



# Physician Assistant Program

## *STUDENT HANDBOOK*

**2022-2023**

OREGON HEALTH & SCIENCE UNIVERSITY  
PHYSICIAN ASSISTANT PROGRAM

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## **ACCREDITATION**

The OHSU Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), and meets the educational requirements for licensure in all 50 states. ARC-PA has granted Accreditation-Continued status to the Oregon Health & Science University, Division of Physician Assistant Education sponsored by Oregon Health & Science University (OHSU). Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes, withdraws from the accreditation process, or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2025. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

## **LICENSURE DISCLOSURE**

OHSU is required under *34 CFR Part 668.43 - Student Assistance General Provisions* to make the following notification to students in programs that lead to licensure.

OHSU holds institutional and specialized accreditation, which attests to the rigor of its academic programs. As such, OHSU's programs meet the accreditation standards required by these agencies.

OHSU is unable to monitor all state requirements for licensure in every state, and therefore is unable to make a determination if an OHSU program meets all requirements for licensure for a given state. Students should always check with the individual states for the current expectations regarding licensure in that state.

Additional information regarding licensure can be found on the [OHSU out-of-state authorization webpage](#) under licensure.

## **OHSU MISSION STATEMENT**

Oregon Health & Science University is the state's only comprehensive public academic health center. Its fundamental purpose is to improve the health and well-being of people in Oregon and beyond. A ten-member Board of Directors nominated by the Governor and confirmed by the Oregon Senate governs the University.

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative, and cooperation among students, faculty and staff.

Setting the example for integrity, compassion and leadership, OHSU strives to:

1. Educate tomorrow's health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership and contribution.
2. Explore new basic, clinical and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering and information services, and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
3. Deliver excellence in healthcare, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
4. Lead and advocate for programs that improve health for all Oregonians, and extend OHSU's education, research and healthcare missions through community service, outreach and partnerships.

Additional information about Vision, Mission and Core Values may be found on [OHSU's website](#).

## **MISSION AND GOALS OF THE OHSU PHYSICIAN ASSISTANT PROGRAM**

The Mission of the OHSU Physician Assistant Program is to serve as a model of excellence in physician assistant education by preparing graduates to provide patient-centered, evidence-based, and culturally appropriate health care to diverse populations, and to promote lifelong learning, leadership, and service.

The Goals of the Education Program are to:

- Recruit and support a student body of varied backgrounds, perspectives, and experiences to enhance and diversify the physician assistant workforce;
- Provide a comprehensive physician assistant curriculum to prepare the graduate with the knowledge, skills and attitudes necessary to provide competent, patient-centered care;
- Develop the skills, knowledge and behaviors essential to the ethical practice of medicine;
- Develop an awareness of differing beliefs, values and expectations that can influence communication, decision-making and health outcomes;
- Foster the concepts of collaboration in an interprofessional team that will promote an environment for safe, effective and equitable patient-centered care;
- Foster the development of clinical practices, integrating the biologic, psychologic and social concepts of health promotion and disease prevention; and
- Provide the tools necessary for a reflective practice, promoting lifelong learning and the continual enhancement of knowledge and skills.

## **OHSU, THE SCHOOL OF MEDICINE AND THE PHYSICIAN ASSISTANT PROGRAM**

### **APPLICABLE POLICIES**

The Physician Assistant Program at Oregon Health & Science University (OHSU) operates as a free-standing division within the School of Medicine (Division of Physician Assistant Education). The Program provides a 26-month competency-based education consisting of both a didactic and clinical phase. The Program has its own established and approved admission and graduation requirements and has primary responsibility for designing and implementing the education program and procedural guidelines and regulations deemed necessary to carry out the Program's educational objectives. The Program is fully accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-

PA). The Program reports administratively to the Office of the Provost and as a master's degree-granting program reports to Graduate Studies. The PA Program is not part of the School of Medicine MD/Undergraduate Medical Education program. As a graduate program within the School of Medicine, the Dean of the School of Medicine has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed. Discretionary responsibility for handling extraordinary cases is retained by the President of OHSU.

Upon matriculation into the OHSU PA Program, each student agrees to be bound by the Code of Conduct, rules, policies, procedures and administrative regulations of OHSU, the School of Medicine, Graduate Programs and the PA Program as they exist at the time of admission and as they may be changed during the student's continued enrollment. Students must be familiar with the policies and procedures of the Program as delineated in this manual and are also required to familiarize themselves with all policies and procedures of OHSU, the School of Medicine and Graduate Studies.

### **JUSTICE, EQUITY, DIVERSITY, ANTI-RACISM AND INCLUSION (JEDAI)**

OHSU has a goal to be a great organization, diverse in people and ideas. The OHSU School of Medicine and PA Program are committed to Justice, equity, diversity, anti-racism, and inclusion. These commitments are the responsibility of every member of OHSU and are not limited to administrative leaders or those who focus on diversity related matters because of the positions they hold. Diversity is essential to realize the school's multifaceted mission, and to set the example for integrity, compassion and leadership in health care, education, research and community service. The OHSU School of Medicine has formally defined diversity categories for students as follows:

1. Persons from racial or ethnic groups that are under-represented in medicine and biomedical sciences: (a) Black or African American, (b) Hispanic or Latino/a (individual of any gender identity originating from Mexico, Central or South America, or Caribbean cultures), (c) American Indian or Alaska Native, and (d) Native Hawaiian or Other Pacific Islander.
2. Persons from rural environments, defined as the majority of childhood years in a frontier environment or rural town as specified by the Oregon Office of Rural Health (i.e., a town of less than or equal to 40,000 population and at least 10 miles from a community of that size or larger).
3. Persons who have experienced significant disadvantage or adversity (i.e., a first-generation college graduate; a recipient of social service resources while in elementary or secondary school, enhanced education or other programs for diverse populations; or by experience of economic, cultural, educational or family adversity).

The PA Program is currently in the process of creating the JEDAI Committee – a committee composed of faculty, staff, students, and alumni committed to upholding the values of justice, equity, diversity, anti-racism and anti-discrimination, and inclusion. In the meantime, resources are always available through our institutional and school-level organizations: [Center for Diversity and Inclusion](#) and [School of Medicine Diversity and Equity](#).

### **NON-DISCRIMINATION POLICY**

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on any status protected by law. This policy

applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of prohibited discrimination, harassment or retaliation, contact OHSU's **Affirmative Action and Equal Opportunity (AAEO) Department** at 503-494-5148, [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu).

#### **TITLE IX NOTICE OF NON-DISCRIMINATION**

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination and harassment on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU, as a recipient of federal funds, complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, which includes sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the **OHSU Title IX Coordinator**: 503-494-5248 or [titleix@ohsu.edu](mailto:titleix@ohsu.edu). Inquiries may also be directed to the U.S. Department of Education, Office for Civil Rights at 206-607-1600, [OCR.seattle@ed.gov](mailto:OCR.seattle@ed.gov).

#### **PATIENT REQUESTS FOR OR REFUSAL OF HEALTHCARE PROFESSIONALS OR OTHER PERSONNEL WITH SPECIFIC CHARACTERISTICS**

With rare exception, OHSU will not accommodate requests for or refusal of healthcare professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

Important websites and policies to review include:

- [Student Central on O2](#)
- [School of Medicine, Graduate Studies Forms and Policies](#)
- [Academic Regulations for the School of Medicine Graduate Programs](#)
- [Academic and Student Affairs](#)

All students should also review the [OHSU Code of Conduct](#). Students will be provided access to applicable Program policies at matriculation. After being given an opportunity to review the policies and to have any questions answered, the student will be required to sign an agreement to abide by the policies as a condition of the student's continued participation in the Program.

#### **RESPECT FOR ALL**

The [Respect for All](#) guide has information on how to recognize, confront and prevent discrimination, harassment and bullying. OHSU recognizes the strength that comes with being "Diverse in People and Ideas." This is why any form of discrimination or harassment has no place at OHSU and will not be tolerated. Jokes, comments, and actions that single people out are unacceptable at OHSU. If you witness such behavior, it is your responsibility to take the appropriate action. Remember: Saying or doing nothing is the same as you condoning this behavior.

Note: The basis for the content in the Respect for All guide was provided by members of [Affirmative Action & Equal Opportunity \(AAEO\)](#), and the [Center for Diversity and Inclusion \(CDI\)](#).

## **INTEGRITY WEB-BASED TRAINING (COMPASS)**

All students must complete all required online [Compass \(learning and performance management system\)](#) training modules in a timely manner and adhere to the precepts outlined in these courses at all times. Failure to complete these modules will delay or prevent course registration.

## **WORKPLACE VIOLENCE PREVENTION AND RESPONSE**

It is required that students also complete the online module *Workplace Violence Prevention and Response*. All faculty, staff, and students at OHSU need to play a role in keeping our community safe. This module is assigned at matriculation.

## **EMERGENCY PREPAREDNESS (EP)**

OHSU has established an [Emergency Management Program](#) that plans for an organized and effective response to emergencies. This page includes links to sign up for text alerts, inclement weather or modified operations updates, and other valuable information.

### On Campus

If an emergency should occur while you are in the Robertson Collaborative Life Sciences Building (RLSB) PA Program classroom, 1S040, the Program has established the parking lot of the 3030 S Moody building as the meeting point to gather and assess the situation. If the 3030 building is inaccessible due to TriMet issues or a problem on the Tilikum Crossing, students will gather at the Schnitzer lot to the north of the RLSB. For all OHSU locations other than our classroom, please follow the instructions of onsite personnel.

### Clinical Sites

If an emergency should occur while you are at a clinical site, students will comply with established policies and practice at each clinical site.

For more information regarding campus resources in case of emergency, please refer to OHSU's [Emergency Resource Book](#).

## **ADVANCED STANDING**

The Program highly values academic preparation and previous healthcare experience in its evaluation of applicants. However, it is the policy of the PA Program not to award advanced placement for, or to accept for credit, any previous academic or other experiential learning. All matriculated students are required to participate in and complete the entire curriculum of the Program in order to meet the requirements for graduation.

## **STUDENT WORK AND EMPLOYMENT**

The Program curriculum is fast-paced and rigorous, and successful completion requires the full attention of students.

### Expectations of Students

- a) Students are strongly discouraged from working while enrolled in the Program.

- b) The Program reserves the option to require students on academic probation to give up their employment as a condition of continuing in the Program.
- c) Students are prohibited from working for the Program while enrolled in the Program.

#### Expectations of the Program

- a) Students shall not be required to perform clerical or administrative work for the Program.
- b) During clinical experiences, students shall not be used to substitute for regular clinical or administrative staff. If asked to substitute for a staff person during clinical experiences, students should report to the Director of Academic Education (during the academic phase) or the Co-Directors of Clinical Education (during the clinical phase).

OHSU employees pursuing a degree or certificate within OHSU, and OHSU students seeking employment from OHSU shall notify their employment supervisor and program director of their Academic Program to ensure the activity does not impact either their employment schedule or educational activities and to minimize potential conflicts of interest. For more information, see [OHSU Policy 03-30-145, Employees as OHSU Students](#).

#### **PROGRAM OFFICE**

Program office hours are Mon – Fri, 8:30 am to 5 pm (subject to change during modified operations), not including [University holidays](#).

The Program administrative office is located on the fifth floor of the Robertson Collaborative Life Sciences Building (RLSB). Students are asked to be mindful of and respect the personal workspace of Program faculty and staff. Students will not be in faculty or administrative offices without the presence of a faculty or staff member. Students will make every effort to minimize interruptions of staff throughout the day, and conduct routine business at times most convenient to the staff.

Students are encouraged to schedule appointments with faculty in advance. Appointments can be arranged with the individual or through the appropriate Program staff. E-mail requests for appointments are encouraged. Staff time should likewise be by appointment if an extended period of time is required to complete business.

#### **COMMUNICATION**

The Program office shall serve as a clearinghouse for all messages directed to students. Emergency calls should be directed to 503-494-3633. A staff member will respond to calls to this number during business hours. During modified operations, email may be a more efficient and effective method of communication.

In almost all instances, students will be contacted via e-mail. **Students are required to view and respond to e-mail from program faculty, staff, and/or other stakeholders (preceptors, credentialing staff, OHSU Housing, etc.) on a daily basis or within 24 hours.** A member of the faculty or staff should be notified immediately if, for any reason, a student is not able to communicate using e-mail.

Students are responsible for notifying Program staff and the Office of the Registrar of changes in name, address, phone numbers and other directory information in a timely manner.



### Communication during the Clinical Phase

Students are required to maintain ongoing communication with the program office throughout the clinical phase. Students will immediately report any problems experienced while on clinical rotations. These concerns should be communicated without delay to the student's clinical year advisor or a Co-Director of Clinical Education. Be sure to include the Regional Coordinator (if applicable) in your communications.

**Reporting Changes in Clinic Schedule:** Unless you have been notified by the program in advance, any time your preceptor plans to be gone from clinic for any reason during your rotation (e.g. out ill, attending a conference, on vacation) the student **MUST contact a Co-Director of Clinical Education or the Clinical Education Coordinator immediately upon notification, unless the preceptor has made other arrangements for you at the same clinic.** In such instances, it will be our priority to find another preceptor, either at the same clinic or another clinic. If this information is not communicated to the Program in advance, and the student is not able to attend clinic because of the absence of preceptor, this may be considered an unexcused absence

### **APPROPRIATE USE OF OHSU EMAIL LISTS**

While in the PA Program, students may have a need to communicate with groups of faculty, staff or students from the wider OHSU community. [OHSU Policy 08-10-005, Internal Communications](#), stipulates that any e-mail sent to more than 50 addresses across departments or a program be approved in advance through Strategic Communications.

OHSU leadership utilizes broadcast emails strategically and for priority communications. Frequent emails can frustrate recipients and cause them to request removal from email groups, which is a problem for leadership when they have important information they need to disseminate to the entire organization.

Instead of directly emailing list addresses of other schools or programs within OHSU, students should contact representatives from individual schools/programs to discuss the best way to disseminate information.

Other OHSU resources that can be used to disseminate information are:

- SoM Facebook Page
- SoM Twitter
- [O2 \(OHSU Intranet\)](#)
- [OHSU Classifieds \(Chuckslist\)](#)
- [All-Hill Student Council](#)
- [Graduate Student Organization](#)

### **STUDENT LOUNGE/COMPUTER WORKSTATIONS**

#### RLSB Graduate Student Lounge

The RLSB Graduate Student Lounge is shared with students of other programs, including Medical, Dental, Radiation Therapy and OSU School of Pharmacy. Access to the lounge is by badge only, and all students are expected to facilitate maintaining the area's security. The Assistant Vice Provost for Student Life, Karen

Seresun is responsible for maintaining this space. Any problems should be reported by a single class spokesperson to her at 509-494-8295, [seresunk@ohsu.edu](mailto:seresunk@ohsu.edu).

Kitchen facilities, including refrigerators and microwaves, are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture, and equipment. Refrigerators should be cleaned out on a regular basis.

#### PA Program Study/Computer Space

The Graduate Learning Resource Center, located on the fourth-floor atrium of the RLSB (accessed via 5<sup>th</sup> floor south elevators or stairs), is designed to provide study areas, small group rooms, and computer space for students in the PA Program and other OHSU/OSU graduate programs.

The room can be accessed via badge only. We also ask that students not leave personal items behind and clean up after themselves when done using any common spaces.

#### **BICC AND PROGRAM LIBRARY**

##### Biomedical Information and Communication Center (BICC)

The BICC houses the library and all of the computerized educational support for OHSU. Students are extended full privileges at the BICC, including the use of computers, access to databases, online books and journals and CD-ROM educational materials. Students will be introduced to the BICC at orientation, during which the services and student responsibilities as users will be outlined. Fees for library materials or services may not be charged against the Program account unless expressly authorized by the Program Director.

When students are using the library during open hours, students must use the main 3<sup>rd</sup>-floor entrance. After hours, students can access the 4<sup>th</sup> floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2<sup>nd</sup> floor on either side of the building or 4<sup>th</sup> floor on the bridge side). Once inside the building students should go to the 4<sup>th</sup>-floor lobby, then swipe to get into the library. Quiet study space, study rooms, and wireless access are available. OHSU library hours are posted on the [main library web page](#).

##### Program Library

The Program maintains a small library of books for student use. Located in the RLSB classroom, our rolling library cart has reference books and textbooks which may be borrowed by students. These library materials have been provided by the Program to the students for their use. Students should limit borrowing materials to a 24-hour period so as to allow use by fellow students. It is the expectation of the Program that students will ensure the care of materials they borrow and return them in a timely manner. Students may not take materials to rotation sites during the clinical year.

#### **STUDENT RECORDS**

The Program shall create and maintain education records on students that matriculate into the Program. The education record contains information (furnished by the student or by others at the student's or Program's request), including but not limited to, copies of application materials, records of grades earned, assignments, faculty evaluation of student performance, information concerning discipline and counseling for academic and/or professionalism issues and clinical performance in accordance with the Family

Educational Records and Privacy Act (FERPA). As the program transitions to an entirely electronic student record, student records are currently maintained in either hard or electronic copy. Records will not be removed from the office absent authorization of the Program Director.

Official academic records and original application documentation are maintained by OHSU's Office of the Registrar.

Additional information, including the *Annual Notification of Student Rights*, the *Student Records Policy* and the *Request to Restrict Directory Information* can be obtained on the [Registrar's website](#). OHSU policies elaborate upon or qualify these rights to the extent the institution is authorized to do so under law (see [OHSU Policy 2-20-005, Education Records](#)).

### **STUDENT FINANCIAL CONSIDERATIONS**

Program tuition and university fees are determined by the Program Director in consultation with the Provost and are approved by the OHSU Board of Directors. *Projected* Program tuition and university fees are published in the application materials provided by the Program. *Actual* tuition and fees assessed will be based on the *OHSU Academic Year Tuition & Fee Book* and may be different from those published in the application materials.

All students are required to carry a disability insurance policy negotiated by the Program on their behalf. Because the premium is negotiated based on the participation of all students, there will be no exceptions to this policy. Program tuition covers the cost of the disability insurance.

Full payment of Program tuition and university fees is required by the due date listed on your e-bill.

ALL Program tuition and university fees must be paid prior to receipt of a transcript or diploma.

In addition to Program tuition and university fees, students are solely responsible for the following costs:

- a) Required and recommended textbooks. Booklists, specific to each year, will be distributed and contain a list of required textbooks. Recommended and/or reference texts are not required.
- b) Required clothing and equipment, e.g., lab coats, stethoscopes.
- c) Health insurance: All registered and enrolled students are **required** to carry both major medical and dental insurance policies at all times. Students will be charged for the OHSU sponsored health insurance plan, unless they are covered under a comparable major medical, or dental insurance plan that meets all of the OHSU waiver requirements and have waived out of the OHSU sponsored health insurance plan within the waiver period. Students may apply for a waiver through Student Health and Wellness (SHW) before the deadline. Visit the SHW [website](#) for information and forms. Students **MUST** notify the program and student insurance office of loss of privately held insurance and are required to pick-up coverage through OHSU.
- d) Unless otherwise specified, room and board, both while in attendance at OHSU and during clinical rotations.
  - i. OHSU has a centralized Office of Learner Placement and Housing that coordinates housing for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland (typically defined as greater than 45 miles outside of

- the Portland). However, the Program will not assist with housing in any student-requested non-hub or out-of-state rotations except in exceptional circumstances.
- ii. Students may choose to arrange their own housing at their own expense for assigned rotations, so long as the housing meets the requirements outlined in [OHSU Policy 02-90-030, Housing for Community Based Rotations](#) and the procedures developed by the OHSU Office of Learner Placement and Housing. However, if a student requests housing and subsequently changes their mind or leaves the provided housing, the student may be responsible for the housing costs incurred by the Program.
  - iii. Insurance: Neither the Program nor OHSU maintains insurance to cover the loss of any student personal property. The Program requires that students maintain a renter's (or tenant's) policy to cover potential personal property loss during the clinical year. Students are not provided liability coverage for any of their actions as occupants of OHSU-coordinated housing and therefore are not covered for any liability claim or lawsuit that might result from such actions. Questions regarding insurance or risk management issues should be referred to the OHSU [Risk Management Office](#).
- e) The required laptop computer, internet service provider, smartphone, and software.
  - f) Transportation, both while in attendance at OHSU, and to and from clinical experiences during the didactic year and clinical rotations.
  - g) Parking costs and fines.
  - h) Pagers, cell phones, and associated service fees. The Program may arrange and pay for student pagers for student use on particular clinical rotations. Students are solely responsible for Program-provided pagers and must return them in good working condition at the end of the rotation. **A student who damages, loses, or does not return a pager will be financially responsible for its replacement cost, and will not receive their degree until the Program has been reimbursed.**
  - i) Certification (NCCPA testing fees) and licensing fees upon completion of the Program.
  - j) Membership dues: American Academy of Physician Assistants, Oregon Society of Physician Assistants, etc.
  - k) All other incidental expenses, regardless of their applicability to the Program.
  - l) Students are required to cover all drug testing costs beginning prior to matriculation and subsequent costs for cause or when required for hospital privileges during the clinical phase.

## REFUND POLICY

Refunds may be granted to students in accordance with the *Academic Tuition and Fees Refund Schedule* as detailed in the Academic Calendar found on the Office of the Registrar [Tuition and Fees](#) page. Notification of withdrawal or cancellation and request for refund must be in writing and addressed to the Registrar. An appeals process is available for students who believe that their circumstances warrant exceptions to the published policy.

## REPRESENTATION OF OHSU, SCHOOL OF MEDICINE AND THE PHYSICIAN ASSISTANT PROGRAM

Students shall not make statements on behalf of the Program or Institution or represent the Program or Institution in administrative, financial, educational or policy matters without the express authorization of the Program Director or appropriate representative of the Institution.

## TECHNICAL STANDARDS, OREGON HEALTH & SCIENCE UNIVERSITY

Academic Programs in the Health Sciences have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge, and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. To be qualified for and continue enrollment in OHSU Academic Programs, prospective and current students must meet both OHSU's academic standards and the technical standards. Prospective and current students with disabilities may utilize approved reasonable accommodations to meet academic and technical standards. In addition to OHSU technical standards, Academic Programs may develop program level technical standards. *Note: Prior to matriculation, students must attest to their Academic Program that they are able to satisfy technical standards with or without reasonable accommodations. Additionally, students are responsible for notifying their Academic Program if they are no longer able to satisfy technical standards with or without reasonable accommodations at any point during their enrollment.*

[OHSU technical standards](#) include nonacademic criteria that reflect the ability to:

- Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- Follow universal precautions against contamination and cross contamination with infectious pathogens, toxins and other hazardous chemicals.
- Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Synthesize information to develop and defend conclusions regarding observations and outcomes.
- Use intellectual ability, exercise proper judgement and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Communicate effectively and maintain mature sensitive, and effective relationships with all persons including but not limited to clients, patients, students, faculty, staff, and other professionals.
- Operate in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical and professional practice, healthcare, and biomedical sciences and engineering.

## TECHNICAL STANDARDS, OHSU SCHOOL OF MEDICINE, DIVISION OF PHYSICIAN ASSISTANT EDUCATION PROGRAM-SPECIFIC TECHNICAL STANDARDS

For successful completion of the course of study for the degree of Master of Physician Assistant Studies at OHSU, candidates for graduation must possess the knowledge, skills, attitudes, and judgment to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Candidates must demonstrate the capacity to develop academic and emotional maturity and leadership skills to function effectively in a medical team. Therefore, all students admitted to the Program must be able to meet, with or without reasonable accommodation, the following abilities and expectations. Students/applicants who may have questions regarding these technical standards or who believe they may need to request reasonable

accommodation in order to meet the standards are encouraged to contact the [OHSU Office for Student Access \(OSA\)](#).

- a) Candidates must be able to observe demonstrations and curricular activities.
- b) Candidates must have sufficient use of the sensory, vision, hearing, motor and somatic sensation necessary to perform a physical examination. Candidates must be able to perform activities such as palpation, auscultation, percussion, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the movements, equilibrium and functional use of the sense of touch and vision.
- c) Candidates must be able to learn to respond with precise, quick and appropriate action in emergency situations.
- d) Candidates must be able to communicate with accuracy, clarity, efficiency, and sensitivity.
- e) Candidates must have the skills to be able to analyze and synthesize information, solve problems, and reach diagnostic and therapeutic judgments.
- f) Candidates must be able to acknowledge evaluation and respond appropriately.
- g) Candidates must possess the interpersonal skills to develop rapport and positive relationships with patients.
- h) Candidates are expected to possess the perseverance, diligence, and consistency to complete the PA Program curriculum. Candidates, therefore, must be able to tolerate physically and emotionally taxing workloads, to function effectively under stress, to adapt to changing environments, to display flexibility, and to function in the face of uncertainties inherent in the clinical problems of many patients.

#### **PROGRAM COMPETENCIES, OHSU SCHOOL OF MEDICINE, DIVISION OF PHYSICIAN ASSISTANT EDUCATION**

In addition to the Technical Standards outline above, upon completion of the Physician Assistant program, graduates will demonstrate competence in each domain.

##### *PRACTICE KNOWLEDGE*

- Learn and apply foundational knowledge in pathophysiology, etiology, risk factors, epidemiology, signs and symptoms, differential diagnosis, diagnostic work-up, patient management, surgical principles, health promotion, and disease prevention for a variety of acute and chronic medical conditions.
- Demonstrate foundational knowledge in social determinants of health.

##### *CLINICAL REASONING*

- Formulate a differential diagnosis for a presenting problem based on an appropriate history, physical examination and diagnostic work-up.
- Locate, appraise, and integrate information from evidence-based studies related to patients' health.
- Determine the appropriate interventions and plan for disease management.

##### *CLINICAL SKILLS*

- Select and perform accurate physical and behavioral health examinations appropriate to the patient presentation.
- Demonstrate basic common medical and surgical procedures skills within their supervised clinical setting.

### *PATIENT CENTERED CARE*

- Recognize the importance of coordinating patient care effectively with the health care team.
- Incorporate patient preferences when determining diagnostic and therapeutic interventions.
- Advocate for equitable, accessible, high-quality patient care.
- Apply the concepts of population health to patient care.

### *COMMUNICATION*

- Effectively communicate with other members of the healthcare team including accurately and adequately documenting information regarding care for medical, legal, quality, and financial purposes.
- Elicit information from patients in an organized, efficient manner based on an appropriate differential diagnosis.
- Educate patients about medical conditions and health promotion and disease prevention principles.
- Apply the concepts of health literacy.

### *PROFESSIONALISM*

- Demonstrate accountability and integrity in actions and decision making in regards to patients, the profession, the public, and oneself.
- Recognize and work within personal and professional limitations.
- Center shared-decision making with patients and advocate for equitable access to effective healthcare.
- Commit to lifelong learning and practice improvement.
- Intentionally collaborate with all members of the healthcare team.
- Endorse the value of positionality.
- Contribute to an environment that is safe and free from harassment.

### *SOCIAL JUSTICE & EQUITY*

- Apply the principles of social justice and equity.
- Recognize and work against systemic structures that contribute to health care disparities.

### *SYSTEMS BASED PRACTICE*

- Apply foundational knowledge of health care systems.
- Differentiate among types of medical practices and delivery systems.
- Understand the funding sources and payment systems that provide coverage for patient care.
- Demonstrate stewardship of resources by utilizing cost-effective health care options within high-quality patient care.
- Identify areas in which the delivery and effectiveness of health care can be improved.
- Promote a safe environment for patient care and recognize systems-based factors that negatively impact patient care.

## **OHSU STUDENT ACCESS AND ACCOMMODATION (OFFICE FOR STUDENT ACCESS (OSA))**

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008.

As defined by the ADA and ADA-AA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. This may include, but is not limited to, physical, sensory, chronic health, psychological and learning impairments. A qualified student is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study, with or without reasonable accommodations.

The OSA determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids and/or program modifications. Reasonable accommodations enable students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers without altering or lowering standards.

Personal services are not considered reasonable accommodations. OHSU is not required to provide students with personal services, per Title II of the ADA. Common personal services include, but are not limited to: personal care attendants, private tutoring, childcare, medical devices (mobility devices, hearing aids, eyeglasses, etc.), and personal transportation. OSA may refer students to resources that are available to all students, or available within the community such as: Student Academic Support Services, Student Health and Wellness, Tri-Met, etc.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access, once accommodations are established.

**Students are advised to contact the OSA as soon as possible to discuss eligibility for disability accommodations; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student’s disability is kept in accordance with state and federal laws.**

Phone: 503-494-0082  
Secure Fax: 503-346-8068  
Email: [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)  
Website: [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access)  
Appointments: [Appointment Request Form](#)

### **LATEX ALLERGY**

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student’s expense. Any student found to be latex allergic



must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken, and accommodations are made.

If the student should elect to continue in training, the student assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death.

Students are encouraged to consult with OSA for assistance with accommodation requests related to latex allergies.

## **LIABILITY**

The Dean of the School of Medicine explicitly authorizes physician assistant students, as a part of their academic responsibilities, to participate in clinical activities, including care and treatment of patients, taking histories and performing physical examinations at OHSU, OHSU facilities or affiliated non-OHSU sites. Such authorization is to be for academic activities (including clinical) under the direction of faculty. Such sites include inpatient (such as hospitals and extended care facilities, nursing homes and hospices), outpatient (such as clinics and physician offices), patient dwellings and any other location where education and training of physician assistant students may occur.

In order to be covered by OHSU's liability insurance policy, a physician assistant student must be registered for an approved course including all electives on and off campus.

## **STUDENT HEALTH ISSUES**

Health screening, including reading or interpreting TB tests, and immunizations of students will not be conducted by Program personnel. Principal and adjunct program faculty, the program director and the medical director are precluded from participating as health care providers for students in the program, except in an emergency situation.

The student must be free of infectious or communicable disease. A formal health declaration (at matriculation) by each student must be provided to the Program prior to matriculation. A student's participation in the Program may be restricted or prohibited if the student is found to have a communicable disease which would present a serious threat to the health of the student or any other person.

Students should expect to participate in the care of patients with infectious diseases during their educational activities and will use standard precautions during all clinical activities.

Students will follow standard precautions to avoid transmission of or infection from infectious diseases. Generally, the procedures deemed necessary will track those recommended by the Centers for Disease Control and Prevention as specified by the clinical site.

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) designed for use in a clinical setting, e.g., disposable gloves, masks, eye protection, etc.
- b) It is the responsibility of the Program and/or clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- c) It is the responsibility of the student to use the PPE provided and to follow the instructions and protocol of the site at which they are assigned to minimize the risk of being infected by or transmitting

any infectious diseases. It is further recommended that students purchase reusable protective equipment, e.g., breathing masks, for use outside of a clinical setting.

Students are expected to exercise prudence in attending mandated class or clinical activities when ill. Health care professionals at clinical sites are empowered to restrict the activities of an ill student or prohibit an ill student from clinical responsibilities when deemed appropriate. The student must notify program faculty of any absences due to illness. (See [HC-HR-100-RR, Illness Among OHSU Healthcare Workforce Members](#)).

**Additional policies and procedures related to the ongoing Covid-19 pandemic may be found in the [addendum](#) at the end of this document and on the [Student Onward](#) webpage.**

## **INFECTIOUS DISEASE**

Physician assistant students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) should follow the protocols established by Student Health and Wellness (SHW). Following such exposure, students are **required** to notify SHW at 503-494-8665 to solicit additional advice regarding follow up. **Please review the instructions related to [Exposures - including COVID-19, blood-borne pathogens and needlesticks](#).**

***Notify the PA program office by phone or e-mail and report the exposure, date, and confirmation that you have initiated the required process explained above.***

- a) It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.) unless otherwise specified by the Program.
- b) It is the responsibility of the program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- c) It is the responsibility of the student to use the Personal Protective Equipment provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

Additional guidance related to infection control measures, including [standard precautions](#) and proper use of [PPE](#), may be found on the [Infection Prevention & Control](#) website.

## **IMMUNIZATIONS**

Immunizations are not provided by the Program.

Although some immunizations may be required or recommended by the Program, the choice regarding immunization is the responsibility of the student in consultation with SHW. OHSU follows the guidelines for required immunizations issued by the Center for Disease Control (CDC) and by the State of Oregon. Students must comply with pre-entrance immunization requirements and remain in compliance for the duration of their enrollment at OHSU, as specified by SHW. You may review a summary of these requirements on the [SHW](#).

Immunizations are available through the county health offices and/or the student's personal health care provider. SHW will only assist students in completing the Hepatitis B vaccination series and follow up titer for students that have started but not completed this requirement. All costs associated with immunizations are to be incurred by the student. Failure to provide proof of COVID-19 immunization 21 calendar days prior to the first day of the academic program or course, or failure to provide a request for a medical or religious exception to the COVID-19 immunization requirement 45 calendar days prior to the first day of the academic program or course, will prevent the student from matriculating in the program or commencing attendance in courses, and the student will not have physical nor virtual access to sites and resources at OHSU (including courses), and its academic and clinical partners. Individuals who submitted a request for a medical or religious exception must receive approval of the exception by 21 calendar days prior to the first day of the academic program or commencing attendance in a course. If the exception request is denied, proof of COVID-19 immunization is required by 21 calendar days prior to the first day of the academic program or course. Failure to provide proof of other pre-entrance immunizations within 30 days of matriculation will result in a student being restricted from attending courses in the current term and prevent the student from registering for courses in subsequent terms. (See [OHSU Policy 02-90-010, Student Health](#)).

For self-protection during clinical activities, vaccines may be recommended by local, state and/or federal agencies for healthcare workers in clinical care settings. If not immunized, a student may be required to use additional infection control measures (e.g. a mask) when interacting with patients or restricted from participating in the care of the patient by their assigned site. Maintaining compliance with annual tuberculosis screening and annual respiratory protection requirement is also mandatory. These services are provided free of charge at SHW.

Students will carry their medical records and immunization history with them while on clinical rotations to facilitate the completion of hospital access paperwork during the clinical year. **Some hospitals and hospital systems may have different immunization requirements. Students must comply with the immunization requirements of the facility in which they are training.**

**If a student does not meet the immunization requirements for a training site, including OHSU sites, the program will attempt to locate an appropriate alternate site, however this may result in a delay in graduation should an alternate site not be immediately available.** OHSU students in clinical training settings within the state of Oregon, including OHSU clinical training settings, must be compliant with the standardized administrative requirements outlined in [OAR 409-030-0100 to 409-030-0250](#).

Further information, including the Immune Status Form, is available from SHW [online](#). Please email [SHWcompliance@ohsu.edu](mailto:SHWcompliance@ohsu.edu) with questions. .

## **SMOKING**

The OHSU campus is a "tobacco-free environment." In support of this important initiative (see [OHSU Policy 07-90-021, Tobacco-Free Environment](#)).

## **BACKGROUND CHECKS**

Following admissions, students must pass an initial pre-matriculation background check conducted through CastleBranch. Some hospitals and hospital systems require students to have a more recent background

check and possible fingerprint check prior to clinical rotations. Students must comply with such a request. Additional background checks will be conducted via OHSU or an OHSU approved vendor.

If at any time during enrollment a student is convicted of a felony or misdemeanor or has any pending arrests for a felony or misdemeanor, the student must immediately inform the Program Director. Students returning from an extended leave of absence (>180 days) will be required to complete a background check prior to being allowed access to OHSU resources (see [OHSU Policy 03-10-011, Background Checks](#)).

## **DRUG TESTING**

At OHSU, we are committed to a drug- and alcohol-free place of study and work. We also care about each member of the community, especially in difficult times. The [OHSU Alcohol and Drug Guide](#) provides a number of support and recovery resources for you, your colleagues, friends and family who may be struggling with drug or alcohol dependency or abuse. If you're concerned about someone, we encourage you to reach out, report a concern, share resources or seek support yourself. It is important to know that treatments are available and can be very effective. Students are also referred to OHSU's Policies and Procedures and OHSU Code of Conduct regarding the use of alcohol or other drugs while an OHSU student.

To promote the health, safety, and productivity of students and clients in their care, OHSU has established a drug testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy 02-01-003, Student Drug and Alcohol Testing](#))

All students accepted to the PA Program must successfully pass an initial drug screening. Individual school policy shall dictate the timing of such screenings ensuring, at a minimum, students are tested before their initial clinical experience. All students may be tested "for cause" based on reasonable suspicion of being under the influence. "For cause" testing includes alcohol and/or drug tests. Students are required to cover all drug testing costs beginning prior to matriculation.

Some hospitals and hospital systems require students to be drug tested beyond the initial screen and just prior to participating in a clinical experience. Students must comply with such a request and may be required to cover the cost of the testing.

The 10-panel drug test being administered tests for a variety of substances including, but not limited to, amphetamines, cocaine, marijuana, opiates, barbiturates, and methadone. While many states, including Oregon, have legalized the use of marijuana, OHSU continues to consider recreational marijuana an illegal substance in adherence with the current federal law.

Students who refuse to submit to, or do not pass the drug screening process may be recommended for dismissal from the program.

## **STUDENT IDENTIFICATION**

At all times, students on OHSU-owned or controlled property will wear the OHSU Identification Badge provided by Public Safety. (See [OHSU Policy 07-15-001, Identification Cards](#))

At all times, students in any clinical setting will wear the identification badge with their name and title as an "OHSU Physician Assistant Student." Badges should be visible at all times and be worn over the left chest. Students must wear the OHSU Identification Badge and may wear a badge backer identifying them as a PA student. If a clinical site requires another type of ID, the site's ID and one OHSU ID will be worn.

Students must contact Public Safety immediately at 503-494-7744 to report a lost or stolen ID badge and so that the badge access may be deactivated. Students must also contact PA Program staff to request a replacement badge. Please note that after a badge has been reported lost or stolen, the ID badge may not be reactivated even if you find it again. Replacement of Trimet and C-Tran HOP cards may result in additional fees.

All students will introduce themselves as physician assistant students from OHSU during all encounters at all clinical sites. It is the professional responsibility of the student to ensure that patients, staff, and visitors are made aware of their PA student status.

### **CLASS LEADERSHIP**

Each class will be asked to elect fellow students to serve in leadership roles as representatives of the class and Program. All such students are required to remain in good academic standing, and the Program reserves the right to require the resignation of any student leader whose continued matriculation in the Program might be jeopardized by their responsibilities as a student leader.

### **CURRICULUM DEVELOPMENT AND REVIEW**

The Program staff welcomes and encourages written feedback regarding any aspect of the Program. Students are required to complete evaluations of didactic presentations, all courses within the curriculum, skills labs, and mentoring and clinical rotation sites ([Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#)).

The feedback provided shall be considered confidential, and information determined from the contents of the evaluations will be disseminated outside of the Program only in summary form, without identification of the student, unless specifically authorized by the student. These evaluations will be maintained in a permanent Program file and will be used to refine the curriculum and ensure the selection of optimal instructors in subsequent education programs.

At the end of each phase of the Program, students are required to complete evaluations designed to evaluate the Program as a whole.

The Curriculum Committee, which includes student representatives, will meet regularly to review the curriculum and suggest revisions appropriately.

### **ATTENDANCE**

**Attendance is mandatory for all classes, basic science labs, skill labs and supervised clinical experiences** unless students are notified to the contrary by Program faculty or staff. At the discretion of Program faculty and/or course directors, attendance and class participation may be considered in grading.

Students should report absences by emailing the course director, director of academic or clinical education, and/or education coordinators (staff) as detailed in the sections below.

### Academic Year Attendance

A class schedule for each term is determined by the Director of Academic Education and approved by the Program Director. Classes are generally scheduled from 8 a.m. to 5 p.m., Monday – Friday. The Program faculty reserves the right to schedule additional class time and require attendance prior to 8 a.m., beyond 5 p.m., and on weekends when necessary. Students will be held accountable for all information and skills presented during all scheduled class times.

### Personal Days (Discretionary Absences):

Three “personal” or discretionary absences will be allowed during the didactic year. These days may be taken for any reason deemed warranted by the student.

To be “excused”:

- a) Each day must be requested at least 7 days in advance and approved by the Director of Academic Education who will keep track of personal days used.
- b) Students may not take two personal days in a row and may not take the day before or after a holiday or break to lengthen the time off.
- c) Personal days will not be approved for any day on which there is an exam, clinical skills training, or small group activity.

If a student takes a personal day off without meeting these criteria, it will be treated as an “unexcused absence.”

In general, absences will be considered “excused” when due to:

- a) Illness/injury – The Program reserves the right to request a health care provider’s note to document office visits for any extended absence due to illness beyond two consecutive days.
- b) Immediate family emergency.
- c) Personal emergency.
- d) Anticipated absence “excused” in accordance with the Personal Day Policy.

If an emergency or illness arises, students are to notify the Program office as soon as possible by calling 503-494-3633.

Whenever possible, elective personal appointments for medical, dental, or other reasons should be made on a student’s own time. Anticipated absences for non-acute health-related reasons must be requested in writing to the Director of Academic Education or, in their absence, the Program Director. If initial approval is granted, additional approval from the course director must be requested.

Program faculty will make the final determination as to whether an absence will be considered “excused.” Unexcused absences will not be tolerated and, as a professional development issue, may result in the issuance of a Student Progress Form and be referred to the Progress and Promotions Committee for appropriate action.

Students will be held accountable for all information and skills presented during ANY absence, excused or unexcused. In the event of absence, students will be responsible for following up with the course director

and/or instructor and acquiring any information or materials missed using Echo 360 (lecture-capture), WebEx recordings or other emerging technologies when appropriate and/or from Sakai or classmates.

Missed assignments and/or examinations may or may not be “made up” at the discretion of the Program faculty and/or course directors. The make-up of certain lab “performance” tests, e.g., anatomy lab, Objective Structured Clinical Examinations (OSCEs), may not be feasible. The Program reserves the right to require additional “makeup” work and/or time when necessary for a student to complete Program requirements.

Changing the scheduled time of an examination for non-health reasons is generally not permitted. However, per [OHSU Policy 02-70-045, Change in Scheduled Examination or Other Assessments](#), students may request a change in the schedule for an examination so long as the rationale meets the requirements for a reasonably excused absence. These exceptions may include emergencies and unique academic opportunities. In the case of academic opportunities, students must submit an email request to the Course Director, Director of Academic Education, and the Program Director at least two weeks prior to the examination. Students must be in satisfactory academic standing to be considered for an examination schedule change for non-health reasons.

During weather-related modified operations, students should call the OHSU Inclement Weather Hotline at 503-494-9021 for a message regarding possible campus closures. Any program-specific changes to class schedule due to modified operations will be communicated via email to all students as soon as feasible.

#### Clinical Year Attendance

Students in the clinical phase of the program are expected to attend and actively participate in all required clinical experiences and program activities. Students should schedule personal activities during University breaks in the academic calendar. Thanksgiving Day is the only University holiday that is recognized during the core/non-core clinical experiences. (Students are not typically enrolled in a rotation during winter break so all students have the holidays that fall during that time off as well.) If a student wishes to observe additional holidays, they must request approval following the process for [Personal Days](#) described in the section on “Excused Absences”. Students must notify the Clinical Education Coordinator and the Co-Directors of Clinical Education via e-mail of any additional holidays observed by an assigned clinic.

*Absences for any reason totaling five or more days during a clinical rotation may require repetition of the entire rotation.*

Students will attend and participate in all activities required and assigned by their clinical preceptors. The clinical preceptor determines the daily schedule. Students should be involved in the clinical care of patients each day of their assigned rotation. **For most rotations the required clinical schedule is 40 hours per week at each assigned clinical rotation site.** Students must recognize that many rotations will require participation far in excess of these minimum standards. Students will be scheduled to complete a variety of shifts on their clinical rotations, including evenings, nights, weekends, and holidays. Shifts may include 8, 10 or 12-hour shifts. When a preceptor is seeing patients, it is expected that the student will be scheduled for the shift as well. If you have any questions about your schedule or expectations for attendance, please contact the Co-Directors of Clinical Education.

After hours call is an expected element of many clinical rotations. After hours call occurs after regular office hours and is separate from scheduled shifts. Participating in call with their preceptor expands a student's

understanding of both the procedures and expectations specific to the specialty, and allows the student access to greater numbers of patients and educational experiences. While it is expected and educational for a student to take call on many clinical rotations, it is necessary to provide guidelines on maximum hours on call to ensure adequate balance with the remaining components of the rotation, and safeguard against the deleterious effects of overwork.

To ensure adequate rest, sufficient time for study, completion of rotation assignments, and to minimize loss of those experiences considered baseline for the clinical experience, the following parameters will apply to any after-hours call schedule for students:

- a) After hours call may not be scheduled more often than every second night.
- b) If students have regular clinic hours the following day, call may only last until 11 PM. They may stay up to 30 minutes after 11PM to finish charting and any hand-off of the patient to their preceptor.
- c) No call should be scheduled the night before, or the night of an exam or assessment.
- d) Weekend call may not be scheduled more than once per rotation, but may include an overnight component.

In the event that your preceptor works less than 40 hours per week, the program may make other arrangements to schedule you with another preceptor in order to ensure that you meet the required clinical hours. The program will communicate these details to the student prior to beginning the rotation. **If your preceptor is unexpectedly absent, you must communicate this to the Co-Director of Clinical Education, Regional Coordinator or Clinical Education Coordinator immediately.**

At the start of every new rotation, students should explore with their preceptors any potential conflicts during the rotation that might interfere with meeting the requirements of 40 hours per week. Any such conflict should be reported to the clinical team immediately. **A student who fails to meet either of the minimal time requirements in any given week without notifying the Program and seeking prior authorization from the clinical team will be considered absent (unexcused) for the length of time missed.** Consequences associated with unexcused absences from rotation are explained below. This guidance should not be interpreted as an opportunity to negotiate additional time off that does not meet the above attendance standards.

**Callbacks: Attendance at all on-campus and virtual activities (hereafter referred to as “Callbacks”) is mandatory, and students are expected to report to all scheduled activities on time.** A student who is absent for all or part of a Callback session will be considered to have an unexcused absence(s). Any student who misses all or part of a session may receive a Student Progress Form and be required to complete additional assignments.

#### Excused Absences

Students may have a maximum of two excused absences (excluding pre-approved personal days) from any single rotation. If more than two days are missed for any reason (illness or emergency), students may be required to make the time up. Unexcused absences will not be tolerated and, as a professional development issue, will be referred to the Progress and Promotions Committee for appropriate action. *Absences for any reason totaling five or more days during a clinical rotation may require repetition of the entire rotation.* Multiple interruptions in the sequence of the clinical year may require the repetition of the entire clinical phase of the program.



**Illness or Emergency:** In the event of illness or emergency necessitating absence from the clinical rotation site, students shall contact the preceptor and the Clinical Education Coordinator by phone by 9:00 AM that morning, and follow-up with an email to include preceptor, Clinical Education Coordinator and Co-Directors of Clinical Education. Messages left must include student's name, clinical site, preceptor's name, verification that the preceptor has been notified, the reason for absence (illness or emergency), expected return date and a telephone number where the student may be reached. These absences are "excused" when the above procedure is followed. The clinical year team, in conjunction with the preceptor and student, will determine if and how the time will be made up.

**Personal Days: Absences for anything other than an acute illness or emergency must be approved in advance.** Students are permitted five personal days over the course of the clinical year, which do not need to be made up. Students may use these days for engagements such as personal appointments, employment interviews, conference attendance, or family events. A student may not use a personal day during a Bridge course or Callback. Requests for personal days must be submitted to the Clinical Education Coordinator and the Co-Directors of Clinical Education **via e-mail** at least two weeks in advance of the requested date(s). Additionally, students must fill out the Personal Day Request Form that MUST be signed by the preceptor and emailed to the PA program office at PAClinical@ohsu.edu. All requests are subject to approval by the Co-Director of Clinical Education and the preceptor. If the request for personal time off precedes the start of a rotation, the Program will obtain approval from the preceptor. However, the student must still submit a request form and gain approval.

#### Unexcused Absences

Attendance at clinical rotations at the scheduled time and date is mandatory. Any missed days or hours not approved or excused are considered unexcused.

- a. A student may not arrive late or leave early from any rotation without the permission of the preceptor **and the clinical year team**. Arriving late or leaving a rotation early will be treated as an unexcused absence. Students who demonstrate a pattern of unexcused absences may receive a Student Progress Form and may also be referred to the Progress and Promotions Committee for appropriate action.
- b. During any rotation, a student is required to make up all time lost as a result of unexcused absences unless specifically exempted by a member of the clinical year team. The student, in consultation with the assigned preceptor, will propose how the time is to be made up.

#### Community Outreach Project (COP)

Students are excused from clinic one day to implement their (COP). Students may not implement their COP during their inpatient medicine, surgical rotation or during a Callback session. The date of implementation must be pre-approved by the course director prior to implementation. Failure of a student to obtain prior approval may result in an unexcused absence.

#### **EXTENDED LEAVE FOR CLINICAL YEAR STUDENTS**

The program recognizes that a situation beyond a student's control may arise that requires a student to request an extended leave of absence from the rotation schedule during the clinical year. Situations that may precipitate such a request are illness, active-duty military service, firefighting activities, (see [OHSU](#)

[Policy 02-70-055, Excused Absence for Active Duty Service](#), Excused Absence for Active Duty Service, Related Medical Treatment, or Firefighting Activities) the death of a family member, or the birth of a child. An extended leave of absence is granted in 4-week blocks, therefore requiring students to extend their time in the program in order to make-up a rotation. Students must follow Program policy regarding extended leaves or [leaves of absence](#) (LOA).

- a. Extended leave for any reason other than sudden illness, family emergency or active-duty military service or firefighting activities must be requested in writing at least 3 months in advance and is subject to program approval. The program must be notified of any emergent situation as soon as possible.
- b. Makeup rotations resulting from an extended leave will be scheduled on an as-available basis. Makeup rotation dates may not fit the current year's clinical year schedule.
- c. Students granted an extended leave will be charged University fees for any additional term in which they are enrolled and may incur additional tuition expenses.

### **SUPERVISED CLINICAL SITE PLACEMENT**

**The program creates a schedule of clinical rotations for each student that guarantees access to each required core clinical experience, non-core clinical experiences, and adequate opportunities to achieve the required program competencies necessary for graduation as a physician assistant. The schedule may change based on preceptor availability or other factors, including those outside the control of the program. Disruptions or delays in the clinical rotation schedule, regardless of cause, may hinder the attainment of program requirements, and may result in a delay of graduation if a replacement rotation is not immediately available.**

Students will not supply their own clinical sites or preceptors for required supervised clinical rotations. Students are welcome to offer suggestions to the clinical year team for potential preceptors, but Program faculty and staff assume full responsibility for vetting potential preceptors and clinical sites and evaluating their appropriateness for student supervised clinical experience. **Students must not contact preceptors directly to arrange for a rotation.**

### **COMMUTING AND TRAVEL FOR CLINICAL EXPERIENCES**

OHSU students are fortunate to have access to a wide variety of incredible preceptors for their both the Clinical Practicum course (i.e., mentoring) in the didactic year, and supervised clinical practice experiences (SCPEs, i.e., rotations) during their clinical year. These experiences may be fulfilled at OHSU, in the Portland metropolitan area, and throughout the state and region. In keeping with the PA Program's commitment to serve rural and underserved areas and in order to provide the most comprehensive educational opportunities, a large number of clinical sites are located outside the Portland-metro area (greater than an approximately 45-mile radius from the Portland campus). Students are expected to take advantage of these learning opportunities and are required to make their own travel arrangements to arrive on time to clinical sites. We cannot assign or reassign preceptors based upon transportation needs or student preferences. Accommodations to this policy will be made for needs that are documented through the OHSU Office for Student Access (OSA).

### **HOUSING – CLINICAL PHASE**

The OHSU [Office of Learner Placement and Housing](#) provides housing as a benefit for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland. The Program will not assist in housing for any student-requested non-hub or out of state rotations except in exceptional circumstances. Housing provided may be an apartment or a house, a room within a house, a dormitory, or a hotel room. Every effort is made to provide the necessities for the full rotation and the housing provided represents our best efforts at providing comfortable lodging for students away from “home.”

Amenities provided by Student Housing:

- WiFi
- Kitchen essentials
- Bedding, towels, linens
- Basic cleaning supplies
- Smoke detectors

Students seeking housing accommodations related to disability (e.g., accessible rooms/buildings, assistance animal, etc.) should contact the [Office for Student Access](#) (OSA) as soon as possible. Accommodations must be approved by OSA at least 4 weeks prior to move in to allow for adequate time to coordinate accommodations.

**The housing provided is shared (often with students from outside the Program) and co-ed.** Students will have their own room; however, the housing unit may be shared with students from other OHSU schools and programs.

Students may decline Program-provided housing if the Program is notified at least 8 weeks prior to the rotation start date. The Program will not pay for, reimburse, or subsidize alternative housing arrangements made by individual students. Any situation resulting in a student vacating Program-provided housing (after the Program has made the arrangements), must be reported to the Program immediately. Responsibility for costs incurred as a result of the student’s unexpected move may be placed on the student and will be reviewed on a case-by-case basis.

Housing is provided for student use only. Visitors, including family, are not allowed for overnight, weekend or extended periods. All housing units are non-smoking. The program-provided housing may be up to 45 miles from a student’s assigned rotation site. Since many of our clinical rotation sites are in rural areas, public transportation and bicycling are not feasible options for many sites. It is the student’s responsibility to obtain reliable transportation for all rotations. Refer to [Commuting and Travel for Clinical Experiences](#) policy above. For other guidelines related to student housing while on clinical rotations, please refer to [Housing Guidelines for Community Based Rotations](#).

## **PROFESSIONAL DEVELOPMENT**

### Expectations for Academic Performance

Students are expected to learn the knowledge and skills presented in the curriculum to the best of their ability. Faculty members recognize that students cannot learn all there is to know about any subject. However, they do expect students to learn those concepts, facts, and skills that are important to their profession. The faculty will guide students in identifying relevant knowledge, skills, and attitudes.

Scientific knowledge is continually expanding and being reevaluated. Because of this, students are expected to develop a habit of life-long learning. Students are expected to learn to know the limits of their knowledge and skills and seek help when those limits are reached.

### Expectations for Professional Conduct

Through their professional conduct, students represent OHSU, the School of Medicine, the PA profession and, most specifically, the PA Program. The students of the Physician Assistant Program of the School of Medicine at OHSU are expected to conduct themselves in an ethical, prudent, and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes embody some of the key requirements for professional conduct expected of students in the Program.

Deviation from expected conduct may result in disciplinary action.

- a) Honesty is a necessary professional virtue. Students are expected, to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, and the OHSU and the professional community.
- b) It is expected that students will discharge their professional obligations in a timely and responsible manner.
- c) Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.
  - i. Patient information is to be discussed only in the context of consultation with mentors or preceptors, or professional discussion with other health care providers at the clinical site.
  - ii. To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students must delete or code patient/location-identifying information during oral presentations to Program faculty and students, and on any write-ups submitted to the faculty for evaluation.
- d) Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
- e) Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.
- f) Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
- g) Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.
- h) Students will not allow personal concerns and biases to interfere with the welfare of their patients.

### **STANDARDS OF BEHAVIOR**

Students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because Program graduates will assume responsibility for the health and welfare of the public as certified and/or licensed health care practitioners, students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested. OHSU has the right and responsibility to sever the relationship with any student considered unfit for a career in the health-related professions. Allegations of prohibited conduct are reviewed by the Program's Progress and Promotions Committee. See also, [OHSU Policy 02-30-010, Proscribed Conduct](#).

Prohibited conduct includes, but is not limited to:

- a) Conviction of a felony, a class A misdemeanor or of a crime involving moral turpitude (which shall include, but not be limited to, sex- or drug- related crimes) while attending OHSU or prior thereto if the conviction was not disclosed following an offer of conditional admissions;
- b) Obstruction or disruption of teaching, research, patient care, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities;
- c) Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally-owned or controlled property;
- d) Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally-owned or controlled property as provided by Policy 07-90-030 (Weapons and Firearms), unless expressly authorized by law, or Board or OHSU policies (absence of criminal penalties is not considered express authorization);
- e) Detention or physical abuse of any person or conduct that may threaten harm to or endanger any person on any institutionally-owned or controlled property;
- f) Conduct that endangers the mental health, physical health, or safety of any applicant or OHSU member, which includes but is not limited to written, verbal, electronic, or physical conduct. Proscribed conduct also includes hazing, i.e., endangering the health or safety of an applicant or OHSU member as a precondition of admission or affiliation with OHSU or an OHSU-sponsored group, regardless of the person's willingness to participate.
- g) Malicious damage, misuse, or theft of institutional property, or the property of any other person where such property is located on institutionally-owned or controlled property, or, regardless of location, is in the care, custody, or control of OHSU;
- h) Refusal while on institutionally-owned or controlled property to comply with an order of the President or appropriate authorized official to leave such premises because of conduct proscribed by OHSU policies or procedures or when such conduct constitutes a risk to personal safety, property, or disruption of patient care, educational, research, outreach or other OHSU activities on such premises;
- i) Unauthorized entry to or use of institutional facilities, including buildings, offices and grounds;
- j) Illegal use, possession, manufacture, diversion, sale, dispensation, or distribution of drugs or controlled substances, including being under the influence or impaired, on institutionally owned or controlled property (absence of criminal penalties is not considered express authorization);
- k) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct that calls on the person or persons addressed for imminent action and, coupled with a reasonable apprehension of imminent danger to the functions and purposes of OHSU, including the safety of persons, and the protection of its property;
- l) Conduct prior to enrollment at OHSU which was not disclosed and which could have resulted in a decision not to admit the person;
- m) Misrepresentation or false statements made in an application process; or
- n) Failure to comply with approved OHSU or school policies or procedures.

## Patient Confidentiality

Students will comply with established policies of OHSU and the Physician Assistant Program with regard to patient confidentiality at all times. Patient information is to be discussed only in the context of consultation with preceptors or professional discussion with other healthcare providers.

To maintain patient confidentiality and comply with Health Information Portability and Accountability Act (HIPAA), students must delete or code patient/location-identifying during oral presentations to program faculty and students and on any write-ups submitted to the faculty for evaluation.

## GUIDELINES FOR ONLINE SOCIAL NETWORKING

Social networking sites are changing the way we work and interact with others. Social networking can help you build stronger relationships with others, both on a personal level and a professional level. However, it also provides a potential avenue for lapses in professionalism and professional behavior. As a healthcare professional, you need to carefully scrutinize the way you present yourself to the world at large via social media, including your personal profiles. Social sites may give you the impression of privacy, but you need to consider all postings and other data such as photos and video to be in the public realm and therefore potentially visible to everyone online. Students are advised to review [OHSU Guidelines for Social Media](#) before engaging in these platforms as a student.

### a) Representing the PA Profession

- i. Postings on social network sites are subject to the same professional standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Please review the [OHSU Physician Assistant Program Honor Code](#). Student conduct is also governed by the [OHSU Code of Conduct](#). Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
- ii. Think before you write! Everything you write online should be considered as permanent – there is no undo online. You may be able to delete a post or comment, but it is usually archived somewhere online and therefore accessible in the future. If you would be embarrassed if the Dean, Program Director, faculty or patients read your statements, then don't post them.
- iii. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
- iv. Use good judgment and avoid criticizing your school, faculty and fellow students online.
- v. Do not violate copyrighted or trademarked materials. If you post content, including photos, video or other media, you are acknowledging that you own or have the right to use these items. This includes all Program materials and curricular content which is copyrighted and remains the intellectual property of OHSU.
- vi. In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as OHSU PA student, you are creating perceptions about OHSU by those who have access to your social network profile or blog. Be sure that all content associated with you is consistent with your role as a PA student and with OHSU's values and professional standards.
- vii. Any medically oriented blogs should contain the disclaimer: *The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do*

*not necessarily represent the opinions or views of anyone else, including other faculty, students or staff in my program or at Oregon Health & Science University. My program and Oregon Health & Science University have not approved and are not responsible for the material contained in this profile [or on this page].*

- viii. The use of social networking sites or blogs can have legal ramifications. Comments made that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e., State Medical Licensing Boards).
- ix. Unprofessional postings by others on your page reflect very poorly on you. Monitor others' postings on your profile and work to ensure that the content will not be viewed as unprofessional. Delete questionable or unprofessional content immediately. Consider having two profiles on social networking sites – a personal one for family and friends and a professional one for fellow students and other colleagues. However, you still need to maintain professional content on your personal profile since others could possibly obtain access via a third-party friend request or other methods.
- x. If fellow students make unprofessional or potentially offensive comments online, you are encouraged to alert them so they can avoid future indiscretions and refer them to this document. It may not be readily apparent to them that their comments are out of line.
- xi. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires.
- xii. Cyberstalking, sexting, requests from those who supervise or teach you to engage in activities outside of class, and other inappropriate postings to social networking sites can all be considered forms of sexual harassment. Please see the OHSU Sexual Harassment Policy. If you believe you are the target of any cyber-bullying, harassment, stalking or threat, please call OHSU Public Safety at 503-494-7744.

b) Privacy

Due to continuous changes in social networking sites, closely monitor the privacy settings of your social network accounts to optimize your privacy and security:

- i. Strongly consider setting your privacy profile so that only those people whom you provide access to can see your personal information and photos. Remember that these controls are only a deterrent, not an absolute insulator.
- ii. Avoid sharing identification numbers on your personal profile such as address, phone numbers, social security number, passport numbers, driver's license numbers, birth date, or any data that can be used to obtain your personal records and/or steal your identity.
- iii. Others may post photos of you and 'tag' you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to 'untag' yourself from any photos as a general rule. Resist tagging others unless you have their explicit permission to do so. Ask friends to remove any compromising photos.
- iv. Maintain the privacy of fellow students, faculty, health care providers and other OHSU employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.

- v. Do not provide medical advice. Make sure you differentiate your medical opinion from medical fact. The world of medicine is foreign to many, so readers may take your words at face value. Make clear what statements reflect your own personal beliefs.
- c) Confidentiality in Social Media Context  
Regardless of whether you are posting items for OHSU business purposes or personal use, you are never permitted to post patient information.
- d) Social Media in Clinical Settings
  - i. Avoid accessing personal social networking sites while in clinical work areas.
  - ii. Make a point to know the social networking policies in each clinical setting where you are placed.

### **ACADEMIC INTEGRITY AND HONOR CODE**

Ethical conduct and integrity, particularly honesty, is one of the most important attributes of a competent healthcare professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others. Ethical conduct and integrity includes, but is not limited to, compliance with all OHSU, School of Medicine and program level policies. Further, students shall not engage in the following:

- Submitting material in assignments, examinations or other academic work that is based upon sources prohibited by the instructor or the furnishing of materials to another person for the purposes of aiding another person to cheat.
- Submitting material in assignments, examinations or other academic work that is fabricated, or is not the work of the student in question and where there is no indication (citation) in writing that the work is not that of the student (i.e. plagiarism).
- Knowingly producing false information or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters. Falsification or misuse of university records, permits or documents.
- Disregard for the ethical standards appropriate to the practice of a health or related profession while a student.

In addition, students will not consult resources during examinations or quizzes unless specifically authorized. Violations of this honor code are a breach of the behavioral standards defined in the sections "Expectations for Professional Conduct" and "Standards of Behavior."

For testing purposes, students are required at the beginning of each exam, to agree to abide by the following honor code:



*I understand that ethical conduct is one of the most important attributes of a competent healthcare professional. Cheating on an examination will ultimately deprive my future patients of the quality health care they deserve.*

*Upon matriculation, I agreed to abide by the policies and procedures of the University, the School of Medicine, and the Physician Assistant Program. As a member of the physician assistant class, I affirmed that I would personally uphold the honor code and would report any suspected or known infractions of the honor code committed by any member of my class.*

*During this exam, I affirm that I will not use any outside sources of information, including but not limited to books, websites, journals, computers, smartphones, tablets, or any other emerging technologies. In addition, I will not seek or accept help from another person by phone, in person or via any electronic means.*

*The content of this examination is proprietary and confidential and is not to be transcribed or reproduced in any manner at any time, or through any means. I understand that the use of technology designed to capture test content or override test security measures represents a violation of the honor code. Possession, re-creation and/or distribution of the examination or content of the examination is prohibited. Students are expected to respect test security at all times. Anyone in possession of unauthorized examination content in any form will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.*

**Continuing this examination indicates that I understand and agree to abide by the honor code outlined in the policies and procedures of the University, the School of Medicine, and the Physician Assistant Program.**

The faculty considers adherence to this Honor Code to be essential for every PA student. Failure to adhere to this honor code constitutes cheating. **Cheating on an exam or any other program activity or assignment cheats your future patients and is grounds for dismissal from the Program.** This applies to all proctored (both in-person and remote) and unproctored examinations and assessments.

## **CLASS CONDUCT**

Students, while at OHSU or any clinical affiliate, will conduct themselves in a professional manner.

During a presentation, common courtesy is expected. Students are expected to arrive on time and not delay the presentation by reason of tardiness. Chronic tardiness will not be tolerated and will be viewed as a professional development issue and may result in the issuance of a Student Progress Form. Student progress forms at the level of moderate or significant concern are reviewed at the Progress and Promotions Committee. After a presentation begins, if tardiness is unavoidable, students should enter the classroom from the rear of the classroom only and do so quietly to avoid disrupting the class.

The Program will not tolerate disruption of class. During all class situations (lectures, labs, skills workshops, callbacks) personal devices, if used, must be maintained either in “vibrate” or “silent” mode. In addition, other than urgent or emergency situations, it is expected that students will await an appropriate break to respond to messages. Students should not email instructors during class.

If an instructor is more than fifteen minutes late for a scheduled presentation and a Program representative is not in attendance, a student representative should call the Program office for instructions (503-494-3633 or 503-494-1447) or email the course director.

The Program has had a long-standing policy allowing beverage and reasonable food consumption in the classroom during class (lectures and small group activities). Eating is not allowed during exams, however. Students may also eat in the classroom at other times with the provision that the classroom must remain clean and free of objectionable odors. Please dispose of foodstuffs with this in mind.

#### Guidelines for Internet/Computer Use in the Classroom

To maximize learning in the classroom, students are expected to stay on task and participate fully in classroom activities. Use of personal electronic devices and computers in the classroom is encouraged for class-related activities such as taking notes or other research-related activities as directed by an instructor. The use of personal electronic devices during class time for anything other than class-related activities is not permitted. Such action may result in the issuance of a Student Progress Form and referred to the Progress and Promotions Committee for appropriate action.

Students are responsible for complying with all OHSU policies related to Information Technology Management (see [OHSU Policy 11-10-001](#), Information Technology Management and [OHSU Policy 11-20-010](#), Acceptable Use of Computing and Telecommunications Resources). Students are responsible for maintaining personal computer and mobile devices with regard to [technology, security and privacy](#) concerns.

#### **CLINICAL PRACTICE CONDUCT**

Students must be ever mindful of, and act in recognition of, their limitations as students while interacting with patients. Students will confer with their mentors and preceptors regarding all clinical findings, interventions, and patient management plans. Likewise, mentors and preceptors should recognize the primary role of the student as a learner in their practices. Students may not take the responsibility or place of qualified clinical staff. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. **All patients must be discussed with and seen by the mentor or preceptor prior to being discharged.**

Students will confer with the assigned mentor/preceptor regarding the site's general policies and practices of chart (EMR) entries and/or dictation procedures.

**Students will immediately report any potential medical liability incidents regarding their activities to their mentor or preceptor and the Co-Directors of Clinical Education and/or Program Director.**

Students will comply with established policies and practice at each clinical site regarding security and personal safety. Weapons are not permitted in any affiliated clinical sites.

#### **STUDENT ATTIRE**

Casual clothing is acceptable in all classroom settings. In anatomy lab and clinical and diagnostic skills labs, students may not wear shorts, sleeveless garments, or open-toed shoes. Students will be notified of

any additional specific dress requirements associated with a particular course within the course syllabus and must adhere to such requirements.

Students should be aware that classmates, faculty, staff, and patients may be sensitive to odors and perfumes and should avoid wearing scented products.

### Clinical Activities

Students on clinical rotations will comply with OHSU's established appearance policy and will maintain the level of personal hygiene consistent with the clinical environment. Wearing excessive jewelry or any jewelry or ornamentation which could present a safety risk to the student or others is prohibited. Students will not wear sandals or open-toed shoes. No athletic shoes will be worn with the exception of the Emergency Department (ED) and surgical rotations where they may be acceptable to the specific site.

White short lab coats are mandatory for all clinical rotation sites unless specifically discouraged by a particular site.

Students will comply with established policies and practices at each clinical site regarding proper attire and the wearing of surgical scrubs. Per OHSU policy, the wearing of light blue scrubs will only be acceptable in the Operating Room (OR) and at no other time.

Fingernails are to be neatly manicured and of a length that does not extend beyond the fingertip. Students shall not wear any type of nail enhancement (as recommended by the Centers for Disease Control and Prevention). This includes but is not limited to the following: artificial nails, glitter, appliqués or other additions that would result in a non-smooth layer of polish.

Hair longer than collar length should be pulled back and secured appropriately.

The wearing of your OHSU ID badge is mandatory for all clinical experiences and rotation sites regardless of whether or not additional ID is required by a site.

Please Refer to Healthcare Policy [HC-HR-101-RR](#) for the official OHSU appearance policy.

### **MOBILE DEVICES, USE ON CLINICAL ROTATIONS**

Students must act appropriately and professionally on each clinical rotation regarding the use of mobile devices. Respecting peers, faculty, staff, and patients in lecture, conference settings, on the hospital wards, and in the clinics, students should:

- a) Turn cell phone to vibrate.
- b) Refrain from text messaging, checking email, or talking on the phone while engaged in patient care and educational activities.
- c) Use iPads or other digital/electronic notepads exclusively for educational purposes.
- d) Refrain from putting any patient information on a personal mobile device.
- e) When sending confidential patient information or communication, students must use the application approved by the clinical site (i.e. Epic, OHSU email system, etc.)

- f) When sending sensitive information to an e-mail address outside of OHSU's network, you must use encryption. This includes: patient or research subject health information, OHSU financial information, intellectual property, some research data, proprietary information.
- i) Log into your OHSU email account.
  - ii) Compose a new message.
  - iii) In the Subject field of your message, begin the field with the expression **secure:** (please be sure to add the colon after the word secure). Capitalization does not matter.
  - iv) The **secure:** keyword tells the OHSU messaging system to re-route the message through a separate process.
  - v) For e-mail within the OHSU e-mail system, the message will be sent and the recipient will not need to do anything further. If they do not have an OHSU e-mail and have not used the OHSU Secure Mailbox system previously, they will be asked to create an account on the Secure Mailbox system and establish a password for future use. The account will expire after 30 days of inactivity, but ongoing correspondence will allow the recipient to continue to use the same credentials.

### **STUDENT PROBLEMS/CONCERNS**

The Program faculty and staff strive to serve as student advocates. Whenever possible, Program faculty and staff will support student decisions in administrative, educational, and clinical matters. To do this most effectively, we request timely notification of any significant incident, problem or error. Routine mandatory student/faculty-staff meetings are scheduled during which general problems or concerns may be discussed.

Depending on the nature of the concern, during the academic year, individual student problems or concerns should be directed, without delay, to the Education Coordinator, Course Director, the Associate Director, the Director of Academic Education, the student's advisor or to the Program Director.

During the clinical phase, individual student problems or concerns should be directed, without delay, to the Clinical Education Coordinator, the Co-Directors of Clinical Education, the relevant Regional Coordinator, or to the student's advisor.

If a student knows or feels that there may be some controversy regarding their actions (or inactions), it is best to contact Program staff **before** we hear about the problem from other sources. In this way, we can respond appropriately.

Students are asked to write incident reports regarding any significant problem or unusual occurrence. Promptly contact Program staff, who will advise you of the necessity and format of the incident report. Incidents resulting in injury must be reported to the [OHSU Risk Management Office](#).

In addition to reporting problems or concerns to PA Program representatives described above, students may, of course, pursue reporting options through University channels such as [AAEO](#) or [Integrity Office](#), [Confidential Advocacy Program \(CAP\)](#) or [Respect for All app](#) or [SoM Graduate Studies](#).

### **STUDENT EVALUATIONS OF COURSE AND INSTRUCTIONAL EFFECTIVENESS**

It is a professional expectation that students participate in course evaluation. Students are expected to complete course evaluations for the ongoing review and curricular planning of the Program. Students are

responsible for evaluating each course and the instructor at the end of the term for all eligible courses. (See [OHSU Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#)).

## **EVALUATION OF STUDENT PERFORMANCE**

The faculty will evaluate a student's performance using a variety of assessment modalities based on program competencies and course expectations to determine if they are demonstrating adequate knowledge, skills, values, and attitudes and is meeting the Program standards for academic progress. By entering the Program, students agree that the Program faculty shall be the sole judges of performance in both academic and non-academic areas.

Most objective examinations in the Program are web-based. By starting each web-based exam, students confirm their adherence to the Program's honor code. When testing, students must not utilize any outside resources including but not limited to, books, computers, smartphones, websites, journals, or help from another person by phone, in person, via electronic means or through the use of other emerging technologies. Exam scores are not final until each exam's results and student comments are reviewed by faculty, and the reliability and validity of the assessment are confirmed.

In addition to objective examinations utilized to determine medical knowledge, the program also uses modalities designed to assess the developing professional competencies of clinical reasoning, clinical skills, patient centered care, communication and professionalism. These modalities include, but are not limited to, Objective Structured Clinical Examinations (OSCEs), Clinical Skills Assessments (CSAs), faculty observations of clinical encounters (site visits), and preceptor evaluations from clinical experiences. Program expectations of student progress are outlined in course syllabi or are provided in writing to students in advance of the assessment activity.

Students may be dismissed from or disciplined by the Program either for failure to meet academic standards or for failure to meet standards of behavior in nonacademic matters.

### **Academic Evaluation System and Grades:**

Each academic program stipulates standards for academic progression and graduation including a minimum required grade for a specific course, and other academic criteria which are required for continuation in and graduation from that academic program. Criteria for achievement of competence are defined by the faculty responsible for setting and communicating minimum academic standards and standards of behavior for a passing grade. For each course in the Program curriculum, students will be advised of the percentile range applicable for each level of performance as described in the individual course syllabus.

The PA Program utilizes a Pass-No Pass grading system for all courses in the curriculum.

Any No-Pass grades will result in referral to the Progress and Promotions Committee, and are subject to committee recommendations regarding progress in the program.

Refer to [OHSU Policy 02-70-020, University Grading](#) for more information about how grades appear on the student's university transcript.

Note: The grade of I (Incomplete) is assigned when a student's work is of passing quality but incomplete for good cause. Assignment of an Incomplete grade is at the discretion of the faculty of record and/or the school or college, and requires a written agreement between the faculty of record and the student specifying the time and manner in which the student will complete the course requirements. A grade of Incomplete should not be assigned unless the student is unable to complete the work because of sudden illness, personal emergency, or other good cause outside of the control of the student. If a grade of I is assigned, the student will have one term after the assignment of the Incomplete grade to complete all required course work unless an exception is granted by the Office of the Provost.

The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/P). Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/NP (Incomplete/No Pass). An appeal for an extension to the one-term time frame must be approved by the appropriate program director and in coordination with the Office of the Dean, Office of the Registrar and the Office of the Provost, prior to the final grade being automatically assigned a grade of I/NP. An appeal to remove an Incomplete grade from the academic transcript will be considered by the Office of the Provost on a case-by-case basis, consistent with the requirements of the Office of the Registrar.

Students may be dismissed from or disciplined by the program either for failure to meet academic standards or for failure to meet standards of behavior in nonacademic matters.

Per the [Academic Regulations for the School of Medicine Graduate Programs](#), a grade point average of at least 3.0 must be maintained throughout the curriculum. Passing grades in the PA Program curricula meet the expectation of satisfactory progress. In addition to passing grades in coursework, students must also meet the predetermined markers of success, including the Comprehensive Assessment at the conclusion of the academic phase, and the Summative Assessment prior to the end of the clinical phase. Federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Students who do not hold passing grades in coursework, or who do not pass the Comprehensive or Summative Assessment at the end of spring term and/or completely withdraw from two consecutive terms will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension will be notified of this status in writing. Students on Financial Aid Suspension will be denied future financial aid. Students receiving financial aid should review [applicable guidelines](#) to ensure compliance and maintain eligibility.

#### Determination of Grades

The program maintains high standards for student performance, and students are expected to sustain satisfactory progress throughout both the academic and the clinical phases. Specific expectations vary according to course content refer to individual syllabi for specific details about course requirements. Students will receive grades that reflect the level of their performance based on course expectations. The program does not “round up” any grades. Professional conduct per the OHSU Code of Conduct is expected throughout matriculation and is considered in addition to the grades earned during the Program.

#### Student Progress Forms and Actions

Concerns related to students' professional and/or academic development across the entirety of the program are documented via Student Progress Forms, which may be initiated by a faculty member, course director, mentor or preceptor. There are three levels of professional and/or academic concern that will result in the creation of a Student Progress Form. These levels may or may not be progressive in nature;

serious issues may immediately be brought to a level of moderate or significant concern without having first been issued at a lower level of concern.

#### Initial Concern

A Student Progress Form marked at the level of initial concern will be completed and the student will be counseled for improvement in the area(s) identified. *A concern at this level is not referred to the Progress and Promotions Committee.*

#### Moderate Concern

A Student Progress form at the level of moderate concern will be completed and referred to the Progress and Promotions Committee. If the issue is of a similar nature to previous ones issued at the "initial" concern level, it may be considered progressive in nature.

#### Significant Concern

A Student Progress form at the level of significant concern will be completed and referred to the Progress and Promotions Committee. If the issue is of a similar nature to previous ones issued at the "initial" and/or "moderate" concern level, it may be considered progressive in nature.

Additionally, these requirements do not supersede the PA Program professional conduct or OHSU Code of Conduct policies. In other words, allegations involving prohibited conduct may go directly to the Progress and Promotions Committee for action rather than following the action steps above.

Any student who is referred to the Progress and Promotions Committee regarding their academic and/or professional status will be notified, along with their advisor, by email in advance of the meeting and will receive a written communication from the Program Director within a week of the meeting describing the outcome.

#### Academic Warning

Academic warning is considered a Student Progress issue at the level of Moderate Concern. It serves as an early notice to students who are at risk of not meeting academic and/or professional requirements.

The warning will allow the Progress and Promotions Committee and the Program Director and faculty to intervene early and provide structure and assistance for potentially at-risk students. Students are encouraged to seek assistance or support from their Advisor.

Academic warning status is, in most cases, the step prior to academic probation. Students on academic warning are still considered to be making satisfactory academic progress and remain in good academic standing.

Students who are eligible to be placed on academic warning will be notified by email, along with their advisor, that their progress will be discussed at the Progress and Promotions Committee in advance of the meeting. At this level of concern, a determination of the student's status will be made by the committee based on program records and outcomes. The student does not attend the meeting, nor do they provide any letter of explanation or other documentation. A written communication from the Program Director will be provided to the student and their advisor within a week of the meeting describing the outcome.

## Academic Probation

Academic probation occurs when a student fails to meet academic and/or professional requirements, including but not limited to two or more non-passing course grades across the curriculum or serious misconduct report to the Progress and Promotions Committee. Students who meet the criteria for academic probation will receive a Student Progress Form at the level of Significant Concern.

The Student Progress Form will be referred to the Progress and Promotions Committee, which is responsible for recommending to the Program Director that a student be placed on academic probation as well as monitoring the probationary status. In addition, the Committee may recommend a student be placed on academic probation for failing to progress in the curriculum as established by the previous action of the Committee. A student may be placed on academic probation without previously being placed on academic warning if deemed appropriate by recommendation of the Committee.

Students who are eligible to be placed on academic probation will be notified by email, along with their advisor, that their progress will be discussed at the Progress and Promotions Committee in advance of the meeting. At this level of concern, a determination of the student's status will be made by the committee based on program records and outcomes. The student does not attend the meeting, nor do they provide any letter of explanation or other documentation. A written communication from the Program Director will be provided to the student and their advisor within a week of the meeting describing the outcome. The Program Director is responsible for officially notifying the University Registrar and the Associate Dean for Graduate Education of a student being placed on or removed from probation.

## Restrictions while on Academic Warning or Academic Probation

The Progress and Promotions Committee may recommend restrictions to the Program Director when the student is placed on academic warning or academic probation.

The type of restrictions may include:

- Restriction from outside activities which may include but are not limited to participation in elective university courses, representing the class and/or program as a class officer or in another leadership role within the University, School of Medicine, or local or national leadership organization.
- Requirement to seek academic or other counseling.
- Specific requirements for continued progress in the curriculum (e.g., prescribed remediation, requirement to successfully pass all future coursework).

Additionally, students on academic probation will not be able to participate at non-OHSU clinical sites. Based on availability this may impede a student's ability to complete all required clinical activities on time.

## Evaluation of Student Performance during the Academic Year

Students should refer to course syllabi for a detailed explanation of acceptable minimum passing scores, grade determination and course requirements if an individual exam score or assignment grade does not meet the required standard. Class participation and attendance may be taken into consideration when determining grades.



Non-Passing Examination Scores: Students who receive non-passing examination scores may benefit from additional learning opportunities. Students are encouraged to identify potential causes for examination difficulties in an attempt to strategize testing improvements in the future. A progression of interventions and consequences for non-passing *examinations* in the academic year is as follows:

- a) First non-passing examination - an enrichment activity and self-assessment will be assigned to enhance and re-assess foundational knowledge for that block or content area.
- b) Second non-passing examination - an enrichment activity and self-assessment will be assigned to enhance and re-assess foundational knowledge for that block or content area. The student will meet with the course director and/or faculty advisor to develop a learning contract.
- c) For three or more non-passing examinations, including non-passing examination scores occurring over multiple courses, the student will be required to meet with the Director of Academic Education, may be referred to the Progress and Promotions committee for an ongoing pattern of non-passing examination scores, and if referred may be considered for Academic Warning by the Committee. In addition, the student may be subject to:
  - i. Requirement to repeat coursework to demonstrate adequate foundational knowledge and skills,
  - ii. and/or a requirement to successfully complete additional individually designed independent study coursework beyond the lock-step curricula in order to enrich deficiencies, which may delay student progress.

Non-Passing Course Grades: Non-passing course grades indicate an insufficient mastery of essential knowledge and skills. A progression of interventions and consequences for non-passing *course* grades in the academic year\* is as follows:

- a) The first non-passing course grade will require a student to remediate the course and meet with their academic advisor to discuss course performance. The student will automatically be placed on Academic Warning and referred to the Progress and Promotions Committee for review.
- b) The second non-passing course grade will require a student to remediate the course and meet with the Director of Academic Education to discuss academic progress. The student will be referred to the Progress and Promotions Committee for review and possible placement on Academic Probation.
- c) Three (or more) non-passing course grades will result in a referral to the Progress and Promotions Committee for review which may include consideration of dismissal due to a continuing pattern of failure to master the foundational knowledge necessary for safe and effective patient care.

*\* It should be noted that clinical rotations are courses. Any failed courses during the academic year will be considered during the clinical year.*

Course Remediation: Course remediation is required for all non-passing course grades, and may include additional assignments, oral testing and/or cumulative objective testing over course content as determined by the course director. Course remediation must be completed within the term following the original failing grade.

- a) Upon successful completion of a *Pass/No-Pass* course remediation, a grade change will be submitted to the Registrar. Both grades will be reflected on the student transcript.

- b) Any/all non-passing course grades will be referred to the Progress and Promotions Committee and are subject to Committee recommendations regarding progress in the program, including:
- i. Requirement to repeat coursework to demonstrate adequate foundational knowledge and skills,
  - ii. and/or requirement to successfully complete additional individually designed independent study coursework beyond the lock-step curricula in order to remediate deficiencies, which may delay student progress,
  - iii. or requirement to repeat of all of the academic year,
  - iv. or recommendation for consideration of dismissal for failure to meet academic requirements.

#### Additional Assessments during the Academic Year

In addition to coursework, students will participate in both formative and comprehensive assessments during the academic phase.

Formative Assessments: A mid-year formative assessment consisting of a multi-station Objective Structured Clinical Examination (OSCE) and a cumulative examination over the coursework presented in the first half of the academic phase will be conducted to determine student progress. Results are used to advise and guide students, and those who fail to demonstrate appropriate progression may be required to complete additional enrichment activities as determined by the Director of Academic Education and/or the Progress and Promotions Committee.

Comprehensive Assessments: A required Comprehensive Assessment will be conducted at the conclusion of the academic phase of the program to determine readiness to advance to the clinical phase. The components of the comprehensive assessment may include:

- a) Demonstration of clinical competencies through a multi-station OSCE.

Students who fail to demonstrate the minimum expected skill level in the assessed competencies on the OSCE will be required to complete a prescribed remediation based on the non-passing components. Advancement to clinical rotations will be delayed until the student can demonstrate the minimum expected skill levels.

- b) Demonstration of medical knowledge through a cumulative exam.

Students who do not successfully pass the cumulative examination at the minimum passing level determined by the program are determined to have a significant fund of knowledge deficit requiring a prescribed remediation activity. Advancement to clinical rotations will be delayed until the student can demonstrate the minimum expected fund of knowledge necessary to begin clinical experiences.

Students who are unable to meet the minimum expectations for the Comprehensive Assessment at the conclusion of the academic phase will be referred to the Progress and Promotions Committee and are subject to committee recommendations regarding their progress. The student will be required to complete an independent study (IS) course designed to identify gaps in knowledge and skill and provide additional opportunities to improve in order to meet minimum expectations. Any

student enrolled in an IS must successfully complete all of the required course requirements prior to beginning clinical rotations.

### Promotion to the Clinical Phase

Prior to beginning the clinical phase of the program, the Progress and Promotions Committee reviews student outcomes in order to assure readiness for progression. Students are required to successfully pass and complete all requirements of the academic year as outlined in each course syllabus, must successfully pass the end of year Comprehensive Assessments, and must have the approval of the Progress and Promotions Committee to progress.

Students with remaining remedial or make-up requirements at the end of the academic year may be *conditionally* promoted to the clinical phase in order to be able to participate in the transition coursework and clinical skills activities, however that conditional promotion *does not* confer authorization to begin clinical rotations involving direct patient care. Student progress toward graduation may be delayed if promotion to the clinical rotations is delayed.

### Evaluation of Student Performance during the Clinical Phase

Students will successfully complete all required clinical year courses, all core and non-core clinical rotations, and all non-course requirements as outlined by the syllabi.

### Course Performance in the Clinical Phase

The clinical phase of the program begins with an Applied Clinical Skills course during Transition Month, followed by a series of core and non-core clinical rotations, as well as additional clinical and non-clinical courses and events. Grades are determined through a variety of assessment methods, based on OHSU PA Program competencies and course expectations. While individual course components may have varying expectations, all clinical phase courses are graded Pass/No-Pass. Refer to syllabi for specific details about individual course requirements, acceptable minimum passing scores, grade determination and requirements if an individual exam score, assignment or clinical evaluation grade does not meet the required standard.

### Supervised Clinical Practice Experiences (SCPEs)

There are multiple criteria that contribute to passing a clinical year course/rotation, otherwise known as a Supervised Clinical Practice Experience (SCPE). The specifics for each rotation are found in the respective course syllabus. Additionally, non-passing scores on End of Rotation exams (EORs) or preceptor evaluations will result in additional review as follows.

Non-Passing Examination Scores: The program recognizes that challenges might occasionally arise that can result in a non-passing examination score, and students who receive non-passing examination scores may benefit from additional learning opportunities. A progression of interventions and consequences for non-passing End of Rotation (EOR) *examinations* in the clinical year is as follows:

- a) First End of Rotation non-passing exam (EOR) – the student will be asked to re-assess their test taking strategy, and prompted to enhance foundational knowledge for that block or content area.
- b) Second EOR non-passing exam – as above, **and** the student will be required to meet with their faculty advisor to discuss possible test-taking obstacles and strategies, and to develop a

- Learning Contract with the Co-Director of Clinical Education. Further, the student will be asked to schedule a meeting with the OHSU Student Learning Support Specialist.
- c) Third (and subsequent) EOR non-passing exam - as above, **and** automatic placement on Academic Warning. The student will be required to meet with the Directors of Clinical Education to discuss further program actions. The student will be referred to the Progress and Promotions Committee for evaluation of an ongoing pattern of non-passing examination scores, and may be subject to:
    - i. Requirement to successfully complete additional individually designed independent study coursework beyond the lock-step curricula in order to remediate deficiencies, which may delay student progress,
    - ii. and/or recommendation for academic probation or consideration of dismissal for failure to meet academic requirements.

#### Preceptor Evaluations in the Clinical Year

In addition to EOR examinations and other course requirements, all clinical rotations include a preceptor evaluation of multiple program competencies, including elements of professionalism. Preceptor evaluations are an important assessment of student development, and are due promptly at the conclusion of the rotation in order to ascertain student progress, ensure accurate reporting to the registrar, and maintain program function. Preceptor evaluations received after the course is graded will not be considered for a change in grade.

Non-Passing Preceptor Evaluations: Students receiving an overall non-passing preceptor evaluation score, as evidenced either by an average score under 80%, or significant concerns noted in the professional behavior competencies, may not pass the rotation despite a passing overall course average. All non-passing evaluations will be reviewed by the Co-Directors of Clinical Education (DCEs). Course pass or no-pass will be determined after confirmation of preceptor's assessment, review of the pattern of student performance, and the student's demonstration of course competencies in other course assessments. The program recognizes that preceptors have differing expectations, and that sites are not all the same. For this reason, the program reserves the right to interpret a non-passing evaluation with additional information, as it relates to a non-passing course grade. A progression of interventions and consequences for non-passing Preceptor Evaluations, regardless of final course grade, is as follows:

- a) First Non-Passing Preceptor Evaluation - students will receive a Student Progress Form, and will be required to meet with their faculty advisor to discuss the evaluation, and to consider strategies for improvement.
- b) Second Non-Passing Preceptor Evaluation– as above, **and** students will be required to meet with the DCEs to discuss possible patterns in preceptor evaluations, and to identify strategies for improvement.
- c) Students who receive a third (or subsequent) Non-Passing Preceptor Evaluation will be placed on Academic Warning and be required to meet with the Co-Directors of Clinical Education to discuss further program actions. The student will be referred to the Progress and Promotions Committee for evaluation of an ongoing pattern of non-passing preceptor evaluations, and may be subject to:
  - i) Requirement to repeat rotation to demonstrate adequate foundational knowledge and skills,

- ii) Requirement to successfully complete additional individually designed independent study coursework beyond the lock-step curricula in order to remediate deficiencies, and/or
- iii) Replacement of non-core rotations to address student needs.

Note: Any of the above may result in delay of graduation, and the student may incur additional program and university expenses (i.e. tuition and fees.)

Non-Passing Rotations:

In the event of a non-passing rotation, students will be required to repeat the rotation following the end of the normal clinical year schedule. If the non-passing grade is for a core rotation, the student will repeat that specialty. If the non-passing grade is for a non-core rotation, the DCEs will determine the specialty of the repeated rotation to best support the student's development of program competencies. Students should refer to the respective course or rotation syllabi for specific passing standards and/or percentages. As clinical rotations are courses, it should be noted that any failed courses during the academic year will apply when considering the below, progressive steps.

- a) First non-passing rotation – students will meet with the Co-Directors of Clinical Education to discuss rotation performance, and will be placed on Academic Warning. The student will be referred to the Progress and Promotions Committee for review.
- b) Second non-passing rotation – students will meet with the Co-Directors of Clinical Education to discuss progress in the clinical year. The student will be referred to the Progress and Promotions Committee for review and possible placement on Academic Probation.
- c) Three (or more) non-passing rotations by a student will result in a referral to the Progress and Promotions Committee for review, which may include consideration of dismissal due to a continuing pattern of failure to master the foundational knowledge necessary for safe and effective patient care or repeat of all or part of the clinical year.

Students are expected to have a minimum of 1760 hours of supervised clinical practice in order to graduate. Significant deficiencies due to excessive absenteeism or pattern of shortened hours may result in the delay of graduation and required remediation, enrichment or additional clinical time.

In addition to clinical phase coursework, students must participate in formative assessments and successfully pass summative assessments during the clinical phase.

Formative Assessment: A mid-year formative assessment consisting of a multi-station Objective Structured Clinical Examination (OSCE) and a cumulative medical knowledge examination will be conducted to determine student progress. Results will be used to advise and guide students, and those who fail to demonstrate appropriate progression may be required to complete additional enrichment activities as determined by the Co-Directors of Clinical Education.

Summative Assessment: The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) requires all PA programs to conduct and document a summative evaluation of each student to verify that each student meets the program competencies required to enter clinical practice. The Summative Assessment will be conducted within the last four months prior to graduation and includes a multi-station OSCE and a cumulative medical knowledge examination.

Students who do not successfully pass the Summative Exam and/or OSCE by failing to demonstrate the expected level of skill in the assessed competencies will be referred to the Progress and Promotions Committee, and are subject to committee recommendations regarding their progress or be required to repeat. Remediation of competencies may include a requirement to complete a prescribed enrichment activity, repeat an examination or complete an independent study (IS) course designed to provide additional opportunities to improve in order to meet minimum expectations for graduation. Any student enrolled in an IS must successfully complete IS course requirements as outlined in the syllabus. Graduation will not be authorized until the student successfully passes summative requirements, which may result in a delay in graduation. Students who are unable to successfully demonstrate the minimum expectations may be subject to dismissal or may be required to repeat all or part of the clinical year.

#### Professionalism as a component of the Academic and Clinical Phases

As a component of progress across the entire program, student professional conduct and standards of behavior will be evaluated by both faculty and preceptors in accordance with OHSU and OHSU PA Program standards. Failure to meet these expectations may trigger referral to the Progress and Promotions Committee. Possible actions resulting in review by the Progress and Promotions Committee are detailed in the respective section of this Policy & Procedure Manual under the heading of [Professional Development](#).

#### Dismissal

The Program maintains a very high retention rate and is strongly committed to student success. Nonetheless, students who demonstrate a pattern of repeated non-passing grades, who require multiple course remediations, who fail to demonstrate ongoing improvement in clinical competencies, or fail to adhere to OHSU and PA Program standards of conduct, will be subject to Progress and Promotion Committee recommendations regarding student progress, and may include one or more of the following:

- a) The requirement to repeat coursework, portions of the program curriculum or rotations to demonstrate adequate foundational knowledge and skills,
- b) and/or the requirement to complete additional, individually designed independent study coursework, or assignments beyond the lock-step curricula, in order to remediate deficiencies,
- c) or requirement to repeat of all of the academic and/or clinical phase,
- d) or recommendation for consideration of [dismissal](#) from the program either for failure to meet academic standards, failure to meet [standards of behavior](#), or failure to adhere to the OHSU Code of Conduct.

#### Recommendation for Graduation

Graduation requirements are outlined by the program of study in place at matriculation. To be recommended for graduation from the Physician Assistant Program, a student must complete all required coursework, receive all passing grades and demonstrate satisfactory professional development. A student, prior to being approved to graduate, must successfully complete all aspects of the Program's Summative Assessment, delivered within the last four months of the Program. The Progress and Promotions Committee will review student progress prior to recommendation for graduation.

#### **ACADEMIC COUNSELING AND TUTORING**

Students who are performing poorly are urged to seek academic assistance as early as possible. There are multiple ways for students to seek academic counseling.

Informal counseling can be obtained by:

- a) Asking questions in class, working and studying with classmates, talking with an instructor either at the conclusion of class or by appointment.
- b) Consulting with the course director.
- c) Seeking assistance from one's assigned Faculty Advisor, the Director of Academic Education (academic phase), Co-Director of Clinical Education (clinical phase), Associate Director, Program Director or other appropriate faculty member.
- d) Consulting with Student Health and Wellness (SHW) staff and/or Teaching and Learning Center (TLC) staff regarding study and test-taking skills.
- e) Consulting with the Office for Student Access to explore possible accommodations that may reduce disability related barriers to accessing their academics.

Formal counseling can be obtained by:

- a) First seeking course related academic assistance from the appropriate course director. When necessary, at the request of a student, a course director or other faculty member, the Program will assist in identifying tutors or other resources to assist any student in academic difficulty. Appropriate tutors may be identified with the help of the Director of Academic Education, Associate Director, Program Director, course director, the SoM Associate Dean for Graduate Studies, and/or [Student Access](#). Costs for private tutoring will be the responsibility of the student.
- b) Meeting with the Program Director. Students whose academic performance in the term reflects marginal and/or non-passing grades will be requested to meet with the Program Director for formal academic counseling. The purpose of the counseling will be to assure that the student clearly understands the nature of any deficiencies, what is needed to correct them and the consequences if unable to correct them.

## **PERSONAL COUNSELING**

The demands of the Program coupled with the demands of one's personal life can cause considerable stress. Students are urged to seek help as early as possible if the stress they are experiencing is disruptive or causing dysfunction. There are multiple ways for students to obtain assistance. Personal counseling can be obtained by seeking the advice of a faculty member, or staff member, classmates, significant others or friends. In addition, personal counseling is available through the Student Health and Wellness, including referrals to substance abuse programs.

If a student is uncertain about where to start, contact Student Health and Wellness or any member of the faculty for assistance. Student Health and Wellness has experienced counselors available and information discussed in personal counseling sessions is held in the strictest confidence by the counselor. In addition to SHW, student are encouraged to [get support](#) from a variety of OHSU resources including the [OHSU Ombuds](#) and the [Confidential Advocacy Program](#).

## **CRISIS SUPPORT (SUICIDE PREVENTION)**

Students experiencing suicidal thoughts should reach out to a trusted community member for support. Your PA program staff and faculty care about your wellbeing and your life, and we would like to assist however we can. Additionally, Student Health and Wellness provides urgent same day appointments

to students in crisis during business hours, and Student Health and Wellness after-hours support is available by calling 503-494-8665 (ext. 5). [The National Suicide Prevention Lifeline](#), [Crisis Text Line](#), [Racial Equity Support Line](#), or [County Crisis Line](#) are additional resources.

## **PROGRESS AND PROMOTIONS COMMITTEE**

### Membership of the Progress and Promotions Committee

Members of the Progress and Promotions Committee (the Committee) are appointed by the Program Director, who serves in an ex-officio role. Voting members (7-8 total) include the Associate Director, the Medical Director, a principal faculty member representing the academic year, a principal faculty member representing the clinical year, a principal faculty member in a senatorial role, and two to three members outside of the primary faculty. These additional members are selected from other university departments, and may include medical school faculty, basic science instructors, graduates, or clinical faculty, some of whom may serve as instructors, mentors, and/or preceptors for PA students. The Chair is selected by the Program Director from among the committee members. The senatorial role serves as proxy for faculty and advisors who do not sit on this Committee and may represent the faculty/advisor position for any student brought before the Committee for review. A quorum of the Committee consists of 5 voting members.

The Program Director attends the meeting as an ad hoc member of the Committee, but does not have voting privileges. The Program Director has the authority to accept, suggest modifications to, or reject any recommendation of the Committee.

### Meetings of the Progress and Promotions Committee

Meetings of the Committee are held at the conclusion of each academic term to review student progress. Special meetings of the Committee may be called at any time by the Chair, provided that notice of the meeting time and agenda are given in advance to all members.

### Responsibilities of the Committee

The Progress and Promotions Committee is responsible for reviewing and monitoring the professional development of all students enrolled in the Program, including their academic progress as well as ethical, prudent and humanitarian behavior (professional conduct) as defined by the OHSU Code of Conduct and as described in the section on [Professional Development](#).

The Committee will hear incidents of alleged violations of policy and/or professional conduct standards by students. The Committee will also review any failure to make academic progress, including multiple non-passing examination scores and/or course grades. In each case, the Chair of the Committee will forward recommendations to the Program Director regarding actions that should be imposed.

The Chair of the Committee will advise the Program Director of the Committee recommendations for promotion, dismissal, remediation or repetition of coursework, or other special action for each student before that student may progress from one term to the next in the curriculum or, from one year of the Program to the next, or before each student is considered for graduation.

### Actions and Recommendations of the Progress and Promotions Committee

The Committee will review actions imposed by faculty, including Student Progress Forms and Academic Warning. Additionally, the Committee will review students referred for Academic Probation or for consideration of dismissal as described in the section on [Evaluation of Student Performance](#) and will make



recommendations for further action to the Program Director. All recommendations are made by a simple majority of the members voting in person or electronically.

#### Promotion and Requirements for Promotion

Promotion of each student from the academic phase to the clinical phase and from the clinical phase to graduation requires specific action by a simple majority of the members voting in person or electronically. The Program Director, upon the advice of the Committee, will determine promotion to the clinical phase. Eligibility for promotion to the clinical phase requires that students complete and receive passing grades (as defined in course syllabi) in all coursework required during the academic phase.\* Additionally, students must successfully pass the Comprehensive Assessment at the conclusion at the end of the academic phase and demonstrate a consistent and satisfactory pattern of professional development.

Students who demonstrate satisfactory professional development and conduct will continue their matriculation in “good academic standing.”

*\*Students experiencing academic difficulty or who are engaged in enrichment or remediation efforts may be conditionally promoted to the clinical phase to complete transition month activities (skills labs, etc.), but may have additional conditions imposed upon them before beginning clinical rotations.*

#### Recommendation for Graduation

To be recommended for graduation from the Physician Assistant Program, a student must successfully complete all required coursework, receive all passing grades and successfully pass the Summative Assessment within four months of the end of the clinical phase. Additionally, students must demonstrate satisfactory professional development.

#### Role of Progress and Promotions Committee in Professional Development

Students will be evaluated on their professional development throughout their enrollment at OHSU. Assessments will be based on evaluations by faculty, staff, and preceptors. Any student who fails to demonstrate satisfactory progress in professional development will receive a Student Progress Form and may be referred to the Committee for appropriate action.

#### Recommendation for Professional Evaluation of a Student

Because of the Committee’s continued interest in ensuring the health, safety and success of all students, it is appropriate for the Committee to make students aware of the university resources and services that are available to them, such as SHW and/or the Office for Student Access. If the Committee receives a report of possible physical or mental-health problems that may impact a student’s personal or patient safety, and/or be contributing to unsatisfactory performance or conduct of a student, the Program Director will direct students to OHSU resources or health professionals to advise the student. The health professional will perform the evaluation and, if appropriate and with student consent, submit any appropriate recommendations for the Committee’s consideration. The evaluation requested shall be made only after the student has been apprised of its purpose and has given permission to the health professional involved for the release of privileged information to the Progress and Promotion Committee.

Note: For students receiving financial aid, federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Please refer to [Physician Assistant Program Satisfactory Academic Progress Policy](#) or contact the [Office of Student Financial Aid](#) for more information.

*Recommendation for Dismissal*

If the Program recommends a student for suspension or dismissal, University policies and procedures will be followed. These policies are posted on the O2 website: [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal](#).

- a) Because physician assistant students, after graduation, are eligible to be licensed to practice medicine and will be required to assume responsibility for the life and welfare of other human beings, every student is expected to demonstrate a level of competence and a pattern of behavior that are consistent with these professional responsibilities.
- b) Implicit in the promotion and graduation of each student from the Program is the faculty's endorsement that the student has demonstrated competence, behavior, and judgment deserving of public trust. Therefore, academic performance and/or conduct that is judged by the faculty to be contrary to the norms of personal deportment, standards of conduct, professionalism or ethics issued by the PA program, OHSU and/or generally known in the profession may lead to a recommendation by the Progress and Promotions Committee for dismissal.
- c) The Committee may at any meeting, accept by a majority vote, a proposal to consider a recommendation for dismissal because of deficiencies in professional development. Deficiencies that *may* result in dismissal include, but are not limited to:
  - i. failure to pass any course in the curriculum.
  - ii. failure to satisfy outstanding remediation requirements.
  - iii. unacceptable behavior as described in the "Expectations for Professional Conduct", "Standards of Behavior", the "Honor Code", and/or Academic Probation sections of these policies and procedures.
- d) If a meeting to consider dismissal is called, the student will be invited to attend and address the Committee, and their advisor or another support person may also attend as long as that support person is not enrolled in the program. Alternatively, the student may choose to submit a statement, letter or video to the Committee.
- e) Initiation and Notification of Proceedings: Upon acceptance by the Committee of a proposal to consider a recommendation for dismissal, the Program Director shall inform the Associate Dean for Graduate Studies in writing of the reasons for its recommendation and dismissal will proceed following [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal](#).

Any student under consideration for dismissal will be notified, along with their advisor, in advance of the Progress and Promotions Committee meeting. If the Committee votes to advance the student to dismissal, a written communication from the Program Director will be provided to the student and their advisor within a week of the meeting describing the outcome. The Program Director is responsible for officially notifying the University Registrar and the Associate Dean for Graduate Education of a student being recommended for dismissal. The Associate Dean for Graduate Education will convene a separate dismissal committee and will set a time for a dismissal hearing consistent with the requirements of [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal](#) and the [Academic Regulations for the School of Medicine Graduate Programs](#).

### Interim Suspension

A student may be suspended on an interim basis if the Provost determines that the Student has violated the OHSU Code of Conduct and/or their continued presence (physical or virtual) on the OHSU Campus or continued active participation in the program poses a significant risk of serious harm to self or another person or is actively disrupting or interfering with the normal operations of OHSU. Interim Suspension may become effective immediately without prior notice and includes suspension of physical and virtual access to sites and resources at OHSU (including courses) and its academic and clinical partners. A hearing will be scheduled in accordance with the school/college level policies and practices as soon as is practicable. Students will remain on Interim Suspension until at least the conclusion of the disciplinary proceedings. Refer to [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal](#).

### **CURRICULUM EXTENSION/REPETITION**

Ordinarily, students in the Program are expected to graduate in 26 months. Occasionally a student may be confronted with special issues that may be better addressed if the curriculum is extended. It should be noted that curriculum extension requires a compelling reason.

The Committee, recognizing difficulties a student is experiencing, may also raise the possibility of curriculum extension or repetition if deemed appropriate.

An approved curriculum extension may include required repetition of coursework previously passed and/or repetition of an entire year (with additional tuition costs), and defined expectations related to required level of performance in order to maintain acceptable academic standing.

### **LEAVE OF ABSENCE**

Requests for leaves of absence, not to exceed 12 months, may be granted by the Program Director to any student in good academic standing who finds it impossible to continue their education because of health or personal reasons. A leave of absence is a type of withdrawal that temporarily interrupts study in order to accommodate extenuating circumstances.

### Procedure

- a) A leave of absence can only be initiated by the student, and a request for a leave of absence must be made in writing to the Program Director, in accordance with the [OHSU Policy 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#).
- b) The Program Director will meet with the student and with faculty, course directors, and others, as needed, to review the request and discuss terms which will govern the leave, including conditions that need to be satisfied before the student is reinstated.
- c) The Program Director will issue a letter to the student granting or denying the request for a leave of absence and identify the terms of the leave and the requirements for reinstatement.
- d) A "Withdrawal/Leave of Absence" form must be completed by the student, signed by the Program Director and submitted to the Registrar.
- e) A written request to resume studies must be submitted to the Program Director. Additional letters or other documentation in support of a student's preparation to resume their studies may be required.

- f) A student granted a leave of absence maintains their status as a student in the Program while on leave, but may not engage in any Program-related activities during the leave unless specifically authorized in writing by the Program Director.
- g) A student requesting to return from a LOA/Excused Absence will submit a letter of intent to return to the Associate Dean for Graduate Studies and Program Director no less than 20 business days before the start of the term they intend to enroll. Students returning from a LOA/Excused Absence should review the school-level policies on the reentry procedure. The Program Director will update the Progress and Promotions Committee of the status of each student granted a leave of absence at each regular meeting of the Committee.

#### Time Limits

During the didactic year, if the leave of absence is of substantial duration, the student is responsible for completing all course requirements and making up all missed work. The student may be required to repeat the missed coursework with the following year's class. Additional requirements, including the possibility of repeating the entire didactic year, may be imposed after review by the Progress and Promotions Committee and subsequent recommendation to the Program Director.

Leave of Absence During the Clinical Year – See [Extended Leave for Clinical Year Students](#).

#### **WITHDRAWAL**

Generally, withdrawal is initiated by the student. A student may withdraw from term enrollment when they would like to discontinue all currently enrolled courses in the Program, or if they elect to not begin any courses scheduled for the remainder of the academic term. In addition, a student may withdraw from the university whenever they no longer wish to be a student in the Program and sever their connection with the program and university.

Administrative withdrawals are initiated by the Program or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a leave of absence, fails to register for classes, or fails to meet the requirements for continued enrollment.

To withdraw from term enrollment or the university at any time other than the close of an academic term, a student must notify the Program Director in writing.

Students who withdraw from the Program either by their own volition or by the administrative withdrawal process must apply for readmission and be readmitted in order to resume their studies.

Before withdrawing from term enrollment or the university, a student should carefully consider the alternative of requesting a leave of absence which does not require readmission to the Program in order to be reinstated. (See [OHSU Policy 02-70-030, Voluntary Leave of Absence and Withdrawal](#)).

#### **STANDARDS OF CONDUCT IN THE TEACHER/LEARNER RELATIONSHIP**

Faculty members are held to the highest standards of professionalism. It is expected that the learning environment for student physician assistants will facilitate and reinforce behaviors and attitudes of mutual respect between faculty, preceptors, and other teachers and Physician Assistant student learners. It is the

policy of the OHSU Physician Assistant Program that all student-faculty relationships be held to the highest professional standards, and in specific, be free of abuse, discrimination, mistreatment, and harassment.

If a student thinks they have been subjected to prohibited discrimination or harassment, they are encouraged to notify a faculty member, an administrator, or the Affirmative Action & Equal Opportunity Department (AAEO) at 503-494-5148 or [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu). If you experience an incident of discrimination or harassment, we encourage you to report it. While you may talk to a faculty member or administrator, understand that they may have a duty to report what you share to AAEO or the Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Please learn more about who the confidential resources on the [Title IX](#) website.

AAEO administers OHSU's equal opportunity complaint process. Please visit the [AAEO website](#) for more information or to submit a report to AAEO. OHSU policy prohibits retaliation against individuals for reporting discrimination, participating in an investigation, or for opposition to discrimination or discriminatory harassment in the education or workplace setting. To the extent possible, OHSU treats as confidential information received in connection with reports of discrimination.

#### Student Mistreatment

Students may report incidents of mistreatment in the form of unprofessional relationships, abuse of authority, and abusive and/or intimidating behavior (e.g., derogatory comments, belittlement or humiliation, hostile environment, ethical concerns, inappropriate requests for personal services (such as shopping, babysitting, etc.) by following the [SoM Graduate Student Mistreatment Protocol](#) or by using this reporting link: [bit.ly/GSmistreatment](http://bit.ly/GSmistreatment).

Additional information on OHSU policy and definitions:

[Discrimination, Harassment and Retaliation](#) (Policy No. 03-05-048)

[Complaints of Discrimination, Harassment and Retaliation](#) (Policy No. 03-05-050)

[Code of Conduct](#)

#### **STUDENT GRIEVANCE AND APPEAL POLICY - FOR NON-DISCRIMINATION ISSUES**

Students have the right to grieve matters related, but not limited to, the following areas: role as a student, activities within a school/program, decisions made on the basis of any policies or procedures thought to be unfair. Students may not grieve assigned grades or disciplinary actions. Issues regarding grades may be submitted to the specific Course Director, Director of Academic Education, or Co-Director of Clinical Education only if unfair or unreasonable procedures are alleged. Disciplinary actions are addressed through the Progress and Promotions Committee. Refer to [OHSU Policy 02-30-055, Student Grievance and Appeal](#).

A grievance involving unlawful discrimination is referred to the Office of Affirmative Action/Equal Opportunity.

## ADDENDUM

### COVID-19 PANDEMIC RELATED POLICIES AND PROCEDURES

As a result of the Covid-19 Pandemic, OHSU has developed a number of policies and procedures that continue to be updated on a regular basis. This addendum serves as a starting point for resources that students may find helpful. **Protocols are being updated on a nearly constant basis so please refer to [O2](#) and [Students Onward](#) page for the most up-to-date and relevant information.**

*Links provided are current as of June 2022.*

#### Strategies and Resources for Learning Online

As a result of the pandemic, the PA Program, along with many other programs at OHSU quickly transitioned to an online learning format. Our colleagues in the Teaching & Learning Center and Educational Communications have assembled a number of resources and guides to assist students with making a smooth transition. The following guide provides concise, practical resources and strategies for students that need to adapt to a fully remote instructional format.

<https://o2.ohsu.edu/student-central/transforming-learning.cfm>

#### Student exposures

Students on supervised clinical experiences (rotations, mentoring, etc.) should follow advice for critical care workers in determining whether they may report to a clinical site when ill. For non-OHSU sites, please seek guidance from appropriate clinic resources. Additional links and resources follow:

[Criteria for Staff Exposures to Confirmed COVID-19 Patients](#)

[Academic Guidance for Students with COVID-19 Exposure](#)

[Student COVID exposure protocol - in person rotation](#)

[Guidelines for Illness Exclusion and Return to Work](#)