



Bryant University

**School of Health Sciences
PA Program**

2016 Student Manual

BRYANT COLLEGE



Robert Jay Amrien
Program Director
PA Program

Dear Student,

Welcome to the Bryant University PA Program. Our mission is to improve universal access to health care by graduating highly competent and confident PAs 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 evaluate your clinical experiences. Throughout your tenure with the program, they will be your teachers, your mentors, and your advisors. 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 PA. 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

Introduction

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

This document and the policies herein are subject to change and will be updated as necessary. The latest version of this manual will be posted on the PA Program website and available in BlackBoard. As a PA student, you are responsible for reading, understanding and complying with all of these policies.

All enrolled PA students should check their official Bryant University E-Mail addresses regularly for notification of changes to official policies and for announcements regarding University requirements.

Students will be given an overview of program policies during their orientation to the program and will be reminded of their responsibilities before departing on Supervised Clinical Practice Experiences.

It is the responsibility of students enrolled in the PA Program to be aware of and abide by the policies and regulations in this manual, as well as those in the Bryant University Graduate Student Manual.

All Bryant University Manuals can be found via the Bryant University intranet on campus.

The Physician Assistant Profession

A PA is a medical professional who works with a physician as part of a healthcare team. PAs 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 type 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)

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.

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 engage in irregular behavior, as defined in the [NCCPA's Policies and Procedures for Disciplinary Matters](#)
- 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 falsely represent themselves in any way as a Physician Assistant-Certified (PA-C) designee unless they hold current NCCPA certification or otherwise use or assist others in using fraudulent credentials as set forth in the [NCCPA's Policies and Procedures for Disciplinary Matters](#). Physician assistants shall not falsely represent themselves as Certificate of Added Qualification (CAQ) recipients unless they hold a current CAQ credential.
- 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.
- They shall comply with all applicable laws, regulations and standards, including but not limited to those governing professional practice.
- They shall respect appropriate professional boundaries in their interactions with patients.
- They 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.
- They shall recognize and understand their professional and personal limitations.
- They shall practice without impairment from substance abuse and shall practice without impairment from cognitive deficiency or mental illness that, even with appropriate reasonable accommodation, adversely affects their practice.
- They shall maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.
- They shall behave in a manner that is lawful and ethical, and that upholds accepted standards of professional practice
- They must report to the NCCPA any adverse regulatory, legal or credentialing action within 30 days of (1) revocation, suspension, surrender, lapse, loss or denial of a license or credential to practice as a health care provider (including authorization to practice as an employee of the federal government or in a jurisdiction not requiring licensure) or (2) conviction of a crime (including a guilty plea or no contest plea).

[*Code of Conduct for Certified and Certifying PAs](#)

American Academy of Physician Assistants (AAPA) Code of Ethics

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.

[*Guidelines for Ethical Conduct for the Physician Assistant Profession](#)

Physician Assistants 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.

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 program. 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.

- Violating standards of professional behavior
- Lying (misleading or fraudulent behavior)
- Cheating
- Stealing, including plagiarism
- Inappropriate alcohol use
- Illicit drug use
- Failure to attend class or supervised clinical practice experiences.
- Engaging in conduct that will or may diminish the reputation of Bryant University or the PA Program
- Failure to report unprofessional behavior in a fellow student

* [Adapted from Duke University Honor Code](#)

Bryant University Mission Statement

To educate and inspire students to discover their passion, become innovative leaders with character, and make a difference around the world.

Bryant PA 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 care in a collaborative environment.

Bryant PA 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

Goals of the Bryant University PA Program

1. Prepare our PA 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 PA students to meet the needs of our health care system by providing a strong primary care experience caring for underserved 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 PA students' commitment and ability to serve in leadership roles as advocates for patients and the PA profession
4. Develop and strengthen our PA 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.

Bryant University Accreditation

- Bryant University is accredited by the New England Association of Schools and Colleges (NEASC)
- The ARC-PA has granted Accreditation-Provisional status to the Bryant University Physician Assistant Program sponsored by Bryant University.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

[ARC-PA Provisional Accreditation](#)

PA Program Technical Standards

Matriculated Students must meet all technical standards required for program completion with or without reasonable accommodations for documented disability.

- **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.

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.

Bryant University PA Program Faculty

The full-time faculty and staff at Bryant University'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 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.

Bryant University PA Program Academics

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 Terms:

1. **First Term**

- PA 501: Physiology and Pathophysiology (3SH)
- PA 502: Clinical Pharmacology (3SH)
- PA 503: Human Anatomy (4SH)
- PA 504: Clinical Laboratory (2SH)
- PA 505: Research Methods (1SH)
- PA 506: Genetics (1SH)

2. **Second Term**

- 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 Term**

- 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: Clinical Skills (1SH)
- PA 526: Clinical Correlations Two (2SH)

4. **Fourth Term**

- 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**

- 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 (4SH)
- PA 612: Mini Clinical Supervised Clinical Practice Experience (4SH)

The didactic portion of the PA program is designed in a sequential fashion, with each term building on the previous term's coursework. All required assignments for each class must be completed by the end of the term in order to progress to the following term. 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 required to be on campus and available for scheduled and unscheduled activities from 0800 to 1700 M-F, unless granted a holiday. Other program required events may occur outside of these hours.

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

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

The Bryant University Physician Assistant Program does not accept Advanced Placement/CLEP coursework to fulfill prerequisite requirements nor does the Physician Assistant Program accept transfer credits to be applied to required Program coursework. Students must complete all coursework at Bryant University and the program does not award Advanced Standing based on prior coursework.

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).

Bryant University PA Program Policies

HIPAA:

Students are required to be trained in the Health Insurance Portability and Accountability Act (HIPAA). HIPAA 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.

Supervised Clinical Practice Experiences (SCPE):

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.

SCPE Dress Code:

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.

Credit Hours:

Each academic term is twelve weeks in length, however, the semester hours assigned represent workload equivalent to sixteen calendar weeks.

Cancellation of Classes:

Cancellation/delay of classes due to weather conditions will be announced over local radio and television stations. A detailed message will also be available by calling the University's emergency line at (401) 232-6002.

The announcement to cancel or delay classes will also be available on the university website emergency announcements at <http://emergency.bryant.edu/>

When individual classes are cancelled, students will be notified via their Bryant e-mail accounts. Any cancelled classes will be rescheduled by the Program and may occur outside of normal scheduled class hours, to include evenings and weekends.

PA Program E-Mail Policy:

Important programmatic information and correspondence with students will occur frequently through e-mail. The Bryant University PA Program will only send e-mail notifications to each student's official Bryant University assigned email address.

Students are required to check their University email account at least once daily in order to ensure timely receipt of important Program updates.

PA Program Faculty and Staff will respond to emails within 3 business days, between the hours of 8am-5pm only. In the case of emergency, students are to contact the Program Faculty or Staff in person during regular hours, or via the phone numbers listed in Blackboard outside of regular business hours.

Bryant University Acceptable Use of E-Mail Policy:

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.

Bryant University IS 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.

*[Bryant University Acceptable Use Policy](#)

Social Media Policy:

The Bryant University PA Program does not routinely monitor student social media accounts. The Program considers posting of negative commentary regarding the Program, Faculty, Staff or fellow students in a public forum to be a violation of our professionalism expectations for students. In the event that inappropriate program related content from a student's social media account is brought to the attention of the Program, the matter will be reviewed by the ASRC. In addition, if the content posted violates guidelines set by HIPAA or FERPA, students may face dismissal as well as HIPAA mandated fines and criminal consequences from outside agencies. Such violation may result in dismissal from the Program.

Attendance Policy:

Bryant University PA Program classes are scheduled Monday through Friday, between the hours of 8 am-5 pm. Students are expected to be available for Program activities during these hours. There may be occasions when mandatory activities will be scheduled during evening or weekend hours. Students will be notified regarding such occasions as soon as possible.

Attendance is expected at all Bryant University PA Program scheduled activities. Unexcused absence from or late arrival to an event is considered a violation of the Program's professionalism expectations for students, and may negatively affect the Professionalism component of the course grade of each class missed. Students who will miss two or more calendar days in succession will require official documentation regarding the absence in order for the absence to be excused.

In the event a student will be absent from a Program activity, they must notify the Program Staff by phone or voicemail as soon as possible by calling (401)232-6556. The ASRC will review all events of student absence to determine whether or not the absence will be excused. Students may accrue no more than 3 excused absences during each of the didactic and clinical phases of the Program. Absences in excess of 3 events may result in mandatory remediation or other requirements as decided by the ASRC.

Students are expected to be present for every exam. Missing an examination is a serious event. If a student is absent on the day of an exam or other similar event, the student must contact the Program, as noted above, prior to the start of the scheduled event. Students granted an excused absence will be allowed to make up missed exams or activities immediately upon their return. The make-up exam will cover the same content as the original exam, however may be comprised of different questions and/or question formats. Students who have unexcused absences for an exam or those who notify the Program of their absence after the start of the scheduled event, will still be required to complete the missed exam, however, they will receive a grade of zero. Students arriving late for an examination will only be allotted the time remaining in the examination to complete their exam.

Student requests to alter the Program schedule, including examination or lecture dates and times will not be considered.

Student Employment Policy:

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 5pm 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.

Clinical employment may not be performed while enrolled in Supervised Clinical Practice Experiences.

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.

Bryant University PA Program Academic Policies

Grading Scale

<u>Percentage</u>	<u>Grade</u>
93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
75 – 76	C
<75	F

The Bryant University PA Program calculates grades to two decimal places (i.e., 89.02) without grade rounding.

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 term and must pass each course and/or rotation.

Failure to maintain a 3.0GPA per term will result in being placed on Academic Probation.

If the student fails to maintain this minimum for more than two terms 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. Only courses taken and credits received in the graduate programs at Bryant University are included in the computation of the grade-point average.

Quality points are determined by multiplying credits by grade points. Grade points are listed in the table above. The grade-point average (GPA) is determined by dividing the total quality points earned by the total credits completed.

Academic Remediation, Deceleration, and Dismissal Policies

Remediation for a failed examination

A test score of <75 will result in a notification of the Academic Support and Remediation 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 may then take another test 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 term.

Remediation for a failed course in the didactic curriculum

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 term 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 Academic Support and Remediation Committee and will meet with the student advisor and course coordinator to fulfill the remediation plan. The student will then complete a comprehensive remediation exam, which must be completed within 10 days of the course failure. Unsuccessful completion of the test will result in failure to progress to the next term and therefore deceleration. Passing the test will allow the student to progress to the next term, however, the student will remain on Academic Probation. No more than two failing courses can be remediated during one term. Failure to remediate successfully will result in deceleration and more than two failures in one term will result in dismissal from the program.

Remediation for a failed Supervised Clinical Practice Experience (SCPE)

During the clinical year the minimum required grade to pass each rotation is a “B” (i.e. 83 or above). Failure to obtain a “B” will necessitate repeating the failed 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.

Deceleration

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 during the next regularly scheduled offering. Since PA courses are offered in a sequential fashion, each building on the previous courses, failure to pass a class during the didactic year will result in the student not being able to proceed to the next terms' 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 remediates successfully will have a delayed graduation date, but does not have to furlough for a year to rejoin clinical rotations as is necessary in the didactic year.

Academic Dismissal

Student progress is tracked monthly by the Academic Support and Remediation Committee (ASRC).

Upon recognition of a student's failure to meet minimum standards for progression, the ASRC will notify the Program Director. The Program Director will prepare a Letter of Dismissal for signature by the Provost.

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

The Letter of Dismissal shall be hand delivered to the student by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process for appeal will be outlined within the Letter of Dismissal.

Non-Academic Dismissal

Students are expected to obey applicable local, state and federal laws as well as the policies of Bryant University, and the Bryant University PA Program 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.

Based on their chosen academic path and their entry into the PA Profession and the eventual care of patients, PA students are held to a higher standard of conduct than other undergraduate and graduate students. In addition to being responsible for all Bryant University rules, regulations, standards and codes of conduct, PA Students shall be held to the PA Program Code of Conduct. Violations, other than criminal and Title IV, shall be handled by the PA program as outlined below.

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 offense as well as notify the Academic Support and Remediation Committee (ASRC) of the offense.

The Academic Support and Remediation Committee (ASRC) will investigate the offense 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 should be forwarded to the Dean of Students or Department of Public Safety.

The Academic Support and Remediation Committee (ASRC) shall determine if the offense warrants warning, probation or dismissal from the program.

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 Provost for a recommendation for dismissal.

A student case that warrants dismissal shall be forwarded to the Provost for a recommendation for dismissal.

The Provost 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 by the Program Director. In the event that the Letter of Dismissal cannot be hand delivered to the student, it will be mailed to the student's permanent address of record via Registered Mail. The process for appeal will be outlined within the Letter of Dismissal.

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 related to non academic issues should be first directed to the involved parties.

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.

Final Appeal for all grievances that may result in dismissal:

For academic and non-academic grievances, the final authority for dismissal falls under the authority of the Provost. Any student facing dismissal from the program may request that their grievance be forwarded to the Provost for final review.

Student Withdrawal

Students retain the right to withdraw from their program of study in which they are enrolled, and thus the University, based on the personal preferences and necessities of the individual. When a student makes a decision to formally withdraw from graduate study at Bryant, a student must submit a University Withdrawal form to the Registrar's Office. This action serves to notify the University of a Student's Intention not to register for future courses. The student should also notify the Program Director in writing of their intent to withdraw from the program. At such a time in the future as a student desires to resume graduate coursework at Bryant, a re-application through CASPA is required.

Leave of Absence

By virtue of Bryant's PA program design as a 27 month plan of study, admitted students are expected to proceed through the program with the cohort they were admitted with at the beginning of their PA studies. Stated differently, students, upon admission, are expected to complete their PA degree requirements by continuous enrollment in the time specified by the program in which they entered.

Although leaves of absence from the PA program are discouraged, it is recognized that occasionally there are significant life-altering events that may result in the need for a student to suspend continuous enrollment from their respective program on a temporary basis.

Consequently, any student who, prior to completion of the PA Program requirements, seeks to decline registration for an upcoming semester may do so by registering for a Leave of Absence (LOA) by completing an official LOA form with the Registrar's Office. A PA student on a leave of absence may re-enter the program in a subsequent year, at the beginning of the same academic term in which they began their LOA. Students will be required to complete all coursework from that term. Additionally, students will have the option to attend courses from the previous terms, if desired. Students are still required to complete their program within a five year time frame from admission.

Dependent upon the official starting date of the LOA, students may be required to return portions of their federal and private loan awards, according to the requirements stipulated by their written agreements with the individual lenders.

Students must notify the PA Program Director of their intention to re-enroll by October 1st of the calendar year prior to their planned re-enrollment.

PA Program Graduation

Students who successfully complete all of the degree requirements for the Physician Assistants Program with a cumulative GPA of 3.0, with no course grade lower than a C and within 5 years of matriculation will be eligible for graduation.

Honors at Graduation

To graduate with honors, a student must attain a grade point average of 3.75 or better.

Pi Alpha

Pi Alpha is the national Physician Assistant honor society organized for the promotion and recognition of both PA students and graduates. Membership signifies the inductee's significant academic achievement and honors them for their leadership, research, community/professional service and other related activities. The society also encourages a high standard of character and conduct among students and graduates. Current students of accredited PA programs with chapter status through Pi Alpha may be considered for student membership by demonstrating the following:

- Minimum GPA of 3.5
- Excellence in research, publishing, community/professional service, or leadership activities.

PA Program Tuition and Fees

Tuition Class of 2019: \$90,001 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	
White Coat with Logo	\$75.00
Scrubs	\$60.00
Rhode Island Background Investigation	\$55.00
Nametags (PA Student)	\$30.00
Student Name Stamp	\$15.00
Lab Fee	\$1500.00
End of Rotation Exams and Packrat	\$290.00
Audience Response Clicker	\$80.00
iPad Air (required for Gross Anatomy)	\$699.00
Student Health Insurance	\$2000.00 annually
NCCPA PANCE Exam	\$475.00
AAPA Student Membership	\$75.00
RIAPA Membership	\$30.00
Transportation Fee	\$200.00
Student Activity Fee	\$100.00
Textbooks and Software	\$3000.00 (approx.)

*Fees are subject to change due to cost fluctuations.

Tuition Refunds

The Bryant University Bursar will manage all refunds of tuition.

Fees are not refundable.

A student withdrawing from Bryant University must contact Registrar's 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 Registrar's 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

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

Financial Aid

The Bryant University Office of Financial Aid will coordinate financial aid services 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/>

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

[Bryant Financial Aid Link](#)

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 may need to perform travel as deemed necessary by the program to attend activities arranged 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.

Health Services

Health Insurance

Students will be required to obtain health insurance through Bryant University. The program includes the cost of these policies in Student Fees and will arrange coverage for enrolled students once they matriculate. This is a requirement of our clinical partners and is in addition to any existing health insurance the student may already have in place.

Student Health Requirements

All students accepted to the Bryant University PA Program are required to submit a complete health history questionnaire and physical examination prior to matriculation. In order to ensure confidentiality, these documents are submitted directly 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 prior to enrollment 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

Those students participating in International Rotations will be screened prior to departure to that rotation and immunizations recommended by the CDC for International Travel will be administered as necessary. These immunizations will be documented in the student health record.

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.

Students will receive additional TB Screening and influenza vaccination while enrolled in the program as needed. 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.

Student Health Services

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 <http://www.bryant.edu/student-life/live/campus-services/health-and-wellness.htm>

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

Infectious and Environmental Hazards Exposure for PA Students

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 infectious and environmental hazards such as blood or body fluids during the program. The Program procedure surrounding exposure to these hazards is guided by the Bryant University Campus Exposure Control Plan 2014.

Information regarding exposure policies will be provided to students during Program orientation, prior to any course where exposure may occur, and prior to beginning the clinical phase of the program.

Students must agree to participate in activities that have the potential for exposure to infectious or environmental hazards and are aware that student health insurance may not cover all aspects of care secondary to such exposures.

When a student has experienced an exposure to an infectious or environmental hazard, prompt attention is essential.

The most important step in protecting one's self from exposure to infectious and environmental hazards is prevention. Students are expected to follow OSHA and CDC Standard Precautions Guidelines while engaging in the care of patients or in laboratory skills practice within the Program curriculum. This includes the use of proper personal protective equipment (PPE) and safe handling of contaminated objects such as sharps. Information regarding these guidelines will be reviewed during Clinical Laboratory and Clinical Skills courses during the didactic year and reviewed prior to the start of the clinical phase of the program. Links to these Guidelines will be provided to the students on Blackboard.

All students who experience an exposure to known or potentially infectious or environmental hazards require immediate and follow-up care. Students should immediately remove any contaminated clothing, and wash or flush the exposed area with copious amounts soap and water. If mucosal surfaces are involved, flush immediately with clean water using care to avoid contaminating other mucosal tissue.

Students who experience an exposure on campus should notify a faculty member, and proceed directly to Health Services during normal business hours immediately after washing the affected 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 exposure 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 medical 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 will receive notification of the specific clinical site policy surrounding exposure during their orientation to that site. In the event of an exposure during a clinical rotation, the student should notify the supervising physician assistant or physician immediately, and seek care at their current facility, if available, or 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 student should notify the Program of the exposure as soon as possible, without delaying evaluation and treatment.

In all circumstances, the student must notify the program within 24 hours of the exposure. When evaluated for an exposure, students must request a written clearance from the licensed health care provider evaluating them, including when they are allowed to return to class or rotations and do not pose an immediate health or safety risk to others as a result of the exposure. Inability to attend class or rotations due to illness or injury may lead to a delay in progression through the program curriculum.

Please note that accident and sickness insurance is required for all Bryant University Students. In the event the student's health insurance does not cover expenses related to evaluation or follow-up care for the exposure, the student accepts financial responsibility for all related costs.

Bryant University Policy Regarding Harassment & Sexual Harassment

- [The Bryant University Policy Regarding Harassment](#)
- [The Bryant University Policy Regarding Sexual Misconduct](#)
- [Bryant University Diversity Resources](#)
- [Bryant University Title IX Procedures](#)

Nondiscrimination 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.

Educational Resources for PA Students

[Competencies for the PA Profession](#)

[NCCPA Content Blueprint Task Areas](#)

[NCCPA Content Blueprint Organ Systems](#)

National and State Professional Organizations for PA Students

[American Academy of Physician Assistants \(AAPA\)](#)

[Student Academy of the AAPA \(SAAAPA\)](#)

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

[National Commission on Certification of Physician Assistants \(NCCPA\)](#)

[Physician Assistant Education Association \(PAEA\)](#)

[Rhode Island Academy of Physician Assistants \(RIAPA\)](#)