of the Physician Assistant was established in 1975 and is the only national certifying body for physician assistants. Each of the 50 states, the District of Columbia and US Territories require NCCPA certification for initial licensure. The NCCPA assures that physician assistants are meeting appropriate levels of knowledge and clinical skills for the profession. Physician assistants must graduate from an accredited PA program and pass the Physician Assistant National Certifying Examination (PANCE). PAs are required to earn 100 hours of continuing education every two years as well as taking the Physician Assistant National Recertification Examination (PANRE) every ten years.

STUDENT ORGANIZATIONS AND ACTIVITIES AT CARROLL UNIVERSITY

Student Organizations

Student organizations play an active role in the life of the campus. There are over 50 recognized organizations on campus, including social fraternities and sororities, Student Senate, activities board, cultural diversity organizations, a Habitat for Humanity chapter, religiously affiliated groups, academically focused clubs, and many other groups. Student publications include a newspaper and literary magazine. WCCX is the campus radio station. A wide range of arts organizations is open to students, including some by audition.

Physician Assistant Student Society

The PA program will have its own individual society. Students who are enrolled in the Carroll University Physician Assistant program are automatically in the student society. In order to hold office in the society, a student must be a registered member of the American Academy of Physician Assistants (AAPA) and Wisconsin Academy of Physician Assistants (WAPA).

Student Activities

The Office of Student Activities enhances life on campus by providing students with social opportunities and numerous ways to get involved both on campus and in the community. There are many opportunities to get involved, including Student Senate, Greek life, orientation leaders, and the campus radio station. Student Activities provides programs and services ranging from orientation to community service projects to camping equipment rentals, sponsorship of CU@Nite, the weekend programming series, and much more.

Carroll Outdoor Recreation Education (CORE)

CORE can help students backpack, paddle, or climb their way to adventure. CORE promotes safe, affordable, environmentally conscious outdoor recreation through trips, instruction, and equipment rental. This program brings to the Carroll community numerous opportunities to explore and develop as individuals, leaders, and citizens through involvement in the outdoors. In addition to offering trips, lectures, and clinics, CORE manages the "CORE store" where students, faculty, and staff can rent tents, coolers, snowshoes, and more.

Recreation

Carroll University is a member institution of the National Intramural-Recreational Sports Association (NIRSA). The recreation program includes intramural sports, open recreation, group exercise classes, outdoor recreation activities, and cheerleading. Ganfield Gymnasium and Fitness Center and the Pioneer Hall Fitness Center host the cardio equipment, resistance machines and free weight areas. The intramural sport program consists of several different activities including flag football, softball, men's and women's basketball, indoor soccer, and sand volleyball.

Volunteer Center

Carroll's Volunteer Center is dedicated to connecting Carroll to the larger community through service and volunteering by working with existing service learning programs at Carroll and creating new partnerships for Carroll within the surrounding communities. Students can participate in one-time volunteer events or ongoing weekly volunteer placements at sites throughout the area. The specific rules and regulations of Carroll University published in the current Carroll student handbook and available to all students on the University's Web site, inform students of their responsibilities as well as their rights. The additional expectations associated with enrollment in specific academic programs are published separately.

Student Organizations –Rules, Expectations And Conduct

a. Expectations

The officers of student organizations are responsible for the enforcement of University policies, rules and regulations that pertain to them as organizations. The organization's officers also have a special obligation to foster responsible conduct among members of the organization. Each individual member should also exercise responsibility with respect to members of the organization. Student conduct process against a student organization shall not preclude further specific conduct action against individual members of that organization for personal violations of the Student Code of Conduct.

b. Conduct Process

In some instances, entire groups will be held accountable and sanctioned by the University for the actions of their individual members. If a student organization is charged with violating the Student Code of Conduct, the process is as follows:

1. The student organization's president will be notified of the charge and a conduct hearing will be scheduled.
2. In some instances individual members of the organization may be required to provide written statements prior to the conduct hearing.
3. Two members of the organization may attend the hearing. This is usually the president and vice president. The advisor may also attend the hearing but the advisor may not speak.
4. The administrative conduct officer will uphold the Standard for Decision Making and will notify the organization's president once a decision has been reached.
5. If the organization is found responsible for violating the Student Code of Conduct, the Director of Student Activities will impose sanctions. Sanctions may include, but are not limited to any of the following: written warning, probation, loss of University privileges/services, suspension of University recognition, or revocation of the organization's privilege to exist as a student organization.

Off-Campus Study/Experiences

All off-campus experiences, including those offered through the University are governed by the rules, regulations and policies described in the Student Handbook. If a student allegedly commits a violation of the Student Code of Conduct, the University official will prepare a communication report. If the alleged violation is serious enough to jeopardize the purpose of the off-campus experience or to

threaten the well-being of the student or other participants, the University Official in consultation with the Dean of Students and the appropriate Academic Dean may require the offending student to leave the off-campus experience and return to campus. The University will be notified immediately of the incident and the student's early return. The communication report will be processed through established student conduct channels upon return to campus.

In the case of an off-campus course, the instructor in charge of the course is an agent of Carroll University and is charged with upholding the standards of the University as set forth in the Student Handbook. A student who is asked to leave an off-campus course will not receive course credit and will forfeit all monies paid for the activity. S/he will pay the full cost incurred in return to the campus (including any penalties charged by the airline or other vendors).

Carroll University assumes no responsibility for any person who violates the laws of any state or country. If necessary, the University will help to secure legal counsel, but all expenses for legal aid will have to be borne by the person involved. In no case will refunds be made to a student for losses or additional expenses caused by detainment resulting from violation of any law or ordinance while engaged in a University-sponsored activity.

Obstruction of the Conduct Process

Carroll University strives for a conduct process that is fair to all members of the community. Obstructing this process prohibits Carroll University from providing fairness to its community. Students engage in obstruction through but not limited to the following conduct:

- a. Refusal to appear at a conduct meeting or hearing and refusal to answer questions as a party or witnesses.
- b. Falsification, misrepresentation, omission or distortion of information during a conduct meeting or hearing.
- c. Disrupting a conduct meeting or hearing.
- d. Attempting to discourage participation in or use of the conduct process.
- e. Attempting to influence the impartiality of any member of the University community who is involved in a conduct meeting or hearing.

APPENDIX A – FORMS

Carroll University Physician Assistant Program Attendance Policy Year I Signature Page

I, _____ (Print Name) understand that if I am going to be absent from my coursework, I will immediately contact the instructor of the course and the program through the PA notifying her/him of the circumstances causing my absence. I also understand that verbal notification must be followed by a written request with sufficient documentation of the reason(s) for the absence within the next 24 hours.

All work missed during the absence must be completed to the satisfaction of the PA program course directors according to course policy prior to receiving a grade for any course. Any work not completed will result in an incomplete or failure which must be completed prior to graduation.

Excessive absences will be reviewed by the Program Director. Pending review, the student may be required to take an excused leave of absence, or repeat coursework. Long absences may result in dismissal from the program.

Student's Signature

Date

**Carroll University
Physician Assistant Program**

Attendance Policy Year II Signature Page

I, _____ (Print Name) understand that if I am going to be absent from a scheduled rotation, I will immediately contact my Preceptor and the Clinical Coordinator notifying her/him of the circumstances causing my absence. I also understand that to complete the process for an excused absence, verbal notification must be followed by a written request with sufficient documentation attesting to the reason(s) for the absence.

Failure to notify both the Clinical Coordinator and the Preceptor of any absence from a rotation, regardless of the reason, results in an unexcused absence. **A Preceptor's absence is not considered an excused absence for a student. If the Preceptor is going to be absent, I must contact the PA program.** One unexcused absence requires review by the Clinical Coordinator. Two or more unexcused absences require review by the PA Student Progress Committee and could lead to failure of the scheduled clinical rotation.

Student's Signature

Date

**Carroll University
Physician Assistant Program**

Student Absentee Report – Year I and Year II

Student Name:

Date of

Absence: _____

REASON FOR OCCURRENCE:

____ STUDENT ILLNESS

____ FAMILY ILLNESS

____ DEATH IN FAMILY

____ WEATHER

____ MEDICAL APPOINTMENT

____ TRANSPORTATION

____ ACCIDENT

____ OTHER: _____

COMMENTS:

Student Signature: _____

Didactic or Clinical Coordinator Signature: _____

PROGRAM USE:

Date Notice Received: _____

____ By Phone

____ In Person

____ Written

____ None

Notice Received From:

____ Student

Relative: _____

Other _____

APPENDIX B – Blood Borne Pathogen Exposure

Carroll University Physician Assistant Program

Blood Borne Pathogen Exposure Policy and Protocol

Blood Pathogen Exposure Policy and Plan

The Blood Borne Pathogen Exposure Plan was developed by the Carroll University Health Center staff and will be applicable to all PA students, faculty and staff. If you have a blood borne pathogen exposure, contact the Carroll University Clinical faculty as soon as possible, subsequently the University's exposure plan can be put into action. Any costs incurred are the responsibility of the student.

Carroll University Health Center POLICY AND PROCEDURE

Effective: August 23, 2011

TITLE:

Prevention of and response to blood or body fluid exposure.

PURPOSE:

To promote a safe environment and to eliminate or minimize student, staff exposure to blood borne pathogens.

POLICY:

Standard Precautions are observed with all individuals when in contact with blood or other potentially infectious body fluids in accordance with the OSHA Blood borne Pathogen standard. All blood and other potentially infectious body fluids are treated as if infectious for blood borne pathogens.

DEFINITION:

Significant Blood borne Pathogen Exposure— contamination of an individual with another's blood, tissues, or other potentially infectious body fluids by percutaneous injury (e.g., needle stick or cut with a sharp object), contact with mucous membranes, or contact with non- intact skin (especially when the exposed skin is chapped, abraded, or excoriated).

PROCEDURES:

I. Prevention of Blood or Body Fluid Exposure:

- i. **Hand washing:** All students and staff using PPE (personal protective equipment) must wash hands before and after removal of gloves.
- ii. **Exposure to Blood or Body Fluids:** Skin is immediately washed with soap and water thoroughly for 10-15 minutes. Allow blood to flow freely from the wound. Mucous membranes of the eye, mouth, or nose are flushed immediately with water for 10-15 minutes. Bleach is not to be used as a skin disinfectant. If a garment is penetrated, the garment shall be removed as soon as possible and isolated and later washed. Students and faculty should immediately notify the appropriate department at their clinical facility about any significant blood borne pathogen exposure for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure. Staff and students at Carroll University will contact the ED at a hospital as soon as possible after the exposure for PEP consideration and counseling. Health Services can help to determine if the exposure was significant, and draw baseline and follow up labs if needed, but the ED staff will have

the most up to date PEP recommendations and are better able to respond to these situations.

- iii. **Preventing Needle sticks and other Parenteral Exposures to Blood:** Needles are not to be recapped or manipulated by hand after use. Used Syringes, Needles, Scalpel Blades, and other Sharp Items are immediately discarded after use in puncture-resistant containers. Safety devices are to be used.
- iv. **Food and Drink** shall be stored in clearly marked refrigerators.
- v. **Personal Protective Equipment:** Specialized clothing or equipment shall be worn to prevent skin or mucous membrane exposure to blood or body fluids. These include gloves, masks, protective eyewear, and gowns. Remove PPE after it becomes contaminated and before leaving the work area.

II. Reporting Blood borne Pathogen Exposure:

- i. Students and staff working in hospitals, clinics, long term health care facilities, or other health care centers, will notify the appropriate department (i.e. ED or Occupational Health Dept.) **at their facility** about any significant blood borne pathogen exposure for PEP (post exposure prophylaxis) consideration and counseling as soon as possible after the exposure. If the exposure occurs at Carroll University, students and faculty will contact Health Services or an ED at a hospital as soon as possible after the exposure for consultation, PEP consideration and counseling. Health Services can help to determine if the exposure was significant, and draw baseline and follow up labs if needed, but the ED staff will have the most up to date PEP recommendations.
- ii. A history of the incident should be obtained including documentation of route of exposure, how and when the exposure occurred, and where the exposure occurred.
- iii. Determine if the exposure was significant.
- iv. If it is determined that no significant exposure has occurred, PEP will not be offered.

III. Significant Blood borne Pathogen Exposure:

- i. All individuals with a potential blood or body fluid exposure will be evaluated using Public Health Service and CDC recommendations to determine whether a significant exposure has occurred, the risk associated with the exposure, and what type of PEP is appropriate.
- ii. Exposed persons will be counseled regarding risk of blood borne pathogens, exposure information, PEP medication information, and prophylaxis, assurance of confidentiality, follow-up, and post exposure transmission prevention. Baseline labs will be obtained for HIV, HBsAg, HBsAB, and HCAB.
- iii. Identify source person if possible. Test source person for HIV, HBsAg, and HCAB if status is unknown. If source person is HIV +, gather available information regarding person's stage of infection (i.e., asymptomatic, symptomatic, or AIDS), CD4+ T-cell count, result of viral load testing, current and previous antiretroviral therapy, and results of any viral resistance testing in order to choose an appropriate PEP regimen for the exposed person.
- iv. For unknown sources, evaluate the likelihood of exposure to a source at high risk for infection when considering PEP therapy.

- v. If PEP is initiated, the following is required: Lab testing of the exposed person (in addition to above baseline testing) to include CBC with differential, ALT, Metabolic Panel, Pregnancy test if indicated, and UA if indicated by PEP medications. Confidentiality will be maintained.
- vi. An informed consent must be signed for each drug that is prescribed.
- vii. A declination of PEP meds will be signed if the exposed person decides against PEP therapy after counseling.
- viii. A 2-day or 3-day supply of PEP medications will be prescribed to the exposed person until the source person's laboratory results are obtained and the source person is determined to be HIV AB negative. Medications will be continued and will be prescribed at 1-2 week intervals according to CDC guidelines if source is HIV AB positive.
- ix. PEP medications will be prescribed at 1-2 week intervals if the exposed person decides to take PEP meds after counseling and the source person is unknown.
- x. Follow-up visits will be scheduled at least every 1-2 weeks during PEP therapy to:
- xi. Review medication side effects, vital signs, and consult with NP
- xii. Lab testing: 2 wk. CBC with diff, ALT and Metabolic Panel; 4 wk. CBC with differential, ALT. Other tests may be ordered depending on the PEP medication prescribed.
- xiii. Referral to an Infectious Disease Specialist will be made for pregnant women and all others with special concerns.
- xiv. Follow-up laboratory testing for prophylaxis and monitoring of blood borne pathogens (HIV, Hepatitis B virus and Hepatitis C virus) based on CDC recommendations is outlined in Table I and Table II.
- xv. If the source person is **not infected** with a blood borne pathogen after lab testing, further follow-up of the exposed person is **not** necessary.

**LABORATORY PROTOCOLS FOR
SIGNIFICANT BLOOD BORNE PATHOGEN EXPOSURE**

SOURCE PERSON			EXPOSED PERSON	
HIV	HBsAg	HCAB	INITIAL Laboratory Testing	FOLLOW-UP Laboratory Testing
Non-Reactive	Negative	Negative	<ul style="list-style-type: none"> • HIV • HBsAg • HBsAB • HCsAB 	None
Reactive or Unknown (PEP is started)	Negative	Negative	<ul style="list-style-type: none"> • HIV • HBsAg • HBsAB • HCsAB • Pregnancy test • CBC with diff • Metabolic panel with ALT • UA if IDV 	Assuming PEP medication is started (2 or 3 drug regimen): <ul style="list-style-type: none"> • Repeat CBC and Metabolic Panel at 2 weeks and 4 weeks post-exposure • HIV at 6 weeks, 3 months, and 6 months.
Non-Reactive	Positive	Negative	<ul style="list-style-type: none"> • HIV • HBsAg • HBsAB • HCsAB 	<ul style="list-style-type: none"> • If exposed person is HBsAB <i>positive</i>, no further testing. • If exposed person is HBsAB <i>negative</i>, give HBIG and repeat/complete HBV series. Repeat HBsAB 1-2 months after 3rd dose.
Non-Reactive	Negative	Positive	<ul style="list-style-type: none"> • HIV • HBsAg • HBsAB • HCsAB • ALT 	<ul style="list-style-type: none"> • HCV RNA 4 weeks after exposure • HCAB and ALT at 6 months
Unknown (not starting PEP)	Unknown	Unknown	<ul style="list-style-type: none"> • HIV • HBsAg • HBsAB • HCsAB • ALT 	<ul style="list-style-type: none"> • HIV at 6 weeks, 3 months, and 6 months • If exposed person is HBsAB <i>negative</i>, give one booster dose and repeat HBsAB titer in 1-2 months. If still negative, cont. 2nd series and retiter after 3rd dose in 1-2 months. Or finish 2nd series and retiter. • HCAB and ALT at 6 months

Based on CDC recommendations (MMWR, Vol. 50/No.RR-11, June 29, 2001)

**RECOMMENDED POST-EXPOSURE PROPHYLAXIS FOR EXPOSURE TO
HEPATITIS B VIRUS**

Vaccination and antibody response of EXPOSED PERSON	TREATMENT		
	SOURCE HBsAg positive	SOURCE HBsAg Negative	SOURCE Unknown or not available for testing
Unvaccinated	HBIG x 1 & initiate HB vaccine series	Initiate HB vaccine series	Initiate HB vaccine series
Previously Vaccinated			
Known Responder	No treatment	No treatment	No treatment
Known Non-responder	HBIG x 1 & initiate revaccination or HBIG x 2**	No treatment	If known high risk source, treat as if source were HBsAg positive
Antibody Response Unknown	Test exposed person for HBsAB: <ol style="list-style-type: none"> If adequate, no treatment is necessary If inadequate, administer HBIG x 1 and vaccine booster. 	No treatment	Test exposed person for anti-HBsAB: <ol style="list-style-type: none"> If adequate, no treatment is necessary If inadequate, administer vaccine booster and recheck titer in 1-2 months. If still inadequate, finish second vaccine series and re-titer in 1-2 months.

Persons who have previously been infected with HBV are immune to reinfection and do not require post-exposure prophylaxis.

HBsAg—Hepatitis B surface antigen.

HBsAB—Hepatitis B surface antibody.

HBIG—Hepatitis B immune globulin; dose is 0.06 mL/kg intramuscularly.

A responder is a person with adequate levels of serum antibody to HBsAg (i.e., HBsAB ≥ 10 mIU/ml).

A non-responder is a person with inadequate response to vaccination (i.e., serum HBsAB < 10 MIU/mL).

** The option of giving one dose of HBIG and reinitiating the vaccine series is preferred for non-responders who have not completed a second 3-dose vaccine series. For persons who previously completed a second vaccine series, but failed to respond, two doses of HBIG are preferred.

Based on CDC recommendations (MMWR, Vol. 50/No.RR-11, June 29, 2001)

Bloodborne Pathogens Exposure Report

In case of exposure to blood-borne pathogens, complete this form and submit a copy to the evaluating preceptor and retain a copy for the program Clinical Coordinator.

Date of Incident Exposure: ___/___/___

Time of Incident Exposure: _____ am /pm

Date of Report: ___/___/___

Time of Report: _____ am / pm

Exposed Individual's Information:

Name (Last, First, M.I.): _____ Sex: _____

Carroll University I.D. Number: _____

Address (Local): _____

City, State, Zip: _____

Date of Birth: _____

Cell Phone: _____ Home/Other Phone: _____

Status at time of exposure: Employee Student Faculty Other: _____

Has the Exposed Individual been immunized against hepatitis B Virus? Yes No

Dates of Immunization (if known): (1) ___/___/___ (2) ___/___/___ (3) ___/___/___

Place (Facility/Dept.) where incident exposure occurred: _____

Name of individual in charge of area where exposure occurred: _____

Individual in charge role: Clinical Preceptor Supervisor Clinical Staff

Site Preceptor/Supervisor/Staff Contact Phone: _____

List any witnesses present:

#1) Name: _____ Role/Title: _____

Phone: _____

#2) Name: _____ Role/Title: _____

Phone: _____

Exposure to: (Check all that apply)

<input type="checkbox"/>	Blood/ blood products	<input type="checkbox"/>	Cerebrospinal fluid
<input type="checkbox"/>	Body fluid with visible blood	<input type="checkbox"/>	Synovial fluid
<input type="checkbox"/>	Body fluid without visible blood	<input type="checkbox"/>	Pleural fluid Solution with visible blood
<input type="checkbox"/>	Amniotic fluid Solution without visible blood	<input type="checkbox"/>	Pericardial fluid Vaginal secretions
<input type="checkbox"/>	Peritoneal fluid	<input type="checkbox"/>	Seminal fluid
<input type="checkbox"/>	Other:		

Mechanism of Exposure: (Check all that apply)

Needle stick/sharps accident

Device Type: _____

Device Brand: _____

Human Bite with or without open wound

Contact with mucous membranes (eyes, mouth, and nose) – includes inhalation

Contact with skin:

(circle all that apply) broken, chapped, abraded, dermatitis, prolonged contact, extensive contact

Anatomical location of injury/exposure: _____

Personal protective equipment in use at time of exposure: _____

Severity of Exposure:

How much fluid (approx.)? _____

How long was exposure? _____

Describe any injuries: _____

Estimated time interval from exposure until medical evaluation: ___ minutes ___ hours

Source of Exposure:

Source Individual

Name (if known): _____

Address: _____

Telephone: _____

Medical Record # (if available): _____

Date of Birth: _____

Primary Care/Attending Physician: _____

Diagnosis: _____

Source Individual Consent/Refusal form

Is a blood sample from the source available? Yes No
 Is the source individual's HBV/HCV antigen/antibody status known? Yes No
 Status: _____
 Is the source individual's HIV antibody status known? Yes No
 Status: _____

Source Risk Factors: (as documented in medical record or patient interview)

Yes	No	Unknown	Known HIV Positive
Yes	No	Unknown	Known homosexual, bisexual, prostitute, or sexual contact with same
Yes	No	Unknown	Known IV drug user or history of same
Yes	No	Unknown	Received blood transfusion 1977 - 1985
Yes	No	Unknown	Currently taking Zidovudine (AZT), Lamiduvine (3TC), and/or Indinivir (IDV)
Yes	No	Unknown	History of Hepatitis B, past, present or carrier
Yes	No	Unknown	History of Hepatitis C, past, present or carrier
Yes	No	Unknown	History of hemophilia, kidney, dialysis, and or transplant
Yes	No	Unknown	Currently elevated liver enzymes
Yes	No	Unknown	Current fever, lymphadenopathy, rash, malaise, GI or neuro symptoms
Yes	No	Unknown	Traveled outside of the United States

If yes, when and to which countries: _____

Activity Leading to Exposure: (Check all that apply)

<input type="checkbox"/>	Giving Injection	<input type="checkbox"/>	Handling waste products
<input type="checkbox"/>	Recapping needle	<input type="checkbox"/>	Handling lab specimen
<input type="checkbox"/>	Discarding needle	<input type="checkbox"/>	Controlling bleeding
<input type="checkbox"/>	Handling IV line	<input type="checkbox"/>	Performing invasive procedure
<input type="checkbox"/>	Handling disposal box	<input type="checkbox"/>	Cleaning blood spill
<input type="checkbox"/>	Other: _____		

Actions Taken after the Exposure: (Check when completed)

___ Area washed with soap and water or other cleanser

Did the injury bleed freely? Yes No

Was topical antiseptic applied? Yes No

___ Areas flushed (if applicable)

___ Site Preceptor/Supervisor notified

___ Infection / Exposure Control Officer notified

___ Exposed Individual referred for medical evaluation/treatment

___ Site/Facility (ED, Employee Health, Occupational Health, etc.)

___ Off-Site affiliated location (Occupational Health, Clinic, etc.)

Name of location: _____

___ School affiliated

___ Other facility: _____

___ School/Program faculty notified: _____ Clinical Coordinator _____ Program Director

___ Follow-up made for re-evaluation of lab studies, clinical condition

___ Clinical Site made aware of approximate date of return

Narrative Description of the Incident/Exposure:

Nature and Scope of any Personal Injury:

Person Completing Form:

Name: _____

Title/Capacity: _____

Signature: _____

Telephone: _____

Date: ____ / ____ / ____

APPENDIX C – Student Safety and Emergency Procedures

Student Safety General Safety Information

Carroll University Campus Security Policy

This policy statement has been developed to both describe and explain Carroll University's campus security and safety. It should also help students understand the limitations of security and safety which can be provided for them and the expectations that the university has of them in protecting and safeguarding themselves.

Carroll University, as a comprehensive undergraduate and graduate university, views its institutional responsibilities for security and safety within the following parameters:

1. Carroll University complies with the Crime Awareness and Campus Security Act of 1990. The university compiles a report that not only lists statistics on certain crimes that are reported on campus, but also reports on security policies that the university maintains. The act requires the university to report **occurrences** of the following crimes: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. The act also requires the university to report the following **arrests** that occur on campus: liquor law, drug abuse, and weapons violations. The reports are made available to all current employees and students. In addition to this, prospective students, employees and anyone requesting a copy of the report will be provided with a copy. In the event of crimes or situations that occur that are considered to pose a threat to the university community, the act requires that the university make notification in a timely manner to the university community. This determination will be made by one or more of the following: director of campus safety, associate dean of students, dean of students, vice president for academic affairs and/or the president. The university will make timely notice to the university community utilizing options such as the broadcast phone messages, emails, university newspaper, radio station, and fliers distributed to the university community.
2. Carroll believes that the primary responsibility for the safety of its students rests with the students themselves. As adult citizens, students on the campus are expected to conduct themselves in such ways as to lessen their vulnerability to harassment or attack. Similarly, residents of residential units are expected to safeguard themselves against unwanted intrusion in much the same way that members of residential houses and apartments do. They are expected to cooperate with university rules, regulations, and procedures which have been designed to enhance safety and security, and to understand that actions which jeopardize the potential well-being of others will be subject to severe disciplinary action.
3. The university does, however, accept a responsibility to provide a living and working environment that enhances the safety and security of community members in ways which go beyond the services normally provided by the typical residential community.
 - a. The university attempts to provide living units that are safe and secure. The university staffs the units with residence complex directors, assistant complex directors, and resident assistants all of whom accept responsibility in working with residents to provide a safe and secure living environment.

- b. The university also attempts to provide the essential safety and security systems and equipment for its classroom buildings and gives special attention to potential “high risk” areas, such as laboratories. Again, the university expects those using these buildings to follow a highly responsible level of attention to safety and security measures on their own initiative.
- c. The university constantly attempts to raise the “consciousness level” of its students by communicating safety needs and concerns and by scheduling regular programs on various aspects of campus and personal safety.
- d. The university maintains a close working relationship with the Waukesha police and fire departments.
- e. The university provides adequate lighting within the campus environment in an attempt to add to campus security and safety by removing the temptation of campus “outsiders” to spend unauthorized time on the campus.
- f. The university provides 24-hour-a-day coverage by security personnel. The personnel consist of uniformed security officers. All members of the department are considered university officials, including contract security officers not directly employed by the university. Some services that the security personnel provide are:
 - Regular patrols of university-owned buildings as a deterrent to crimes of person and property.
 - Enforcement of university policies, rules and regulations.
 - Response to emergency situations on campus.
 - A safety escort service to the university community.

Office Safety

- Load file drawers from the bottom drawer to the top drawer. Keep desk and file drawers closed. Use the handle when closing a desk or file drawer. Never open more than one file drawer at a time, especially the top drawers of a file cabinet.
- Keep electric, telephone, and computer cords neat. Make sure all cords are located out of the flow of traffic.
- Use office equipment carefully. Before you clean or adjust a power-driven office machine, consult the College of Health Sciences support and administrative staff, the equipment manual, and disconnect the equipment, if necessary.
- Report poorly lighted work areas to the College of Health Sciences support and administrative staff.
- Stand on a stepladder or step stool, not on a desk or chair, when you reach for things in high places.
- Sit properly in chairs. To avoid falls, do not sit on the edge of your seat. Be sure to keep your chair flat on the floor. Never tilt the chair back.
- Do not block building hallways with objects.
- Watch where you walk. Make sure you can see over a load you are carrying and do not read while you are walking.
- Clean up floor, furniture, and office accessory spills immediately. Sweep up broken glass immediately. Wrap broken glass in strong paper, label the package, and put it in a safe place for disposal.
- Dispose of garbage in the appropriate recycling container.
- Do not leave sharp items lying around.
- Wear proper clothing. Avoid loose jewelry or ties and wear practical shoes. Tie back long hair when near an office machine.

- Take care of injuries promptly. A First Aid Kit is located in the Reception Area of the Graduate Center. An Accident Report must be completed and submitted to College of Health Sciences support and administrative staff.

Classroom and Laboratory Safety

- Avoid “horseplay” and “practical jokes” in program classrooms and laboratories.
- Sit properly in chairs. To avoid falls, do not sit on the edge of your seat. Be sure to keep your chair flat on the floor. Never tilt the chair back.
- Stand on a stepladder or step stool, not on a desk or chair, when you reach for things in high places.
- Use aisles. Do not take shortcuts.
- Keep classroom and laboratory aisles clean. Pick up paper clips, rubber bands, pencils, pens, and paper.
- Keep electric and computer cords neat. Make sure all cords are located out of the flow of traffic.
- Clean up spills on the floor, furniture, and equipment immediately. Sweep up broken glass immediately. Wrap broken glass in strong paper, label the package, and put it in a safe place for disposal.
- Dispose of classroom and student lounge garbage in the appropriate recycling container.
- Food and drink are not permitted in the student computer laboratories or physician assistant teaching laboratories.
- Do not leave sharp items lying around.
- Do not block department hallways in front of classrooms and laboratories with objects.
- Watch where you walk. Make sure you can see over a load you are carrying and do not read while you are walking.
- Report poorly lighted work areas to the College of Health Sciences support and administrative staff.
- Take care of injuries promptly. A First Aid Kit is located in the Reception Area of the Graduate Center. An Accident Report must be completed and submitted to the College of Health Sciences support and administrative staff.

Body Mechanics

Sitting Posture

- Sit close to your work with both feet placed on the floor.
- Sit in a chair that supports the natural lordotic curve of your back.

Standing Posture

- Maintain normal curves while standing erect, changing position frequently.
- When performing tasks while standing, place objects or materials at a comfortable height in front of you.
- If you have to perform a task in a less than desirable standing position, interrupt and change your position frequently.

Lifting and Carrying a Load

- Think out the lifting task before performing the lift and carrying of a load.
- To see if you can lift and carry a load comfortably, tip it on its side. Get help if the load is too big or bulky for you. Check the load for rough strapping, sharp edges, splinters, and nails before lifting.
- When lifting:
 - * make sure your footing is solid;
 - * keep your back straight, with no curving or slouching;

- * center your body over your feet;
- * get a good grasp on the object and pull it close to you;
- * lift with your legs, not your back;
- * move your feet, taking small steps, to turn. Do not twist your back.
- * When performing a multiple person lift, designate one individual as the leader. The leader must give verbal directions so all individuals performing the lift can do so in unison.

Handwashing

Handwashing is the single most effective means of removing transient microbial contamination acquired by recent contact with infected individuals or environmental surfaces.

The following handwashing procedure should be employed following contact with infected individuals or environmental surfaces, and restroom usage:

- Remove jewelry
- Wet hands under running water
- Keeping hands lower than the elbows, apply soap
- Use friction to clean between fingers, palms, back of hands, wrists, and forearms
- Clean under nails
- Rinse under running water
- Use a paper towel to dry hands
- Use a paper towel to turn off the faucets

Other forms of infection control are addressed in the Physician Assistant Program curriculum.

Injuries Involving Blood

In the event that an individual sustains an injury that involves blood, refer to Appendix B for the PA Blood-borne Pathogen policy and report.

Materials

Materials can be hazardous in several ways:

Toxic

Most chemicals are toxic at some level of exposure. If allowed to enter the body through the nose, mouth, or skin, they can make you sick. Fumes, dust, and vapors from toxic materials can be especially harmful because they can be inhaled and pass quickly from the lungs into the blood, allowing the poisons to circulate throughout the body.

Corrosive

Materials like strong acids and bases can eat right through other substances including your clothing. If splashed on the skin or eyes, they can cause serious burns. Some of these materials can break down into poisonous gases, making them doubly hazardous.

Explosive

Some materials can explode when they are exposed to heat or flame. Included in this category are materials like flammable liquids and compressed gases, which can explode under certain conditions.

Flammable

This category includes all materials that catch fire easily, burn rapidly, spread quickly, and give off intense heat. Solvents, lubricants, and cleaning fluids are included in this category.

Reactive

These materials have to be isolated, stored in special containers, and used with extreme caution. Some can burn when exposed to air or water and some when mixed with other substances.

Reactive materials do not have to be near heat or flames to burn. They burn spontaneously. They can also give off vapors that can be hazardous if inhaled.

To protect yourself when handling hazardous materials, you should follow four rules:

- Pay attention to “warning signs.” They tell you hazardous materials are present, what you should and should not do around them, and how you should handle them.
- Read all labels carefully.
- Get additional information when in doubt.
- Ask College of Health Sciences Dean, Administrative Assistant, or a course coordinator whenever you have any questions about handling or working with any materials.

Equipment

Prior to using ANY equipment in the office, classroom, and laboratory settings in the Graduate Center review the manufacturer’s recommendations in the appropriate equipment manual.

Also review the manufacturer’s recommendations in the equipment manual prior to cleaning a piece of equipment.

There are three categories of medical devices, equipment, and surgical instruments:

Critical items - are instruments or objects that are introduced directly into the bloodstream or into other normally sterile areas of the body. Sterilization with steam under pressure, liquid or gaseous chemicals, or dry heat is recommended in the cleaning of critical items.

Semi-critical items - come into contact with intact mucous membranes. They do not ordinarily penetrate body surfaces. A high disinfection with pasteurization or chemical germicides is recommended.

Non-critical items - are those that either do not ordinarily touch the patient or touch only intact skin. Physical removal of organic material or soil from non-critical items is done using water with a detergent.

EMERGENCY PROCEDURES

CARROLL UNIVERSITY COLLEGE OF HEALTH SCIENCES

Carroll University Campus Safety	ext.7300
Ambulance/ Paramedic	911
Fire	911
Police	911

When calling any of these emergency numbers:

1. Give your name
2. Give exact location:
Carroll University Graduate Center
2140 Davidson Road
Waukesha, WI
3. Briefly describe the problem
4. Stay on the line to answer questions
5. Have someone meet those responding

Crime Reporting

Carroll University makes every effort to encourage accurate and prompt reporting of all crimes and emergencies. The university has campus safety personnel on duty 24 hours a day, seven days a week who can be contacted via several means of communication. The campus safety office telephone number (ext.7300) is published in the Carroll University telephone directory *C-Book* as well as the Ameritech Telephone Company City of Waukesha telephone book.

The campus safety office telephone (ext.7300) is answered directly 24 hours a day.

The City of Waukesha Police and Fire emergency number (911) is published in the above publications as well as stickers on campus phones.

Campus Safety personnel will respond to all calls of crimes, non-emergencies or emergencies. Officers will evaluate information and make proper written reports and in certain cases make additional immediate contact with proper university administration for further action. In cases of crimes against members of the university community the campus safety staff will encourage reports be made with the local law enforcement agency. University personnel will never impede a member of the university community in reporting a criminal incident to local law enforcement.

Medical Emergencies

The following medical emergency procedures must be adhered to:

1. Determine the nature of and seriousness of the emergency.
2. Call 911. Tell the Waukesha Police and Fire Department your name, the exact location of the injured person and the problem. Have someone meet the responding party.
4. Contact Public Safety (ext.7300).

Fire

Familiarize yourself with the posted fire evacuation plans and the location of the fire exits, fire extinguishers, and fire alarms in the Graduate Center. Fire extinguishers should only be used by individuals trained in the use of an extinguisher.

In the event of fire, students, clients and faculty should evacuate immediately.

In the event of fire, the following procedures must be adhered to by the staff and student workers in the College of Health Sciences and Physician Assistant program:

Dial 911 immediately.

When dialing 911 give the following information:

1. Your name and name of building (**Carroll University Graduate Center**)
2. Street address of building (2140 Davidson Road)
3. Location of fire (floor, room)
4. Nature of fire (how big)
5. Do not hang up until the 911 operator has hung up
6. Have someone meet the fire fighters at the exit and direct them to the fire. Assist individuals in the facility to find the most appropriate exit from the building. Check all areas in the facility to make sure it has been evacuated. Close windows and door but **do not lock the door**. Stay together if there is smoke impaired vision.

Notify Campus Safety (x7300)

Severe Weather

During office hours, the College of Health Sciences will be notified by Campus Safety about the severity of weather and by the Administration regarding the cancellation of classes.

In the event of severe electrical storms, all computers and computer monitors in the Graduate Center (e.g., faculty offices, classrooms, student computer laboratories and teaching laboratories) should be powered off if possible.

When a WARNING is issued:

- The college's dean or staff will inform everyone as soon as possible.
- Upon notification of a weather emergency, individuals may also be instructed to report to a safe location as soon as possible. The most appropriate locations during a Weather Warning in the Graduate Center are LL16; LL10 and lower level restrooms. Stay away from windows and glass doorways. Everyone must stay in a building until notification that the WARNING has expired.

Radio Stations

If the weather looks especially threatening, the following radio stations will also present information regarding the cancellation of classes:

WTMJ-AM (620)
WISN-AM (1130)
WOKY-AM (920)
WMIL-FM (106)
WKTI-FM (94)

APPENDIX D – PROFESSIONALISM EVALUATION

Carroll University
Master of Science in Physician Assistant Studies Program

PROFESSIONALISM EVALUATION

Student Name: _____

Term: _____

Attribute	Meets Expectations	Needs Improvement **Comment Required	Does NOT Meet Expectations **Comment Required
PERSONAL RESPONSIBILITY: punctual; completes tasks satisfactorily and on time; fulfills responsibilities to the program.			
PERSONAL HONESTY & INTEGRITY: honest in word and actions; accurate in reporting all information regarding patients, information, research data , etc.			
RESPECT: gives full attention to lecturer; does not disrupt class with talking, surfing or texting; treats classmates, instructors, patients and community partners with respect.			
TEACHABILITY/ADAPTABILITY: is aware of own limitations; accepts criticism well; takes responsibility for own actions; is appropriate in behavior during times of high stress.			
COMMUNICATION: addresses all with courtesy and respect; responds to email and voice mail in a timely manner; respects posted office hours.			
RELATIONSHIP WITH HEALTHCARE TEAM: demonstrates ability to function within a team; is sensitive to the needs, feelings and wishes of all members of the healthcare team.			
RESPONSIBILITY TO COMMUNITY: has empathy and sensitivity to patients’ needs, feelings; has rapport with patients and families; displays commitment to honoring patients.			
PERSONAL APPEARANCE: dresses appropriately for situation; is clean and neat in appearance and adheres to program dress code; wears name tag and lab coat when required.			
TECHNICAL STANDARDS: meets program’s technical standards.			

COMMENTS (Required for Needs Improvement or Does Not Meet Expectations; Optional for Meets Expectations):

Instructor: _____ Date: _____

APPENDIX E – IMMUNIZATION FORMS



TETANUS, DIPHTHERIA ACELLULAR, PERTUSSIS (Tdap)

Student Information

Last Name	First Name	MI
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Date of Birth	PA Class of
---------------	-------------

Vaccine Information

Requirements:

- Tdap required regardless of age and last Td
- Must be within 6 years of current date
- If not within 6 years of current date, must obtain a Booster

Date of Tdap Vaccine	Date of Tdap Booster, if required
----------------------	-----------------------------------

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature Date



VARICELLA (CHICKEN POX/HERPES ZOSTER)

Student Information

Last Name First Name MI

Date of Birth PA Class of

Vaccine Information, Confirmation of Immunity, or Confirmation of Disease

Complete ONE of the following requirements:

2 Doses of Varicella Vaccine given \geq 28 days apart

Date of 1st Dose Date of 2nd Dose

Laboratory confirmation of disease or immunity via Immune Titer

Date of Immune Titer

Diagnosis of a history of Varicella disease by Healthcare Provider

Date of Disease

Signature of Healthcare Provider

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature Date



MEASLES/MUMPS/RUBELLA (MMR)

Student Information

Last Name First Name MI

Date of Birth PA Class of

Vaccine Information or Confirmation of Disease/Immunity

Complete ONE of the following requirements:

☐ 2 Doses of Live MMR received on or after the first birthday and separated by ≥ 28 days

Date of 1st Live MMR Date of 2nd Live MMR Date of 3rd Live MMR

NOTE: Persons with 2 documented doses of MMR are not recommended to be serologically tested for immunity

☐ Laboratory confirmation of disease/immunity via immune titer

Date of Measles Titer

Date of Mumps Titer

Date of Rubella Titer

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature Date



HEPATITIS B (HepB)

REQUIREMENT: 3-dose vaccination series AND laboratory confirmation of immunity via Hepatitis B Antibody Test (anti-HBs) titer. Titer must be completed at least 1-2 months after the last dose.

- If titer is $\geq 10\text{mIU/mL}$ (positive), immunity is verified.
- If titer is $<10\text{mIU/mL}$ (negative), 1 booster followed by a repeat HepB Surface Antibody Test titer 1-2 months after is required.

Student Information

Last Name First Name MI

Date of Birth PA Class of

Vaccine Information and Confirmation of Immunity

Date of 1st Dose Date of 2nd Dose Date of 3rd Dose

HepB Surface Antibody titer
Date (1-2 months after 3rd dose) Result of titer

If titer is POSITIVE ($\geq 10\text{mIU/mL}$), immunity is verified. No further action is required.
If titer is NEGATIVE ($<10\text{mIU/mL}$), you must get a booster and repeat the HepB titer.

REPEAT Vaccine Information and Confirmation of Immunity - Complete ONLY if HepB titer above is NEGATIVE

Date of HepB Booster

HepB Surface Antibody titer
Date (1-2 months after Booster) Result of titer

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider - Print Name

Provider Signature Date

TUBERCULOSIS (TB)

Student Information

Last Name	First Name	MI
Date of Birth	PA Class of	

If it has been OVER A YEAR since last TB screening or if you have NEVER had TB screening, complete ONE of the following requirements:

Two-Step Mantoux Tuberculin Skin Test (TST): The Two-Step method requires placement of 2 separate TST placed at least 7 days, but no more than 21 days, apart. All skin tests need to be read within 48-72 hours of placement.

1st Two-Step TST

Date of test	Date Read	Result
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2nd Two-Step TST

Date of test (7-21 days after 1 st Two-Step TST)	Date Read	Result
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IGRA (QuantiFERON Gold or T-Spot)

Date of test	Result
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If it has been LESS THAN A YEAR since last TB screening, complete ONE of the follow-up requirements:

Initial (1st) TB Screening

Date of initial test	TST or IGRA	Result
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If you had an IGRA test done for the initial screening, you should continue with IGRA tests for your serial screenings.

One-Step Mantoux Tuberculin Skin Test (TST)

Date of Annual Follow-Up TST (must be within 1 year of initial test above)	Date Read	Result
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IGRA (QuantiFERON Gold or T-Spot)

Date of Annual Follow-up IGRA test (must be within 1 year of initial test above)	Result
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If TST (10mm and above) or IGRA test is POSITIVE, a chest x-ray is required.

Please refer to the TB Screening Instructions in the Student Handbooks and provide additional documentation as described therein.

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature Date



IMMUNIZATION STATUS REPORT

Based on CDC Guidelines for Healthcare Workers
Form Can Be Used as Evidence Submittal to On-Line System

INFLUENZA

REQUIREMENT: Fall of Didactic Year AND Fall of Clinical Year

DUE DATE: November 1st (or earlier as required by any clinical rotation during Clinical Year)

Student Information

Last Name First Name MI

Date of Birth PA Class of

Vaccine Information

Date of Flu Vaccine Lot No. Brand

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature Date



COVID

REQUIREMENT: As part of your health science education, students are required to complete various experiential learning and clinical education experiences. These experiences may occur at Carroll-operated health and wellness clinics and/or health system partners. COVID-19 vaccination or an approved exemption is currently required for all health science students providing patient/client care in Carroll-operated health and wellness clinics or experiences. This requirement is part of a comprehensive strategy to provide a safe environment for families, patients, and the diverse communities we serve. COVID-19 vaccination or an approved exemption is required.

Student Information

Last Name	First Name	MI
Date of Birth	PA Class of	

Vaccine Information

Date of 1 st Dose	Brand	Lot No.	Exp Date
Date of 2 nd Dose	Brand	Lot No.	Exp Date
Date of Other	Brand	Lot No.	Exp Date
Date of Other	Brand	Lot No.	Exp Date
Date of Other	Brand	Lot No.	Exp Date

As a licensed health care provider, I certify the above information is true and accurate to the best of my knowledge. I understand that misleading or false statements could lead to the student's dismissal from Carroll University as well as present a serious health risk to the student and clinical contacts.

Health Care Provider – Print Name

Provider Signature

Date

Carroll University

Master of Science in Physician Assistant Studies Program

Receipt of PA Student Handbook

I hereby acknowledge that I have received a copy of the Student Handbook. I further acknowledge that I am responsible for all information contained within the manual and will abide by the policies, rules and regulation set forth thereof.

I further acknowledge that I have received a copy of the Carroll University Graduate Catalog and Carroll University Student Handbook and that I am responsible for the policies, rules and regulation set forth in that publication. I realize in some cases, the rules and regulations of the PA Student Handbook exceed those of the Carroll University Graduate Catalog and Student Handbook, such as dress code, attendance etc.... I understand that I must comply with those policies as stated in the PA Student Handbook. I acknowledge that I have had the opportunity to ask questions regarding any of the policies, rules or regulations set forth in the PA Student Handbook.

I understand that failure to comply with the policies, rules and procedures set forth in these handbooks may result in disciplinary action, suspension or termination from the Carroll University Physician Assistant Program.

Student signature

Student name (printed)

Date