



Oregon Health & Science University

Physician Assistant Program

Student Handbook

2024-2025 Academic Year

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INTRODUCTION

Welcome to the **Oregon Health & Science University (OHSU) PA Program**. The purpose of this manual is to provide the PA program with a comprehensive overview of applicable resources, policies, and procedures. This handbook contains information in effect Summer Term, 2024; any subsequent changes are effective as of the date of issuance.

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 PA Program provides a 26-month competency-based education program consisting of both a didactic and clinical phase. The PA Program has its own admission and graduation requirements and has primary responsibility for designing and implementing the education program, 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).

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, 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 Programs, as published on 'O2', the [OHSU Intranet](#).

OHSU MISSION STATEMENT

OHSU 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:

- Educate tomorrow's health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership and contribution.
- 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.
- Deliver excellence in healthcare, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- 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 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.

GOALS OF THE OHSU PHYSICIAN ASSISTANT PROGRAM

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.

PROGRAM DEGREE

The OHSU School of Medicine Division of Physician Assistant Education is approved by Oregon Health & Science University to offer a Master of Physician Assistant Studies degree. Students who complete the curriculum and requirements of the program are recommended for conferral of the Master of Physician Assistant Studies degree.

PROGRAM ACCREDITATION

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Oregon Health & Science University, Division of Physician Assistant Education sponsored by 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.

UNIVERSITY ACCREDITATION

OHSU maintains continuous accreditation by the Northwest Commission on Colleges and Universities.

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 academic programs meet the accreditation standards required by these agencies.

OHSU is unable to monitor all state requirements for licensure in every state, as they may change frequently, 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.

PROGRAM OFFICE HOURS & CONTACT INFORMATION

PROGRAM OFFICE HOURS

The PA Program office hours are generally 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 should not be in faculty or administrative offices without the presence of a faculty or staff member.

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

CONTACT INFORMATION

Oregon Health and Science University
Division of Physician Assistant Medicine
2730 S Moody Ave.
Portland, Oregon 97201
Phone 503-494-3633
Fax 503-494-1409

COMMUNICATION

The Program office serves 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.) daily.** 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 should immediately report any problems experienced while on clinical rotations. These concerns should be communicated without delay to a Director of Clinical Education or Director of Experiential Learning and Regional Coordinator (if applicable).

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 the Director of Clinical Education AND 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 at the start of the clinical shift, 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 unsolicited messages 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:

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

GUIDELINES FOR ONLINE SOCIAL NETWORKING

Please review the OHSU Integrity Department [Using Social Media page](#). Before creating online content, consider some of the risks that are involved. Keep in mind that any of your conduct that adversely affects your work or school performance, or otherwise adversely affects others or OHSU's legitimate business interests, may result in disciplinary action up to and including termination.

Please review the [OHSU Social Media Communications page](#) for specific guidance on social media use as it relates to OHSU Members.

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.

- i. 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.
 - ii. Any medically oriented posts or posts related to OHSU or its competitors should contain the disclaimer: "Opinions shared here are my own and not those of my employer."
 - iii. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers. It is not uncommon for potential employers to search for the social network profiles of potential hires.
 - iv. 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 Discrimination, Harassment and Retaliation 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.
- a) 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.
 - b) 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.
 - c) 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.

EMERGENCY PREPAREDNESS

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.



3030 SW Moody Building – gathering place for On Campus Emergencies

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](#).

During weather-related modified operations, students should call the OHSU Inclement Weather Hotline at 503-494-9021 for a message regarding possible campus closures or check the [Inclement weather O2 page](#). Any program-specific changes to class schedule due to modified operations will be communicated via email to all students as soon as feasible.

ADMISSIONS AND ENROLLMENT

The OHSU PA Program seeks to facilitate a holistic admission process that ensures development of a diverse and dynamic cohort of PA students to provide exceptional health care in Oregon and Beyond. The Admissions Team provides programming and counseling to support candidate success and the admissions process from application to matriculation. The admissions team also supports outreach and recruitment programs supportive of enhancing participation in medical career opportunities for individuals who are underserved.

Admissions policies and procedures for new applicants can be found at: <https://www.ohsu.edu/school-of-medicine/physician-assistant/how-apply>

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 DIVISION OF PHYSICIAN ASSISTANT EDUCATION, SCHOOL OF MEDICINE

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 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.

TUITION, FEES, AND 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. **Tuition is capped at the cost for 9 credit hours. Any additional credit hours taken beyond the initial 9 within the same term will not incur extra tuition fees.**

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., scrubs and diagnostic tools.
- 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 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 metro). However, the Program will not assist with housing in any student-requested non-hub or out-of-state rotations except in exceptional and pre-agreed upon 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 and Office of Learner Placement.
 - 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) . The Program will provide Butterfly IQ hand bedside ultrasound devices for students to check out in the didactic year. Students are solely responsible for Program-provided ultrasounds and must return them in good working condition at or before the end of the Academic Year. **A student who damages, loses, or does not return an ultrasound or other loaned equipment 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.

OFFICE OF FINANCIAL AID

Financial Aid is arranged through the [Financial Aid Office](#) at (503)494-7800 or finaid@ohsu.edu.

Veteran's Assistance may require a record of attendance for academic/clinic instruction on a monthly basis. Forms are available in the Registrar's Office.

The OHSU Office of Financial aid has dedicated staff to assist students and can provide financial counseling.

OHSU's Educational Debt Counseling and Financial Management program is devoted to fostering a financially empowered community of students and alumni. Through personalized one-on-one counseling sessions and group interactive workshops, OHSU provides lessons and resources to help you manage your money by making informed decisions regarding your educational debt and personal finances, including budgeting, borrowing responsibility, understanding personal credit, and more.

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.

SCHOLARSHIPS

Students are encouraged to consider applying for a variety of [scholarships](#).

ADVANCED STANDING

The PA Program does not 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 to meet the requirements for graduation.

BACKGROUND CHECK AND STUDENT DRUG AND ALCOHOL TESTING

Consistent with OHSU [Policy 02-01-003, Student Drug and Alcohol Testing](#) and [OHSU Policy 3-10-011, Background Checks](#), the Physician Assistant Program requires a pre-matriculation background check and drug and alcohol testing on all of its conditionally admitted applicants and currently enrolled students. The purpose of this testing is to enhance the health and safety of patients, students, faculty, and staff in the

academic and clinical environments. Acceptance into the OHSU PA Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation.

The fees associated with background checks and urine drug screens are the responsibility of the applicant or student and not OHSU or the PA program.

Prior To Enrollment

All admitted applicants to the OHSU PA Program will be required to undergo a background check and drug and alcohol testing prior to enrollment. Students will be given step-by-step instructions on how to complete the background check and urine drug screen once they have accepted an offer of admission. The offer of admission is contingent upon the results of these tests. If an admitted applicant declines to undergo the background check or urine drug screen or if findings of a serious nature are revealed, the offer of admission may be revoked.

Additional Background Checks

Some hospitals and healthcare 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 is arrested for or charged with a felony or misdemeanor, the student must immediately inform the Program Director within 48 hours.

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 3-10-011, Background Checks](#)).

Additional Drug Testing

All students require drug testing prior to participating in clinical rotations. Some hospitals and healthcare systems require students to be drug tested beyond the tests done for 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.

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.

OHSU prohibits any drug that is illegal under federal, state, or local law. While many states, including Oregon, have legalized the use of marijuana and select recreational and therapeutic substances, OHSU continues to consider marijuana an illegal substance in accordance with federal law.

Students who refuse to submit to, or do not pass the drug screening process, may be subject to disciplinary action, including up to dismissal.

Background Check Results

Background check findings that are potentially detrimental to patients, students, faculty, and staff in the academic and clinical environments will be discussed by the Program Director and Public Safety, other University officials and directly with the student. The decision on enrollment or retention of the student is

decided by the Program Director and other University Officials. All decisions are final, and applicants and students are not able to appeal these decisions.

Factors involved in the individual case review of background checks may include, but are not limited to:

1. The nature, circumstances, and frequency of any reported offense(s)
2. The length of time since the offense(s)
3. Available information that addresses efforts at rehabilitation
4. The accuracy of the information provided by the student in their application materials
5. The relationship between the duties to be performed as part of the educational program and the offense committed

STUDENT IMMUNIZATION AND HEALTH

It is the policy of OHSU that eligible students have access to comprehensive health services in alignment . These services include a variety of primary care, counseling and psychological services and programs to promote well-being and facilitate adjustment to the physical and emotional demands of the health professions and science education. Student *health records* are confidential and are not accessible to or reviewed by program faculty or staff except for immunization and screening results, which may be maintained and released with written permission from the student. Principal faculty, the program director, and the medical director WILL NOT participate as healthcare providers for students enrolled in the program except in an emergency.

Immunizations

Immunizations are not provided by the PA Program but may be made available through the OHSU [Student Health and Wellness Center](#) prior to matriculation. Although some immunizations may be required or recommended by the PA Program, the choice regarding immunization is the responsibility of the student in consultation with the SHW Center. OHSU follows the guidelines for required immunizations issued by the Centers 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 (see OHSU policy [02-90-010, Student Health](#)). You may review a summary of these requirements [here](#).

Failure to provide proof of 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.

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 ensure they have access to their medical records and immunization history 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 with questions.

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.

The student must be free of infectious or communicable diseases. 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 good judgement 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](#)).

Counseling

Personal counseling is available through [Student Health and Wellness \(SHW\)](#), including referrals to substance abuse programs. If a student is uncertain about where to start, contact SHW or any member of the faculty for assistance. SHW has experienced counselors available, and information discussed in personal counseling sessions is held in the strictest confidence by the counselor. In addition to SHW, students 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 \(dial 988\)](#), [Crisis Text Line \(text HOME to 741741\)](#), [Racial Equity Support Line](#), or [County Crisis Line](#) are additional resources.

Health Insurance

As a condition of participation, all enrolled students are required to have health insurance coverage in effect at all times.

Students eligible for the OHSU sponsored health insurance plan who have a comparable health insurance plan that meets all the OHSU waiver requirements may apply for a waiver from the OHSU sponsored student health insurance plan. Additional information on student health insurance and the waiver can be found [here](#).

Students that have requested a waiver for the OHSU sponsored health insurance plan and subsequently experience a lapse in health insurance coverage will be automatically enrolled in the OHSU sponsored health insurance plan, consistent with the practices outlined in the Uninsured Student Procedure.

As a condition of admissions, all enrolled non-immigrant foreign students are required to carry health insurance. Non-immigrant foreign students who have comparable health insurance coverage may apply for a waiver consistent with the requirements of this policy. In addition to health insurance, all non-immigrant J-1 foreign students and J-2 dependents are required to carry medical evacuation and repatriation insurance in effect at all times and meet the requirements of federally regulated J-1 student visas as determined by the U.S. Department of State and the OHSU Office of International Affairs.

Smoking

The OHSU campus is a “Tobacco-Free Environment.” In support of this important initiative, no person shall use any tobacco products in or on its premises (see OHSU [policy 07-09-021](#), Tobacco-Free Environment).

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 the [Office for Student Access](#) for assistance with accommodation requests related to latex allergies.

EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS

The OHSU Physician Assistant (PA) Program is to follow guidelines made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding exposure to infectious and environmental hazards. 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 PA Program. It is the responsibility of the PA Program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities. It is the responsibility of the student to use the PPE provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

Procedures For Care and Treatment After Exposure

Students are expected to familiarize themselves with each clinical site's specific policies regarding standard precautions. Students on supervised clinical experiences (rotations, mentoring, etc.) should follow advice for **health** care workers in determining whether they may report to a clinical site when ill. For non-OHSU sites, please seek guidance from appropriate clinic or institutional resources.

Students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) at an OHSU clinical site 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. Further, students should [report](#) exposures through the Worker and Student Injury Reporting System.

Students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) at a non-OHSU clinical site should follow the local institutional policies for reporting. Following such exposure, students are required to notify SHW at 503-494-8665 to solicit additional advice regarding follow up.

Students are required to notify the PA Program office by phone or e-mail and report the exposure, including the date, and confirmation that the procedures above have been initiated.

Prevention - Standard Precautions

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 will track those recommended by the Centers for Disease Control and Prevention and/or the Oregon Health Authority as specified by the clinical site. OHSU policy and recommendations on Standard Precautions can be found [here](#).

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care and laboratory or clinical training experiences. Use of standard precautions is a mark of professionalism, and all faculty and students will utilize them in activities that present potential exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

Standard Precautions

In general, act as though any patient may have a potentially contagious disease. Use appropriate standard precautions if potentially coming in direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles. Avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use. Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene includes the use of soap and water as well as approved alcohol-based or chemical products for hand disinfection. CDC guidelines recommend use of an alcohol-based handrub for hand hygiene. There are circumstances in which use of soap and water is mandated, such as potential exposure to *Clostridium Difficile*. Practice hand hygiene frequently and thoroughly: After touching blood, bodily fluids, secretions, excretions, contaminated articles; immediately after removing gloves or any personal protective equipment and before and after any patient contact. If hands are visibly soiled or come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles or after caring for patients with known or suspected infectious diarrhea, soap and water should be used immediately.

Personal Protective Equipment

Appropriate personal protective equipment (PPE) should be put on prior to patient care whenever risk of exposure is present depending on job duties. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each use. Appropriate barriers include gloves, masks, and protective clothing, depending on the clinical circumstance. Apparel and equipment protect skin and mucous membranes, especially the eyes, nose and mouth. Gloves are to be removed and disposed of after each use and should be used when handling blood, bodily fluids, secretions, or excretions, when touching mucous membranes, non-intact skin body orifices, or when touching contaminated articles or equipment. Masks include but are not limited to facial masks, goggles, and face shields. Protective clothing includes but is not limited to gloves, gowns, aprons, caps, and shoe covers. Masks and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposure. Masks and protective clothing should be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions.

Needles and Other Sharps

- Do not recap, bend or hand-manipulate used needles.
- Use safety resources when available, such as self-sheathing needles and/or needleless systems.
- All needles and other sharps are to be placed in a puncture-resistant container as soon as possible after use.

Safe Handling of Possible Contaminated Articles or Surfaces

- All patient-care equipment, textiles and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment; perform hand hygiene after handling.
- Dispose, clean, or disinfect all contaminated articles, equipment and materials in a safe manner prescribed by law and institutional policies.

Respiratory Hygiene/Cough Etiquette

- Cover mouth and nose with tissue when coughing or sneezing or by using the crook of the elbow.
- Use and dispose of tissues properly.
- Perform hand hygiene directly after hands have contact with respiratory secretions. • Consider using a mask to prevent aerosol spread.
- Sit as far away from others as possible when coughing or sneezing.

OHSU RESOURCES AND STUDENT SERVICES

ACADEMIC SUCCESS PROGRAM

Students are encouraged to engage in the OSHU PA Program advising structure as a first access point to academic support. When additional support is needed, they may be referred to Student Academic Support Services (SASS). SASS is committed to helping all learners at OHSU reach their academic potential. There are key offerings, which include one-on-one consultations, [Workshops](#) on study skills and strategies for students, writing support, and tutoring, and access to [the Sakai learning management system](#) for asynchronous, self-directed learning support (which either learners or faculty can access).

BICC AND GRADUATE LEARNING RESOURCE CENTER (RLSB)

Biomedical Information and Communication Center (BICC)

The BICC houses the library and all 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 3rd-floor entrance. After hours, students can access the 4th floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2nd floor on either side of the building or 4th floor on the bridge side). Once inside the building students should go to the 4th-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](#).

Graduate Learning Resource Center (RLSB)

4th floor atrium: 24/7 OHSU badge access for departments and programs located at the RLSB

CONFIDENTIAL ADVOCACY PROGRAM

The Confidential Advocacy Program provides confidential support services to OHSU employees, students, and volunteers who have experienced **any form of sexual misconduct, including sexual harassment, sexual assault, intimate-partner violence, stalking, relationship/dating violence, and other forms** — whether at OHSU or outside of the university. We also support OHSU employees, residents, and students around experiences of **discrimination, harassment, and retaliation** related to their OHSU education or employment. CAP advocates can connect you with community and campus resources, as well as provide emotional support, help with safety planning, and navigating reporting systems. CAP also provides education and training in the form of webinars, self-care tools such as trauma-informed yoga and art therapy, and community for survivors.

DIVERSITY, EQUITY, INCLUSION AND BELONGING

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.

Resources are always available through our institutional and school-level organizations: [Center for Diversity and Inclusion](#) and [School of Medicine Diversity and Equity](#).

FOOD ASSISTANCE AND BASIC NEEDS

As a part of Student Health and Wellness, the Food Resource Center provides free groceries, fresh produce and hygiene items to OHSU students in the Portland area. All students are welcome. Visit as often as you need.

INFORMATION TECHNOLOGY RESOURCES

Technology Specifications

A laptop computer is required for class work and exams and is needed throughout the entire course of study at OHSU. Both PCs and Macs are acceptable. A Chromebook, iPad or other tablet alone will not be sufficient. Microsoft Office (Outlook, Word, Excel, and PowerPoint) is also required for both Mac and PC users. Students will be provided with a free limited version of Office.

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 Professionalism Warning.

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.

MARCH WELLNESS & FITNESS CENTER

March wellness & fitness center offers health and fitness programs, based in science, that are designed to strengthen and nurture all aspects of your daily life – no matter what your state of health or stage of life – in a safe, supportive and motivating environment.

OHSU OMBUDS

The Ombuds role was created to offer a safe and confidential place to speak off-the-record for people from all OHSU roles (faculty, employees, learners and volunteers) and locations (including our regional campus members in Ashland, Monmouth, Klamath Falls and La Grande) who are experiencing problems or conflicts within the institution or that are related to their role within OHSU.

The Ombuds will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

The overarching mission of the Ombuds is twofold: to ensure that every member of the university community receives equitable and fair treatment, and due process; and to support and facilitate a positive working and learning environment through identification of emerging and immediate trends and risks.

OFFICE FOR STUDENT ACCESS (OSA)

The OHSU Office for Student Access (OSA) is the primary source for 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. The OHSU PA program's policy on Academic Support and Timely Access to Student Services is written in accordance with the OHSU policies on Equal Access for Students with Disability ([Policy No. 02-01-002](#)) and Accommodations ([Policy No. 03-05-055](#)).

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 services. 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.

A reasonable accommodation does not:

- Fundamentally alter the nature of the program or activity
- Remove essential requirements
- Lower academic standards
- Present an undue financial or administrative burden on the university
- Pose a threat to the safety of others or the public
- Constitute a service of personal nature

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. The PAL is the point person for questions, concerns, or issues but students can and should notify OSA of any problems or concerns immediately. *Students are highly encouraged to contact and meet with the PAL once accommodations have been established by OSA.*

Student Responsibilities:

Qualified students with disabilities, as determined by OSA, who wish to obtain accommodations are responsible for:

- Meeting and maintaining OHSU’s fundamental academic and technical standards (with or without reasonable accommodations).
- Self-identifying as an individual with a disability if accommodations are being requested.
- Ensuring their faculty and/or program staff receive a copy of their accommodation letter. Students who require assistance in notifying faculty or other staff can reach out to OSA or the PAL.
- Following institutional policy, procedures, and guidelines to request information, services, and accommodations.
- Requesting accommodations in a timely manner in alignment with the accommodation request timeline (see below).
- Demonstrating competency in learning outcomes for courses, academic programs, and activities as required by their academic program.
- Communicating with faculty, service providers, and academic programs regarding accommodations.

Accommodation Request Timeline:

If an accommodation is requested after the deadline, faculty will make a reasonable effort to accommodate the request, however they may not always be able to do so.

Accommodation Type	Time Required
Interpreting, Real-time Captioning, Real-time Transcribing, Video Captioning, Classroom Relocation, Braille materials.	Within 48 hours of registering for the course. These accommodations may take up to 4 weeks to coordinate.
Accessible Furniture	At least 3 weeks prior to the beginning of the course.
Classroom Assistant, Lab Assistant, Library Assistant, Clinical Assistant (intermediary)	At least 3 weeks prior to the beginning of the course.
Textbooks and Course Materials in Accessible Formats	At least 2 weeks prior to the beginning of the course.
Peer Note Taker	1 week prior to the beginning of the course.
Exam Accommodations	Minimum advance notice is 10 business days to schedule the exam with the appropriate individual (as OSA or PAL if unsure).
Consideration for Flexibility with Attendance/Assignments	1 week prior to the beginning of the course.
Housing Accommodations (including assistance animal accommodations)	At least four weeks prior to move in.

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.

Additional information can be found in the Office of Student Access Student [Handbook for Disability Accommodations](#)

Office of Student Access

Phone: 503-494-0082

Secure Fax: 503-346-8068

Email: studentaccess@ohsu.edu

Website: www.ohsu.edu/student-access

Appointments: [Appointment Request Form](#)

PUBLIC SAFETY

Providing responsive, collaborative, and professional policing that results in a safe environment for all members of OHSU's community.

STUDENT CARE PROGRAM

The [Student CARE Program](#) helps students face personal, physical or emotional challenges. Our goal is to support the well-being and success of every student.

STUDENT HEALTH AND WELLNESS (SHW)

Student Health and Wellness (SHW) provides a full range of primary care, behavioral health, integrative medicine, and wellness services to support students' personal, social, and academic needs. Most services have no costs, including Primary Care office visits (though medications or other recommendations that occur in the visit may have a cost), Behavioral Health appointments, and all Wellness offerings (including the Food Resource Center).

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.

Kitchen facilities, including refrigerators and microwaves, are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture, and equipment.

PA Program Study/Computer Space

The Graduate Learning Resource Center, located on the fourth-floor atrium of the RLSB (accessed via 5th 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.

STUDENT EMPLOYMENT

Due to the intense nature and full-time attendance requirements in the academic and clinical phases of the PA Program, students are recommended against employment while enrolled in the OHSU PA Program.

Expectations of Students:

- a) Students are strongly discouraged from working while enrolled in the Program.
- c) Students are prohibited from working for the Program while enrolled in the Program and may not substitute for or function as instructional faculty, clinical or administrative staff in the program.
- d) There may be limited opportunities to serve as a peer-tutor through the Academic Success Center. Participation will require faculty approval.

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 a Director 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, OHSU Employees as Students](#).

STUDENT 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.

STUDENT ADVISING

Academic advising is an ongoing educational process that supports student success and connects the student to OHSU resources. Each student will be assigned a faculty advisor. Faculty advisors serve as mentors and coaches as students navigate the demands and expectations of the PA Program and the academic and organizational paths of the institution. In addition, faculty advisors support access to institutional services.

ACADEMIC ADVISING

Faculty will formally meet with students individually at least once each term of the academic year and at least twice during the clinical year. To support productive meetings, some advising sessions will require students to complete pre-work which will involve reviewing and reflecting on their feedback and developing competencies. Faculty must complete the [Student Advising Form](#) for all formal individual advising sessions and send the completed form to their advisee for review and acknowledgement of any plan discussed at the session. At these meetings, faculty will address the academic and professional progress of the student, as well as wellness and adjusting to graduate/professional school.

In addition, the PA Program utilizes an advising curriculum that supports students to select goals and reflect on their own competency development. Students may meet with their advisor to discuss their academic performance. Importantly, faculty are expected to identify any concerns that might impact academic performance and ensure prompt referral to the OHSU resources when appropriate. Faculty advisors are not a substitute for personal counselors and otherwise may not act as providers for students.

Students who are struggling with the program requirements should seek assistance and guidance from their advisor or course directors as early as possible. Students or faculty may request advising reassignment but may not select who the new advisor will be. The request can be made to the Director of Academic Education, Director of Clinical Education, Director of Experiential Learning or Program Director, which may or may not be granted at the discretion of program leadership.

GRADUATION REQUIREMENTS

To graduate from the OHSU PA Program and be awarded a Master of Physician Assistant Studies, a student must:

1. Successfully complete all coursework according to program defined academic standards within 6 years.
2. Achieve a grade of Pass in all courses and summative assessments.
3. Successfully pass all components of the Summative Evaluation in the last four months of graduation demonstrating all Program Competencies have been achieved.
4. Be in good academic and professional standing with the program.
5. Complete the OHSU graduation application process.

The PA Program reviews student progress prior to being recommended for graduation.

It is the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the start of their final term through the Office of the Registrar.

Only students who have completed graduation requirements by the end of Summer A will receive a diploma with an August graduation date. Students completing all requirements after the end of Summer A will receive a diploma with the date that corresponds with their completion of requirements.

COURSE REGISTRATION

Course Registration opens 6 weeks prior to the start of each new term. Students are required to self-register for classes through Student Self-Service. Delaying registration could impact financial aid disbursements. Please register as soon as possible each term. Review and follow registration instructions below during the registration window. Ensure you are registered no later than the first Monday of the new term. Refer to the OHSU Academic Calendar for deadlines.

ACADEMIC CALENDAR

The OHSU [academic calendar](#) contains information for registration openings, term start and end dates, withdrawal deadlines, and tuition refunds.

STEPS TO SELF-REGISTER FOR COURSES EACH TERM:

1. Log in to Student Self Service (SIS) here: <https://www.ohsu.edu/education/student-self-service>
 - a. Refer to the step-by-step “How to Register for Classes” tutorial on the drop-down [here](#).
2. Search for courses by CRN or course name
3. Direct any trouble-shooting questions to program faculty/staff
4. As needed, refer back to the master course schedule online once it is posted on the [OHSU Academic webpage](#).

Per OHSU [Policy 02-70-015](#), official course grades will be submitted to the Office of the Registrar by the Friday following the end of the term in which the course is offered.

COURSE WITHDRAWAL

For courses that span the length of the term, after the OHSU deadline to drop courses, a withdrawal from a course will receive a grade of W (Withdraw) on the academic transcript. After the OHSU deadline to drop a course with a W, a withdrawal from a course will be assigned a grade of WP (Withdraw Passing) or WNP (Withdraw Non-Passing) by the faculty of record based on the student's performance in the course to date. Course withdrawal will not be accepted during the final week of the term.

Modular courses within terms (for example, 3 or 4 subsequent clinical rotations during a term) will operate on a modified withdrawal schedule as follows:

For 4-week clinical rotations (modular courses):

Withdraw (W)

- Students ask to withdraw from a modular course between day 1 to halfway of the course, W (Withdraw) will be posted on the university transcript.

Withdraw Pass (WP) or Withdraw No Pass (WNP)

- Students ask to withdraw from a modular course after completing more than half of the course but do so before the final week, are assigned a Withdraw Pass (WP) or Withdraw No Pass (WNP) based on the student's performance in the course to date.

Withdrawal not Accepted

- Course withdrawal will not be accepted during the final week of the course.

Students wishing to withdraw from one or more modular courses within a term must submit the [Modular Course Withdrawal Form](#) to the Registrar.

CURRICULUM

The OHSU PA Program offers a 27-month curriculum leading to the degree of Master of Physician Assistant Studies degree. The curriculum leading to the Master of Physician Assistant Studies degree includes 4 terms of classroom and laboratory courses, and 5 terms of clinical courses.

ACADEMIC YEAR CURRICULUM

Class schedule may change based on faculty schedules and unforeseen circumstances.

Summer 1 (21 CREDITS)

Summer A & B

PAST 510	Physical Diagnosis (4)
PAST 511	Physical Diagnosis Lab (2)
PAST 518A	Principles of Professional Practice I (3)
PAST 528	Introduction to Epidemiology and Evidence-Based Medicine (2)

PAST 571 Intro to Pathophysiology/Mechanisms of Disease (3)

PAST 572 Intro to Pharmacotherapeutics (2)

Summer B only

ANAT 511 UNI Foundations of Clinical Anatomy (5)

Fall 1 (17 CREDITS)

PAST 545 Clinical Medicine I (6)

PAST 565 Basic Sciences I (2)

PAST 575 Clinical Pharmacotherapeutics I (1)

PAST 518B Principles of Professional Practice II (2)

PAST 515 Clinical Medicine Tutorials I (3)

PAST 509 Clinical Practicum I (3)

IPE 501 Foundations of Patient Safety and Interprofessional Practice (0)

Winter 1 (17 CREDITS)

PAST 546 Clinical Medicine II (6)

PAST 566 Basic Sciences II (2)

PAST 576 Clinical Pharmacotherapeutics II (1)

PAST 520 Principles of Professional Practice III (2)

PAST 516 Clinical Medicine Tutorials II (3)

PAST 509A Clinical Practicum II (3)

IPE 501 Foundations of Patient Safety and Interprofessional Practice (0)

Spring 1 (20 CREDITS)

PAST 547 Clinical Medicine III (6)

PAST 567 Basic Sciences III (3)

PAST 577 Clinical Pharmacotherapeutics III (1)

PAST 521 Principles of Professional Practice IV (2)

PAST 517 Clinical Medicine Tutorials III (3)

PAST 509B Clinical Practicum III (3)

PAST 507A Electrocardiography (1)

IPE 501 Foundations of Patient Safety and Interprofessional Practice (1)

CLINICAL YEAR CURRICULUM

All students participate in clinical training activities in a variety of settings at program-provided sites. In keeping with the mission of the program, most of the clinical opportunities are located outside of metropolitan Portland, many in rural and urban medically underserved sites including but not limited to Oregon, Southwest Washington, and Alaska. Supervised clinical experiences (SCPEs) or rotations will ensure students will acquire the competencies needed for clinical PA practice. Rotations will provide experiences in outpatient and inpatient settings, emergency departments and the operating room, with patients seeking medical care across the life span, prenatal and obstetric care, surgical management (pre, intra, and post-operative care) and care for behavioral/mental health conditions.

Summer 2 (13 CREDITS)

PAST 526	Applied Clinical Skills I (2)
PAST 581	SCPE I (5)
PAST 582	SCPE II (5)
PAST 506A	Community Outreach Project I (1)

Fall 2 (16 CREDITS)

PAST 583	SCPE III (5)
PAST 584	SCPE IV (5)
PAST 585	SCPE V (5)
PAST 506B	Community Outreach Project II (1)

Winter 2 (15 CREDITS)

PAST 541	Applied Clinical Skills II (4)
PAST 586	SCPE VI (5)
PAST 587	SCPE VII (5)
PAST 506C	Community Outreach Project III (1)

Spring 2 (16 CREDITS)

PAST 588	SCPE VIII (5)
PAST 589	SCPE IX (5)
PAST 590	SCPE X (5)
PAST 506D	Community Outreach Project IV (1)

Summer 3 (9 CREDITS)

PAST 591	SCPE XI (5)
PAST 542	Bridge to Professional Practice (3)
PAST 506E	Community Outreach Project V (1)

All rotations are 4 weeks in length. Students participate in a minimum of 1,760 clock hours of supervised clinical practice during the Clinical Year.

Required SCPE Rotations (all 9 required, 5 credits each):

Emergency Medicine
Surgery
Inpatient Internal Medicine
Pediatrics
Obstetrics and Gynecology

Primary Care I
Primary Care II
Family Medicine
Behavioral Medicine

Elective SCPE Rotations (2 rotations, 5 credits each) - Determined by student interests, needs and availability. Abbreviated list of disciplines; many more options are available:

Cardiology
Cardiothoracic Surgery
Dermatology
Endocrinology
Gastroenterology

Geriatrics
Nephrology
Neurosurgery
Orthopedics
Pediatric subspecialties

ASSESSMENTS

GRADING CRITERIA

The program utilizes a “Pass/No Pass” grading system. The criteria to earn a grade of Pass are provided in the syllabus for each course. In addition, Comprehensive Assessments and Summative Assessment that do not fall within a course are also graded on a Pass/No Pass system. 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 reviewed.

Grades are assigned consistent with the OHSU Grading Key and definitions found in Policy [02-70-020, University Grading](#).

- P (Pass) – means that a student has met the course requirements for a passing grade and will have a “P” recorded on their official University transcript.
- NP (No Pass) – means that a student has failed to meet the course requirements for a passing grade and will have an “NP” recorded on their official University transcript. An NP is equivalent to failing the course and will be posted on the student’s transcript.
- I (Incomplete) – is assigned when a student has successfully completed most of the course (e.g., 75% or more), the work is of passing quality, and the remainder of the course was not completed before the last day of the term due to sudden illness, personal emergency, or other good cause outside of the control of the student. Assignment of an “I” is at the discretion of the faculty of record and/or the school or college. 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 will be recorded on the transcript as follows:
 - I/P (Incomplete/Pass) - indicates the student passed the course.
 - I/NP (Incomplete/No Pass) – indicates the student failed the course. A grade of I/NP requires remediation. Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/NP. An appeal for an extension to

the one-term time frame must be submitted by the appropriate program director in coordination with the Office of the Dean prior to the final grade being automatically assigned a grade of I/NP. An appeal for an extension to the one-term time frame or 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.

Grading policies and procedures are identified within the course syllabi for each course. Professional conduct per the OHSU Code of Conduct is expected throughout matriculation and is considered in addition to the grades earned during the Program.

EXAMINATIONS

Exams must be taken at the scheduled time, and any student who fails to follow this policy will be assigned a zero score. [OHSU Policy 02-70-045, Change in Scheduled Exam or Other Assessment](#) outlines the requirements for requesting reasonably excused absences. In the event of an excused absence, the student must notify the Course Director prior to the scheduled examination, or if unable to do so, as soon as possible to request an alternate time to take the exam. Notifying the Course Director of an absence does not guarantee that the absence will be excused. Examinations missed for unexcused reasons are considered to be failed and are not eligible for retake or remediation.

ENRICHMENT AND REMEDIATION

Throughout the course of study, the PA Program will monitor students for difficulty in achievement of learning outcomes during a rotation or academic course, producing work that is not of passing quality, or demonstrating difficulty with clinical skill levels as indicated by a faculty or clinical educator. Enrichment refers to a defined and applied process for addressing academic performance issues in a student's knowledge and skills, such that correction of these academic performance issues is measurable and can be documented for a course component, comprehensive assessment or professional development and conduct. Remediation refers to a defined and applied process for addressing academic performance issues in a student's knowledge and skills, such that correction of these academic performance issues is measurable and can be documented for a course. The goal of enrichment and remediation are to promptly identify and address areas of academic, clinical, or professional academic performance issues and collaborate with students for improved outcomes.

Enrichment and Remediation During the Academic Year:

Enrichment within a course: Students must earn a grade of Pass on all major assessments within a course as noted in the course syllabus. A grade of No Pass demonstrates concern about the mastery of content for an assessment, and the student will be required to successfully enrich the assessment.

Remediation of a course: Students must earn a grade of Pass in all courses to fulfill graduation requirements. A grade of NP in a course demonstrates insufficient mastery of essential knowledge and skills and the student will be required to successfully remediate the course to continue in the PA Program.

Remediation of the Comprehensive Assessment: Students must earn a grade of Pass on all aspects of the comprehensive assessment. Students earning a grade of No Pass on any comprehensive or summative assessment item must complete enrichment and successfully meet the student learning

outcome reassessment to progress to clinical rotations. *It is important to note that the timing of enrichment for this process may delay progression to the clinical year and therefore, graduation.*

Enrichment and Remediation in the Academic Year includes but is not limited to the following steps:

1. The Course Director will meet with the student to review and identify academic performance issues from the assessment.
2. The Course Director will consult with the Director of Academic Education to develop an enrichment or remediation plan. The plan may include, but is not limited to:
 - a. Retesting
 - b. Exam reviews
 - c. Extra assignments or essays
 - d. Oral examinations
 - e. OSCEs
 - f. Reading or case assignments
 - g. Review of lecture material
 - h. Individual focused faculty-lead tutoring
 - i. Required tutoring.
 - j. Repeating a course or courses
 - k. Required engagement with the Academic Success Center
 - l. Resiliency coaching
3. The Course Director must evaluate the student's proficiency upon completion of the plan. The assessment of proficiency on areas below PA Program benchmarks is at the discretion of the Course Director with the approval of the Director of Academic Education or the Program Director. Reassessment may involve a repeated examination, a clinical or skills demonstration, or successful completion of an independent study course. Any grade of "No Pass" necessitates a full reexamination of relevant objectives.
4. The Course Director will complete the **Enrichment and Remediation Outcome Form** which outlines the remediation process and outcome(s) of the remediation effort. This documentation, and any supporting documentation, will become a part of the student's official file.
5. The Course Director will notify the Director of Academic Education, the student's academic advisor, the Program Director, and the Progress and Promotion Committee of the remediation efforts and outcomes.

All formal enrichment or remediation activities must be completed by the established time as documented on the **Enrichment and Remediation Summary Form**.

Enrichment And Remediation During the Clinical Year:

The remediation process for the clinical year mirrors the academic year guidance with the following additions:

Enrichment/Remediation of an End of Rotation (EOR) Exam: Students are expected to earn a grade of P on EOR Exams. The enrichment and remediation occur in a stepwise fashion:

1. For the first instance a student earns a grade of No Pass on their initial EOR exam_attempt, they will complete an Exam Analysis Matrix and discuss strategies for improvement with a member of the Clinical Education Team prior to a retest.
2. Two (2) instances of an initial grade of “No Pass” on an End of Rotation Exam will result in required enrichment and counseling with a Program Faculty prior to retaking the exam.
3. Three (3) instances of an initial grade of” No Pass” on an End of Rotation Exam followed by a subsequent grade of “Pass” on the retest will result in required enrichment and counseling.

Remediation of a Rotation: Students are expected to earn a grade of Pass for each rotation. A student who earns a grade of No Pass on a rotation has failed to meet expectations across multiple PA Program competencies and will be required to participate in remediation which may include:

- Repetition of rotation and reassignment of elective rotations.
- Requirement to successfully complete additional individually designed independent study coursework.
- Additional direct patient care activities under the supervision of a preceptor assigned at the discretion of the Director of Clinical Education and/or Director of Experiential Learning.
- Remediation of a rotation will result in a delay in graduation and accrual of additional financial costs.

Remediation and Enrichment of the Summative Evaluation:

1. Students must earn a grade of Pass on all aspects of the summative evaluation.
2. Students earning a grade of No Pass on any assessment item must complete enrichment and successfully meet the student learning outcome reassessment with a grade of Pass to graduate from the program.

SUPERVISED CLINICAL EXPERIENCES (SCPEs)

In compliance with the ARC-PA *Standards*, the OHSU PA Program has developed a Supervised Clinical Practice Experiences (SCPE) Policy to define our process for scheduling rotations, recruiting and vetting preceptors, and the initial and ongoing evaluation of clinical sites and preceptors to ensure SCPEs allow students to fulfill program learning outcomes.

RECRUITMENT OF PRECEPTORS

Students must not contact preceptors directly to arrange for a rotation.

With the support of OHSU, and the OHSU Office for Learner Placement and Housing, the PA Program assumes responsibility for securing clinical sites and preceptors in sufficient numbers to allow all clinical students to meet the program’s learning outcomes for (SCPEs). (A1.10, B3.01)

- 1) Students will not be required to provide or solicit clinical sites or preceptors. (A3.03) It is at the discretion of the Director of Clinical Education to determine if a student will be allowed to request or participate in a rotation at a clinical site associated with a family member, friend or any other person who may be influenced by factors other than the clinical performance of the student.
- 2) Students may voluntarily submit to the Director of Clinical Education the name(s) of potential preceptors and/or clinical sites not already affiliated with the OHSU PA Program by completing a **Request for New Rotation Development Form**. There is no direct or implied guarantee on the part of the program that the student will be assigned a rotation with any requested clinical site or

preceptor, including those already affiliated with the program. It is ultimately at the discretion of the Director of Clinical Education for Operations to decide whether the clinical site and preceptor are deemed appropriate for use in SCPEs. A student may request the development of a maximum of two new rotation sites by February 15th prior to the start of the clinical year. (A3.03)

SCHEDULING OF ROTATIONS

Under supervision of a program-assigned preceptor in the clinical year, all students will be scheduled to complete nine (9) required discipline specific rotations in the following specialties: Family Medicine, Internal Medicine, General Surgery, Emergency Medicine, Pediatrics, Obstetrics and Gynecology (including prenatal and gynecologic care), and Behavioral and Mental Health Care, as well as two additional Primary Care rotations. (B3.07). Students will be allowed to participate in two (2) elective rotations of their choice to pursue further training in key areas of interest or they may be program-assigned to remediate area(s) of limited exposure or education in required experiences.

- 1) The Director of Clinical Education and the Clinical Coordinator in consultation with the Program Director will determine the nine (9) required clinical rotation sites for each student. (B3.01)
- 2) Students will be given the opportunity to rank their top choices for their two (2) ELECTIVE rotations. Director of Clinical Education and the Clinical Coordinator in consultation with the Program Director will determine the ELECTIVE clinical rotation sites for each student but does not guarantee the students will be placed in their top-ranked elective rotation choices.
- 3) Students will receive electronic notification of their clinical site placements through the clinical site scheduling portal. Students will be offered individual meetings with the Director of Clinical Education and the Clinical Coordinator to discuss their rotation assignments on an as needed basis.
- 4) While it is the program's goal to be as accommodating as possible, students will not be permitted to change rotation assignments due to finances, housing, transportation or special personal events, except in the case of an accommodation granted via the Office of Student Access.
- 5) The program reserves the right to make changes to students' rotation schedules on an as needed basis. The student will be notified of any changes to their clinical site schedule as far in advance as possible.
- 6) Students SHOULD NOT contact preceptors or personnel at clinical sites without the explicit permission of the Director of Clinical Education. Attempting to arrange or solicit a rotation can lead to complications that may jeopardize the program's ability to send students to that clinical site.
- 7) Most clinical sites will be located within the state of Oregon. Students may be required to attend rotations at a site outside of this area. OHSU has a centralized Office of Learner Placement and Housing that coordinates housing for all students assigned to clinical rotations in non-commutable sites outside metropolitan Portland (typically defined as greater than 45 miles outside of Portland). The Program will not assist with housing in any student-requested non-hub or out-of-state rotations except in exceptional circumstances. 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.

SCPE MINIMUM PATIENT EXPOSURE REQUIREMENTS

During clinical rotations, students must have exposure to patients with preventive, emergent, acute, and chronic diseases (B3.03a). They must also have exposure to patients across the lifespan to include infants, children, adolescents, adults and the elderly (B3.03b). Finally, students must have exposure to prenatal and gynecologic care (B3.03c), preoperative, operative, and postoperative care (B3.03d) and behavioral and mental health conditions (B3.03e).

Patient case logging is highly beneficial to ensuring students are meeting the learning outcomes expected of students throughout their clinical year. Therefore, case logging is a requirement of each rotation.

It is the responsibility of the student to ensure all patients seen are logged into the program's clinical tracking software. This includes every encounter regardless of the patient care setting or level of participation. All patient information must be logged with no patient identifying information and in accordance with HIPAA.

1. Students are to ensure they are working to achieve the minimum patient exposure requirements for the clinical year as outlined in the below table:

SCPE Minimum Patient Exposure Requirements	
Exposure Category	Minimum Number of Encounters
Patient Encounters (B3.03)	
Preventive Care	50
Emergent Care	50
Acute Care	150
Chronic Care	150
Lifespan (B3.03b)	
Infant (<2Y)	25
Children (2-10Y)	25
Adolescents (11-17Y)	25
Adults (18-64Y)	300
Elderly (65Y+)	100
Surgical Management (B3.03d)	
Pre-operative	15
Peri-operative	15
Post-operative	15
Women's Health (B3.03c)	
Prenatal	20
Gynecologic	50
Behavioral Health (B3.03e)	
Behavioral and Mental Health Conditions	50
Settings (B3.04)	

Emergency Department	50
Inpatient	50
Outpatient	300
Operating Room	25
Minimum Number of Encounters	1100 (100 per rotation = 25/week)

2. The clinical year team will monitor student entries on a regular basis for completion. All patient logging must be completed by 5 p.m. on the last day of the rotation. Falsification of entries is considered a violation of the Academic Integrity and Honor Code Policy.

3. The clinical year team will monitor student progress to ensure exposure to key patient encounters and setting types for rotations is occurring early. Reassignment of an elective rotation by the Director of Clinical Education may be necessary for a student who is not meeting the minimum patient exposure requirements. If an elective rotation is not available, students may be required to complete additional clinical work to ensure exposure to these encounters, which may delay graduation.

COMMUTING AND TRAVEL FOR CLINICAL EXPERIENCES

OHSU students are fortunate to have access to a wide variety of incredible preceptors 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 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 DURING THE 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:

- Wi-Fi
- 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 because 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](#).

STUDENT ATTENDANCE

Consistent communication, attendance, punctuality, and class participation also reflect a student's professionalism and are considered academic standards. Attendance is required for all PA Program lectures, activities, and clinical rotations.

Attendance will be recorded at the start of each lecture and activity. Students who are late for class may miss being included in the recorded attendance and must notify the course director.

Repeated tardiness, may result in make-up days, failed or incomplete courses or rotations, a delay in completion of the program, or other disciplinary action including recommendation for dismissal from the program. Students should report absences by **communicating with the appropriate program personnel** as detailed in the sections below.

Students who miss greater than or equal to 10% of the academic activities (as determined by the program) in a term in the academic year will be required to meet with course directors and complete an assignment, demonstrating an understanding of the missed curricular content in addition to make up work outlined in the course syllabi and the student will be reviewed at the progress and promotion committee.

Students who miss greater than or equal to 20% of the term during the academic phase of the program may be delayed in progressing to the clinical phase of the program, required to repeat a course, the academic year in its entirety or other disciplinary action including recommendation for dismissal from the program.

Small group work, hands-on skills sessions, and skills assessments require preparation and university resources. For this reason, make-up of any of these activities is dependent on availability of program and institutional resources including simulation, faculty and staff time, and facilities. If resources are not available this may delay progression and/or program completion.

Changing the scheduled time of an examination 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 or Clinical Year leadership, *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.

In the event of inclement weather see guidance under emergency preparedness.

ATTENDANCE IN THE ACADEMIC PHASE

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.

Whenever possible, elective personal appointments for medical, dental, or other reasons should be made on a student's own time.

If an emergency or illness arises, students are to notify the Program office as soon as possible by calling 503-494-3633, emailing faculty, and filling out the [Notification of illness or absence due to emergency form](#).

Missed Assignments

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.

Excused Absences

Students are responsible for keeping up with all course work and instruction, whether or not they are in attendance, and for contacting the Course Director to discuss make-up work, at the discretion of the Course Director.

It is the student's responsibility to notify the Course Director of any planned absences and receive prior approval when possible, by filling out an [Notification of illness or absence due to emergency form](#). In the case of an unexpected absence due to illness or emergency, if the student cannot reach the Course Director, the student must notify the Director of Academic Education.

The student must complete the [Notification of illness or absence due to emergency](#) form no later than two business days following an unanticipated absence. Documentation (i.e. doctor's note) may be required to justify the absence(s), especially in the case of an unplanned absence such as illness or emergency which

causes a delay or missed exam or assessment. Approval of excused absences is at the discretion of the Director of Academic Education.

Personal Days

Students are permitted two personal day per term in the academic year. Personal day absences should be requested on the [Personal Day Form](#) at least 7 days in advance. It cannot fall on a day on which there is an exam, clinical skills training, or small group activity. If a student takes a personal day off without meeting the above criteria, it will be treated as an “unexcused absence.” Unexcused absences may result in a written [professionalism warning](#) and counseling and count towards the cumulative time that can be missed per term without penalty as outlined above.

ATTENDANCE IN THE CLINICAL PHASE

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](#). Students must notify the Clinical Education Coordinator and the Director 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.

Required Clinical Schedule

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 Director of Clinical Education.

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.

After Hours Call

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 a 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.

If a 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 a preceptor is unexpectedly absent, you must communicate this to the Director of Clinical Education, Regional Coordinator or Clinical Education Coordinator immediately.**

On-Campus and Virtual Attendance (Callbacks)

Attendance at all on-campus and virtual activities such as Town Halls, 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 without approval will be considered to have an unexcused absence(s). Any student who misses all or part of a session may receive a professionalism warning and be required to complete additional assignments.

Excused Absences in the Clinical Year

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 will result in a professionalism warning. ***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 via the [Notification of illness or absence due to emergency form](#) by 9:00 AM that

morning, and follow-up with an email to include preceptor and team. 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 Director 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 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 in the Clinical Year

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

- 1) 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 will receive a Professionalism Warning.
- 2) During any rotation, a student is required to make up all time lost because of unexcused absences unless specifically exempted by a member of the clinical year team.

If a student is required to make up clinical time for excused or unexcused absences, this must be completed within the term, or the student may receive a grade of incomplete or no pass at the discretion of the clinical year faculty.

OHSU Holidays During Clinical Rotations

Thanksgiving Day is the only OHSU holiday that is recognized during clinical rotation experiences.

Community Outreach Project Implementation

Students are excused one clinic day to implement their Community Outreach Project (COP). Students may not implement their COP during their internal medicine rotation, surgery rotation or during Applied Clinical Skills, or Bridge to Professional Practice. The date of implementation must be pre-approved by the COP course director (and Director of Clinical Education if scheduled on a clinic day) prior to implementation. Failure of a student to obtain prior approval may result in an unexcused absence. Students may have a maximum of two excused absences (excluding pre-approved personal days) from any single rotation.

In the event the student is approved for an excused absence and will miss more than one day of the rotation for a non-educational reason, they will be required to complete an assignment to make up for lost

opportunities in patient care and development of clinical skills. Make up assignments must be completed within the same term as the rotation or may result in a grade of incomplete or no pass.

PROFESSIONAL BEHAVIOR

The students of the Physician Assistant Program of the School of Medicine at OHSU represent OHSU, the School of Medicine, the PA profession and, most specifically, the PA Program through their professional conduct. Students shall not make statements on behalf of the PA Program or OHSU or represent the PA Program or OHSU in administrative, financial, educational or policy matters without the express authorization of the Program Director or appropriate representative of OHSU. Students 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.

- Accountability
- Clear, timely communication (with faculty/staff, preceptors, and mentors)
- Contribution to an environment that is safe and free from harassment, discrimination, and mistreatment.
- Compassion, integrity, and respect for others.
- Cultural humility
- A commitment to ethical principles pertaining to patient autonomy, informed consent, compliance with laws and policies, and regulations.
- A commitment to personal wellness and self-care
- Flexibility and professional civility when adapting to change.
- Advocacy for peers, patients, and community
- Upholds academic integrity.
- Demonstrates intellectual honesty and commitment to truthfulness in the pursuit of knowledge and understanding.

Students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because PA 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 proscribed conduct are reviewed by the Program's Progress and Promotions Committee and are subject to disciplinary action. **See also, OHSU Policy 02-30-010, Proscribed Conduct.**

Procedure for Addressing Non-Compliance with Professionalism Expectations

Non-compliance with professional conduct of any kind will result in progressive disciplinary action, including but not limited to:

1. Written Professionalism Warning and Counseling from the Faculty
2. Written Professionalism Warning and Counseling from the Didactic Director or Clinical Director
3. Written Professionalism Warning, Academic Probation and Counseling from the Program Director

4. Recommendation for dismissal from the PA Program

These actions may be applied as appropriate and will be reviewed at the end of each term by the Progress and Promotion Committee. Depending on the severity of the issue, the program may move to a higher level of discipline.

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 include, 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) including work using artificial intelligence without attribution.
- 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. 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. 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.

CLASS CONDUCT

During a presentation, common courtesy is expected. Students are expected to arrive on time and not delay the presentation by reason of tardiness. 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. Chronic tardiness will not be tolerated and will be viewed as a professionalism development issue and may result in the issuance of a Professionalism Warning.

The Program will not tolerate disruption of class. During all class situations (lectures, labs, skills workshops, and small group activities) personal devices, if used, must be maintained in "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.

Beverage and reasonable food consumption is allowed 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.

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 Director 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.

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.

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.

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.

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.

PATIENT CONFIDENTIALITY

Students will comply with established policies of OHSU and the Physician Assistant Program regarding 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.

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.

STUDENT ATTIRE

Please see the OHSU [Professional Appearance Policy](#)

Casual clothing is acceptable in all classroom settings. In anatomy lab, students may not wear shorts, sleeveless garments, or open-toed shoes.

For ALL simulation events, please wear attire that is appropriate for the profession. This means you can wear professional attire or scrubs WITH or WITHOUT a white coat.

For OSCEs please wear professional attire WITH a white coat.

For skills labs and point of care ultrasound training, learners should wear scrubs.

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.

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.

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.

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.

STUDENT EVALUATIONS OF COURSE AND INSTRUCTIONAL EFFECTIVENESS

It is a professional expectation that students participate in course and instructor 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](#)).

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 asked to complete evaluations designed to evaluate the Program as a whole.

PROGRESS & PROMOTION

EVALUATION OF STUDENT PERFORMANCE AND THE PROGRESS AND PROMOTION COMMITTEE

The PA Program teaches to a set of program specific and institutional core competencies. Alignment to core competencies allows the PA Program to determine where achievement gaps exist and overall student readiness to enter clinical practice. The program uses a variety of assessment methods including single best answer multiple choice exams, practical skill-based assessments, faculty observations of clinical encounters (site visits), and preceptor evaluations from clinical experiences.

The performance of students enrolled in the PA Program will be reviewed each term by the Progress and Promotion Committee, to make progression-related decisions and assign an academic standing status in agreement with Program, School, and University Policies and Procedures. The Progress and Promotion Committee reviews academic performance and professionalism concerns in related to unsatisfactory academic and professional performance, past academic/professional performance and/or patterns of behavior, potential for success as a practicing PA, and potential for successful completion of the PA Program. A student who receives a disciplinary action per the academic and professionalism policy will be reviewed at the end of each term by the Progress and Promotion Committee. The Program Director may accept or deny a recommendation of the Progress and Promotions Committee.

EARLY ACADEMIC INTERVENTION

To address academic performance issues in a timely manner, evaluations of student performance will be monitored through regular faculty meetings where student performance is a standing agenda item.

Additionally, a Course Director or Faculty Advisor can initiate early intervention at any time. A student who is identified to be struggling academically, as identified by failing assessments or by a pattern of marginally passing assessments, may be required to engage in early intervention through the advising process. This will require that the student meet with their faculty advisor to discuss any barriers they may be experiencing, create a plan to foster academic success, and document this plan on a Student Advising Form. Additionally, any student may reach out to a Course Director or Faculty advisor to request early academic intervention if they are experiencing academic difficulties.

PROGRESSION REQUIREMENTS

In the Academic Year of the program, given the sequential nature of the curriculum, students are expected to complete each term on time as a cohort. To progress, students must successfully pass all required coursework within an academic term, and the coursework for the term will serve as the prerequisite requirement for the subsequent term. **Students who are engaged in enrichment or remediation efforts may be conditionally promoted to a subsequent term at the discretion of the Progress and Promotion Committee** but may have additional conditions imposed upon them before beginning clinical rotations.

Progression to the clinical phase of the program via recommendation by the Progress and Promotion Committee is contingent upon the following requirements:

- Grade of Pass in all academic year courses
- Grade of Pass on the end of didactic year comprehensive written exam and assessment of history taking, interpersonal skills, and clinical and technical skills (OSCE).
 - Students who are engaged in enrichment or remediation efforts may be conditionally promoted to a subsequent term or the clinical phase of the program at the discretion of the Progress and Promotion Committee but may have additional conditions imposed.
- Compliance with the Code of Conduct, including professionalism expectations.
- Compliance with all university required processes for the clinical education phase of the program.

Passing courses and cumulative assessments in the PA Program curricula meet the expectation of satisfactory progress.

Federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Students who do not hold passing grades in courses, 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.

A student with marginal and/or non-passing grades within a term will be required to meet with their academic advisor, the Director of Academic or Director of Experiential Learning and/or 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 academic performance issues, what is needed to correct them, options for next steps, and possible outcomes if they are unable to correct areas in need of attention.

End of Curriculum Assessments

Students are required to pass the end of curriculum assessments prior to graduation.

PROGRESSION RELATED STATUSES

Academic status categories are as follows:

GOOD ACADEMIC STANDING: A student who earns a passing grade in each course and meets expectations for professional conduct will be deemed by the Promotion Committee to be in good academic standing and will be permitted to progress to the next term or phase of the curriculum.

ACADEMIC PROBATION: Academic Probation occurs when a student fails to meet academic and/or professional requirements. It serves as an official means to communicate the gravity of a student's academic or professional situation, and a means of identifying students at risk of being dismissed from the program for failing to meet instructional objectives, course outcomes, professionalism requirements, or program competencies.

Students on Academic Probation who are involved in program extracurricular activities or hold a student leadership office must have their advisor's permission to continue in those roles while on Probation.

In addition to receipt of an Academic Warning or placement on Academic Probation as described above, the Progress and Promotion Committee may recommend one, or combination of the following actions, when there is concern about a student's ability to ultimately meet program competencies.

EXAMPLES OF ADDITIONAL PROGRESS AND PROMOTION ACTIONS

- Referral to the Student Health and Wellness Center
- Referral to the Office for Student Access
- Referral to Student Academic Support Services
- Development of an individualized remediation plan (e.g., additional study in specific content areas, referral to a faculty member for review of deficit areas)
- Completion of additional examination(s) and/or assessment(s)
- Repetition of one or more clinical rotations or extending the length of one or more clinical rotations which may result in delay of graduation or deceleration to the next cohort
- Repetition of didactic or clinical year courses, and/or other portions of the program curriculum
- Repetition of the entire academic and/or clinical phase which will result in deceleration to the next cohort.
- Completion of individually designed independent study coursework, or assignments beyond the core curricula, to remediate academic performance issues, which may result in delay of graduation or deceleration to the next cohort. Any student enrolled in an independent study must successfully complete the course requirements as outlined in the syllabus.
- Other actions deemed appropriate by the Progress and Promotion Committee specific to the individual student/situation.

Recommendation for dismissal from the program by the Progress and Promotion committee may be initiated-for failure to meet academic standards, failure to meet standards of behavior and professionalism, or failure to adhere to the OHSU Code of Conduct.

ACADEMIC WARNINGS: Academic warnings are issued if a student's academic performance falls in a category demonstrated as being at risk of not meeting academic requirements. Each warning will be officially documented and communicated to the student.

The PA Program employs a system of Academic Warnings to identify students who are at risk of not meeting academic requirements. Students who receive an Academic Warning are still considered to be making satisfactory academic progress, remain in good academic standing, and are permitted to progress in the program.

A student who receives three (3) academic warnings during either phase of the program (academic year or clinical year) will be placed on Academic Probation. In the Academic phase of the program, a student can NOT receive more than one academic warning in a term. If a student fails more than one assessment in a term they will only receive one academic warning. This is intended to provide time for intervention and support before a student is eligible to receive another academic warning.

A student **will** receive an academic warning for any of the following:

- An initial grade of “No Pass” on any major assessment in the Academic Year, as indicated in the course syllabus.
- Failure to complete enrichment/remediation as required within a prescribed time-period or unsatisfactory quality of enrichment/remediation.
- A first course failure.
- A grade of “No Pass” on the End of Academic Year Assessments, which may result in a delay of graduation.

End of Rotation Exam Initial Attempts: The first “No Pass” on an End of Rotation exam will require completion of an Exam Analysis Matrix and a meeting with a Clinical Education Faculty before being scheduled for a retake.

- Two (2) instances of an initial grade of “No Pass” on an End of Rotation Exam will result in an academic warning, required enrichment and counseling with a faculty member prior to retaking the exam. The student will also be required to meet with their academic advisor or the Director of Experiential Learning to generate an action plan along with an Exam Analysis Matrix as noted above.
- Three (3) instances of an initial grade of “No Pass” on an End of Rotation Exam will result in a second academic warning, meetings with the advisor, and/or clinical year faculty and will be reviewed by the Progress and Promotions Committee for additional recommendations.
- Four (4) instances of an initial grade of “No Pass” on an End of Rotation Exam will result in a third academic warning and the student will be placed on Academic Probation and reviewed by the Progress and Promotion Committee.

End of Rotation Exam Retests

- One (1) instance of a grade of “No Pass” on an End of Rotation Exam retest (No Pass on the 2nd attempt), which will result in a “No Pass” or “Incomplete” in the course and

required remediation of the course for the knowledge portion of the rotation to Pass the course. Failed remediation of a rotation for medical knowledge, will result in Academic Probation and repetition of the rotation which may delay graduation and lead to a change in elective placements.

Preceptor End of Rotation Evaluations: The first Preceptor End of Rotation Evaluation below passing will require the student to meet with a Clinical Year Faculty at the direction of Director of Clinical Education and generate an action plan.

- Two (2) instances of a grade of “No Pass” on the Preceptor End of Rotation Evaluation in two rotations will result in an automatic Academic Warning and require generation of an action plan as above.

ACADEMIC PROBATION

The PA Program assigns a status of Academic Probation to identify students who have failed to master make adequate progression in demonstrating an understanding of instructional objectives, meeting course outcomes, or program competencies. A student who is placed on Academic Probation for two (2) terms at any point in the program may be recommended for dismissal from the Program. A student will be placed on Academic Probation for any of the following:

Warnings:

- Receipt of three (3) academic warnings over any 3 terms during one phase the program (Academic or Clinical Year).
- Egregious violations of standards of professional behavior, as determined by the Progress and Promotion committee may result in academic probation or referral for dismissal regardless of the number of prior professionalism warnings. Such violations include but are not limited to cheating on assignments and/or assessments in any phase of the program, violation of patient privacy, compromising the safety of other, violence, and harassment.
- A student may be put on academic probation for receipt of three (3) written professionalism warnings at any point in the program as determined by the Progress and Promotion committee.

End of Academic Year Assessments and Courses:

- A second grade of “No Pass” for any Academic Year course may result in a delay of graduation.
- An initial grade of “No Pass” for any clinical year rotation.

End of Rotation Exam Initial Attempts

- Four (4) instances of an initial grade of “No Pass” on an End of Rotation Exam

End of Rotation Exam Retests

- Two (2) instances of a grade of “No Pass” on an End of Rotation Exam retest will result in a grade of “No Pass” for the rotation. The student will be required to repeat the rotation, which will delay graduation and potentially lead to a change in elective placements.

Preceptor End of Rotation Evaluations

- Three (3) instances of a cumulative grade of “No Pass” on the Preceptor End of Rotation Evaluation, which will result in counseling from the Program Director and Clinical Year Faculty.

In the event a student must remediate a course or course component, they may progress to the next term at the discretion of the Progress and Promotion Committee.

Following receipt of a letter of Academic Warning or Academic Probation. A student may submit a letter to the Progress and Promotion Committee for review and further consideration of their case.

FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS

Note: For students receiving financial aid, federal regulations require that all students receiving federal financial assistance maintain Satisfactory Academic Progress. Students receiving financial aid should review applicable guidelines to ensure compliance and maintain eligibility. Students who do not meet the requirements for maintaining Financial Aid Satisfactory Academic Progress are subject to Financial Aid Suspension and will be notified of this status in writing. Please refer to Physician Assistant Program Satisfactory Academic Progress Policy or contact the Office of Student Financial Aid for more information.

PROCEDURE FOLLOWING A PROGRESSION-RELATED DECISION

Following a progression-related decision, a student who **receives** an Academic Warning or is placed on Academic Probation will be notified by the Program Director.

Receipt of an Academic Warning

1. A copy of the **Academic Warning Form** will be sent to the Director of Academic Education or Director of Clinical Education and Director of Experiential Learning, and the student’s academic advisor.
2. The Director of Academic Education or the Director of Clinical Education, the student’s academic advisor, or the course director and the student will meet, and formal documentation will be entered into the student’s records noting the warning, expected outcomes, and revised enrichment or remediation plans with expected timelines.
3. The student must meet with their academic advisor at a frequency determined by their advisor, the Director of Academic Education, Director of Experiential Learning, or the Program Director to monitor progress throughout the term.

Placement on Academic Probation

1. A copy of the letter will be sent to the Office of the Registrar and Financial Aid, the Director of Academic Education or Director of Clinical Education and Director of Experiential Learning, and the student’s academic advisor.
2. The Director of Academic Education or the Director of Clinical Education/Director of Experiential Learning, the student’s academic advisor, and the student will meet and formal documentation will be entered into the student’s records noting the status, expected outcomes, any revised remediation plans, expected timelines, and clearly established consequences for failing to remediate probationary discrepancies.
3. The student must meet with their academic advisor at a frequency determined by their advisor, the Director of Academic Education, Director of Experiential Learning, or the Program Director to monitor progress.

4. The student must follow the steps outlined for remediation as applicable to the circumstance of the academic probation.
5. A clinical-year student will be restricted to OHSU preceptors and sites for their clinical rotations. Depending on rotation availability, this may delay graduation.
6. The student's involvement in extracurricular activities, student leadership, and campus events will require the approval of their academic advisor.
7. Academic probation may be disclosed in any final verifications of training, employment letters, and any letters of reference from the OHSU PA Program or to the Oregon Medical Board or other State Boards of Medicine.

Restrictions following an Academic Warning or Academic Probation

The Progress and Promotions Committee may recommend restrictions to the Program Director when the student has received an academic warning or has been placed on 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.
- 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.

Removal from Academic Probation

A student may be removed from Academic Probation at the discretion of the Progress and Promotion Committee under the following circumstances:

1. The student successfully completes the subsequent term without receipt of an Academic Warning, or earning any exam or assessment grade of No-Pass; and/or
2. The student successfully remediates, demonstrating significant improvement of any professionalism discrepancies or academic performance below expectations.

In the event a student is removed from probation, the Program Director will present the student with a letter of formal notification that they have been removed from Academic Probation status. A copy of this letter will be sent to the Office of the Registrar, the Office of Financial Aid, the Director of Academic Education or Director of Clinical Education and Director of Experiential Learning, and the student's academic advisor.

Should a student not satisfactorily improve through the remediation process, they will be referred to the Progress and Promotions Committee for consideration of further action up to and including dismissal from the PA Program in accordance with the progression requirements established in this policy.

DELAY IN PROGRAM COMPLETION: Leave of Absence or Deceleration

Generally, students enrolled in the OHSU PA program must complete the program in 26 months. However, in exceptional circumstances, it may be appropriate for a student to delay program completion through

curriculum extension, deceleration, extended leave, or leave of absence thereby taking greater than 26 months to complete the program.

DELAY IN PROGRAM COMPLETION THROUGH CURRICULUM EXTENSION

A student may delay program completion through curriculum extension due to a compelling reason such as personal illness, active military service, or documented failure to progress as expected. The OHSU PA program defines a “delayed” student as one who takes greater than 26 months to complete the program but successfully does so by the end of the term following graduation.

Delay in program completion through curriculum extension or deceleration is not an option in lieu of disciplinary action including probation or suspension. Delay in program completion may occur for the following reasons:

- A student is required to complete an independent study for failure to progress as expected in the program
- A student is required to repeat one or more rotations for failure to progress as expected in the program
- A student is granted a formal leave of absence which fully interrupts study yet permits graduation by the end of the term following graduation for their entering cohort.
- A student is granted an informal leave of absence which allows continued enrollment in some coursework yet permits graduation by the end of the term following graduation for their entering cohort.

An approved curriculum extension may include completion of program requirements after the cohort graduation date, and/or required repetition of coursework previously passed and defined expectations related to the required level of performance to maintain acceptable academic standing. Any curriculum extension or repetition may incur additional fees and/or tuition costs. Curriculum extension beyond the end of the term following graduation will result in [deceleration](#).

VOLUNTARY LEAVE OF ABSENCE

A voluntary leave of absence (LOA) is a type of withdrawal that temporarily interrupts study in order to accommodate extenuating circumstances including but not limited to medical leave for a physical or psychological condition, family obligations, birth or adoption of a child, etc. A student granted a LOA maintains their academic and/or disciplinary status as a student in the PA 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. A student on a LOA may return to their academic program within one year without reapplying for admissions. Students on military leave may take an LOA in excess of one year without reapplying for admissions.

Procedure

1. A leave of absence is 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 and the accompanying procedure](#).

2. The Program Director will meet with the student and with faculty, course directors, and others, as needed, to review the request and discuss terms that will govern the leave, including conditions that need to be satisfied before the student is reinstated.
3. The student must complete and submit a [Leave of Absence Form](#), available on the Office of the Registrar website.
4. The Program Director will update the Progress and Promotion Committee of the status of a student on a leave of absence at each regular meeting of the Committee.
5. A student requesting to return from an LOA 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 an LOA should review the school-level policies on the reentry procedure.
6. Additional letters or other documentation in support of a student's preparation reentry into the program to resume their studies may be required.
7. Time of return is dependent on space available for clinical placements and/or course availability and is not guaranteed.

Time Limits

During the didactic year, if the LOA 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 cohort. 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.

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, Related Medical Treatment, or Firefighting Activities](#)) the death of a family member, or the birth of a child or adoption. An extended leave of absence is granted in 4-week blocks, therefore requiring students to extend their time in the program 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.

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](#)).

DECELERATION

ARC-PA defines deceleration as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program”. OHSU PA students remain in their entering cohort if they graduate by the end of the term following graduation. The OHSU PA Program defines a “decelerated” student as one whose program of study extends beyond the last day of fall term of their entering cohort. Such as student is moved to the subsequent cohort for documentation purposes, while maintaining matriculation.

Deceleration requires approval by the Program Director and may involve a re-entry plan with an ongoing reassessment of progress. Deceleration will impact tuition and fees, and students are responsible for meeting with the Office of Financial Aid to determine the effect on loans, scholarships, tuition and fees.

SUSPENSION & DISMISSAL

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](#).

RECOMMENDATION FOR DISMISSAL

Students are expected to demonstrate a level of competence and a pattern of behavior consistent with the expectations of the profession. Implicit in the promotion and graduation of each student from the PA Program, is the faculty's endorsement that the student has demonstrated competence, behavior, and judgment deserving of public trust.

Recommendation for dismissal occurs as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Students facing dismissal are entitled to due process.

The following will result in recommendation for dismissal by the Progress and Promotion Committee:

- Failure to improve or meet the terms of Academic Probation as recommended by the Progress and Promotion Committee
- Failure to adhere to OHSU and PA Program standards of conduct. Such a recommendation requires a specific explanation of the reasons for the finding.

Procedure

1. Any student under consideration for dismissal will be notified, along with their advisor, in writing no less than 10 business days in advance of the Progress and Promotion Committee meeting. The student will be invited to attend and address the Progress and Promotion Committee. The student's 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 written statement, letter or digital recording to the Committee.

2. Upon vote of the Committee, the Program Director will provide a letter to the student and their advisor within a week of the meeting describing the outcome and whether the Committee votes to advance the student to dismissal.

3. Upon acceptance of a proposal to consider a recommendation for a formal dismissal hearing from the Progress and Promotion Committee, the Program Director shall inform the Associate Dean for Graduate Studies in writing of the reasons for its recommendation and further consideration for dismissal will proceed following [OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal](#) and the [Academic Regulations for the School of Medicine Graduate Programs](#).

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 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 Director of Clinical Education, Director of Experiential Learning, 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 [OCIC](#) or [Integrity Office](#), [Confidential Advocacy Program \(CAP\)](#) or [Respect for All app](#) or [SoM Graduate Studies](#).

STUDENT GRIEVANCES and APPEALS

In accordance with [OHSU Policy 02-30-055, Student Grievance and Appeal](#), students have an opportunity to resolve issues and conflicts relating to the student's role as a student, activities within a school/program, or decisions made on the basis of any policies or procedures thought to be unfair. Student concerns that are within the responsibility of another OHSU department, such as concerns regarding prohibited discrimination or harassment, will be referred to the appropriate OHSU Office.

Students may not grieve disciplinary actions. Disciplinary actions are addressed through the Progress and Promotion Committee.

Issues regarding grades may be submitted to the specific Course Director, Director of Academic Education, Director of Clinical Education, or Director of Experiential Learning only if unfair or unreasonable procedures are alleged. See the Handbook Section on [Student Problems/Concerns](#) for additional information.

NON-DISCRIMINATION POLICY

OHSU policy prohibits discrimination, harassment and retaliation against individuals for reporting discrimination, participating in an investigation, or for opposition to discrimination or discriminatory harassment in the education or workplace setting in accordance with [OHSU Policy 03-05-048](#). All OHSU members, unless designated as a Confidential Employee by Policy 03-05-048, have a duty to report discrimination, harassment or retaliation to OCIC or the Title IX Coordinator. If a student believes they have been subjected to discrimination, harassment or retaliation, they are encouraged to notify a faculty member, an administrator, or the Office of Civil Rights Investigations and Compliance (OCIC), at 503-494-5148 or ocic@ohsu.edu. OCIC administers OHSU's equal opportunity complaint process. More information is available here: <https://www.ohsu.edu/office-of-civil-rights-investigations-and-compliance>. The Title IX office may be reached at titleix@ohsu.edu or 503-494-5148. To the extent possible, OHSU treats information received in connection with reports of discrimination as confidential. The [Confidential Advocacy Program \(CAP\)](#) provides confidential support services to all employees, students and volunteers who

experience sexual misconduct of any kind whether at OHSU or outside of the university. Clinicians you may see who are providing you with healthcare are also confidential resources.

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. Inquiries may also be directed to the U.S. Department of Education, Office for Civil Rights at 206-607-1600, 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](#).

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.

STUDENT MISTREATMENT

Mistreatment outside of the boundaries of discrimination, harassment, and sexual misconduct, also has no place at OHSU. Mistreatment can include, but is not limited to unprofessional relationships, abuses of authority, and abusive and/or intimidating behavior (e.g., derogatory comments, belittlement or humiliation), creation of a hostile environment, ethical concerns, and inappropriate requests for personal services (such as shopping, babysitting, etc.). It can be perpetuated by fellow students, faculty, staff, preceptors and patients.

Students are encouraged to report any mistreatment during the academic year to the Director of Academic Education or to their advisor. Students are encouraged to report any mistreatment during the Clinical Year to the Director of Clinical Education for Operations or to their advisor. If a student does not feel able to report to these faculty members, they may report concerns for mistreatment to the Program Director. If a student feels that their concerns are not being adequately addressed or that the mistreatment is at the level of the Program director, they may directly report to the Graduate Studies department of the SoM by following the SoM Graduate Student Mistreatment Protocol, which includes a reporting link: <https://www.ohsu.edu/sites/default/files/2021-11/Grad%20Student%20Mistreatment%20Protocol.pdf> .

If a complaint warrants and provides enough information to support further investigation, the program will conduct that investigation. The timing of the investigation is dependent on several factors. An informal investigation and resolution process does not require the complainant student's identity to be shared with the accused individual, preceptor, faculty, or staff.

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.

STUDENT RECORDS

Consistent with [OHSU Policy 02-20-005, Education Records](#), the OHSU PA program preserves student education records in an orderly format to document admissions criteria, compliance with health screening and immunization requirements, student performance while enrolled, remediation efforts and outcomes, summaries of formal academic or behavioral disciplinary action, and documentation that the student has met requirements for program completion. Education records are maintained with the custody thereof assigned to designated personnel charged with preserving the confidentiality of academic records in accordance with the Family Educational Records and Privacy Act (FERPA). Records will not be removed from the office absent authorization of the Program Director. Student health records are confidential and are not accessible to or reviewed by the program faculty or staff except for immunization results.

Student files kept by the program include the following (A3.17):

- 1) Demonstrating the student has met published admission criteria including advanced placement if awarded
 - Admission Requirement Verification Form
- 2) Demonstrating the student has met institution and program health screening and immunization requirements
 - Immunization Status Letter
 - Permission to Release Information Form
- 3) Demonstrating student performance while enrolled:
 - Student Advising Forms
 - Unofficial Student Transcripts
 - Letter of Recommendation from Progress and Promotion Committee for Progression from Didactic to Clinical Year
- 4) Demonstrating remediation efforts and outcomes
 - Enrichment and Remediation Summary Forms
- 5) Summaries of any formal academic or behavioral disciplinary action taken against the student:
 - Academic Violation Form (University Form)
 - Academic Probation Letters (Status Placement and Removal)
 - Professionalism Written Warnings
 - Recommendation for Suspension or Dismissal

The following documentation for students enrolled in the PA Program will also become part of the student's file:

- Excused Absence/Personal Day Requests
- Leave of Absence Requests
- Incident Report Forms
- Official CASPA Application
- Academic Year Policy Signoff
- Clinical Year Policy Signoff

The Office of the Registrar keeps the official records demonstrating the student has met requirements for program completion (A3.19f).

The program will keep all necessary files for students scanned and saved to OHSU's secure network. The University maintains files on digital systems that are accessible only by authorized personnel. The system has multiple backup servers.

If any paper files are created for PA Program students, they will be physically located in the program file cabinet of the Robertson Life Science Building where the program offices are located. The file cabinet is only accessible by faculty and staff of the program provided with a key for the file room. Access to these files will be monitored by the PA Program Director.

Consistent with [OHSU Policy 02-20-005, Education Records](#), Students have the right to request the contents of their education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The appropriate university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The PA Program requires students to sign a release form, Permission to Release Immunization and Background Information Form, allowing for OHSU to provide preceptors with the status of immunizations, TB screening, drug screening, and background checks.

Students will not have access to the academic records or any other confidential information of other students or faculty. Students will not have log in access to the OHSU network where any electronic files will be housed and would never be given physical access to records.

In conjunction with the above, the university outlines what is considered to be part of a Graduate Student's file. 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.

APPENDICIES

ELECTRONIC FORMS:

- [OHSU Course Withdrawal Form](#)
- [OHSU Leave of Absence Form](#)
- [PA Program Personal Day Form](#)
- [PA Program Excused Absence Request Form \(Academic Year\)](#)

OREGON HEALTH & SCIENCE UNIVERSITY PHYSICIAN ASSISTANT PROGRAM

ACADEMIC YEAR STUDENT AGREEMENT –2024-2025

During my matriculation in the OHSU PA Program, I agree to be bound by all rules, policies, procedures and administrative regulations of OHSU, the School of Medicine and the Physician Assistant Program as they exist at the time of admission and as they may be changed during the time of my continued enrollment. The Student Handbook was reviewed with me upon matriculation.

I have had the opportunity to review the following:

- [Code of Conduct](#)
- [Graduate Studies Policies & Guidelines](#)
- [Academic Regulations for the School of Medicine Graduate Programs](#)
- *2024-2025 PA Program Student Handbook (posted on Sakai)*

I have had an opportunity to ask questions and seek clarification regarding the policies contained in each document. I understand that if I have questions or need clarification, I will seek answers from an appropriate OHSU PA Program faculty/staff member.

Initials: _____

STUDENT AGREEMENT - TECHNICAL STANDARDS

I have read and understand both the *OHSU Technical Standards* and the *OHSU School of Medicine, Division of Physician Assistant Education Program-Specific Technical Standards* as published in the *2024-2025 PA Program Student Handbook*. To the best of my knowledge, I can meet these Standards.

Initials: _____

STUDENT AGREEMENT - HEALTH STATUS

To the best of my knowledge, I do not have any condition (physical or mental) which will compromise my ability to provide safe patient care or participate fully in either the didactic or clinical phase of the OHSU PA Program. I will notify the Program immediately if my health status changes. If I have a condition that may impact my ability to participate fully, I understand I should seek an accommodation via the Office of Student Access.

Initials: _____

STUDENT AGREEMENT - ACADEMIC/CLINICAL PERFORMANCE STANDARDS

I understand that I am required to perform to the expectations of the OHSU Physician Assistant Program. I have reviewed and understand the expectations required of me as outlined in the following sections of the *2024-2025 PA Program Student Handbook*:

- Academic Advising
- Graduation Requirements
- Standards of Behavior
- Grading Criteria
- Evaluation of Student Performance
- Professionalism Expectations
- Progression Requirements
- Progression Related Statuses
- Enrichment and Remediation
- Deceleration and Leave of Absence
- Summative Assessment
- Academic Warning/Academic Probation
- Progress and Promotions Committee
- Recommendation for Dismissal

Initials: _____

STUDENT AGREEMENT - REQUIRED ATTENDANCE

I understand that attendance is mandatory for all scheduled program activities including all classes, all labs, all small group activities, all callback activities, all supervised clinical experiences and all examinations. I understand that attendance requirements for online classes will vary depending on the activity and will be clearly identified on the calendar. I will monitor the calendar regularly and will attend all mandatory sessions virtually (either synchronous or asynchronous). I understand that for absences due to illness or emergency to be viewed as excused, I am expected to notify the Program office immediately by phone, voice mail or e-mail. I will be held responsible for all information and skills presented during my absence. I understand that unexcused absences are not acceptable to the Program.

Initials: _____

STUDENT AGREEMENT - RECIPROCAL PEER GROUP PRACTICE

An important part of the educational experience will involve students learning from one another. Students will practice interviewing skills, will take part in role-play exercises, and will perform physical examinations on each other respecting each other's modesty and privacy at all times. No "intimate" exams will be performed by students on other students in the Program. I understand that examination of the upper body, including the thorax, abdomen, and extremities will require those without breasts to remove their shirts and those with breasts to wear sports bras and to remove their shirts. Examination of the lower extremities will require everyone to wear shorts. I understand that participation in peer group practice will not include breast or genitalia examinations. These examinations will be learned with the use of manikins and/or professional patients only. I understand that a part of my education in the Program *may* require peer group practice of clinical skills to include applying and removing splints and casts and capillary blood glucose testing using glucometers and in such training, I agree to participate fully, serving in both "health provider" and "patient" roles as required. Students may also have the opportunity to volunteer to be the subject of ultrasonography assessments. Use of the ultrasound machine for self-diagnosis, peer-diagnosis, or friend/family diagnosis is not allowed. Use in pregnancy is strictly prohibited.

Initials: _____

STUDENT AGREEMENT – OBSERVATION OF PERFORMANCE

As a part of the educational experience, students will demonstrate skills to faculty observers. In addition to direct observation, digital recordings of student performances may be made and utilized to provide feedback or other educational purposes. I agree to participate fully in observed experiences.

Initials: _____

STUDENT AGREEMENT – UPDATED CRIMINAL BACKGROUND CHECK

As a part of PA school acceptance, I initially passed a criminal background check indicating the status of felony and misdemeanor convictions. As an update to the initial background check, I agree that during the period between the initial background check clearance and today's date, I do not have any current arrests pending for felonies or misdemeanors. In addition, I agree to update the Program Director should the answer to the above status change at any point during my matriculation in the OHSU PA Program. I recognize that some hospitals and hospital systems may require students to have a more recent background check and possible fingerprint check prior to clinical rotations. I agree to comply with any requests for additional background checks.

Initials: _____

STUDENT AGREEMENT – DRUG TESTING

As a part of PA school acceptance, I initially passed a drug screening test. I am aware that the PA Program may require additional drug testing "for cause". I also recognize that some hospitals and hospital systems may require students to be drug tested just prior to the start of their rotation. I agree to comply with any requests for additional testing and understand that any additional required drug screening may be at my own expense.

Initials: _____

STUDENT AGREEMENT – COMMUTING AND TRAVEL FOR CLINICAL EXPERIENCES

I am aware that clinical experiences in the academic year will occur within a 45-mile radius of the Portland-metro area. During the clinical year, some rotations may be fulfilled at OHSU or in the Portland-metro area, however I am aware that a large number of clinical rotations will occur throughout the state and region, requiring student travel. I understand that assignment locations will not be changed due to preference or personal circumstance, except in the case of an accommodation granted via the Office of Student Access.

Initials: _____

I have read and fully understand the above policies. I understand their implications and agree to abide by them.

Print Name (legibly, please): _____

Signature: _____

Date _____

Witness: _____

Date _____

Please initial, sign, and Upload to Your One Drive Student File

STUDENT ADVISING FORM

This form is to be completed by the faculty advisor during a student advising session, signed and appropriately notated by the student, and filed within the cohort OneDrive folder following each formal advisor-advisee meeting that takes place. This form may be used beyond required formal meetings at the discretion of the faculty advisor. It may also be used in the event in which faculty not assigned as faculty advisor meets with a student.

Student: _____ **Date:** [Click here to enter a date.](#) **Week:** [Click here to enter text.](#)

Cohort: PA26 **Term:** Summer Fall Winter Spring **AY or CY advising:** AY

Purpose: Formal Advising Other: [Click here to enter text.](#)

Evaluator: Choose an item. **Evaluator Role:** Choose an item.

The following categories should be assessed at each formal advising meeting.

1. Academic Progress Rating: On Target Concerns At Risk

Comments:

2. Professionalism Progress Rating: On Target Concerns At Risk

Demonstration of professional behaviors includes:

- Accountability
- Clear, timely communication (with faculty/staff preceptors and mentors)
- Contribution to an environment that is safe and free from harassment
- Compassion, integrity, and respect for others
- Cultural humility
- consent, compliance with laws and policies, and regulations
- A commitment to personal wellness and self-care
- Flexibility and professional civility when adapting to change
- Advocacy for peers, patients and community

Comments:

- A commitment to ethical principles pertaining to patient autonomy, informed

3. Wellness/Coping Overall Rating: On Target Concerns At Risk

Comments:

Note: Was this student was advised to contact Student Health: Choose an item.

4. Action Plan for areas of Concern or At Risk

Comments:

Plans and/or Referrals for Student (mark all that apply):

- Referred to [Student Access](#) to discuss disability or accommodation
- Referred to [Student Health and Wellness](#) for mental or other health related support
 - Please call SHW at 503-494-8665, Option 1 to schedule an appointment or for urgent crisis care.**
- Referred to [Student Academic Support Services](#)
- Referred to Course Director:
- Referred to Other:

Follow up Meeting Date (if applicable): Click here to enter a date.

Student Signature: _____ I agree with action plan

Faculty Signature: _____

ENRICHMENT/REMEDATION OUTCOME FORM

This form is to be completed by the Course Director or appropriate faculty, discussed with the student, signed and appropriately notated by the student, and filed within the student's file. *The faculty will notify the Progress and Promotions Committee of any remediation efforts and outcomes for any course, OSCE, or comprehensive assessment.*

Student Name: _____ Course Director/Faculty: _____

Course Title and Number: _____

Enrichment Plan of Study

Remediation Plan of Study

Assessment and Initial Grade: _____ Non-Passing Assessment/Course and Grade _____

Identified area(s) of in need of improvement include:

- | | |
|---|---|
| <input type="checkbox"/> Medical Knowledge | <input type="checkbox"/> Interpersonal Skills |
| <input type="checkbox"/> Clinical Reasoning and Problem Solving | <input type="checkbox"/> Professional Behaviors |
| <input type="checkbox"/> Clinical and Technical Skills | <input type="checkbox"/> Test-Taking/Study Habits |

The plan will include the following (please list content and task(s)):

1. _____
2. _____
3. _____

Self-Study Remediation

I agree to complete the self-study plan by: _____ (Date)

Student (Name/Signature)

Date

Faculty Overseeing the Remediation (Name/Signature)

Date

Director of Didactic/Clinical Education (Signature)

Date

Date of Completed Remediation Work: _____ Successful Unsuccessful

Retake Score/Final Score _____

PROFESSIONALISM WARNING NOTICE

Date:

Dear [STUDENT]

You are receiving a written professionalism warning for deviation from the Expectations for Professional Conduct as stated within the *OHSU PA Program Student Handbook* and the *OHSU PA Program Advising Process*. (Description of actions leading to this notice):

Your actions deviated from the following aspect of professional behaviors reinforced through the program's advising process each term:

- Accountability
- Clear, timely communication (with faculty/staff, preceptors, and mentors)
- Contribution to an environment that is safe and free from harassment, discrimination, and mistreatment
- Compassion, integrity, and respect for others Cultural humility
- A commitment to ethical principles pertaining to patient autonomy, informed consent, compliance with laws and policies, and regulations
- A commitment to personal wellness and self-care
- Flexibility and professional civility when adapting to change Advocacy for peers, patients, and community

In accordance with program policy and procedure for addressing non-compliance with professionalism expectations, **the following action is being taken:**

- 1. Written Warning and Counseling from the Faculty
- 2. Written Warning and Counseling from the Director of Academic Education or Director of Clinical Education
- 3. Academic Probation and Counseling from the Program Director
- 4. Recommendation for dismissal from the PA Program

Note: Receipt of three (3) written professionalism warnings at any point in the program will result in Academic Probation.

cc: Faculty Advisor Director of Academic Education Director of Clinical Education

Program Director Chair, Progress and Promotion Committee

OHSU PA PROGRAM MODULAR COURSE WITHDRAWAL FORM

To: Office of the Registrar

Date: _____

Student Name: _____

Student ID #: _____

I am requesting withdrawal from course(s) _____, _____ for a total of _____ credit hours, not to exceed a total of 10 credit hours, from the OHSU PA Education Program.

Term of withdrawal: _____

Dates of courses I am requesting to withdraw From: _____ To: _____

Expected Date of Return: _____

The reason for this withdrawal is: Medical Personal

Please mark the applicable situation:

For 4-week clinical rotations (modular courses), I am requesting this withdrawal on (date): _____

This date is:

Between day 1 to day 11 of the course and A "W" (Withdraw) will be posted on my university transcript.

Between day 11 but before the final week, a Withdraw Pass (WP) or Withdraw No Pass (WNP) will be assigned and posted to the my university transcript based on my performance in the course to date.

During the final week of the course a withdrawal will not be accepted.

Please note that if a student is unable, through no fault of their own, to complete required course work past day 11 of the modular course, it may be possible to receive an I (Incomplete) for the course. The student would need to be able to complete the required work by the end of the next term, or the grade would be changed to a NP (No Pass). Please contact the Director of Clinical Education (DCE) to discuss if this option further if appropriate.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

DCE Signature: _____

Date: _____