Bryant University

Physician Assistant Program

2015 Student Manual
Dear Student,

Welcome to the Bryant University Physician Assistant Program. Our mission is to improve universal access to health care by graduating highly competent and confident Physician Assistants prepared to provide exceptional quality, patient-centered, ethical health care in a collaborative environment. With this in mind, we have prepared an academically rigorous program that will challenge each of you throughout a 27-month didactic and clinical program.

Our faculty is responsible for preparing each student for success as a practicing PA. They will oversee all aspects of your didactic education and directly evaluate your clinical experiences. Throughout your tenure with the program, they will be your teachers, your mentors, and your advisers. Each brings with them not only different experiences, skills and points of view, but a passion for the practice of medicine and the art of taking care of patients.

I personally wish you great success in your journey to become the very best Physician Assistant. I am committed to see you succeed and join my profession. Thank you for entrusting me and the Program’s faculty with your future!

Best,

Jay Amrien, PA-C

Program Director

Office of Academic Affairs

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The information contained in this manual is accurate as of the time of publication. The Bryant University Physician Assistant Program reserves the right to make necessary changes at any time, and will provide timely notification of the substance of said changes to students enrolled in the Program.

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A. INTRODUCTION

Welcome to the Bryant University Physician Assistant Program. This Student Manual has been compiled to provide students with the necessary information regarding Bryant University and Physician Assistant Program policies, procedures, and expectations.

This document and the policies herein are subject to change and will be updated on the PA website. Notices of changes will be sent to PA student email accounts. As a PA student, you are responsible for reading and understanding these policies. Therefore, the PA student must check their official Bryant email on a regular basis in order receive official program notifications. The Physician Assistant Student Handbook is located on the Physician Assistant Program website and should be reviewed periodically for updates. It is the responsibility of students enrolled in the Physician Assistant Program to be aware of and abide by the policies and regulations in this manual, as well as those in the Bryant University Student Manual.

The Physician Assistant Student Handbook can be found online at:


The Bryant University Graduate Handbook can be found via the Bryant University intranet on campus.

B. THE PHYSICIAN ASSISTANT PROFESSION

A physician assistant is a medical professional who works with a physician as part of a healthcare team.

Physician assistants conduct medical histories, perform physical examinations, order and interpret lab and diagnostic tests, establish diagnoses, treat illness, prescribe medications, perform procedures, assist in surgery, provide patient education and counseling, and make rounds of patients in hospitals and nursing homes.

Because of their general medical background, PAs have flexibility in the types of medicine they can practice. Thus, they can be responsive to changing healthcare needs. Additionally, they are uniquely placed to provide preventive care services in all settings, from primary care to surgery. PAs believe strongly in patient education for better health.

PAs work in physician-PA teams and are educated in a collaborative approach to healthcare, which improves coordination of care and can improve outcomes. PAs are educated in intense educational programs that last approximately 27 months. They can be effectively educated and trained in relatively abbreviated timeframe to begin practice, helping offset the worsening physician shortages.

PAs extend the care that physicians provide and increase access to care. PAs are creative, compassionate practitioners who strive to treat the “whole person.” PAs are trained and prepared to deliver healthcare to those most in need.

PAs not only treat disease, but they also promote health, decreasing healthcare demand through preventive care. PAs are working in conjunction with national healthcare priorities.
PAs are leaders in team-based, coordinated care. Physician-PA teams are fundamental to the PA profession. Today, the U.S. healthcare system is catching up to this innovative model and has learned the benefits of team-based care. PAs can decrease demand for care by improving prevention, education and coordination of care.

Adapted from the American Academy of Physician Assistants (AAPA)

1. Statement of Values of the Physician Assistant Profession

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

From the Guidelines for Ethical Conduct for the Physician Assistant Profession

2. NCCPA Code of Conduct for Certified and Certifying PAs

Principles of Conduct

Certified or certifying physician assistants shall protect the integrity of the certification and recertification process.

- They shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.
- They shall not obtain, attempt to obtain or assist others in obtaining or maintaining eligibility, certification, or recertification through deceptive means, including submitting to the NCCPA any document that contains a misstatement of fact or omits a fact.
- They shall not manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized NCCPA certificate.
- They shall not represent themselves in any way as a Physician Assistant-Certified (PA-C) designee unless they hold current NCCPA certification.
- When possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NCCPA examination, fraudulent use of an NCCPA card, certificate or other document or
misrepresentation of NCCPA certification status by a physician assistant or any other individual, they shall promptly inform the NCCPA.

- Certified or certifying physician assistants shall comply with laws, regulations and standards governing professional practice in the jurisdictions and facilities in which they practice or are licensed to practice.
- Certified or certifying physician assistants shall respect appropriate professional boundaries in their interactions with patients.
- Certified or certifying physician assistants shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of patients apart from reasonable risks taken in the patient’s interest during the delivery of health care.
- Certified or certifying physician assistants shall recognize and understand their professional and personal limitations.
- Certified or certifying physician assistants shall practice without impairment from substance abuse, cognitive deficiency or mental illness.
- Certified or certifying physician assistants shall maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.
- Certified or certifying physician assistants shall behave in a manner that is lawful and ethical, and that upholds accepted standards of professional practice.


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

- Physician assistants shall be committed to providing competent medical care, assuming as their primary responsibility the health, safety, welfare and dignity of all humans.
- Physician assistants shall extend to each patient the full measure of their ability as dedicated, empathetic, health care providers and shall assume responsibility for the skillful and proficient transactions of their professional duties.
- Physician Assistants shall deliver needed health care services to health consumers without regard to sex, age, race, creed, socioeconomic and political status.
- Physician assistants shall adhere to all state and federal laws governing informed consent concerning the patient's health care.
- Physician assistants shall seek consultation with their supervising physician, other health care providers, or qualified professionals having special skills, knowledge, or experience whenever the welfare of the patient will be safeguarded or advanced by such consultation. Supervision should include ongoing communication between the physician and the physician assistant regarding the care of all patients.
- Physician assistants shall take personal responsibility for being familiar with and adhering to all federal and state laws applicable to the practice of their profession.
• Physician assistants shall provide only those services for which they are qualified via education and/or experience and by pertinent legal regulatory process.
• Physician assistants shall not misrepresent in any manner, either directly or indirectly, their skills, training, professional credentials, identity, or services.
• Physician assistants shall uphold the doctrine of confidentiality regarding privileged patient information, unless required to release such information by law or such information becomes necessary to protect the welfare of the patient or community.
• Physician assistants shall strive to maintain and increase the quality of individual health care service through individual study and continuing education.
• Physician assistants shall have the duty to respect the law, to uphold the dignity of the physician assistant profession and to accept its ethical principles. The physician assistant shall not participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear or favor, any illegal or unethical conduct in the medical profession.
• Physician assistants, ever cognizant of the needs of the community, shall use the knowledge and experience acquired as professionals to contribute to an improved community.
• Physician assistants shall place service before material gain and must carefully guard against conflicts of professional interest.
• Physician assistants shall strive to maintain a spirit of cooperation with their professional organizations and the general public.

Members shall adhere to the bylaws of the Academy and support the objectives and purposes contained therein.

4. Physician Assistant Professional 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, non-maleficence 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 honor.
C. BRYANT UNIVERSITY GRADUATE SCHOOL CODE OF CONDUCT

Bryant University is an educationally purposeful community – a place where faculty, staff and students work together to strengthen teaching and learning on campus. The campus is a place where high standards of civility are set and violations are challenged. Bryant University is a community whose members speak and listen carefully to each other. Bryant University is a place where the sacredness of each person is honored and where diversity is aggressively pursued. Bryant University clearly states both its academic and social expectations. All must accept their obligations as citizens of the Bryant community and expect to be held accountable for behavior as individuals and members of groups. The University is a caring community where the well being of each member is supported and where service to others is encouraged. All students are expected to obey applicable local, state, and federal laws as well as the policies of the university. These policies are found in The Student Handbook, Graduate Catalog, and the University Policy Manual. All students are subject to disciplinary action for violation of these policies. The Graduate Disciplinary Committee shall adjudicate graduate violations of policy. Procedures applying to this process are found in The Bryant University Student Handbook.

Link to Bryant University handbook:

http://www.bryant.edu/resources/files/Life at Bryant/student_handbook.pdf

1. Behavior and Discipline

The University expects students to assume responsibility for their actions. It also has an equal obligation to protect its educational purpose and the interests of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty, or other members of the University community.

Complete guidelines and policies are found in The Bryant University Student Handbook. When students enroll at Bryant University, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development.

It is also assumed that students familiar with the regulations, procedures, and policies set forth at Bryant University have accepted them as a “way of life” during their stay at the University. They are expected to learn to cope with problems intelligently, reasonably, and with consideration for the rights of others; to obey laws and ordinances of the nation, state, and community of which they, as well as the University, are a part; and to conduct themselves peaceably in espousing changes they may consider necessary. As students prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

Students are subject to federal, state, and local laws as well as University rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or University rules or regulations. The principle extends to conduct off campus that is likely to have adverse effects on the University, or on the educational process, or which stamps the offender as an unfit associate for other students.
2. **Bryant University Academic Honesty Policy/Disciplinary Policy**

A high standard of conduct is expected. A graduate student’s education is the result of his or her initiative and industry. Each Bryant graduate student, accordingly, understands that to submit work that is not his/her own is not only a transgression of University policy, but also a violation of personal integrity.

The academic community, therefore, does not tolerate any form of “cheating”. This behavior encompasses the dishonest use of assistance in the preparation of outside or in-class assignments. Such violations including, but not limited to, plagiarism. All forms of dishonesty are subject to disciplinary action. To preserve its commitment to the high standards of intellectual and professional behavior, Bryant University will respect intellectual excellence and expect intellectual honesty.

The following due process procedure shall apply to cases of graduate students involving academic dishonesty:

**Step 1**
Faculty teaching graduate courses have the explicit responsibility to take action in alleged cases of academic dishonesty. This action may include the following:
- failing grade on assignment or exam
- failing grade for the course
- recommend dismissal from the Graduate School

**Step 2**
The instructor’s decision may be appealed by the student to the Graduate Faculty Advisory Committee (medical). The Committee may recommend to the Physician Assistant Program Director one of the following alternatives:
- to sustain the instructor’s decision
- to place the student on probationary status, as specified by the Committee.

This gives the Committee the right to review and monitor the student’s academic performance for the duration of the probation period, and recommend one of the following alternatives:
- to recommend dismissal of the student to the Vice President of Academic Affairs
- to restore the individual to the status of a student in good standing

A similar process will be followed in cases of dishonesty other than academic.

3. **PA Program Honor Code**

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

The Bryant University PA Program has adopted this simple, yet powerful code of conduct in regards to all aspects of physician assistant education.

Honest, integrity and respect are expected of students in their interaction with fellow students, professors, staff, patients, and families.
Professionalism is one of the NCCPA competencies and is one of the goals of the Bryant University PA Program. All students must demonstrate professional behavior throughout the entire course. Lack of professional behavior will lead to dismissal from the program.

There is no greater honor than to take care of patients. Each Bryant University PA student is responsible for maintaining an atmosphere of professionalism at all times while enrolled in the program. On or off campus you represent Bryant, the PA Program and the PA Profession.

A student must not engage in academic or professional misconduct and fellow students must not tolerate these behaviors.

The following are examples of misconduct that will not be tolerated by the program and must be reported. It is not an all-inclusive list.
• Lying (misleading or fraudulent behavior)
• Cheating
• Stealing, including plagiarism
• Violating standards of professional behavior
• Alcohol or Drug use
• Failure to attend class or supervised clinical practice experiences.
• Failure to report unprofessional behavior in a fellow student

* Adapted from Duke University Honor Code

4. Violating Bryant University Policies

Students are expected to adhere to Bryant University policies as well as those set forth by the Bryant University Student Handbook.

Bryant General Policies:
http://policies.bryant.edu/general.htm

Bryant University Student Handbook:
http://www.bryant.edu/resources/files/Life at Bryant/student_handbook.pdf
D. BRYANT UNIVERSITY MISSION STATEMENT

The Bryant experience promotes academic excellence and cultivates the leadership skills, qualities of character, and diverse perspectives required to succeed in an age of unlimited global opportunity.

1. Bryant Physician Assistant Program Mission Statement

To improve universal access to health care by graduating highly competent and confident Physician Assistants prepared to provide exceptional quality, patient-centered ethical health care in a collaborative environment.

2. Bryant Physician Assistant Program Vision Statement

The Bryant University Physician Assistant program will:

1. Graduate top performing physician assistants from a rigorous program
2. Prepare physician assistant students to perform in any clinical environment
3. Engage physician assistant students in the pursuit of lifelong learning
4. Instill in our students a desire to seek roles in leadership
5. Ensure commitment to furthering the success of our profession

3. Goals of the Bryant University Physician Assistant Program

1. Prepare our physician assistant students to excel in all of the competencies required for PA practice by providing a rigorous and supportive program in which to develop the knowledge, interpersonal, clinical, and technical skills, professional behaviors, and clinical reasoning and problem solving abilities necessary to clinical care
2. Prepare our physician assistant students to meet the needs of our health care system by providing a strong primary care experience caring for under-served populations and by developing an understanding of the health care delivery and payment systems that affect health care access, outcomes, and potential disparities
3. Develop and support our physician assistant students’ commitment and ability to serve in leadership roles as advocates for patients and the PA profession
4. Develop and strengthen our physician assistant students' skills and habits critical for life-long learning and continuous practice-based self-improvement
5. Facilitate achieving our program's mission, vision, and goals by integrating and supporting diverse perspectives throughout the curriculum, including global and inter-professional perspectives, in order to best serve the needs of our diverse patients and communities

Our success in achieving our goals will be closely and continually assessed by collecting, evaluating, and analyzing essential information and implementing changes necessary to achieving our goals. Essential information includes admissions data and student scores in courses, rotations and summative evaluation. Student and alumni evaluation of program components will also be an integral component in successfully achieving our goals/focusing program efforts, including feedback regarding courses and faculty, clinical rotations and preceptors. Outcomes data will include PANCE scores, alumni success in obtaining patient care positions (post-graduation), and employer feedback regarding our graduates.
E. FACULTY

The full-time faculty and staff at Bryant’s Physician Assistant Program are responsible for preparing each student for success as a practicing PA. They will oversee all aspects of your didactic education and directly evaluate your clinical experiences. Throughout your 27 months with the program, they will be your faculty, your teachers, your mentors and your advisers. Each brings with them not only different experiences, skills, and points of view, but also a passion for the practice of medicine and the art of taking care of patients.

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Note: Students will not substitute for, or function as, instructional faculty.
F. ACCREDITATION

1. Bryant University

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) site visit occurred in April 2014. The outcome of this visit will be provided by the ARC-PA in September 2014. Once provided, this information will be updated on Bryant University’s website and the Physician Assistant Student Manual.

Students can access more information about the ARC-PA online at:


Bryant University is accredited by the New England Association of Schools and Colleges (NEASC)

NEASC Commission on Institutions of Higher Education (CIHE)
Bryant University Accreditation
Bryant University receives 10-year reaccreditation

2. Bryant University Physician Assistant Program

Bryant University Physician Assistant Program Accreditation Status
Bryant University has applied for provisional accreditation. The University anticipates matriculating its first class in January 2015, pending provisional accreditation in September 2014. Accreditation-Provisional is an accreditation status for a new PA program that has not yet enrolled students, but at the time of its comprehensive accreditation review, has demonstrated its preparedness to initiate a program in accordance with the accreditation standards. The program will not commence in the event that this provisional accreditation is not received.

ARC-PA Provisional Accreditation

3. Application

a. CASPA

The Bryant University Physician Assistant Program participates in the Central Application Service for Physician Assistants (CASPA). Students applying to the Bryant PA Program must follow the application instructions on the CASPA Website. (www.caspa.org)

b. Supplemental Application

After submitting the CASPA application online, students must complete a supplemental application and mail it directly to the Bryant PA Program. The supplemental application and mailing instructions can be downloaded from the Bryant University PA Program Website from March to August.
c. Admissions Requirements

Applicants must hold a baccalaureate degree from a regionally accredited institution.

- Coursework must be completed prior to matriculation
- Applicants must have maintained an overall minimum GPA of 3.0
- Applicant must have maintained an prerequisite science GPA of 3.0

Applicant must complete the Graduate Record Exam (GRE)
- No minimum is required on the GRE, but performance will be used to determine eligibility and competitiveness

The applicant must document at least 2,000 hours of direct patient care experience
- Documentation must be submitted on the supplemental application
- Direct patient care involves the actual one-on-one care of a patient.
- The following is a partial list of preferred areas of direct healthcare
  - Military medics, corpsmen, health services technicians, and medical technicians
  - Nurses
  - Emergency Medical Technician and Paramedics
  - Emergency room technicians
  - Medical Scribes
  - Physical and Occupational Therapists
  - Respiratory Therapists
  - Medical Assistant

The applicant must complete the following minimum pre-requisite classes*:

- Biology with lab: 8 SH
- Chemistry with lab: 8 SH
- Human Anatomy & Physiology: 8 SH (may be taken separately)
- Microbiology: 3 SH
- Organic with lab or Biochemistry: 4/3 SH
- Psychology: 3 SH
- Statistics: 3 SH

* Note: summary and survey courses are not permitted.

d. Background Investigation

All successfully admitted students must undergo a criminal background investigation. The PA Program will provide the accepted student access to the necessary criminal background investigation process. A felony conviction may prevent the student from completing clinical rotations at our affiliated healthcare organizations; therefore may prevent admission to the PA Program. Some additional non-felony convictions may prevent students from gaining certification, licensure or credentialing as a healthcare provider. In the event of such a conviction, the Program will contact the applicant to discuss the matter prior to matriculation. Neither the program, nor its personnel are responsible for ensuring that an applicant will be eligible for NCCPA certification,
state licensure or credentialing at any healthcare facility. Applicants with a criminal history should investigate the laws, regulations and statutes applicable to the state and facility in which they intend to practice.

e. Screening for drugs of abuse

Students may be required to submit to a drug screen at any time during the program. Our affiliated Healthcare Facilities require negative drug screening prior to starting clinical rotations.

A positive drug screen for any substance not legally prescribed to the student will result in dismissal from the PA Program. Students who refuse to submit a drug screen will likewise be dismissed. Students who screen positive for drug use during clinical rotations may be subject to criminal action as required by the state or institution.

f. Technical Standards

Matriculated Students must meet all technical standards required for program completion.

- Physical abilities: In very basic terms, the physician assistant student must be able to carry out the physical tasks necessary to elicit a patient’s history and perform a physical exam, including the ability to observe/see the patient and physical exam findings, hear physical exam findings such as lung and cardiac sounds, and possess the coordination and manual dexterity to examine the patient such as palpation of the abdomen and to use the medical equipment routine to patient encounters such as a stethoscope. Additionally, the student must be able to stand for prolonged periods of time necessary for example, in surgical rotations, and have the strength necessary to provide emergent interventions such as CPR.

- Cognitive abilities: The physician assistant student must have the cognitive abilities required to elicit and understand a patient’s history, obtain and interpret physical exam findings, formulate a reasonable assessment and partner with the patient in the development of diagnostic and treatment plans. The PA student must also therefore be able to learn and understand, remember and apply the course content necessary to care for patients.

- Behavioral abilities: The physician assistant student must have the behavioral abilities, including the interpersonal and communication skills, required for interacting with patients, the supervising physician, and other members of the health care team to be able to deliver care in a patient centered, professional, ethically sound manner.

g. Americans with Disabilities Act

Bryant University complies with the Americans with Disabilities Act (ADA) of 1990. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of that individual’s disability. Not only does Bryant comply with the ADA, but Bryant also considers this compliance to be a reaffirmation of the University’s long-standing nondiscrimination policy. To this end, Bryant bases all of its admissions decisions on an applicant’s qualifications to perform the essential functions of the physician assistant student role, with or without reasonable accommodations that do not impose an undue hardship on the University.

Bryant University does not discriminate unlawfully against the disabled and is in full compliance with the Rehabilitation Act of 1973, as amended.
Inquiries/complaints with regard to disabled student issues should be addressed to the Director of Health Services, Bryant University, Smithfield, RI 02917 (401-232-6220), who has been designated by Bryant University to coordinate the institution's efforts to comply with the regulations implementing Section 504.

Persons may also contact the Director, US Department of Education, Office of Civil Rights, Region One, Boston, MA 02109, regarding the University's compliance with regulations.

**h. Attend an on-site interview**

Students who are deemed as likely successful candidates by the PA Program Admissions Committee will be invited to Bryant University for a one day interview and campus tour. This is the ideal chance for potential students to not only impress upon the faculty their strong interest in becoming a physician assistant, but also why the Bryant University PA Program should accept them. Students should thoroughly prepare for this interview.

**i. International Students**

For applicants who have earned degrees outside of the United States, the following prerequisites must be completed prior to applying:

TOEFL score within the previous 2 years of at least 100 (internet-based) to demonstrate proficiency in English
A certified degree and course-by-course evaluation of foreign transcripts to ascertain equivalences to United States educational standards. www.wes.org

**j. The Selection Process and Program Preference**

The Bryant’s University Physician Assistant Program developed its Mission and Goals to mirror our commitment to help decrease health care disparities and increase health care access for currently underserved populations. Supporting the admission and enrollment of future clinicians who have demonstrated a similar commitment to these philosophies is one strategy to accomplish this goal. While the Program does not extend preference to any particular individual or group, application materials are scored during the file review and interview process using a scoring system that awards points to any applicants demonstrating a match to the Program Mission and Goals.

Applicants are screened and competitively ranked based on the following criteria:

**Academic Preparation:**
- Overall and Science GPA (science + overall/2): 0 - 5 points
- GRE Quantitative: 0 - 5 points
- GRE Verbal Reasoning: 0 - 2.5 points
- GRE Analytical Writing: 0 - 1 point

**Interpersonal and Communication Skills and Professionalism**
- CASPA Narrative: 0 - 2 points
- Supplemental Essay: 0 - 2 points
- References: 0 - 2 points
• Resume/CV: 0 - 2 points

Interviews
• Two interviews: 0 - 2 points per interview
• On-site essay: 0 - 2 points

G. TUITION AND FEES (2015)

Tuition Class of 2017: $85,000 for the entire 27-month program

Fees*:
Physical Examination Equipment Package: $1300.00
Pan Optic Diagnostic Set with Lithium Ion Battery
Coaxial Ophthalmoscope
Littman III Stethoscope
Blood Pressure Cuff
Insufflation Bulb
Transilluminator
GYN Light Source
Tuning Forks
Measure Tape
Babinski Reflex Hammer
ECG Caliper
AdLight Penlight
8" Goniometer
Monofilament
Nylon Medical Bag
Welch Allyn Educational Value Pack

Equipment Insurance: $77.00
White Coat with Logo $72.00
Scrubs $55.00
Rhode Island Background Investigation $50.00
Nametags (PA Student) $30.00
Student Name Stamp $15.00
Professional Liability Insurance $156.00
Lab Fee $750.00
Clinical Rotations and Packrat $290.00
Audience Response Clicker $49.00
iPad Air (required for Gross Anatomy)(Min 32Gb)  $599.00
Student Health Insurance  $1375.00 annually
Textbooks and Software  $3000.00 (approx.)
NCCPA PANCE Exam  $475.00
AAPA Student Membership  $75.00
RIAPA Membership  $25.00

*Fees are subject to change due to cost fluctuations.

H. TUITION REFUNDS

The Bryant University registrar will manage all refunds of tuition. Fees are not refundable.

A student withdrawing from Bryant University must contact Academic Records, the Graduate School Office, and the Program Director in writing and complete a voluntary withdrawal form in order for his/her withdrawal to be official.

Tuition refunds will be calculated as follows:
   Note: written notification must be received by Academic Records/Graduate School Office and the PA Program Director by the:
   • 1st week of classes: 80 percent refund
   • 2nd week of classes: 60 percent refund
   • 3rd week of classes: 40 percent refund
   • 4th week of classes: 20 percent refund
   • After 4th week of classes: No Refund

For additional information, students should contact the Graduate School Office at (401) 232-6230.

Due to the nature of the PA Program, single courses may not be dropped or added. All coursework must be competed in sequence.

Adapted from:

http://policies.bryant.edu/ba/financial/Accounts_Receivable/gspolicy.htm

I. LIVING EXPENSES, TRAVEL, AND TRANSPORTATION

Students are responsible for arranging their own housing accommodations, transportation, and any expenses associated with travel and relocations occurring as a requirement of the program.
During the didactic phase of the program, students will need to commute to Providence to attend Gross Anatomy at the Warren Alpert Medical School of Brown University, simulation exercises at Rhode Island Hospital, and other travel as deemed necessary by the program.

During the clinical phase most time will be spent at Supervised Clinical Practice Experiences. The greater majority of these rotations will occur at healthcare facilities within 50 miles of the program, however students must be prepared to travel to sites outside of this radius.

**J. INSURANCE**

Students will be required to obtain health insurance as well as liability insurance. The program includes the cost of these policies in Student Fees and will arrange coverage for enrolled students once they matriculate. Students may purchase their own health insurance instead of utilizing the Bryant Student Policy, however, the student must recognize that their individual policy might not cover the same services as the Bryant policy and agree to pay all additional costs for healthcare.

**K. FINANCIAL AID**

The Bryant University Office of Financial Aid will arrange financial aid for any student requiring student loans.

In order to be eligible for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). This document is used to determine eligibility for federal and institutional aid. [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

After completing the application, students are encouraged to contact the Bryant University Office of Financial Aid and speak with a Financial Aid Counselor.

Office of Financial Aid
Phone: (401) 232-6020
Email: finaid@bryant.edu


**L. HEALTH SERVICES AND COMPLIANCE**

1. **Bryant University Health Services**

HEALTH SERVICES MISSION STATEMENT: To keep students healthy by promoting wellness and prevention of disease in a caring environment, which respects students' dignity, diversity, and privacy. Our goal is to help students become full participants in their health care.
2. Health Requirements and Immunizations

All students accepted to the Bryant University PA Program are required to have health care coverage. Proof of insurance must be submitted to Health Services and the Registrar. Bryant University provides access to a Student Health Insurance Plan. More information can be found here:

3. Bryant University Student Health Insurance Plan

All students accepted to the Bryant University PA Program are required to submit a completed health history questionnaire and physical examination prior to matriculation. In order to ensure confidentiality, these documents are submitted directory to Bryant University Health Services. Please do not send any health information to the PA Program.

The PA Program faculty cannot be involved in any aspect of student healthcare. Please do not create a possible ethical dilemma or a violation of ARC-PA Standards by requesting healthcare advice or care from the faculty.

Health Services is responsible for evaluating the health information provided to determine the applicant's ability to complete the entire educational program without risk to themselves or patients. In order to maintain confidentiality and comply with ARC-PA accreditation standards, a Certificate of Health Compliance is the only documentation provided to the program.

The following forms should be completed and submitted directly to Health Services:

   Physical Examination Form
   Graduate Student Health Form

All Bryant University Students must provide proof of immunization as required by the State of Rhode Island and must meet the requirements based on the current CDC recommendations for health professionals.

The following immunizations are required to enroll at Bryant University:

- Tetanus-Diphtheria within 10 years (TDAP is preferred)
- Measles, Mumps, Rubella (MMR) at least 2 doses (or serological proof of immunity)
- Hepatitis B, 3 doses (or serological proof of immunity)
- Varicella (chicken pox) 2 doses (or history of disease)

The following immunizations are required for enrollment in the Physician Assistant Program

- Influenza (current annual vaccine)
- TB Screening (negative skin test within 12 months prior to starting program)

The following vaccinations are recommended for all students:

- Meningococcal (meningitis) 2 doses
- Hepatitis A 2 doses
- Gardasil (HPV) 3 doses
In order to ensure compliance and to meet the requirements of the State, all students accepted to the Bryant University PA Program must submit a completed proof of immunization form directly to Health Services. This form will be used to complete the Certificate of Health Compliance.

**Bryant Immunization Form**

Students will receive additional TB Screening and influenza vaccination while enrolled in the program. Other vaccinations will be available at Health Services to insure all students maintain required vaccines throughout the program.

Clinical sites will require the PA Program to validate immunizations before beginning rotations. Students who are not in compliance will not be allowed to participate in rotations. All students will complete a Medical Release of Information form that will allow the Program and Health Services to release this information regarding compliance to our clinical affiliates.

Students with extenuating circumstances preventing them from receiving the required vaccines should promptly notify the Program Director to allow early resolution and prevent a delay in starting a rotation.

**Forms/Immunization Release Form.docx**

### 4. Student Health Care

Basic healthcare services are available from University Health Services during normal college hours. A complete list of available care is located on the Health Services Homepage.

In the event of an emergency, the student, a peer, or faculty member should contact 6911 or 401-232-6911 and notify Department of Public Safety who will contact EMS.

After hours care should be obtained off campus using student health insurance.

**Mental Health and Counseling:**

In the event of a mental health concern, student may contact Counseling Services. Contact 401-232-6045 or stop by the office on the second floor of the Unistructure diagonally across from Faculty Suite H.

In the event of a mental health emergency, contact DPS at 401-232-6911 or urgently at 6911.

### 5. Bloodborne Pathogen Exposure Policy for Physician Assistant Students on Campus and on Clinical Rotations

Participating in laboratory exercises, as well as in supervised clinical practice experiences, is a necessary component of the PA program. Students understand that there is a risk for exposure to environmental and biological hazards such as blood or body fluids during the program. Students must agree to participate in such activities and are aware that the student health insurance may not cover all aspect of care secondary to such exposures. When a student has experienced a blood borne pathogen exposure, prompt attention is essential.

A student involved in an exposure to known or potential blood borne pathogen requires immediate follow up care. Students should immediately remove any contaminated clothing, and wash or flush the exposed area with copious
amounts soap and water. If the eyes are involved, flush immediately with clean water using care to avoid contaminating other mucosal tissue.

Students who are on campus should notify a faculty member, and proceed directly to Health Services during normal business hours after washing the effected area with copious amounts of soap and water.

Health Services Hours:

   Monday – Friday: 8:30 am to 4:30 pm
   Saturday: 10 am to 2 pm

In the event of an incident on Campus after hours, students should contact 6911, or (401) 232-6911 for assistance from security staff and on-campus EMTs, who are on staff 24/7.

Security/EMTs will arrange for timely transport to a local medical facility for follow-up care. Prompt medical attention following an exposure incident will allow assessment of the health status of the source individual, if known, and the baseline status of the exposed student.

Students on clinical rotation should notify the supervising physician assistant or physician immediately, and seek care at the current facility if available, or alternatively, at a local emergency room. Consultation with a provider is necessary to secure prompt medical evaluation, immediate injury treatment, assessment of exposure risk, and discussion regarding post-exposure prophylaxis.

The procedure will be guided by the Bryant University Campus Exposure Control Plan 2014 above for additional information regarding Student Health Services treatment. Information will be provided to students during orientation.

Please note that accident and sickness insurance is required for all Bryant University Students.

In the event of an exposure, the student agrees to incur such risk at his or her own cost. As such, the student, on behalf of themselves, their heirs, next of kin, spouse and legal representatives do hereby absolutely, fully, and forever release, relieve, waive, relinquish and discharge Bryant University, faculty member(s), fellow student, administrator or any of their respective directors, officers, employees, volunteers, agents, contractors, and representatives of and from any and all actions or causes of action, actual or alleged claims, of any kind or undiscovered, accrued or un-accrued, suspected or unsuspected, which any Releasing Party may now have claim to have, or which may at any time hereafter accrue, arising out of, in connection with, in consequence of, in any way involving, or related to the educational and clinical coursework. Students also agree that they, their heirs, next of kin, spouse and legal representatives will not make a claim against, sue, or assign blame in any manner as a result of injury or illness incurred during participation in didactic and clinical training.

http://www.bryant.edu/resources/files/Life%20at%20Bryant/student_handbook.pdfs

6. HIPPA Compliance

Students are required to be trained in the Health Insurance Portability Accountability Act (HIPPA). HIPPA outlines the regulations governing medical privacy. Students are required to understand this Act and demonstrate ongoing
compliance throughout the Physician Assistant Program. Failure to do so may result in inability to progress, and including the possibility of failure to progress to Clinical rotations and/or delay in graduation.

### M. ACADEMICS

#### 1. Courses by Quarter

The physician assistant program is a 27-month, 126 semester hour course of study leading to a Master of Science in Physician Assistant Studies degree.

The program consists of 9 quarters:

1. **First Quarter 2015**
   - PA 501: Physiology and Pathophysiology (3SH)
   - PA 502: Clinical Pharmacology (3SH)
   - PA 503: Human Anatomy (4SH)
   - PA 504: Clinical Laboratory (4SH)
   - PA 505: Research Methods (1SH)
   - PA 506: Genetics (1SH)

2. **Second Quarter 2015**
   - PA 510: Clinical Medicine One (5SH)
   - PA 511: Clinical Medicine Two (5SH)
   - PA 512: History and Physical Examination (3SH)
   - PA 513: Electrocardiography (1SH)
   - PA 514: Diagnostic Testing and Imaging (1SH)
   - PA 515: Behavioral Medicine (2SH)
   - PA 516: Clinical Correlations One (2SH)

3. **Third Quarter 2015**
   - PA 520: Clinical Medicine Three (5SH)
   - PA 521: Clinical Medicine Four (5SH)
   - PA 522: Pediatrics (4SH)
   - PA 523: Orthopedics (4SH)
   - PA 524: Public Health and Dental Medicine (1SH)
   - PA 525: Diagnostic Testing and Imaging (1SH)
   - PA 526: Clinical Correlations Two (2SH)

4. **Fourth Quarter 2015**
   - PA 530: Clinical Medicine Five (5SH)
   - PA 531: Clinical Medicine Six (5SH)
   - PA 532: Emergency Medicine (6SH)
   - PA 533: Surgery (3SH)
   - PA 534: Medical Ethics and Law (1SH)
   - PA 535: PA Professional Issues (1SH)
   - PA 536: Clinical Correlations Three (2SH)
5. Clinical Year 2016-2017
   PA 601: Inpatient Internal Medicine Supervised Clinical Practice Experience (4SH)
   PA 602: Outpatient Internal Medicine Supervised Clinical Practice Experience (4SH)
   PA 603: Family Medicine Supervised Clinical Practice Experience (4SH)
   PA 604: Surgery Supervised Clinical Practice Experience (4SH)
   PA 605: Pediatrics Supervised Clinical Practice Experience (4SH)
   PA 606: Obstetrics and Gynecology Supervised Clinical Practice Experience (4SH)
   PA 607: Psychiatry Supervised Clinical Practice Experience (4SH)
   PA 608: Emergency Medicine Supervised Clinical Practice Experience (4SH)
   PA 609: Orthopedics Supervised Clinical Practice Experience (4SH)
   PA 610: Dermatology Supervised Clinical Practice Experience (4SH)
   PA 611: Elective Supervised Clinical Practice Experience (2SH)
   PA 612: Mini Clinical Supervised Clinical Practice Experience (2SH)

The didactic portion of the PA program is designed in a sequential fashion, with each semester building on the previous semester's coursework. All required assignments for each class must be completed by the end of the semester in order to progress to the following semester. Failure to do so will result in the student being placed on Academic Probation and necessitate Remediation. Failure to remediate successfully may result in deceleration or dismissal.

Students are expected to be present for all examinations as scheduled by the Program. The Program must previously approve anticipated absence.

The program must be completed within 5 years of initial entry/matriculation.

The Bryant University PA program does not award advanced standing/placement based on prior coursework.

2. Remediation, Deceleration, and Dismissal

Bryant University is an educationally purposeful community – a place where faculty, staff and students work together to strengthen teaching and learning on campus.

The campus is a place where high standards of civility are set and violations are challenged. Bryant University is a community whose members speak and listen carefully to each other. Bryant University is a place where the sacredness of each person is honored and where diversity is aggressively pursued. Bryant University clearly states both its academic and social expectations. All must accept their obligations as citizens of the Bryant community and expect to be held accountable for behavior as individuals and members of groups. The university is a caring community where the well being of each member is supported and where service to others is encouraged.

3. Requirements for progression in and completion of the program:

Requirements for progression and completion of the program depend on the student demonstrating the learning outcomes and competencies, including professionalism, for each course, and for the program overall during the summative evaluation.

In order to progress through the program, students must maintain an average of 3.0 GPA per semester and must pass each course and/or rotation.
Failure to maintain a 3.0GPA per semester will result in being placed on Academic Probation.

If the student fails to maintain this minimum for more than two semesters or rotations, they are subject to dismissal.

If the student fails to meet criteria for progression and decelerates, all coursework/required program components must be completed within five years of initial matriculation.

4. Remediation Policy

a. Remediation for failed test:

A score of <75 will result in a notification of the Remediation and Academic Support Committee and a request for the student to meet with both the assigned advisor and the course director to address the low score and to develop a study/remediation plan to address the learning deficits. The student will then have the option to take another test/retest with similar content to the failed test, within ten days from the initial test. A passing score on this retest will result in the assignment of the minimum passing score of 75. Failure will result in an average of the two test scores and placement on Academic Probation. The student may only take up to two retests per semester.

b. Remediation for failed course in the didactic year

Minimum passing grade for each course during the didactic year is a “C” (i.e. 75 or above) and an overall GPA of 3.0 must be maintained for each semester in the didactic year. Failure of a course will result in the student being placed on Academic Probation. The student will be followed by the Remediation and Academic Support Committee and will need to meet with the student advisor and course coordinator to fulfill the remediation plan. After completion of the remediation plan the student will then have the chance to retest. Retesting must be completed within 10 days of the course failure. Failing the retest will result in failure to progress to the next semester and therefore deceleration. Passing the retest will allow the student to progress to the next semester, remaining on Academic Probation. No more than two failing courses can be remediated for one semester. Failure to remediate successfully will result in deceleration and more than two failures in one semester will result in dismissal from the program.

c. Remediation for a failed clinical rotation

During the clinical year the minimum required grade to pass each rotation is a “B”. Failure to obtain a “B” will necessitate repeating that rotation after the remediation plan has been successfully completed. The student’s faculty advisor and the Director of Clinical Education will develop the remediation plan. Failing the remediation plan or failing the repeat rotation will result in dismissal. No more than two clinical rotations may be repeated: more than two failures of clinical rotations will result in dismissal.

d. Deceleration Policy

Failure to successfully fulfill the requirements of the assigned remediation plan after having failed a class/course during the didactic portion of the program will result in deceleration, where the student will have to make up the
class at the next regularly scheduled offering. Since PA courses are offered in a sequential fashion, each building on the previous, failure to pass a class during the didactic year will result in the student not being able to proceed to the next semesters’ courses. The student will therefore have to join the next year's class/cohort.

During the clinical year, the student who fails a rotation (up to two) and who remediates successfully will have a delayed graduation time, but does not have to furlough for a year to rejoin clinical rotations as is necessary in the didactic year.

e. Process for Academic Dismissal:

Student progress is tracked weekly by the Remediation and Academic Support Committee (RASK).

Upon recognition of a student's failure to meet minimum standards for progression, the RASK will notify the Program Director. The Program Director will prepare a Letter of Dismissal for signature by the Vice President for Academic Affairs.

The VPAA will make the final decision based on the information provided by the PA Program and forward the signed letter back to the Program.

The Letter of Dismissal shall be hand delivered to the student. Counseling regarding the process for appeal shall be given at the time of delivery.

Faculty involved should be prepared for an emotional response and provide adequate counseling or necessary referral.

f. Process for Non-Academic Dismissal:

Students are expected to obey applicable local, state and federal laws as well as the policies of Bryant University and are not entitled to greater immunity or privilege before the law than that enjoyed by ordinary citizens. As they prize rights and responsibilities for themselves, students are expected to respect the rights and responsibilities of others. For infractions of laws, regulations, policies and standards, students may be subject to disciplinary action up to and including expulsion from the University. Such disciplinary action may be imposed for violations which occur off campus when the violation may have an adverse effect on the educational mission of the University.

Violations of University Student Code of Conduct will be handled in accordance with the Student Code of Conduct outlined in the Current Bryant University Student Handbook:

http://www.bryant.edu/resources/files/Life%20at%20Bryant/student_handbook.pdf

Violations of the PA Program Honor Code will not be tolerated. Students accused of engaging in non-professional behavior are subject to non-academic probation or dismissal.

The student or faculty member who suspects non-professional behavior or violation of the honor code are required to notify the suspected party of the offence as well as notify the Graduate Faculty Advisory Committee (medical) of the offence.
The GFAC (medical) will investigate the offence and make a recommendation to the Program Director.

The Program Director will determine if the offense should be managed by the Program or if it meets a violation of the University Code of Conduct.

If an offense meets the tenets of the University Code of Conduct, the case shall be referred to the Office of the Dean of Students. Criminal activity shall also be reported to DPS.

If an offense violates the PA Program Honor Code, but does not require reporting to the Dean of Students, the PA Program Director, working with the GFAC (medical) shall determine if the offense warrants probation or dismissal.

A student placed on non-academic probation shall have a letter placed in their academic file and shall meet with their advisor to determine a remediation plan. If the student fails to remediate, or commits further offenses, the case shall be forwarded to the Vice President for Academic Affairs for a recommendation for dismissal.

A student case that warrants dismissal shall be forwarded to the Vice President for Academic Affairs for a recommendation for dismissal.

The VPAA will make the final decision based on the information provided by the PA Program and forward the signed letter back to the Program.

The Letter of Dismissal shall be hand delivered to the student. Counseling regarding the process for appeal shall be given at the time of delivery.

Faculty involved should be prepared for an emotional response and provide adequate counseling or necessary referral.

g. Process for Processing Student Grievances:

Academic Grievance:
Grievances related to grades should be first directed to the course coordinator who assigned the grade.

If a satisfactory conclusion is not reached, the student may submit a written appeal to the Academic Support and Remediation committee for further evaluation.

Students may further appeal in writing to the Program Director.

Non Academic Grievances:
Grievances that do not involve academic progress must be submitted in writing to the Program Director.

Final Appeal:
For academic and non-academic grievances, the final authority for dismissal falls under the authority of the Vice President for Academic Affairs (VPAA). Any student facing dismissal from the program may request that their grievance be forwarded to the VPAA for final review.

N. COURSE DESCRIPTIONS

Pending
O. FIRST TIME PANCE PASS RATE

The first PA class is anticipated to take the PANCE after the completion of the program in the spring of 2017. Scores will be posted on our website once they are available from the National Commission on Certification of Physician Assistants (NCCPA).

P. STUDENT EMPLOYMENT WHILE ATTENDING THE PA PROGRAM

Employment by the student while enrolled in the program, while not prohibited, is strongly discouraged. The program is one of intense study with educational activities routinely scheduled from Monday through Friday 8am to 4pm during the didactic year (not including independent study) and becomes even more rigorous and time intensive during clinical rotations the following year. Absences secondary to work are not considered excused. Unexcused absences are considered unprofessional behavior and may result in grade penalties and potential deceleration and/or dismissal if professional and academic standards are not met.

Students who have been placed on Academic Probation are prohibited from working during their time on probation. Non-adherence to this policy will risk immediate dismissal.

Students are not required to work for the Physician Assistant program.

Q. SUPERVISED CLINICAL PRACTICE EXPERIENCES

All supervised clinical practice experiences have been arranged by the PA Program. Students will not be required to provide or solicit clinical sites or preceptors. Students may suggest to principal faculty elective rotations in the specialty and location of their choice. The program will review, evaluate and approve all rotations for educational suitability and may not be able to provide elective rotations in certain specialties.

Students will not substitute for clinical or administrative staff during supervised clinical practice experiences.

R. PROTECTION FROM HARASSMENT

Bryant University is committed to maintaining a positive working and learning environment, which supports respect for the individual and for academic freedom, where all members of the community can work and learn in an atmosphere that is free from sexual or other types of harassment.

It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third party contractors, may subject another to sexual or any other type of harassment. Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

Harassment includes but is not limited to unwelcome verbal, electronic and/or physical conduct directed toward an individual or regarding an individual’s race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status that has the purpose or effect of
humiliating and/or intimidating an individual or hindering and/or interfering with work performance, academic status, or college life. In particular, sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status; or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment in which to work or learn.

Bryant University considers harassment a very serious matter. Any person found to be engaging in harassment, including sexual harassment, or who aids and abets or incites such conduct, will be subject to disciplinary action, up to and including termination of employment or expulsion from an educational program of the University. Further, any retaliation against an individual for filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

S. NON-DISCRIMINATION POLICY

Bryant University admits students of any race, gender, sexual orientation, religion, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate unlawfully on the basis of race, gender, sexual orientation, religion, color, national, or ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school-administered programs. In addition, Bryant University does not discriminate unlawfully against the disabled and is in full compliance with the Rehabilitation Act of 1973, as amended. Inquiries/complaints with regard to discrimination on the basis of race, gender, sexual orientation, religion, color, national, or ethnic origin should be directed to the Vice President of Student Affairs, Bryant University, Smithfield, RI 02917-1284, telephone (401) 232-6046. Persons may also contact Director, U.S. Department of Education, Office of Civil Rights, Region One, Boston, MA 02109, regarding the University’s compliance with regulations.

a. Title IX:

In accordance with Title IX of the Education Amendment Act of 1972, Bryant University prohibits sex discrimination in its educational and athletic programs, as well as in extracurricular activities sponsored by the University.

An individual's sex cannot be considered as a basis for making decisions in areas such as:
Admission and graduation requirements
Access to course enrollment or campus facilities
Counseling and health services
Competitive athletic programs and activities
Housing, financial aid, or other benefits/services

http://policies.bryant.edu/general.htm#titleix
b. Reporting Procedures

Bryant University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. To encourage persons to come forward, the University provides several channels of communication, information, and complaint resolution as outlined below.

c. Information, Counseling and Advocacy

Anyone may seek advice, information or counseling on any matter, including matters relating to harassment, without having to lodge a complaint. Names and telephone numbers of these resources are listed under “Information/Counseling Resources.”

d. Informal Complaint Process

Either verbally or in writing, notify the offender firmly and promptly that his or her behavior is unwelcome. While dealing informally with a problem of harassment may resolve the matter more expeditiously and more confidentially, the University can take no action when it is not aware of the harassing conduct. Hence, informal complaint procedures should not be used for severe or habitual cases of harassment.

e. Formal Complaint/Reporting Process

When a formal complaint is received, the University will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include a private interview with the person(s) filing the complaint and with witnesses. The person(s) alleged to have committed harassment would also be interviewed. When the investigation has been completed, the results of that investigation, to the extent appropriate, will be shared with the person filing the complaint and the person alleged to have committed the conduct. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate the offending conduct, and where appropriate, will impose disciplinary action.

f. Resource List:

Counseling Services: 401-232-6045
Health Services: 401-232-6220
Student Affairs: 401-232-6046
Vice President for Student Affairs/Dean of Students: 401-232-6046
Associate Vice President for Human Resources: 401-232-6011
Vice President for Academic Affairs: 401-232-6060
The full policy and reporting procedures can be found in the Bryant University Student Manual and on the Bryant Website at http://policies.bryant.edu/general.htm#harassment

4. Information Services Network Acceptable Use Policy

All members of the Bryant University community who use the University computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of University-owned or University-leased Information Services systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses and contractual agreements.

http://web.bryant.edu/~commtech/acceptable_use.html

a. Acceptable use of E-mail

The University's electronic mail services are University facilities and are intended for use for teaching, learning, research, and administration in support of Bryant University's mission. Bryant University e-mail services may not be used for personal business or personal gain except as permitted by other University policies.

b. Clinical Year Policy

All students in the clinical setting must be clearly identified as PA Students and must wear Bryant University Name Tags and short White Coats with the Bryant University logo at all times. Students should clearly identify themselves to both patients and staff as a PA Student.

T. NATIONAL AND STATE RESOURCES FOR PHYSICIAN ASSISTANTS

American Academy of Physician Assistants (AAPA)

www.aapa.org/

Student Academy of the AAPA (SAAAPA)

www.aapa.org/your_pa_career/pa_students.aspx

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

www.arc-pa.org/

National Commission for Certification of Physician Assistants (NCCPA)

www.nccpa.net/

Physician Assistant Education Association (PAEA)

www.paeonline.org/
Rhode Island Academy of Physician Assistants (RIAPA)


**U. EDUCATIONAL RESOURCES FOR PHYSICIAN ASSISTANTS**

Competencies for the Physician Assistant Profession

[http://www.nccpa.net/App/PDFs/Definition%20of%20PA%20Competencies%20for%20Publication.pdf](http://www.nccpa.net/App/PDFs/Definition%20of%20PA%20Competencies%20for%20Publication.pdf)

NCCPA Content Blueprint Task Areas

[http://www.nccpa.net/ExamsContentBPTasks](http://www.nccpa.net/ExamsContentBPTasks)

NCCPA Content Blueprint Organ Areas

[http://www.nccpa.net/ExamsContentBPOrgans](http://www.nccpa.net/ExamsContentBPOrgans)