



Bryant University

PHYSICIAN ASSISTANT

POLICIES AND PRACTICES

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POLICY: Acceptable Use and E-Mail

Bryant University Information Security 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](#)

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 E-Mail Policy](#)

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.

PA Program Provided iPad Device

The Program provides each student with an iPad Pro device. This device is the only one supported by the program staff. Students are required to have this device with them during all classroom hours.

- Device should be fully charged upon arrival at the program. Program formative examinations will be given using the iPad device only. ExamSoft requires at least 30% battery charge to start.
- The device is covered by Apple Care, however students are required to cover any associated repair costs for the iPad device not covered by the plan.
- Although the device can be used for personal use, apps, music, etc., students must ensure there is adequate free space on the device to run program required software.

PA Student iPad Theft/Replacement Policy:

In case of theft, the student may be responsible for a portion of the replacement cost of a new iPad (up to \$750). Case-by-case determination of financial responsibility will be made by the PA Program Director.

- In the case of theft on campus, the student is responsible for contacting the Bryant Department of Public Safety immediately upon discovery. The Bryant Department of Public Safety will contact the local police having jurisdiction.
- In the case of theft off campus, the student is responsible to contact the local police having jurisdiction. To receive a replacement device, the student must obtain and supply the PA Program Coordinator a copy of Bryant's Public Safety report (ready for release within 24 hours – for on campus theft) and/or the report from the local police having jurisdiction (copies must be signed by the student).
- Allegations of fraudulent claims will be referred to the Rhode Island Attorney General for investigation and possible felony prosecution. Should the student fail to supply the police/DPS report to the PA Program Coordinator within 2 weeks of the discovery, the full cost of the replacement iPad will be assessed to the student's account. Extension requests due to clinical rotation travel or other significant circumstances shall be made in writing and addressed to the PA Program Director.

PA Program Provided Audience Response System Device

The Program provides each student with a Turning Technologies Audience Response System Device. Students are required to have this device with them during all classroom hours.

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Admission and Enrollment Polices That Favor Specified Individuals or Groups

Although no specific preference in admission or enrollment is given to any specified individuals or groups, the follow agreements exist with the Bryant University School of Health Sciences and the PA Program:

- Undergraduate students from Bryant University meeting all admission requirements to the PA Program will be afforded a guaranteed interview.
- Undergraduate students from Western New England University meeting all admission requirements to the PA Program will be afforded a guaranteed interview (see attached Memorandum of Understanding)

The University, The School of Health Sciences, and the PA Program maintain the right to enter into such agreements.

This policy will be provided on the website and updated as necessary, however, no changes to this policy will take effect between the annual opening of each CASPA Cycle and 01 October of the same year.



Standard A3.15 The program must define, publish, and make readily available to prospective students admission related information to include: a) admission and enrollment practices that favor specified individuals or groups

ANNOTATION:

Review: 01/30/19

- Medical Director
- Director of Clinical Education

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Attendance Policy

All scheduled academic and non-academic program activities require mandatory attendance. Part of being a professional involves not only being in the correct place at the correct time, but involves active and engaged participation. Attendance, punctuality, and active participation are all program expectations and will be reflected in the professional components of class and rotation assessments.

Didactic Phase:

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 *all* Program activities during these hours. There will be occasions when mandatory activities will be scheduled during *evening or weekend hours*. Students will be notified regarding such occasions with as much forward notice as possible.

Attendance is mandatory at *all* Bryant University PA Program scheduled activities. Unexcused absence from, or late arrival to, a class or event is considered a violation of the program's professionalism expectation for students and will negatively affect the professionalism component of the course grade for each course involved. Students who will miss class will require official documentation regarding the absence 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 program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than **3 excused** class absences during the didactic phase of the program. More than 3 excused absences may result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused absences include acute medical conditions that cannot wait for non-class times (medical emergencies) or death/critical health concerns in an immediate family member. Students are highly encouraged to schedule routine appointments outside of designated class time to ensure that there is no conflict between class and personal affairs.

Examples of absences that **will not** be considered excused are weddings, graduations, vacations, family reunions, etc. The program does not recognize "personal days," and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program. Unexcused absences reflect poorly on the student's professionalism and often suggest a potential lack of commitment. Repeated violations of the attendance policy may lead to dismissal under the Professionalism Policy.

Clinical Phase:

Supervised Clinical Practice Experiences vary in start times, duration, finishing times, and call requirements. Students are expected to be present during all days and times a scheduled rotation is open, or as outlined by the preceptor. Students must attain at least an average of 35 hours per week of clinical time.

Students should never decline to work outside of normal work times, weekends, nights, and on call if that is part of the rotation. There is no maximum number of hours a PA Student may work.

Students are prohibited from requesting time off from preceptors during a rotation. In the event a student will be absent from a program activity, they *must* notify the Program Staff or DCE by phone or voicemail as soon as possible by calling (401) 232-6556. The program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than **3 excused** absences during the clinical phase of the program. More than 3 excused absences will result in mandatory remediation, deceleration, or dismissal as determined by the program. Examples of excused absences include acute medical conditions that cannot wait for non-rotation times (medical emergencies), or death/critical health concerns in an immediate family member.

Students are highly encouraged to schedule routine appointments outside of designated rotation time to ensure that there is no conflict between learning and personal affairs. Examples of absences that **will not** be considered excused are weddings, graduations, vacations, family reunions, etc. Accruing excused absences for appointments and personal affairs will not waive this requirement should the student become sick or injured later in the clinical year and each incident will be evaluated individually.

The program does not recognize “personal days” and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record and the student will be subjected to remediation, professionalism grade reduction, deceleration, or dismissal from the program.

If a student fails to meet the attendance requirements of the rotation, the student will be required to repeat the entire rotation.

Examinations and Assessments:

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 assessment, 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 an unexcused absence (or fail to notify the program prior to the start of the exam), are required to complete the missed exam, however, they will receive a grade of **zero (0)**. Students arriving late for an examination will only be allotted the time remaining in the examination to complete their exam. Quizzes will not be made up regardless of reason for absence.

Students shall not request to alter the program or examination schedule. Emergent requests should be directed to the Student Curriculum Representative, however, they will likely not be considered.

Participation:

Active participation in all class, clinical, and required events is expected. Students should be fully engaged in all program related activities and not otherwise distracted. If a student is using electronic devices during classroom, lab, or clinical rotations it must be for evaluating content directly related to the current learning experience. Students using material not related to the class may be subjected to reduction in professionalism and participation grades, loss of ability to use computers/phones/tablets in class, or further disciplinary action. Repeated violations of this policy will result in dismissal from the program.

Standard: A3.17 The program must define, publish, and make readily available to students upon admission academic performance and progression information to include:

- a) Any required academic standards

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Background Investigation and Drug Screening

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 organization and therefore will prevent admission to the PA Program. Some 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. Non-felony convictions may prevent admission to the PA Program.

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.

Conviction of a student during the PA Program *must* be brought to the attention of the Associate Program Director immediately. Student completion of the program will be at the sole discretion of the PA Program. Students who fail to notify the program of an offense will be considered in violation of the PA Program Honor Code and will be dismissed from the program.

Screening for drugs of abuse

Students will be required to submit to a mandatory urine drug screen performed by our contracted provider before starting clinical rotations. Students may be required to submit to additional drug screening 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 to 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.

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Classroom Etiquette

The purpose of classroom lectures is to supplement the required learning of material by the student and provide a real-life perspective on the practice of medicine. Throughout the practice of medicine, there are many perspectives on the appropriate history, physical examination, diagnosis, and treatment of patients that cannot be learned from a textbook.

Students are expected to display professional behavior at all times. The classroom is noteworthy as many of our lecturers are Professors of Medicine at the Warren Alpert Medical School, Preceptors, or noteworthy physicians practicing in the State of Rhode Island. Your classroom behavior represents you not only individually, but also our entire program, the PA Profession, and Bryant University.

The following are the minimum standards of behavior expected in the classroom:

1. Students must be on time for all lectures and activities. This includes returning from breaks.
2. Student attention should not be directed to anything other than the lecture.
3. Cell phone use is prohibited in the classroom during lectures. This includes, but is not limited to, texting, e-mailing, calling, and web-browsing.
4. The iPad device is to be used to follow a presenter's lecture or slides. It may be used to look up material pertinent to the *current* lecture, but may not be used for other non-classroom related purposes.
5. Students may not study for other classes/exams during lecture time.
6. Students are expected to interact with the lecturer. A lack of participation displays a lack of interest in the subject and/or the lecturer.

Violations of any of the above standards will lead to disciplinary action which may include grade reduction, class failure, removal from the class, and potentially dismissal from the program.

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: PA Program Honor Code

PA Program Academic 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.

*Adapted from Duke University Honor Code

The Bryant University PA Program has adopted this simple, yet powerful code of conduct in regards to all aspects of physician assistant education. Honesty, integrity and respect are expected of students in their interaction with fellow students, professors, staff, patients, and families.

Professionalism is one of the PA Core 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 disciplinary action up to and including 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
- Inappropriate language or attitude
- 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

Bryant PA Program Offences

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 IX, shall be handled by the PA program as outlined below.

Violations of the PA Program Academic 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 Program Director will determine if the offense should be forwarded to the University Provost or Department of Public Safety. The program shall recommend to the Provost 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 by the program with 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.

Graduate Program Offenses

[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 and the University Policy Manual. All students are subject to disciplinary action for violations. Graduate student violations of policy shall be adjudicated by the Graduate Disciplinary Committee. Procedures applying to this process are found in The Student Handbook.

University Offenses

[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 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.

Federal, State, Local Crimes

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.

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 program for further evaluation. Students may further appeal in writing to the University Provost.

Cheating / Plagiarism

As students at Bryant University you are privileged members of an academic institution with high standard for academic integrity and conduct. Student dishonesty will NOT be tolerated. Any student who plagiarizes, cheats, or shares assignments will receive a 0 (zero) for that assignment. Such behavior may also result in course failure, academic probation, or dismissal from the PA Program.

Ignorance of University policy is NOT a valid excuse. If you are not sure whether you are plagiarizing or not, please check with your instructor.

Academic Dishonesty and Plagiarism include but is not limited to:

- Submitting an assignment that has been wholly or partially created by another person.
- Presenting as your own work, the ideas, representations, research, or words of another person without proper acknowledgement (citation) of sources.
- Knowingly permitting your work to be submitted by another student as if it were her or his own work.
- Submitting identically, or substantially, the same assignment to fulfill the requirements of two separate courses.
- Copying from another student's examination, term paper, homework, or lab report.
- Misappropriation of examination materials or information.
- Unauthorized communication with another student during or about quizzes.
- Unauthorized access to or the use of the computerized work of others.
- Falsification of data for research projects.
- Turning in another student's name on an assignment when the student failed to contribute.

All violations 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 PA students involving academic dishonesty:

Step 1

- PA Faculty 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 PA Program and the University

Step 2

- The instructor's decision may be appealed by the student to the Academic Support and Remediation Committee. The Committee may recommend to PA Program Director one of the following alternatives:
 - To uphold the instructor's decision
 - To place the student on academic probation
 - To recommend dismissal of the student to the PA Program Director
 - To restore the individual to the status of a student in good standing

Final Appeal for all grievances that may result in dismissal

For 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 University Provost for final review.

Standard B1.05 The curriculum must include instruction about intellectual honesty and appropriate academic and professional conduct.

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Student Disability

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.

Responsibilities of Students with a Learning Disability or ADHD

- Submit *current* documentation of the specific learning disability (LD) or ADHD according to Bryant's Guidelines for Documentation. *Keep a personal copy* of all testing and documentation. Please *verify receipt* of documentation.
- *Schedule an appointment* with the ACE Assistant Director of Access Services at the *start of each semester* to discuss academic needs and requests for specific academic accommodations. Appointments are made by coming to the ACE front desk in Unistucture Room 275 in the Center for Teaching and Learning or by calling ACE at 401.232.6746. *It is the student's responsibility to initiate all appointments and requests for accommodations or services.*
- Bring hard copy of your *detailed course schedule with professors' names* for the current semester to your appointment.
- Report any scheduling or professor *changes or add/drops* to the ACE Assistant Director of Access Services immediately. If revisions of approved accommodations are needed, the student must schedule an appointment to discuss all changes and amend the Academic Accommodations Master Form. Email or phone contacts will *not* be sufficient.
- Students are required to provide the program with applicable medical records to the Academic Support and Remediation Committee for review of the disability and make a determination what, if any accommodations that the program may consider for reasonable curriculum modification.
- Within *5 (five) days* of signing the Academic Accommodations Master form, meet with faculty advisor to arrange the implementation of specific accommodation(s). Faculty members are *not* required to provide accommodations unless the student initiates this meeting and follows through on the practical arrangements and timeframes.

- *Schedule a follow-up* meeting with the ACE Assistant Director of Access services to report the arrangements agreed upon with faculty members for each accommodation.
- *Schedule appointments* with the ACE Assistant Director of Access Services *throughout the term* to discuss academic needs. ACE does not track or monitor student progress/grades.

For all other information regarding Learning Disabilities and ADHD at Bryant University, please contact [Access Services](#) in the [Academic Center for Excellence](#) or by phone at 401-232-6746.

Responsibility of the PA Program for Students with Learning Disabilities

- The Director of Academic Success will notify the student of confirmation of accommodation request from the university resource as applicable.
- The program will meet with the ACE Assistant Director of Access Services and discuss relevant program requirements based on the disability and in accordance with the Rehabilitation Act and the American's with Disability Act to assist in the implementation of accommodation(s).
- The program will inform the student of the accommodation(s) and apply them to the didactic or clinical examination / setting as appropriate. Exam time accommodations will be programmed into the ExamSoft program for automatic application to each computerized exam. The DAS will program PAEA End of Rotation (EOR) Examinations for time allotments.
- All accommodations will be reviewed and applied **within the limits of the curriculum and the documented disability**. Students will be advised by the program if there is concern that the recommended accommodations are not within the constraints of the outline of the program or the curriculum. All requests for accommodations will be evaluated on an individual basis.

Links

[United States Department of Justice, Civil Rights Division, Americans with Disabilities Act](#)

[29 U.S. Code 794, Section 504 of the Rehabilitation Act of 1973](#)

Specific requirements for learning disabilities and ADHD accommodations can be found at the following link:

<http://my.bryant.edu/portal/academic-success-programs/access-services-formerly-learning-disability-services/guidelines-for-documentation-of-specific-learning-disabilities-ld.htm>

Responsibilities of Students with Physical Disabilities

Students with physical disabilities must be able to meet the Bryant University PA Program technical standards with or without reasonable accommodations. Those seeking such accommodations must contact Bryant Health Services, Kelly Quintal, CFNP, the Clinical Director of Health Services at 401-231-2860, TDD 401-231-2860, or by email at kquintal@bryant.edu

Responsibilities of Students with Psychiatric or Psychologic Disabilities

Students with Psychiatric or Psychologic disabilities must be able to meet the Bryant University PA Program technical standards with or without reasonable accommodations. Those seeking such accommodations must contact the Director of Counseling Services, Noelle Harris, at 401-232-6045 or by email at nharris@bryant.edu

NOTE: Students are required to notify the NCCPA of any testing accommodations for the PANCE. Additional information is described on the NCCPA website at <http://www.nccpa.net/SpecialAccommodations>.

NOTE: Individuals with permanent or temporary physical disabilities who wish to obtain handicapped parking passes should contact the Department of Public Safety (401) 232-6001.

Terminology

Disability

Under the ADA, a disability is a physical or mental impairment that substantially limits a major life activity (i.e., hearing, speaking, seeing, walking) or a record of substantially limiting impairment, or someone regarded as having a substantially limiting impairment.

Essential Job Functions

These are the essential job duties that an employee must be able to perform with or without a reasonable accommodation. Usual characteristics of the essential functions of a job are time spent, consequences of error, skill or expertise involved, and the availability of other employees. Under normal circumstances the essential duties would be included in the employee's performance program.

Reasonable Accommodation

This is any change or adjustment to a job or work environment which allows an employee with a disability to perform the essential functions of a job. Typical accommodations include job restructuring, reassignment, and equipment and furniture modifications.

Undue Hardship

This is an accommodation which would be unduly costly, extensive, disruptive, or would substantially alter operations. Such accommodations need not be provided. Nevertheless, please note that the University does have the obligation to explore and locate other suitable accommodations which would not constitute undue hardship if possible.

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Dress Code

While attending the PA Program, you represent the program, Bryant University, and the PA Profession. Bryant University PA students are expected to dress appropriately in both the didactic setting and at clinical sites.

Bryant University Physician Assistant students will be identifiable at ALL TIMES (didactic and clinical) by:

- Wearing the short white laboratory coat with Bryant University emblem patch worn on left breast pocket
- Wearing the Bryant University name pin worn above the left breast pocket.
- Wearing appropriate hospital or clinic provided badges, lanyards, and name tags.

All attire, including short white coats, are to be kept clean and pressed.

Didactic

Students shall wear business dress - casual attire while attending classes, participating in school related activities, and at any time while representing the program.

Examples of appropriate attire include:

- For women: blouses, sweaters, casual slacks, suits, knee-length or longer skirts, dresses.
- For men: Shirts with collars, casual slacks.
 - Blazers and ties are optional.

Examples of clothing not permitted include:

- Sneakers, open toed shoes, or flip-flops.
- Sweat suits, pajamas, beach wear and shorts.
- Outfits resulting in bare midriffs.
- Tee Shirts or Tank tops.
- Hats - unless when worn as part of medical treatment, religious or cultural observation.
- Jeans or leggings

Laboratory Activities

During didactic activities in the clinical laboratory space or the simulation center, the faculty may authorize Bryant University scrubs and white coats.

- When worn, scrubs must be worn as a complete outfit.
- Students may NOT substitute t-shirts or other attire in the place of a scrub top.
- The Bryant PA Program fleece jackets are authorized for wear with scrubs.
- No outside scrub attire is authorized while attending Bryant PA Program functions unless prior authorization is obtained.

Dress Down Days

Faculty may authorize “dress-down” days (relaxed attire). This should only occur for purposes of rewarding excellent performance, fund-raising, or special occasions (holidays). Requests for such events should be forwarded to the faculty through the class leadership. Dress down attire should remain professional.

Supervised Clinical Practice Experiences

Students must follow the POLICY Dress Code, however SCPE specific policies regarding dress, attire, and identification may supersede those contained in this instruction. The following policies may not be superseded by SCPE-specific policy:

- All students in the clinical setting must be clearly identified as PA Students and must wear the Bryant University PA Program issued Name Tag.
- Students must wear designated hospital-issued identification badges at appropriate sites. Students should not wear hospital-issued or other university/facility-issued identification badges when not at the designated site.
- The Bryant issued short white coats emblazoned with the Bryant University logo/Bryant University PA Program logo should be worn at all times unless specifically prohibited/discouraged by the clinical site.
 - Students should wear Bryant PA Program issued scrubs when scrubs are required. During general surgery rotations students should wear hospital-issued scrubs. When leaving the OR, scrubs must be removed or covered with their Bryant white coat.
 - Students must return all hospital issued scrubs and property prior to departing the rotation.
- Students *must* always clearly identify themselves to both patients and staff as a PA Student.
 - Students should introduce themselves as PA Student (*Last Name*) from the Bryant University PA Program working with (*Preceptor Title & Name*).

Acrylic and gel fingernails/polishes are prohibited on clinical rotations.

Fragrances are prohibited on clinical rotations.

General

Students must follow basic hygiene practices.

Hair must be neat and clean.

Facial hair must be neat, clean, and well-trimmed.

Visible piercings should be limited to the earlobe and not distract from the professional environment

Any questions as to appropriate application should be directed to the Director of Clinical Education.

Departures from conventional dress or personal grooming are not permitted.

Students who fail to meet these standards may be denied access to didactic and clinical settings.

Standard B3.01 PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students, and other health profession students and graduates.

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Employment

While attending the Bryant University PA Program, students are expected to dedicate their time and efforts to learning and improving their patient care knowledge and skills. Students should not let external factors diminish their educational pursuit.

Student Employment

Student employment during the program, while *not prohibited*, is *strongly discouraged*.

- During the didactic year, educational activities are scheduled Monday through Friday 8am to 5pm and may include some evenings and weekends. It is expected that most students will require several hours of studying daily in addition to the classroom time.
- The schedule during supervised clinical practice experiences can exceed 70 hours per week and schedules often include nights and weekends. Rotations may also include call.

Absences secondary to outside 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 result in immediate dismissal.

Students shall not be required to work for the Physician Assistant program.

- Students may volunteer to assist with tasks, be assigned student leadership positions, and be involved with program activities.

Students will not substitute for or function as instructional faculty.

- Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills, but will not be assigned as faculty or instructors in any course.

Standard A3.04 PA students *must* not be required to work for the program.

ANNOTATION:

Standard A3.05 Students *must* not substitute for or function as *instructional faculty*.

ANNOTATION: Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. Students are not to be the primary instructor or instructor of record for any component of the curriculum.

Review: 01/30/19

- Medical Director
- Director of Clinical Education

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Faculty Harassment and Grievances

The Bryant University PA Program directly follows the Bryant University policies for faculty harassment and grievances.

Faculty are made aware of these policies and procedures during Faculty Orientation with Human Resources and are provided refresher of this policy during annual Faculty Retreats.

The latest information on Faculty Harassment and Grievances can be found on the Bryant University Webpage under [Organizational Policy for Bryant University](#).

Protection from Harassment

Bryant University is committed to maintaining a 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 is defined as unwelcome verbal 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:

1. humiliating and/or intimidating an individual or
2. impeding 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:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. 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 (situations that have the effect of substantially interfering with an individual's professional or academic performance by creating an intimidating, hostile, humiliating, or offensive working or learning environment, even if no job or promotion loss results).

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. 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.

Examples of Sexual Harassment

- Sexual harassment may occur regardless of the intention of the person engaging in the conduct. The following are some examples of conduct, which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:
 - sexual advances, whether they involve physical touching or not;
 - requests for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, grades, increased benefits, or continued employment;
 - sexual jokes;
 - use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, sexual activity, deficiencies, or prowess;
 - displaying sexual objects, pictures, cartoons;
 - leering, brushing against the body, sexual gestures, suggestive or insulting comments;
 - inquiries into one's sexual activities; and
 - assault or coerced sexual acts.

- The U.S. Equal Employment Opportunity Commission (EEOC) has observed that hostile environment sexual harassment takes a variety of forms, and that many factors affect this determination. The determination of a hostile environment is affected by:
 - whether the conduct was verbal or physical or both;
 - how frequently the conduct was repeated;
 - whether the conduct was hostile and patently offensive;
 - whether the alleged harasser was a co-worker or supervisor;
 - whether others joined in perpetrating the harassment; and
 - whether the harassment was directed at more than one individual.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive, and that fails to respect the rights of others. Conduct which may appear "voluntary" because a faculty or staff member or student does not seem to be forced to participate against his or her will is still sexual harassment as long as the victim makes it clear that the advances are unwelcome. Whether an isolated remark or act or a course of conduct creates a sexually hostile work environment will depend upon the totality of the circumstances.

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. A list of potential resources or contacts available at the University is provided at the conclusion of this policy.

Complaint/Reporting Process: Complaints involving an employee of the University must be reported immediately either orally or in writing to the Associate Vice President for Human Resources (or his/her designee). If the complaint involves a faculty member, the complaint may be made to the Vice President for Academic Affairs (or his/her designee). Complaints of sexually harassing or discriminatory behavior by students may be made to the Vice President for Student Affairs/Dean of Students (or his/her appointed designee). Procedures for handling a student complaint or grievance are covered by certain provisions within the Bryant University Student Handbook and are administered by the Vice President for Student Affairs/Dean of Students.

The Associate Vice President for Human Resources will participate in the investigatory process with Student Affairs and/or Academic Affairs when a student alleges sexual harassment by faculty or staff, or when a faculty member alleges sexual harassment by faculty, staff, or a student. In any complaint situation where a student is involved, the Vice President for Student Affairs/Dean of Students (or his/her appointed designee) will participate in the investigatory process

If a supervisor, manager or department chair of the University becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an individual coming forward, the supervisor, manager, or department chair should immediately report it to the Associate Vice President for Human Resources.

When a 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 may include interviews with the person making the complaint, any witnesses, and the person(s) alleged to have engaged in the harassment. If it is determined that inappropriate conduct has occurred, the University will act promptly to eliminate that offending conduct and, where it is appropriate, the University also will impose disciplinary action. Appeals must be submitted in writing detailing the specific reason(s) for the appeal.

The President or his/her designee will serve as the appeal authority. The President or his/her designee shall have the power to affirm, reverse, or modify the decision and/or the penalty imposed (but not increase), or to remand the matter to the University official imposing the sanction for further consideration. The decision of the appeal authority is final.

Harassment by Visitors

The University does not condone harassment by individuals visiting students or attending University functions or by any other visitor on the University campus. If anyone is subjected to harassment by visitors, he or she should call Public Safety, who will escort the visitors off campus and/or take other appropriate action. If visitors' behavior is illegal (for example, disturbing the peace, vandalism, sexual assault, etc.), they are subject to arrest. All members of the community should make it clear to visitors that such behavior is not acceptable at Bryant University.

Harassment by Third Parties

The University does not condone harassment by third parties, including internship supervisors, donors, or consultants, with whom members of the Bryant community are dealing on or off campus in the course of their academic or employment responsibilities. If anyone is subject to harassment in these situations, he/she should report it to his/her supervisor or advisor as soon as possible in order that appropriate action can be taken.

Consensual Relationships/Fraternization

Romantic or sexual relationships between faculty/staff and students have the potential for adverse consequences, including the filing of sexual harassment charges. The apparent consensual nature of a relationship may be inherently suspect when a situation of "unequal power" exists which may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment in the working and learning environment. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others. Employees who have access to student residences due to the nature of their position at the University are expected to adhere to all departmental policies related to fraternization or access to student residences. Any violations of departmental policies could result in disciplinary action, up to and including immediate termination of employment.

Romantic or sexual relationships between members of the Bryant community and third parties (e.g., internship supervisors, donors, and consultants) with whom they are dealing off campus as part of their academic or employment responsibilities may also have potential for adverse consequences, including the filing of sexual harassment charges. Even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others.

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."

Bryant University List of Resources Available to Individuals Who Believe They Have Been Subject to Discrimination, Harassment, or Retaliation

- ***Information/Counseling Resources***

- Counseling Services: 232-6045
- Health Services: 232-6220
- Student Affairs: 232-6046
- Employee Assistance Program (available to all Bryant employees): LifeWatch: 1-800-333-6228

- ***Internal Contact List***

- Vice President for Student Affairs/Dean of Students: 232-6046
- Associate Vice President for Human Resources: 232-6011
- Vice President for Academic Affairs: 232-6060

External Filing Remedies

While it is Bryant's goal to investigate and resolve harassment complaints internally, individuals who believe they have been subjected to sexual harassment may also file a formal complaint with either or both of the following government agencies:

- Rhode Island Commission for Human Rights, 180 Westminster St., 3rd Floor, Providence, RI 02903 (401) 222-2661
- United States Equal Employment Opportunity Commission (EEOC) John F. Kennedy Federal Building, 475 Government Center Boston, MA 02203 (800) 669-4000

Grievance Procedure

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

An employee or other individual may use this grievance procedure to file a complaint alleging a violation of Title IX against any Bryant employee, Bryant student, or third party. Complaints may include claims of discrimination, sexual harassment, or sexual violence against the complainant or against others. An employee may also report any claim of discrimination, harassment, or retaliation by following the procedures contained in the policy entitled "Bryant University — Protection from Harassment." Person aggrieved may choose to file a criminal complaint with the appropriate local or state authorities.

Sex discrimination includes unwanted sexual advances, sexual violence, 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.

- **Step 1: Filing a Complaint**

A grievance should be filed as soon as possible but no later than 14 days after the alleged unlawful discriminatory practice. The complaint should be filed in writing by utilizing the Title IX Grievance Form. Forms may be obtained from the Human Resources Department. Supplemental sheets may be attached to provide additional detail regarding the alleged violation. The completed Title IX Grievance Form and any supplemental attachments should be filed with:

Title IX Coordinator
Human Resources Department
1150 Douglas Pike
Smithfield, RI 02917
(401) 232-6011

If the Title IX Coordinator is the person alleged to have discriminated, the complaint may be filed with the Vice President for Student Affairs/Dean of Students, Dr. John Saddlemire, jsaddlemire@bryant.edu (401-232-6046).

- **Step 2: Preliminary Investigation Process**

Within 14 days of receiving the grievance form, the Title IX Coordinator will designate a senior administrator as Investigator, who will meet with the complainant. The purpose of the meeting is for the Investigator to clarify details of the alleged violation, and to obtain names of witnesses to be interviewed and other relevant information deemed necessary to investigate

and resolve the complaint. The Complainant shall have the opportunity to present witnesses and other evidence.

A complainant will be notified in writing if a meeting cannot occur within this timeframe. The Investigator will within seven (7) days of the initial meeting, interview the individual(s) accused of discrimination, who at that time will have an opportunity to provide relevant information for the investigation and/or advice of witnesses to be interviewed. The accused person(s) shall have the opportunity to present witnesses and other evidence.

- **Step 3: Investigation Process**

The investigation will be conducted to ensure the greatest degree of confidentiality of all parties involved. Further, all parties involved in the investigation will be advised of the expectation of confidentiality of the active investigation. Retaliation against the complaining party or witnesses is strictly prohibited. Proven retaliation by an employee or student will result in discipline, up to and including termination, or other appropriate sanctions.

- **Step 4: Completion of Investigation Report**

The Investigator should complete the investigation and submit a written report within 60 days of the initial complaint. The report will detail the facts and allegations made by the complainant, summarize the witness meetings, and make recommendations to resolve the complaint. However, due to the extensiveness or complexity of the issues of an investigation, more time may be needed to complete a thorough and equitable investigation. In those cases, the complainant and accused will be advised in writing that additional time is required.

The Investigator will submit a written report to the Title IX Coordinator, or if necessary to the Vice President for Student Affairs/Dean of Students. The complainant will be advised when the report has been submitted. The Title IX Coordinator may (1) choose to follow the recommendations, (2) attempt to resolve the complaint through a designated representative, or (3) identify and implement other acceptable solutions.

- **Recommendations for Proven Violations**

Recommended solutions for allegations of discrimination that are proven to be valid will be based on the severity of the offense, the frequency that the offense occurred, and the duration of the prohibited conduct or practice. Other factors may include the extent to which the misconduct or practice, however minor or severe, may isolate or intimidate the person filing the complaint. Recommendations may involve corrective action, appropriate disciplinary action, suspensions or expulsion. The complainant will be advised as to the outcome of the Investigation, and any appeal options.

- **Recommendations for Unproven Violations**

In cases where the investigation does not establish by a preponderance of the evidence that a violation has occurred, the Title IX Coordinator or designated representative will advise both the complainant and the person accused of discriminating of the investigation outcome, and any appeal options.

- **Step 5A: Investigation Recommendations Acceptable to Complainant**

If the proposed recommendations are acceptable to the complainant and the solutions are implemented, the complaint is considered resolved. The Title IX Coordinator will advise the complainant to come forward if retaliation takes place.

- **Step 5B: Appeal Process with the University**

If the complaint is not resolved to the satisfaction of the complainant or the party alleged to have discriminated, a written appeal may be submitted to the Vice President of Student Affairs/Dean of Students or Title IX Coordinator. The written request should:

- be submitted within 14 calendar days of receipt of the University's decision
- include the reasons for the appeal and the requested outcome.

The Vice President of Student Affairs/Dean of Students or Title IX Coordinator will notify the opposing party of the appeal and rule on the appeal within 14 days of receipt.

- **Step 5C: Appeal Process with External Agencies**

The complainant may also file a complaint of alleged discrimination with the Office of Civil Rights:

[Office for Civil Rights](#)

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-1100

(202) 245-6800 – 1-800-421-3481

FAX: (202) 245-6840; TDD: (877) 521-2172

[Email: OCR@ed.gov](mailto:OCR@ed.gov)

Standard A3.12 The program must define, publish, and make readily available to faculty institutional policies and procedures for processing faculty grievances and allegations of harassment.

ANNOTATION: If the program has policies related to grievances and harassment in addition to those of the institution, the program is expected to document these and make them readily available to faculty.

Review: 01/30/19

- Medical Director
- Human Resources
- Office of the Provost

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Immunizations and Tuberculosis Screening

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 and Acellular Pertussis (TDaP)**: Proof of a completed primary series in childhood. Student must have booster within seven (7) years of program start.
- **Measles, Mumps, Rubella (MMR)**: at least two (2) doses of live attenuated vaccine after one year of age or serological proof of immunity. Individual vaccinations may be substituted for an MMR if they meet the following guidelines:
 - **Rubeola (measles)**: at least two (2) doses of live attenuated vaccine after one year of age **or** serological proof of immunity.
 - **Mumps**: at least two (2) doses of live attenuated vaccine after one year of age **or** serological proof of immunity.
 - **Rubella (German measles)**: at least one (1) doses of live attenuated vaccine after one year of age or serological proof of immunity.
- **Hepatitis B**: Three (3) doses with quantitative proof of immunity (>10 mIU/ml). A student who cannot provide proof of immunity or non-responders after initial vaccination series must complete an additional three (3) Hepatitis B vaccinations and repeat titer. Failure to respond after six vaccinations will be documented on the Bryant University PA Program Certificate of Health Compliance and student will be counseled.
- **Varicella (chicken pox)**: Two (2) doses or serological proof of immunity. History of prior infection is not sufficient for meeting this requirement.

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

- Influenza (current annual vaccine).
- Two-step TB Screening (**TWO** negative PPD skin tests) within twelve (12) months. The most recent must be administered and read within three months of the program start date. A negative QuantiFERON-TB Gold may be substituted for the two-step PPD if PPD testing not clinically indicated or contraindicated. Students with a history of latent or active TB must show documentation of evaluation and treatment. A negative chest radiograph must be documented after completion of therapy.

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, Department of Defense, or Department of Public Health* sponsored clinical rotation sites will be screened prior to departure to that rotation. Any further immunizations recommended by the [CDC for International Travel](#) or by the sponsoring agency will be administered by the university as necessary. These immunizations will be documented in the student health record and on the Bryant University PA Program Certificate of Health Compliance.

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 University Health Services. This form will be used to complete the Bryant University PA Program Certificate of Health Compliance (attachment 1).

Students will receive an annual influenza vaccination and TB screening 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 require the PA Program to validate immunizations before beginning supervised clinical practice experiences (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 immunization information regarding compliance to our clinical affiliates. Students who fail to complete immunization updates may be removed from class or clinical rotations until such requirements are completed. Lost time will be the responsibility of the student and may result in delay or dismissal from the program.

Students with extenuating circumstances (severe allergies, Guillain-Barre) preventing them from receiving the required vaccines should promptly notify the Director of Clinical Education to allow early resolution and prevent a delay in starting a rotation. The Bryant PA Program does not allow for personal exemptions for vaccinations or PPD surveillance. Clinical sites may not accept an individual's reason for non-compliance which may prevent students from completing one or more required clinical rotations which would lead to an inability to complete the requirements of the program. The program cannot be responsible for finding sites that will accommodate non-vaccinated students.

Standard A3.07 The program must have and implement a policy on immunization of students and such policy must be based on current Centers for Disease Control recommendations for health professionals.

ANNOTATION: Programs offering rotations at international sites are expected to have policies that include information on CDC recommendations for international travel.

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Mandatory Student Training in Healthcare Related Issues

There are several issues frequently encountered in Health Care that will follow you throughout your career. Each of these topics will require at least annual training throughout your entire career as a PA. In order to prepare you for interaction with patients (and to cover your peer-to-peer patient care experiences while in didactic year), you will complete online training in the following topics:

1. Bloodborne Pathogens
2. Health Insurance Portability and Accountability Act (patient privacy)
3. Personal Protective Equipment
4. Respiratory Protection

Beacon Mutual Insurance Company Online University – PreventionWorks™ for Safety

<https://firstnetcampus.com/Beacon3/entities/Bryant/logon.htm>

1. Click on New User Registration Button
2. Fill in User Registration form (use your Bryant.Edu e-mail address)
3. Click on the Healthcare icon
4. Click on Bloodborne Pathogens for Healthcare Professionals
5. Click on Enroll
6. Repeat this step for HIPAA Privacy for Healthcare Professionals
7. Repeat this step for Personal Protective Equipment
8. Repeat this step for Respiratory Protection

Click on the My Training tab at the top of the page to complete each training

Print the completion certificate and provide it to Amy Paul for addition to your student record

Training on HIPAA, Blood-Borne Pathogens, and OSHA will also be completed through Castle Branch before starting clinical rotations. You will log into the [Castle Branch](#) website and use the same credentials you used when completing your Background Investigation before matriculating in the PA Program.

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Peer Physical Examination Policy

Students will participate in regular hands-on practice of the physical examination with their classmates. Mastery of the examination of the well, sick, and injured patient is a cornerstone of the practice of medicine and critical to the successful completion of the PA Program. Student and practitioner skills and competence will be evaluated by how well they can accomplish an adequate physical examination and how accurately they can elicit a correct finding or diagnosis.

During classroom time students will be shown correct techniques as well as clinical pearls for completing the physical examination. Some practice time will be incorporated into the class time, but it is essential that students continue to practice these skills outside of lab time and throughout the remainder of the didactic year. Upon entering the clinical phase of training, students will be expected to have mastery of the basic physical examination, and a good working knowledge of specialty exams.

Dress during clinical laboratory experiences:

All students should wear Bryant University PA Program issued scrubs, white coats, and name tags while acting as the provider. Students acting as patients should wear sports shorts and easily removed shoes without socks. Female should wear a modest sports bra. Patients should be provided gowns or drapes as appropriate.

Appropriate disrobing:

Students should perform all aspects of the physical examination as if their peer were an actual patient. Exams should not be performed over clothing. No part of the examination should be simulated, abbreviated, or done without purpose.

Sensitive physical examinations:

No examination of the breasts, genitals, or anorectal region are permitted between peers. Human patient models will be utilized for training in these aspects of the physical examination.

Chaperones:

Students may request a peer or faculty member act as a chaperone during any aspect of the examination.

Competency:

Students will be evaluated during several formative written and practical examinations during the physical examinations course, by a summative examination at the completion of didactic training, and frequently throughout the clinical correlations course, including actual performance at the RIFC.

Discrepancy:

Clinical providers have adapted their PE skills to their particular practice and experience. Variations in technique are common. If there is conflict between professors or instructors regarding technique or if there are any questions regarding proper performance of an exam, the textbook of record should be considered the definitive answer.

Professional behavior:

The physical examination involves close contact with patients, is frequently uncomfortable, and is often performed on patients during their most vulnerable times. Absolute professionalism is expected at all times in the program, but extra effort should be made during lab experiences. If at any time a student feels uncomfortable with an examination, a peer, or a faculty member, they should remove themselves from the situation and report to the Director of Didactic Education.

Incidental findings:

It is common for faculty and students acting as providers during physical examination to find normal variations in anatomy and physiology, but also to elicit abnormal incidental findings.

- In the event of a concerning or abnormal finding on a student:
 - The student has the absolute right to confidentiality. The student should be notified of the finding. It is up to the student to bring these findings to the faculty or to their health care provider.
 - If the student has concerns they should approach the Director of Didactic Education. The DDE may confirm the finding and direct the student to the appropriate medical resource. The DDE will complete the **Incidental Finding Form**.
- Abnormal findings should never be discussed with anyone other than those directly involved. Failure to adhere to this policy, even if unintentional, can lead to disciplinary measures by the program or inability to participate in supervised clinical practice experiences. Although this would not be considered a HIPAA Violation, disclosure of health related information could result in legal action being pursued against a student.

Confidentiality:

All discussions regarding student health, all physical examination findings, or any laboratory results are considered confidential medical information. Care provided in the laboratory or classroom should be given the same degree of confidentiality provided to actual patients.

Faculty as medical providers:

The PA Program faculty, including instructional faculty, are prohibited from being involved in any aspect of student healthcare, except in an emergency.

- Students should refrain from requesting or obtaining care or health advice from faculty, lecturers, or preceptors involved in the PA Program.
- Receiving care from faculty can create a possible ethical dilemma and violates ARC-PA Standards.
- Faculty may provide immediate assistance in the case of a medical emergency.

Students have health insurance, student health services, as well as access to local primary, urgent, and emergent care for all of their health needs.

Standard A3.09 Principal faculty, the program director, and the medical director must not participate as health care providers for students in the program, except in an emergency situation.

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Program use of likenesses, photographs, videos, audio recordings, or personal information

Bryant University and *PA Program* maintain an active marketing campaign, a website, as well as a social media presence. This is beneficial to the program and helps keep our clinical partners actively aware of what we do. As part of this practice we frequently collect material relevant to the program for publication. This may involve Images of our students and faculty.

As part of the day-to-day operation of the PA Program students may be recorded on photograph, audio, or video. These images may be shared as part of the general marketing of the program. As part of attendance in the program students grant Bryant University, The PA Program, its directors, officers, employees, agents, and designees (collectively "PA Program") non-revocable permission to capture images and likenesses in photographs, videotapes, motion pictures, recordings, or any other media (collectively "Images"). Students acknowledge that the PA Program will own such Images and further grant the PA Program permission to copyright, display, publish, distribute, use, modify, print and reprint such Images in any manner whatsoever related to the PA Program business, including without limitation, publications, advertisements, brochures, web sites, or other electronic displays and transmissions thereof. Students waive any right to inspect or approve the use of the Image by the PA Program prior to its use. Students forever release and hold the PA Program harmless from any and all liability arising out of the use of the Images in any manner or media whatsoever, and waive any and all claims and causes of action relating to use of the Images, including without limitation, claims for invasion of privacy rights or publicity.

Students may opt out of this agreement at any time by notifying the Program Manager. Once a student opts out, no Images of that student will appear in any material related to the PA Program.

By my signature:

1. I am stating that I understand all of the information provided on this form.
2. I understand and agree that such likenesses of me may be placed on the Internet.
3. I understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me.

Student Printed Name

Student Signature

Date

Standard

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: PA Program Policy on University Policies and Procedures

Policies related to students published by the University or the PA Program apply to all PA Students regardless of location.

Policies related to faculty published by the University or the PA Program apply to all PA faculty regardless of location.

Due to the nature of the program and the wide variation in Supervised Clinical Practice Experiences, students are required to follow all policies and procedures required of clinical sites as provided during site orientation. If a specific site policy is in conflict with a PA Program policy, the policy of the Clinical Site will supersede that of the University and the PA Program, unless specifically disallowed by Bryant PA Policy.

Bryant University PA Program students are accountable to policies published by the University that relate to all University Students, Graduate Students, or PA Students.

When there is a specific instruction defined or published by the PA Program, that policy will supersede any related University Policy that is not specific to the PA Program.

All Bryant University PA Program Policies and Procedures are subject to change. The latest policies will be published and updated on the Learning Management System, Blackboard.

Standard A3.01 Program policies must apply to all students, principal faculty, and the Program Director regardless of location.

ANNOTATION: A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at clinical sites

Standard A3.02 The program must inform students of program policies and procedures

ANNOTATION:

Review: 01/30/19

Medical Director

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Requirements for Progression In and Completion of the PA Program

Progression in the Didactic Phase

In order to progress through the didactic phase of the program, students must maintain an *average* of a 3.0 GPA per term and must pass each course with an overall minimum grade of “C” (75%).

- Students that *do not* achieve an overall 3.0 GPA will be placed on academic probation.
- Students must demonstrate continual improvement to remain in the program as defined as an improving GPA.
- Students who fail to improve their overall GPA from the previous term will be referred to the ASRC for recommended dismissal.

Students must have a *cumulative* 3.0 GPA at the completion of the didactic year to begin clinical rotations.

- Any student who fails to achieve this 3.0 GPA cannot proceed and must be recommended by the ASRC for dismissal from the program.

In addition to having an overall 3.0 GPA, all students are required to pass a **didactic summative examination** prior to entering supervised clinical practice experiences.

- Remediation for failure of the summative examination is required and will consist of remedial training followed by a retest of information similar in both content and construction to the original summative examination.
- Students who fail to successfully remediate a failed didactic phase summative examination will be referred to the Academic Support and Remediation Committee with a recommendation for dismissal from the program.

The graduate school does not allow grade substitutions for failed didactic courses.

- All completed didactic courses will be reflected on student transcript.
- Students who repeat a course due to deceleration must be considerate of this when returning for the following cohort and must continue to complete all minimum GPA requirements.
- Failing grades received prior to deceleration will remain on the official transcript.

Progression in the Clinical Phase

In order to progress through the clinical phase of the program, students must maintain a 3.0 GPA and must pass each SCPE with an overall minimum grade of “B” (83%).

- Since students must enter the clinical phase of the program with a minimum of a 3.0 GPA and students must achieve a minimum grade of “B” (83%), there is no possibility of a student GPA falling below 3.0.
- If the student fails a SCPE they will be required to complete remediation and must repeat the entire rotation, including the End of Rotation Examination.
- Students may not repeat more than one rotation.

- Each student must successfully complete all twelve SCPEs with an overall minimum grade of “B” (83%). Repeating a SCPE due to failure will delay graduation. Students are not allowed to substitute any of the required clinical rotations, including the Elective SCPE, for any failed rotation.

All students are required to pass a clinical summative examination within four months of graduation before the Program Director can grant a recommendation for Program graduation to the registrar.

- Remediation for failure of the clinical summative examination is required for Program completion and will consist of a supplemental assignment followed by retesting of information similar in both content and construction to the original clinical summative examination.
- Students who fail to successfully remediate a failed didactic phase summative examination will be referred to the Academic Support and Remediation Committee with a recommendation for dismissal from the program.

Grade Replacement Policy – Supervised Clinical Practice Experiences (SCPEs)

- During the clinical year, the minimum required grade to pass each SCPE is a “B” (83%). Failure to obtain a “B” will necessitate repeating the failed rotation. Failing the repeat clinical rotation will result in dismissal. No more than one clinical rotation may be repeated; failing more than one clinical rotation will result in dismissal. The repeated SCPE is subject to this Grade Replacement Policy:
 - This policy can be applied to a maximum of one SCPE – no more than one SCPE may be repeated.
 - For purposes of GPA calculation, the grade earned during the first SCPE enrollment will stand until the recording of the final grade in the second enrollment is completed. When the second enrollment is completed, the grade for that second enrollment will become the grade used in all GPA calculations.
 - The transcript will record both course enrollments and the grade earned in each enrollment. The first attempt will be marked with an X to indicate grade replacement (e.g., XF, XC).
 - Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.
 - If a student takes an approved leave of absence from the PA Program during a clinical rotation, the student will receive a grade of “Incomplete (I)” for that SCPE and may not restart the PA Program prior to the start of the next term; the soonest the student could resume clinical rotations would be whichever established SCPE block occurs first in the next term. The Incomplete SCPE must be repeated prior to completion of the Program and will likely take place at the same clinical site.
 - This Grade Replacement Policy is unique to the SCPE (clinical rotation) courses in the PA Program and is applied automatically upon completion of the repeated (remediation) SCPE.
 - The cost(s) associated with the repeated clinical rotation will be assessed by the University.

Requirements for Completion of the Program

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 Bryant University PA Program are included in the computation of the Program GPA.

All failed courses, except as noted above, are maintained on the student transcript and cannot be substituted for repeat or remedial coursework.

All final grades will be calculated into the overall student cumulative GPA.

In order for the program to certify students for graduation, candidates must have an overall 3.0 GPA, have successfully completed all required coursework in the five (5) year timeframe, completed both the didactic and clinical year summative written and practical examinations successfully, and complied with any documentation requirements of the program (i.e., student evaluations, portfolios, or exit surveys.)

- Honors at Graduation

To graduate with academic honors, a student must attain a grade point average of 3.75 or better. Academic honors candidates will wear a double yellow cord at graduation

- 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.
- Pi Alpha selection will be based on recommendations submitted by the class. All final approvals for recommendation are submitted after discussion with the approval of the entire faculty

Standard A3.17 (c) The program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (c) requirements for progression in and completion of the program

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Academic Remediation and Deceleration

Remediation for a failed examination

- A test score of < 75% will result in an exam failure. Upon posting of final grades, students who failed an exam ***must*** contact the Director of Academic Success to address the low score and to develop a study/remediation plan. If a student is assigned a remediation learning assignment, it must be completed within ***three*** (3) calendar days of receiving the assignment.
- At the end of the term, provided the student has successfully completed the remediation assignments, the DAS and the Associate Program Director will review all exam scores and replace the lowest with a 75%.
- No more than ***one*** (1) exam grade replacements will be permitted to replace exam failures per term.
- **This grade replacement policy does not apply during Term 1 of the didactic year**, with the following exception: ***One*** (1) exam failure in PA 502 – Clinical Pharmacology qualifies for grade replacement to a 75% following successful remediation. No grade replacement is available for PA 501 Pathophysiology and PA 503 Human Anatomy.
- If a student does not complete all provided remediation assignments, all original failing grades remain, and no exam grade replacement will occur, regardless of the number of exam failures or remediation assignments completed.

Remediation for a failed didactic course

- The minimum passing grade for each course during the didactic year is a “C” (75%). Failure of a course will result in the student being placed on Academic Probation. The student will be tracked by the DAS and will meet with their student advisor and DAS to outline a remediation plan. The student will then complete a comprehensive remediation exam, which must be completed within ***five*** (5) calendar days of notification of course failure.
- Failure of the comprehensive course exam will result in failure to progress to the next term and referral to the University Provost with a recommendation for deceleration. Passing the comprehensive exam will allow the student to progress to the next term, however, the student will remain on Academic Probation.
- Students who fail a course will remain on Academic Probation until the successful completion of the next term, provided there are no course failures ***and*** the student has a minimum overall GPA of at least 3.0.

- No more than one (1) failed course can be remediated during one term. Failure of more than one (1) course during any term will result in dismissal.

Remediation for a failed Supervised Clinical Practice Experience (SCPE)

- During the clinical year, the minimum required grade to pass each SCPE is a “B” (83%).
- If a student fails a SCPE:
 - The student must complete a remedial assignment.
 - The student must repeat the entire SCPE.
 - The student must take a second End of Rotation Examination.
- The student’s faculty advisor, the Director of Academic Success, and the Director of Clinical Education will develop the remediation plan.
- Failing the remediation plan or failing the repeat rotation will result in dismissal.
- Only one (1) clinical rotation may be repeated. Failure of a second SCPE will result in dismissal.

Remediation for a failed Summative Examination (Clinical or Didactic)

- Summative examinations are required for both the didactic and clinical phases.
- Each student is required to complete each examination with a minimum grade of 80%.
- Remediation for failed summative examinations will follow the algorithm of the failed course as discussed above.
- **Failure of the summative examination remediation will result in dismissal from the program.**

Deceleration

- Didactic:
 - Didactic students will be decelerated for
 - Failure to successfully fulfill, complete, or pass a remediation plan for a failed course.
 - The student will make up the class during the next regularly scheduled offering.
 - Since PA courses are offered in a sequential fashion, failure to pass a class during the didactic year will result in the student not being able to proceed to the next term. The student may join the following year’s cohort.
- SCPE:
 - Clinical phase students will be decelerated for a failed SCPE. This will lead to a delayed graduation date.
 - Students who pass a remedial rotation will continue to progress through the program.
- Financial Aid:
 - Students who must repeat a course or SCPE will incur additional tuition expenses that may not be eligible for federal financial aid assistance.
 - Any student that requires deceleration must present to the university financial aid office to discuss financial obligations related to course completion and graduation.
 - Failure to comply with university financial obligations may delay certification for graduation.

Standard A3.17 (c) The program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (c) requirements for progression in and completion of the program

ANNOTATION:

Review: 01/30/19

- Medical Director
- Director of Clinical Education

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Social Media and Online Presence Policy

The Internet has created the ability for physician assistant students to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support PA students' personal expression, enable individual PA students to have a professional presence online, foster collegiality and camaraderie within the profession, and provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the patient-provider relationship.

PA students should weigh a number of considerations when maintaining a presence online:

1. PA students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.
2. When using the Internet for social networking, PA students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, PA students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
3. If they interact with patients on the Internet, PA students must maintain appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines just, as they would in any other context.
4. To maintain appropriate professional boundaries PA students should consider separating personal and professional content online.
5. When PA students see content posted by colleagues that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the PA student should report the matter to appropriate authorities.
6. PA students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers (particularly for PA students), and can undermine public trust in the medical profession.

Adapted from the American Medical Association Council on Ethical & Judicial Affairs (CEJA) Report on Professionalism in the Use of Social Media

<https://www.ama-assn.org/sites/default/files/media-browser/public/about-ama/councils/Council%20Reports/council-on-ethics-and-judicial-affairs/i10-ceja-professionalism-use-social-media.pdf>

Program Expectations

1. 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 program faculty and Academic Affairs Division. In addition, if the content posted violates guidelines set by HIPAA or FERPA, students may face dismissal from the program as well as HIPAA mandated fines and criminal consequences from outside agencies.
2. Bryant University Faculty and Staff Members are **not permitted** to extend or accept "friend requests" to/from students. Connecting on Linked-In is encouraged to help foster the professional presence of the student.
3. The use of social media during didactic classroom time and during clinical rotations is prohibited. This action clearly shows a lack of respect for the lecturer/preceptor and reflects poorly on the program as a whole. Infractions of this policy will result in a reduction in the professionalism component of the class/rotation grade.
4. Bryant University PA Program materials, including PowerPoint presentations, tests, assignments, quizzes are considered intellectual property of the University and the Professor/Lecturer and should not be shared outside of the current class in any form including posting on Social Media or publicly available websites or files sharing sites.
5. Patient privacy must be protected.
6. Students should not share any identifiable patient or clinical information via social media. HIPAA laws apply to all social networking sites.
7. Students should ensure accuracy regarding statements made about the Bryant University PA program and its community members. Students should not provide false, intentionally inaccurate, or inflammatory comments.
8. All laws governing copyright and fair use of intellectual property must be followed.
9. Students should recognize that one's professional reputation can be affected through social networking and therefore be judicious when posting content.

As a representative of Bryant University, The PA Program, and the PA Profession:

1. Take Responsibility and Use Good Judgment. You are responsible for the material you post on personal blogs or other social media. *Be courteous, respectful, and thoughtful about how other Personnel may perceive or be affected by postings.* Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others. They may damage relationships, undermine Bryant University's Brand or reputation, discourage teamwork, and negatively impact the institution's commitment to patient care, education, research, and community service.
2. Think Before You Post. Anything you post is highly likely to be permanently connected to you and your reputation through Internet and email archives. Future employers often have access to this information and may use it to evaluate you. Take great care and be thoughtful before placing your identifiable comments in the public domain.
3. Protect Patient Privacy. Disclosing information about patients without written permission, including photographs or potentially identifiable information, is strictly prohibited. These rules also apply to deceased patients and to posts in the secure section of your Facebook page that is accessible by approved friends only.
4. Protect Your Own Privacy. Make sure you understand how the privacy policies and security features work on the sites where you are posting material.
5. Respect Work Commitments. Ensure that your blogging, social networking, and other external media activities do not interfere with your work commitments.
6. Identify Yourself. If you communicate in social media about your institution, *disclose your connection and your role.* Use good judgment and strive for accuracy in your communications. False and unsubstantiated claims, and inaccurate or inflammatory postings may create liability.
7. Use a Disclaimer. Where your connection to your institution is apparent, make it clear that you are speaking for yourself and not on behalf of any organization. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of the Bryant University PA Program," may be appropriate.

8. Respect Copyright and Fair Use Laws. For your institution's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including your institution's own copyrights and brands.
9. Protect Proprietary Information. Do not share confidential or proprietary information that may compromise business practices or security. Similarly, do not share information in violation of any laws or regulations.
10. Seek Expert Guidance. Consult with the program faculty if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed before you disclose it publicly.
11. Failure to abide by PA Program policies may lead to disciplinary action, up to and including dismissal from the program.

Adapted from: "Mount Sinai Medical Center Social Media Guideline." Mount Sinai School of Medicine.
<http://icahn.mssm.edu/about/faculty-resources/handbook/institutional/social-media>

Standard

ANNOTATION:

Review: 01/30/19

- Medical Director
- Director of Clinical Education

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Academic Appeals

Grievances and appeals related to *examination* grades should be first directed to the course coordinator or instructor who assigned the grade.

- Appeals to the course coordinator or instructor will be made within three (3) days of the posting of final grades to Blackboard.
- If a satisfactory conclusion is not reached, the student may submit a written appeal to the Academic Support and Remediation Committee (ASRC) for further evaluation within the three (3) days of the decision of the course coordinator. The ASRC will notify the Program Director of all appeals for final grades.
- The program director is the final grievance authority for examination grades.

In matters regarding student grades that result in the failure of a didactic or clinical course or a recommendation for deceleration or dismissal, the student may appeal the grade to the ASRC.

- Appeal of final grades to the ASRC must be made within three (3) days of student notification of final grade.
- Students appeal to the ASRC, in writing, must include the following:
 - Students full name, Banner ID#, e-mail address, and telephone number.
 - An outline of why the Program should consider the students request to be allowed to remain in the program.
 - The student's strategies for future success if allowed to continue in this degree program.
- ASRC decisions will be provided to the student within three (3) days of written appeal submission.
- A final written appeal may be made to the University Provost through the Program Director within one (1) day of receiving the decision of the ASRC.
- Students will respond, in writing, through the Program Director to the University Provost within three (3) days of notification of the recommendation. All appeal letters to the University Provost will include:
 - A copy of the original appeal to the ASRC
 - Students appeal must specifically address the recommendation of deceleration or dismissal. Information contained in the appeal that does not apply to the decision for the ASRC recommendation will not be considered in the appeal.
- The final decision for deceleration or dismissal will be made by the University Provost.

Standard A3.17 (d) the program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (c) policies and procedures for processing student grievances.

ANNOTATION:

Review: 01/30/19

Medical Director

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Non-Academic Appeal

Grievances and appeals related to *non-academic* issues should be initially mediated by the PA faculty. The parties should attempt to resolve the issue at the lowest level possible.

- If a satisfactory conclusion is not reached, the student may submit a written appeal to the Academic Support and Remediation Committee for further evaluation. The ASRC will forward recommendations to the program director.
- All appeals will be delivered by the Program Director to the University Provost.
- The final decision for retention or dismissal will be made by the University Provost.

Standard A3.17 (d) the program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (c) policies and procedures for processing student grievances.

ANNOTATION:

Review: 01/30/19

Medical Director

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Student Harassment and Grievances

The Bryant University PA Program directly follows the Bryant University policies for Student harassment and grievances.

Students are made aware of these policies and procedures during the PA Program Student Orientation.

The latest information on Faculty Harassment and Grievances can be found on the Bryant University Webpage under [The current year Student Handbook](#).

Protection from Harassment

Protection from Harassment — Policy Statement

- Bryant University is committed to maintaining a 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.

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.
- 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."
- 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, no action can be taken by the University when it is not aware of the harassing conduct. Hence, informal complaint procedures should not be used for severe or habitual cases of harassment.
- 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.
 - Disciplinary actions can include filing of criminal charges, suspension, or dismissal from the program and the University.

Resource List

Information/Counseling Resources:

- Counseling Services
(401) 232-6045
- Health Services
(401) 232-6220
- Student Affairs
(401) 232-6046

Internal Contact List

- Vice President for Student Affairs/Dean of Students
(401) 232-6046
- Associate Vice President for Human Resources
(401) 232-6011
- Provost
(401) 232-6060

A written appeal may be made to the Provost. Decisions by the Provost are final.

Non Academic Student Grievance Procedures

(Grievances may include, among others, sexual harassment or assault and/ or discrimination based on race, color, religion, gender, national origin, or disability.)

Any Bryant student or recognized student group may file a grievance in writing to the Vice President for Student Affairs/Dean of Students when it appears that a personal right or guaranteed privilege has been violated by an employee of the University. The Vice President/Dean will decide if the grievance has sufficient merit to pursue using formal or informal procedures. Formal grievance procedures are heard by an ad hoc committee appointed by the Vice President for Student Affairs/Dean of Students and will mirror the procedures and protections in place for the University Disciplinary Committee with any adaptation of those procedures or protections requiring approval of the Vice President/Dean and notification to all involved parties.

Hazing

No student or group of students shall encourage or participate in any form of hazing. Hazing is defined as any action taken or situation created to produce excessive mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include, but are not restricted to, paddling in any form; creation of excessive fatigue; requiring the consumption of alcohol; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities conducted off-campus; wearing in public any apparel which is not normally in good taste; engaging in public stunts; morally degrading games and activities which are not consistent with the law, ritual or policy of Greek governing bodies, or the regulations and policies of Bryant University.

Bias Incident

Bryant University is committed to challenging and stopping acts of discrimination and hate. The Bias Incident Committee was established to monitor such incidents when they occur, and ensure that they are investigated thoroughly. The committee also makes recommendations for educational programs and standards for action.

If you have been a victim of a bias incident or hate crime, or have witnessed a situation, please report it to Public Safety immediately. Do not touch any evidence: keep the voice mail message or e-mail message; don't wash away the graffiti; don't clean up the vandalism.

You can report an incident through any of the following channels:

- Call the 24-hour Bias Incident Hotline at 401-232-6920.
- Complete the electronic Bias Incident Form available at web.bryant.edu/bias
- To report an incident in person, go to the Public Safety Office (lower level Unistructure on the Administration Hall side), or contact the Resident Director on duty: 401-258-4247

All reports will be investigated by the appropriate offices, and individuals involved will be notified of actions taken. Due to confidentiality laws, the University may not be able to reveal all the information related to the investigation.

TITLE IX

Bryant University is committed to providing an inclusive and welcoming educational and working environment for all members of its campus community. Consistent with these values and applicable law, including Title IX, the Clery Act and the Violence Against Women Reauthorization Act of 2013, the University maintains a comprehensive program designed to protect members of the University community from discrimination on the basis of sex or gender, which includes sexual misconduct such as sexual harassment and sexual assault, stalking and intimate partner violence.

The Bryant University Title IX Compliance Committee Mission and Overview can be found [here](#). The student conduct process for dealing with complaints is described in The Student Code of Conduct. The information contained in this document provides additional information regarding sexual misconduct complaints. Individuals are strongly encouraged to read The Student Code of Conduct to fully understand the process.

Upon receiving a report of sexual misconduct, the Office of the Associate Dean of Students, Director of Community Standards may initiate an interim administrative action(s) as allowed by The Student Code of Conduct. Such action may be taken when, in the professional judgment of a University official, a threat of imminent harm to persons or property exists. Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the accused student, of others, of the University, or of property. Interim administrative action is preliminary in nature; it is in effect only until a student conduct matter has been resolved. Actions may include, but are not limited to, no contact instructions, modification of residence hall status, limited access to campus, or interim suspension. The Office of the Vice President of Student Affairs may also impose interim measures or remedies that are not limited by The Student Code of Conduct. After receiving a complaint, the designated Title IX investigator(s) will immediately begin to investigate and strive to reach a resolution within 60 days of notification; however, there are circumstances that may extend this resolution timeline (e.g., gathering witness information, scheduling). Incidents resulting in an administrative review/hearing are typically conducted within fifteen days of the accused student being formally notified of the actual alleged violations. Regular updates as to the progress of the investigation will be provided to the complainant and the accused student by the investigator(s). Both the complainant and the accused student will be notified in writing of the outcome within 24 hours of the conclusion of the investigation or administrative review/hearing, whichever is later. Either party may request an appeal by submitting a request in writing within five business days of notification. Appeals are limited to a review of the process as outlined in The Student Code of Conduct.

Sexual Assault

Reporting a sexual assault to DPS does not mean that they are obligated to report the incident to the Smithfield Police. However, in a situation where the safety and security of campus community is in jeopardy DPS will notify the Smithfield Police. DPS will, as much as possible, attempt to comply with the wishes of the victim. DPS can be reached at (401) 232-6911 or (401) 232-6001.

Members of the Bryant community who need assistance, and are not in immediate danger, are encouraged to contact the Advocacy Helpline at (401) 258-4209. The Advocacy Helpline Program is made up of trained staff members and are on call 24 hours a day 7 days a week to help victims of sexual assault.

Other on campus contacts are Counseling Services at (401) 232-6045, Health Services at (401) 232-6220, and Campus Ministries at (401) 232-6045, The Women's Center at (401) 232-6855. The personnel in these offices

can provide personal advising or counseling, detailed information on health issues and reporting procedures, or referrals to resources off campus.

Confidence in these matters is maintained except when either the security of the campus or the surrounding community is breached. These offices are open Monday-Friday, 8:30 am-4:30 pm.

Bryant University Sexual Assault Policy

<https://www.bryant.edu/resources/Sexual%20Misconduct%20Policy%20Final%2009.2015.pdf>

Advocacy Helpline (confidential) – (401) 258-4209: A 24/7 support network of Bryant staff members who are trained to assist victims of sexual assault. The network provides support, information, and assistance in attaining medical attention. When you get support, you do not have to pursue any specific course of action and no action will be taken unless you choose to do so.

Office of Counseling Services (confidential) – (401) 232-6045: Clinicians provide confidential crisis support and follow-up appointments for Bryant students. All conversations are kept confidential within professional and legal guidelines.

Health Services (confidential) – (401) 232-6220: Clinicians provide on-site medical care, testing and treatment for Bryant students. All medical information and treatment are kept confidential within professional and legal guidelines.

Department of Public Safety (not confidential) – emergency response (401) 232-6991: Emergency response available 24 hours a day, 7 days a week. You may also direct complaints to Public Safety's administrative number, (401) 232-6001.

Office of Campus Ministries (confidential) – (401) 232-6045: Chaplains are available for counseling and support. Call to make an appointment.

Gertrude Meth Hochberg Women's Center (not confidential) – (401) 232-6854: Provides support, information, and education for the Bryant campus community.

OFF CAMPUS

Local Hospitals and Emergency Rooms (confidential)

- Women & Infants Hospital (401) 274-1100, 101 Dudley Street, Providence
- Rhode Island Hospital (401) 444-5411, 593 Eddy Street, Providence

Local Law Enforcement (not confidential)

- Emergency Response *dial 911*
- Smithfield Police Department (401) 231-2500

Counseling, Advocacy, Support (confidential)

- **Day One Resource Center – 1-800-494-8100:** Provides 24/7 support and information to survivors of sexual assault
- **Rape, Abuse and Incest National Network (RAINN) – 1-800-656-HOPE:** National hotline for victims of sexual assault. Free counseling and support 24 hours a day from anywhere in the country. A survivor who calls is connected to the nearest local rape crisis center through a unique computer routing system that maintains the caller's confidentiality.

- [Sexual Assault and Domestic Violence Hotline](#) – **1-800-494-8100**: 24-hour hotline if you need help because of a sexual assault or an abusive relationship. Counselor-advocates provide support and are available to accompany victims of sexual assault to the hospital and police station. Ongoing counseling and support groups available. (This hotline is specific to Rhode Island. Contact the National Sexual Assault Hotline at 1-800-656-HOPE if you need help in another state.)

Standard A3.12 The program must define, publish, and make readily available to faculty institutional policies and procedures for processing faculty grievances and allegations of harassment.

ANNOTATION: If the program has policies related to grievances and harassment in addition to those of the institution, the program is expected to document these and make them readily available to faculty.

Review: 01/30/19

- Medical Director
- Human Resources
- Office of the Provost

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Student Health Care Services

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 Home Page](#)

Students may choose to utilize their University Health Plan insurance to receive care from a primary care provider or specialist in the community. [Details on the student health Plan can be found on the University Health Plans, Inc. Website](#)

Local Health Care Resources

Lincoln Primary Care

2 Wake Robin Road - Suite 103
Lincoln, RI 02865
401-334-3105

CVS Pharmacy (inside Target store)

620 George Washington Hwy
Lincoln, RI 02865
401-642-0081

The Miriam Hospital

164 Summit Avenue
Providence, RI
(401) 793-2500

Student Health Insurance

Bryant University PA Program students are required to maintain health insurance throughout the entire program. To ensure coverage of all possible health care associated situations, including needle sticks, and to guarantee that health insurance is provided during clinical rotations, all PA students are enrolled in the mandatory University Health Plan policy specifically for PA Students. The program includes the cost of this policy in Student Fees and will arrange coverage for enrolled students once they matriculate. Information regarding this policy can be found on the student health Plan can be found on the [University Health Plans, Inc. Website](#)

Faculty as Health Care Providers

The PA Program faculty, including instructional faculty, are prohibited from being involved in any aspect of student healthcare, except in an emergency.

- Students should refrain from requesting or obtaining care or health advice from faculty, lecturers., or preceptors involved in the PA Program.
- Receiving care from faculty can create a possible ethical dilemma and violates ARC-PA Standards.
- Faculty may provide immediate assistance in the case of a medical emergency.

Students have health insurance, student health services, as well as access to local primary, urgent, and emergent care for all of their health needs.

Medical Emergencies

In the event of a medical emergency in the PA Program, students will notify faculty and staff as well as call 6911 from any University phone, or 401-232-6911 from a cellular phone. This will activate EMS and Bryant University Department of Public Safety response to the scene. Faculty along with the EMT from DPS will manage the emergent needs of the patient until EMS arrives. If possible, a faculty member will accompany the student to the hospital. The Student Injury Report form shall be completed and kept on file with the program.

Medical Records

- Student medical records are maintained by Bryant Health Services and are not available to PA program principal or instructional faculty, staff, or preceptors.
- Immunization records and results of TB Screening may be released to the program with written student permission. This is required for students to participate in SCPEs.
- 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.
 - Certificate of Health Compliance
 - Copies of immunization records
 - Verification of Health Insurance
 - Completion of physical examination
- Students should not send any medical records, medical certificates, physical examinations, or other Personal Health Information to the PA Program. All information should be sent directly to Health Services.

Exposure to Blood-Borne Pathogens and PPE

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 2017.

- 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 of 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 assistant from DPS and the on campus EMT. This service is available 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.

- Accident and sickness insurance is required for all Bryant University PA 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.

Standard A1.05 PA students must be provided health services equivalent to those services provided other comparable students

ANNOTATION

Standard A3.09 Principal Faculty, the program director, and the medical director must not participate as health care providers for students in the program, except in an emergency situation.

ANNOTATION:

Standard A3.19 Student files kept by the program must include documentation (b) that the student has met institution and program health screening and immunization requirements.

ANNOTATION:

Standard A3.09 Student health records are confidential and must not be accessible to or reviewed by program, principal, or instructional faculty or staff except for immunizations and tuberculosis screening results which may be maintained and released with written permission from the student.

ANNOTATION: The ARC-PA does not consider needle stick/sharp records, results of drug screening, or criminal background checks, a part of the health record.

Review: 01/30/19

- Medical Director
- Director of Clinical Education

Forwarded for Approval: 01/30/19

- Associate Program Director

Approved: 01/30/19

- Program Director



POLICY: Supervised Clinical Practice Experience

Preparation for Supervised Clinical Practice Experiences

End of Didactic Phase: time is designated on the schedule for Clinical Preparation Time. During this time:

- Students identify their top elective choices at this time and submit these via email to the DCE.
- Students document their desire to complete an overseas rotation (American Samoa).
- Students re-engage with Castle Branch to complete the following:
 - Background Investigation Update
 - Urine Drug Screen
 - OSHA Training
 - HIPPA Training
 - Blood Borne Pathogen Training
- Students receive an orientation to Typhon®.
 - This orientation will include, but is not limited to, patient encounter logging and document upload (i.e., pre-rotation and post-rotation self-assessments and patient encounter notes).
- Students receive an orientation to Clinical Rotation Expectations upon/before SCPE start including:
 - Use and access to local resources including facilities, computers, and internet
 - Clinical site patient care practices including identifying which patients students are allowed to see
 - Safety issues including exposure to hazardous materials, exposure control, and procedures to be followed in event of exposure (including needle sticks and body fluid exposures)
 - Policies addressing student security and personal safety at each clinical site
 - Access to/use of patient health records and medical documentation policies and procedures
 - Student's schedule
 - Immediate notification of the Program if/when:
 - Student behavior/performance is judged to create risk for the clinical site or its patients.
 - The site determines it will be unable to provide a previously agreed upon student rotation/clinical experience.
- Students complete OR Scrub Training.
- Students will be up-to-date on all vaccinations, titers, and TB surveillance consistent with Program policies.
- Students will complete ACLS Training before beginning the clinical phase of the Program.
- Students must have active BLS certification prior to ACLS training and must maintain this through Program graduation.
- Students will sign a release of information form allowing the Program to provide health, immunization, training, and drug screening information to clinical sites.

SCPE Selection

All supervised clinical practice experiences will be arranged by the PA Program. Students shall not be required to provide nor solicit clinical sites or preceptors.

- Students may request 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 requested.
- Students may provide an alternative elective request at any time during the clinical year.
- Students are permitted to request specific clinical sites or preceptors, however, while every attempt is made to accommodate student requests, rotation assignments are at the sole discretion of the Director of Clinical Education.

Student Travel and Expenses

Students are responsible for arranging their own housing accommodations, transportation, and any expenses associated with travel and relocation 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/required by the Program.
- During the clinical phase of the Program, students will need to travel to all clinical sites, Call Backs, and other activities arranged by the Program. Students are responsible for all expenses related to SCPEs. Students are responsible for lodging, meals, transportation, and parking, as applicable.
- The 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.

Nepotism Policy

Students are not allowed to request or participate in a rotation at a clinical site associated with a family member, friend, or any other person who may be influenced by factors other than the clinical performance of the student.

Preceptors

Preceptors are chosen for their commitment to PA Education, their academic and professional background, their board certification (as applicable), their specific training, and their ability to educate.

- In each location to which a student is assigned for SCPEs, there will be an assigned preceptor who will be designated by the Program as an instructional faculty member. This preceptor will assess and supervise the student's progress in achieving learning outcomes.
- The Program will inform students which instructional faculty member is serving in this role for each SCPE. Contact information for each preceptor is available in Typhon®. Students are expected to contact their assigned preceptor prior to starting each rotation.
- If a student is unable to contact their preceptor prior to the start of a SCPE, the student must contact the Director of Clinical Education.

Rotation Schedule & Important Dates

See Class of 2020 Clinical Phase Schedule (2019 – 2020) [[attachment 1](#)]

Required Courses

- 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)

Medical Diagnostic Equipment

Students should bring their own diagnostic equipment to each rotation.

Requirements for Graduation

See “POLICY Requirements for Progression In and Completion of Program”

Clinical Site Visits

The Director of Clinical Education or his designee will perform a site visit at every clinical site on an annual basis. During the site visit, the DCE should engage with the preceptor(s) and any students currently on the rotation. A Clinical Site Evaluation Form [attachment 2] will be completed. The most recent completed form will be uploaded to Typhon®. Results/findings will be documented in the Summary of Faculty Evaluation of Clinical Site table.

Honor Code

Students must abide by the Bryant University PA Program Honor Code. Violations of the Honor Code will result in disciplinary action as outlined in the POLICY Code of Conduct.

Professional Behavior on Clinical Rotations

The designated preceptor, instructional faculty, and the DCE will monitor student behavior and professionalism throughout each rotation. If a preceptor reports issues with student conduct, they will call the DCE and a meeting will be arranged with the student and the DCE to discuss the matter. If the behavior is determined to be detrimental to the Program, the clinical site, or a patient, the student will be removed from the site and the matter will be investigated by the DCE.

- In the event a preceptor suspects that a student is participating in a rotation under the influence of any substance that affects their clinical performance, the DCE shall immediately remove the student from the rotation, perform an investigation of the matter, and work with Castle Branch to perform a drug/ETOH test on the student at the student’s expense.
- Should a student fail a drug or alcohol screen they shall be dismissed from the clinical rotation, an investigation shall be performed, and the student will be disciplined in accordance with the POLICY Code of Conduct.

Academic Standards

- Progression in the Clinical Phase
 - In order to progress through the clinical phase of the Program, students must maintain a 3.0 GPA and must pass each SCPE with an overall minimum grade of “B” (83%).
 - 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 Bryant University PA Program are included in the computation of the Program GPA.
 - All students are required to pass a clinical summative examination within four months of graduation before the Program Director can grant a recommendation for Program graduation.
 - Remediation for failure of the clinical summative examination is required for Program completion and will consist of a supplementary assignment followed by retesting of information similar in both content and construction to the original clinical summative examination. Students will be referred to the Academic Support and Remediation Committee with a recommendation for dismissal for failure to successfully complete the clinical summative examination.
- Grade Replacement Policy – Supervised Clinical Practice Experiences (SCPEs)
 - During the clinical year, the minimum required grade to pass each SCPE is a “B” (83%). Failure to obtain a “B” will necessitate repeating the failed rotation. Failing the repeat clinical rotation will result in dismissal. No more than one clinical rotation may be repeated; failing more than one clinical rotation will result in dismissal. The repeated SCPE is subject to this Grade Replacement Policy:
 - This policy can be applied to a maximum of one SCPE – no more than one SCPE may be repeated.
 - For purposes of GPA calculation, the grade earned during the first SCPE enrollment will stand until the recording of the final grade in the second enrollment is completed. When the second enrollment is completed, the grade for that second enrollment will become the grade used in all GPA calculations.
 - The transcript will record both course enrollments and the grade earned in each enrollment. The first attempt will be marked with an X to indicate grade replacement (e.g., XF, XC).
 - Students will not be allowed to apply the grade replacement policy to a course in which there has been documented academic dishonesty that has not been reversed on appeal.
 - If a student takes an approved leave of absence from the PA Program during a clinical rotation, the student will receive a grade of “Incomplete (I)” for that SCPE and may not restart the PA Program prior to the start of the next term; the soonest the student could resume clinical rotations would be whichever established SCPE block occurs first in the next term. The Incomplete SCPE must be repeated prior to completion of the Program and will likely take place at the same clinical site.
 - This Grade Replacement Policy is unique to the SCPE (clinical rotation) courses in the PA Program and is applied automatically upon completion of the repeated (remediation) SCPE.
 - All PA Program courses and requirements must be completed within five (5) years of matriculation.

- Remediation
 - Remediation for a failed Supervised Clinical Practice Experience (SCPE)
 - During the clinical phase, the minimum required grade to pass each SCPE is a “B” (83%).
 - Failure to obtain a “B” will necessitate repeating the failed rotation after the remediation plan has been successfully completed. The student’s faculty advisor, the Director of Academic Success, and the Director of Clinical Education will develop the remediation plan. Failing to successfully complete the remediation plan or failing the repeat rotation will result in dismissal. No more than one (1) clinical rotation may be repeated.
 - During the clinical phase, the student who fails a rotation 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.
 - All students requiring a remediation (repeat) SCPE will incur additional tuition expenses that may not be eligible for federal financial aid assistance. Any student that requires this remediation must present to the university financial aid office to discuss financial obligations for course completion and graduation. Failure to comply with university financial obligations could delay certification for graduation.
 - Remediation for a failed Clinical Summative Examination
 - Completion of a clinical summative examination is required within four months of Program graduation. Each student is required to complete the examination with a minimum grade of 80%. Remediation for a failed clinical summative examination will follow the algorithm of the failed course as discussed in POLICY Progression Completion. Failure of remediation of the clinical summative examination will result in dismissal from the Program.

Personal Safety

During initial clinical site visits, facilities are evaluated for student safety and security. This is re-evaluated annually during site visits, and students report issues related to their experiences on their end of rotation site evaluation. Compliance is documented on the Clinical Site Evaluation Form.

Any student who encounters an issue related to security and personal safety, in addition to following clinical site policy, must promptly report this to the DCE. Students are covered for exposure, illness, or injury that occur on rotation by the mandatory Bryant University Physician Assistant Student Health Insurance Plan. Each clinical site is evaluated for compliance with the following:

- Security & Personal Safety
 - Clinical site has policy regarding security and personal safety
 - This policy covers students
 - Students are made aware of the policy upon/before rotation start
- Infectious & Environmental Hazards (including needle stick & body fluid exposure)
 - Policy exists regarding evaluation and treatment of healthcare worker injuries, including needle sticks and body fluid exposure
 - This policy covers students
 - Students are made aware of the policy upon/before rotation start

Blood-Borne Pathogen Training and Exposure

All students complete Blood-Borne Pathogen training provided by Castle Branch before starting clinical rotations.

- Participating in SCPEs 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 2017 Bryant University Campus Exposure Control Plan.
- 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, the student must follow the process outlined in POLICY Student Health Care.

Liability Insurance

Students are covered for malpractice as outlined by the Certificate of Liability Insurance [[attachment 3](#)].

Illness or Injury

Any student who sustains an injury while on clinical rotation should follow any policy, if applicable, at the clinical site and is encouraged to seek prompt evaluation and treatment at the nearest appropriate healthcare facility. Clinical sites and preceptors have no obligation to evaluate and treat students. The student should notify the DCE promptly.

If an injury or illness is significant enough that the student must miss SCPE time, the student should notify the DCE and preceptor promptly. Opportunity for make-up time is outlined in POLICY Attendance.

Illness and Injury are covered by the mandatory Bryant University Physician Assistant Student Health Insurance Plan.

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 immediate removal from a clinical site and potential dismissal from the Program, in addition to other punitive legal action as enforceable by law.

SCPE Dress Code & Student Identification

Students must follow the POLICY Dress Code, however SCPE specific dress codes take precedence over the Program policy. The following policies may not be superseded by SCPE-specific policy:

- All students in the clinical setting must be *clearly identified* as PA Students and must wear the Bryant University PA Program issued Name Tag.
- Students must wear designated hospital-issued identification badges at appropriate sites. Students should not wear hospital-issued or other university/facility-issued identification badges when not at the designated site.
 - The Bryant issued short white coats emblazoned with the Bryant University logo/Bryant University PA Program logo should be worn at all times unless specifically prohibited/discouraged by the clinical site.

- Students should wear Bryant PA Program issued scrubs when scrubs are required. Hospital-issued scrubs may be substituted for use in the operating room.
- Students must return all hospital issued scrubs and property prior to departing the rotation.
- Students *must* always clearly identify themselves to both patients and staff as a PA Student.
 - Students should introduce themselves as PA Student (*Last Name*) from the Bryant University PA Program working with (*Preceptor Title & Name*).

Employment during Supervised Clinical Practice Experiences

- 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 result in immediate dismissal.
- Students shall not be required to work for the Physician Assistant Program.
 - Students may volunteer to assist with tasks, be assigned student leadership positions, and be involved with Program activities.
- Students will not substitute for or function as instructional faculty.
 - Students with specific prior knowledge, experiences, and/or skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills but will not be assigned as faculty or instructors in any course.
- Students will not substitute for clinical or administrative staff during SCPEs.
 - Students should be fully engaged in clinical activities. This may include patient care, grand rounds, presentations, and CME activities. This must not include administrative tasks such as checking in patients, performing duties as a scribe, etc.

Attendance at SCPEs

Supervised Clinical Practice Experiences vary in start times, duration, finishing times, and call requirements. Students are expected to be present during all days and times a scheduled rotation is open, or as outlined by the preceptor. Students should attain at least an average of 35 hours per week of clinical time.

Students should never decline to work outside of normal work times, weekends, nights, and on-call if that is part of the rotation. There is no maximum number of hours a PA Student may work.

Students are prohibited from requesting time off from preceptors during a rotation. In the event a student will be absent from a SCPE or other assigned Program activity, they *must* notify the Program Staff or DCE by phone or voicemail as soon as possible by calling (401) 232-6556. The Program will review all events of student absence to determine whether the absence will be excused.

Students may accrue no more than **3 excused** class absences during the clinical phase of the Program. More than 3 absences will result in mandatory remediation, deceleration, or dismissal as determined by the Program. Examples of excused absences include acute medical conditions that cannot wait for non-rotation times (medical emergencies), or death/critical health concerns in an immediate family member.

Students are highly encouraged to schedule routine appointments outside of designated rotation time to ensure that there is no conflict between learning and personal affairs. Examples of absences that **will not**

be considered excused are weddings, graduations, vacations, family reunions, etc. Accruing excused absences for appointments and personal affairs will not waive this requirement should the student become sick or injured later in the clinical year, and each incident will be evaluated individually.

The Program does not recognize “personal days,” and individuals without an authorized absence will be counseled on missed class. Missed class material, whether due to excused or unexcused absences, is the responsibility of the student.

Unexcused absences will be documented in the student record, and the student will be subjected to remediation, professionalism grade reduction, deceleration, and/or dismissal from the Program.

If a student fails to meet the attendance requirements of the rotation, the student will be required to repeat the entire rotation.

Learning outcomes

Refer to each Supervised Clinical Practice Experience syllabus.

PA Student Portfolio and Assessment

1. Bryant Preceptor Mid-Rotation Evaluation of Student [[attachment 4](#)]
 - a. Optional. May be completed at the request of either the preceptor or student during Week 3 of a SCPE to provide feedback regarding student performance, especially if there are any concerns upon which improvement can be made prior to completion of the rotation.
 - b. This evaluation is completed as a hard copy and should be submitted to the DCE via email or fax before the end of Week 3 of the SCPE, either by the preceptor or by the student.
2. Bryant Preceptor End of Rotation Evaluation of Student [[attachment 5](#)]
 - a. Sent to primary preceptor via Typhon® at beginning of Week 5 of each SCPE
 - b. This evaluation is completed by the primary preceptor (instructional faculty member) in Typhon®. Ideally, this is done with the student prior to the conclusion of the student’s last scheduled day of the rotation.
3. Pre & Post Rotation Self-Assessments (Reflections) Students are required to complete a SCPE specific pre-rotation and post-rotation self-assessment form and upload this to Typhon.
 - a. Pre Rotation Self-Assessment: This self-assessment must be completed and uploaded to Typhon® before starting the rotation. This assignment will be combined with your post-rotation self-assessment for 5% of the final SCPE grade.
 - b. Post Rotation Self-Assessment: This self-assessment must be completed and uploaded to Typhon® before your first Call Back day following the rotation. This assignment will be combined with your pre-rotation self-assessment for 5% of the final SCPE grade.
4. End of Rotation Exams
 - a. PAEA End of Rotation™ Exams
 - i. Blueprint & Topic lists are available on the PEAE End of Rotation™ [Website](#).
 - b. Program-created exam
 - i. administered if PAEA exam is not available for applicable SCPE.
 - c. There is no end of rotation examination for the Elective SCPE.

- d. The applicable end of rotation examination is completed during the Call Back days immediately following the SCPE.
5. Aquifer Cases
 - a. Completed online at <https://bryant-pa.meduapp.com/> for all applicable SCPEs.
 - b. Completion of Aquifer cases, combined with completion of assigned readings for the SCPE, is worth 5% of the final SCPE grade.
 - c. Must be completed successfully (effort is tracked by Aquifer) prior to the completion of the SCPE.
 6. SOAP Notes
 - a. Completion of 10 SOAP Notes (Patient Encounter Forms) during each SCPE. (15 for Mini)
 - b. Must be uploaded to Typhon® prior to the first Call Back day following the SCPE.
 - c. These notes must be written entirely by the student.
 - i. Examples of unacceptable notes include, but are not limited to, scans, printouts, pictures, or copies of a previously written or electronic note.
 7. Typhon® Data
 - a. Students are **REQUIRED** to log **ALL** patient encounters as Case Logs.
 - b. All logs must be complete and accurate.
 - c. Students are also required to log time spent engaged in all other enrichment activities (e.g., conferences, in-services, grand grounds, etc.) during each SCPE, if applicable.
 8. Student Evaluation of Clinical Preceptor [[attachment 6](#)]
 - a. Each student must complete an evaluation of the primary preceptor (instructional faculty member) upon completion of the SCPE.
 9. Student Evaluation of Clinical Site [[attachment 7](#)]
 - a. Each student must complete an evaluation of the clinical site upon completion of the SCPE.
 10. Mid-SCPE Self Evaluation [[attachment 8](#)]
 - a. Each student must complete this evaluation during Week 3 of the SCPE which provides guidance to both the student and the Program regarding student progress in achieving the goals for that SCPE.
 11. Professionalism
 - a. Refer to Professionalism Rubric. [[attachment 9](#)]
 - b. Professionalism (worth 5% of the final SCPE grade)
 - i. includes, but is not limited to, attendance and active engagement at all required SCPE assigned shifts, other SCPE-required activities, and Call Back days.
 12. Rosh Review
 - a. All students are required to complete Rosh Review material throughout each clinical phase as added preparation for taking the PANCE.
 - b. Provided by the Program at no cost to all students.
 - c. Available to all students via login at <https://www.roshreview.com/>.

Student Guides

SCPE Assignment & Preceptor Introduction Guide [\[attachment 10\]](#)

Typhon® Reference Guides [\[attachment 11\]](#)

Clinical Education Benchmarks [\[attachment 12\]](#)

SCPE Grading

The final grade for each SCPE is determined by the PA Program. Each rotation has specific requirements as determined by the course syllabus, and grading criteria is outlined in the Bryant PA SCPE Grading Rubric [\[attachment 13\]](#).

Standard A2.17 In each location to which a student is assigned for supervised clinical practice experiences, there must be an instructional faculty member designated by the Program to assess and supervise the student's progress in achieving learning outcomes.

ANNOTATION: The Program is expected to inform students at each location which instructional faculty member is serving in this role for the location and how to contact this faculty member.

Standard A3.03 Students must not be required to provide or solicit clinical sites or preceptors. The Program must coordinate clinical sites and preceptors for Program required rotations.

ANNOTATION: Coordinating clinical practice experiences involves identifying, contacting and evaluating sites and preceptors for suitability as a required or elective rotation experience. Students may make suggestions to principal faculty for sites and preceptors but are not required to do so. Student suggested sites and preceptors are to be reviewed, evaluated and approved for educational suitability by the Program.

Standard A3.04 PA students must not be required to work for the Program.

ANNOTATION:

Standard A3.05 Students must not substitute for or function as instructional faculty.

ANNOTATION: Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share their knowledge and skills. Students are not to be the primary instructor or instructor of record for any component of the curriculum.

Standard A3.06 Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.

ANNOTATION:

Standard B1.10 The Program should orient instructional faculty to the specific learning outcomes it requires of students.

ANNOTATION: Program and principal faculty need to work collaboratively with instructional faculty in designing courses with appropriate learning outcomes and student assessment tools that reflect the learning outcomes expected of students.

Standard B3.01 PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students and other health profession students and graduates.

ANNOTATION:

Standard B3.02 Supervised clinical practice experiences must enable students to meet Program expectations and acquire the competencies needed for clinical PA practice.

ANNOTATION: It is anticipated that the Program expectations of students will address the types of patient encounters essential to preparing them for entry into practice. It is required that at a minimum these will include preventive, emergent, acute, and chronic patient encounters.

Standard B3.05 Instructional faculty for the supervised clinical practice portion of the educational Program must consist primarily of practicing physicians and PAs.

ANNOTATION:

Standard B3.06 Supervised clinical practice experiences should occur with:

- (a) physicians who are specialty board certified in their area of instruction,
- (b) PAs teamed with physicians who are specialty board certified in their area of instruction or,
- (c) other licensed health care providers experienced in their area of instruction.

ANNOTATION:

Standard B3.07 Supervised clinical practice experiences should occur with preceptors practicing in the following disciplines: family medicine, internal medicine, general surgery, pediatrics, ob/gyn, and behavioral and mental health care.

ANNOTATION: PA education requires a breadth of supervised clinical practice experiences to help students appreciate the differences in approach to patients taken by those with varying specialty education and experience. SCPE used for required rotations are expected to address the fundamental principles of the above disciplines as they relate to the clinical care of patients. Subspecialists serving as preceptors might, by advanced training or current practice, be too specialty focused to provide the fundamental principles for required rotations in the above disciplines. Reliance on subspecialists as preceptors for required rotations in the above disciplines is contrary to the intent of this standard.

Standard C4.01 The Program must define, maintain and document effective processes for the initial and ongoing evaluation of all sites and preceptors used for supervised clinical practice experiences to ensure that sites and preceptors meet Program defined expectations for learning outcomes and performance evaluation measures.

ANNOTATION: An effective process or processes involves the Program establishing criteria by which to initially evaluate new sites and preceptors as well as those that have an ongoing relationship with the Program. The processes will focus on the established criteria and fit the individual Program.

Standard C4.02 The Program must document that each clinical site provides the student access to physical facilities, patient populations and supervision necessary to fulfill Program expectations of the clinical experience.

ANNOTATION: Site evaluation involves Program faculty monitoring the sites used for supervised clinical practice experiences, and modifying them as necessary, to ensure the expected learning outcomes will be met by each student by Program completion. It is expected that faculty document that differences in clinical settings do not impede the overall accomplishment of expected learning outcomes. Documentation shows that preceptors are providing observation and supervision of student performance while on supervised clinical practice experiences and that they are providing feedback and mentoring to students.

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Timely Access to Mental Health Services

Graduate students attending the PA Program undergo a rigorous academic schedule and frequently experience stress related to academics, personal issues, failure, loss, grief, interpersonal conflicts, and issues related to patient illness and death. All of these issues can provide overwhelming mental health issues that are beyond student self-help.

- In the event a **student needs help**, they can self-refer to counseling services.
 - During normal school hours, students may contact Counseling Services. Professional counselors in the Office of Counseling Services at Bryant University are here to help students cope with it all.
 - Office hours are Monday - Friday from 8:30 a.m. to 4:30 p.m.
 - Appointments are preferred and can be made by calling 401-232-6045 or stop by the office on the second floor of the Unistructure diagonally across from Faculty Suite H.
 - After school hours, students may utilize their mandatory health insurance to access mental health services available in the community. Referral can be made through Counseling Services, Health Services, or through the student's Primary Care Provider.
- In an **acute situation**, students can be referred urgently to Counseling Services through a peer or faculty member.
 - During normal school hours, students may be escorted to Counseling Services on the second floor of the Unistructure diagonally across from Faculty Suite H.
 - After school hours, students may be escorted to urgent mental health services available in the community.
- In an **Emergent situation** (the student is at risk or self-harm, or harming others) a peer, bystander, or faculty member should intervene only to stabilize the situation or protect the student from self-harm.
 - During normal school hours, anyone available should contact the Office of Public Safety emergency line at 401-232-6911.
 - After school hours, the student or anyone available should contact 911.

The Counseling Services Office offers resources and classes designed to help students manage the normal stressors of academia. The best strategy for students dealing with personal issues that may impact progressing in the PA Program is prevention. Students should not hesitate to utilize the Mental Health services prior to having an acute need. All services provided by Counseling Services are confidential. No reports are made to the PA Program and matters of counseling are never part of the University Record.

Counseling services provided by outside services are covered as essential health services under the University Health Plan as outlined in the student health policy.

There is a Student Support Network on campus that provides Peer Counselors available to provide help in an acute setting.

The CARE (Campus Assessment, Response, and Evaluation) Team is a team of appointed professionals responsible for identifying, assessing, and responding to concerns and/or disruptive behaviors by students who may threaten the health or safety of themselves or the campus community.

- Faculty, staff or students are asked to complete a “CARE Referral Form” when reporting behaviors of concern.
- https://banners.bryant.edu/banner/brycare.p_care_form

Enforced Medical Withdrawal

The University reserves the right to suspend a student temporarily from the institution for a psychological or medical condition when there is reason to believe they are a risk to themselves or others and/ or may disrupt the community. Such action by the Vice President for Student Affairs/Dean of Students will be done with appropriate professional consultation, and normally after consultation with the student involved. These policies and procedures supersede all previous statements and policies with respect to student rights, responsibilities and disciplinary procedures.

The following Healthcare Facilities are available for acute and emergent mental health situations.

[Our Lady of Fatima Hospital](#)

200 High Service Avenue

North Providence, RI

(401) 456-3000

- Take a right onto Route 7 leaving the campus
- Follow Route 7 to Mineral Spring Avenue
- Take a right onto Mineral Spring Avenue
- At the top of the hill take a left onto Smithfield Road
- Follow to Our Lady of Fatima Hospital

[Roger Williams Medical Center](#)

825 Chalkstone Avenue

Providence, RI 02909

(401) 456-2000

- Take a right onto Route 7 leaving the campus
- Take 295S to Centerdale exit 7A
- Bear right on Route 44
- Follow Route 44 to River Avenue (approx. 7-8 miles)
- Take a right onto River Avenue
- Go to the next light and take a left onto Chalkstone Avenue

[Miriam Hospital](#)

164 Summit Avenue

Providence, RI

(401) 793-2500

- Take a right onto Route 7 leaving the campus
- Take a right onto Route 7 leaving the campus
- At lights, take a left onto Route 116
- Take a right onto route 146S
- Exit at Branch Avenue (exit following Mineral Spring Avenue)
- Take a left and go to the end (about 4-5 lights)
- Take a left onto North Main Street
- Follow blue and white hospital Signs

[Rhode Island Hospital](#)

593 Eddy Street

Providence, RI 02903

(401) 444-4000

- Take a right onto Route 7 leaving the campus
- At the light take a left onto Route 116
- Take 146S to 95S
- Take the Eddy Street exit 19 and bear right off the ramp to the hospital

Standard A.3.10 The program must have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA Program.

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

Forwarded for Approval: 01/30/19

Associate Program Director

Approved: 01/30/19

Program Director



POLICY: Student Withdrawal, Leave of Absence, and Dismissal

Student Withdrawal

Students retain the right to withdraw from the PA Program, and thus the University, based on the personal preferences and necessities of the individual.

- When a student makes a decision to formally withdraw from the PA Program
 - Student must notify the Program Director in writing of their intent to withdraw
 - No explanation is necessary
 - 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.
 - If as a student desires to resume graduate PA 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.

- Although a Leaves of Absence (LOA) from the PA program is 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.

Academic Dismissal

Student progress is tracked monthly by the program. Upon recognition of a student's failure to meet minimum standards for progression, the program will notify the University Provost of the recommendation to dismiss the student.

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 and timeline for appeal to the University Provost 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 IX, shall be handled by the PA program as outlined below.

Violations of the PA Program Academic 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 Program Director will determine if the offense should be forwarded to the University Provost or Department of Public Safety. The program shall recommend to the Provost 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 by the program as 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.

Standard A3.17 (e) the program must make student admission decisions in accordance with clearly defined and published practices of the institution and program. (e) policies and procedures for withdrawal and dismissal

ANNOTATION:

Review: 01/30/19

Medical Director

Director of Clinical Education

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Associate Program Director

Approved: 01/30/19

Program Director



POLICY: PA Program Professionalism Policy

Basic Background

1. A Professionalism Chair is established within the faculty as the person to whom all grievances should be filed
2. A Professionalism Alternate should be designated should there be a conflict of interest between the Chair and the students involved in the grievance.
3. The professionalism grade is not assigned to any one class.
4. It is a stand-alone assessment that is a MUST PASS with a score greater than 83%
5. Grades are assigned at the end of the each term.
6. Every student starts with (26/26) for the year.
7. Students lose professionalism points per the rubric.
8. Points may not be recovered.
9. Failure of the professionalism component of the year can result in a maximum penalty of dismissal from the program.

Grounds for loss of points

1. A faculty member witnesses (in person or via surveillance equipment) a student violating the professionalism policy, documents the event on the grievance form, and files it with the Professionalism Chair.
2. A student (or group of students) witnesses a student violating the professionalism policy, documents the event on the grievance form, and files it with the Professionalism Chair.
3. All grievances should remain confidential except for parties involved.
4. Upon receipt of the grievance, the Professionalism Chair shall review the merit of the grievance by
 - a. Unilaterally reviewing it.
 - b. Consulting the party filing the grievance.
 - c. +/- consulting the student in question of violating the policy
 - d. And/or consulting with members of the Professionalism Committee.
5. Based on the merit of the grievance, the Professionalism Chair may
 - a. Document in the student's official file
 - b. Deduct points from the offending student's professionalism grade proportionate to the offense.
6. A copy of the grievance shall be kept in the offending student's record with a note from the Professionalism Chair about the penalty levied against the student for that particular offense.

Communication with Students

Physician Assistant Program

1. If action is being taken against the offending student for the first time (in the form of lost professionalism points, then the offending student MUST be notified of his/her offense by the Professionalism Chair within two weeks (of the offense/of the filing of the grievance). This will be an in-person meeting that will amount to a verbal warning. The meeting should include:
 - a. A description of the offense and the policy violated.
 - b. An opportunity for the student to defend himself/herself.
 - c. An explanation of the consequence being levied at the time of the meeting.
 - d. A review of the professionalism policy, which includes the standards as well as the subsequent consequences for violating them.
2. If the offending student's professionalism grade falls below an 89%, the student shall be placed on Non-Academic Probation in the same manner as the first point.
3. If the offending student's professionalism grade falls below an 83%, the student has failed the professionalism grade and may face repercussions ranging from a mandatory remedial clinical rotation, to deceleration, to recommendation for dismissal from the program in the same manner as the first point.
4. Should the student not be dismissed from the program after falling below 83% for his/her professionalism grade, any subsequent offense will result in recommendation for dismissal from the program in the same manner as the first point.
5. A student can inquire about his/her professionalism grade status from the Professionalism Chair or his/her advisor during advising meetings.

Committee Discussion

1. The Professionalism Committee may be convened to discuss punitive action to be taken against the offending student prior to the final consequence being issued.
2. The offending student must be notified of the Professionalism Committee's decision within two days.

Non-Academic Probation (based off of 26 professionalism points)

1. If on non-academic probation during didactic year, and make it to clinical year, one point will be added to the professionalism grade at the end of didactic year
2. A student who lost 3 points during didactic year will come off of non-academic probation.
3. A student who lost 4 points will still be on non-academic probation.

**Verbal warnings issued outside of this policy do not count as official verbal warnings. Only documented cases of student violation of the policy followed by an individual meeting with the Professionalism Chair can amount to an official verbal warning.

Standard C3.01 The program *must* conduct *frequent, objective* and documented evaluations of students related to *learning outcomes* for both didactic and supervised clinical education components.

C3.02 The program *must* document student demonstration of defined professional behaviors.

ANNOTATION:

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Medical Director

Director of Clinical Education

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Associate Program Director

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Program Director