

**STUDENT GUIDELINES**

**DEPARTMENT OF**

**PHYSICIAN ASSISTANT STUDIES**



Department of Physician Assistant Studies  
Southwestern Allied Health Sciences School  
The University of Texas Southwestern Medical Center

May, 2008

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May, 2008

Dear Physician Assistant Students:

On behalf of the faculty and staff, it is a great pleasure to welcome you to The University of Texas Southwestern Medical Center at Dallas, Department of Physician Assistant Studies. You are commencing a course of instruction that will prepare you for one of the most exciting, diverse, and in-demand health professions in America.

During the next thirty-one months, you will experience a curriculum that will be very challenging and professionally rewarding, requiring a tremendous personal investment of time and effort. We are available for assistance as you progress through the didactic and clinical curriculum.

We are confident that you will continue to be successful and the faculty and staff are eager to assist you in this endeavor. In the meantime, please read these Student Guidelines carefully and familiarize yourself with the contents.

All of the faculty and staff look forward to getting to know each of you.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Eugene Jones". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

P. Eugene Jones, Ph.D., PA-C  
Professor and Chairman

PEJ/lw

## **I. INTRODUCTION AND INSTITUTIONAL INFORMATION**

### **A. Purpose of Student Guidelines**

This manual describes the guidelines for students enrolled in the Department of Physician Assistant Studies. These guidelines are extensions of those outlined in the current School Catalog (or its latest revision). Students are also bound by the University's Handbook of Operating Procedures, the Regent's Rules and Regulations, and individual course syllabi.

Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to follow these guidelines while you are enrolled as a student in this department. The form is to be signed, dated and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern Allied Health Sciences School of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, express or implied, between any applicant, student or faculty member and the University of Texas Southwestern Medical Center or the Southwestern Allied Health Sciences School.

### **B. Mission of the Department of Physician Assistant Studies**

The Mission of the UT Southwestern Department of Physician Assistant Studies is:

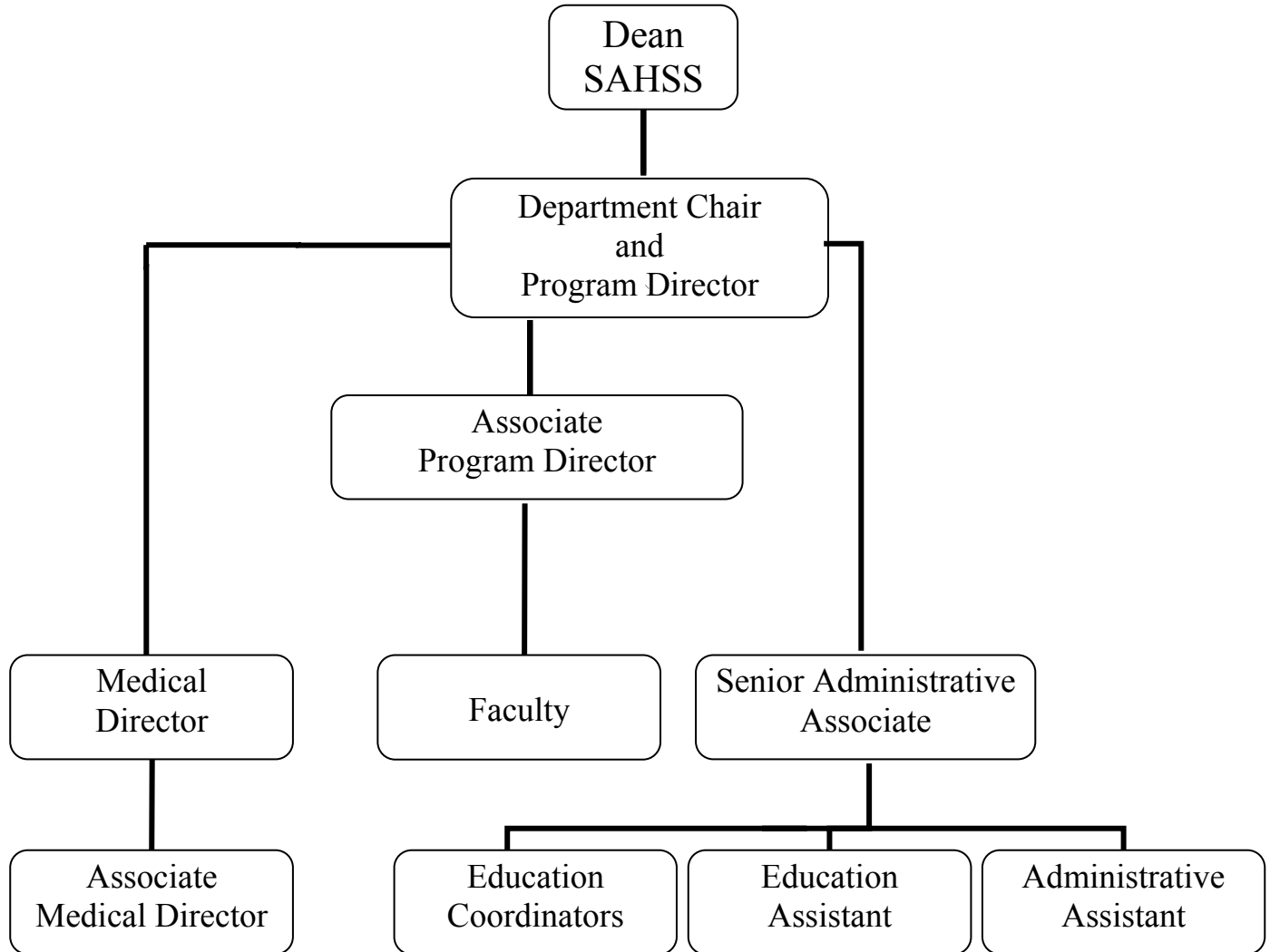
- to excel in the art and science of physician assistant education
- to promote leadership, research, service, and excellence among our faculty, students and graduates
- to consider the global health care needs of a diverse and dynamic population
- to foster a commitment to lifelong learning

### **C. Accreditation Statement of the Department of Physician Assistant Studies**

The UT Southwestern Physician Assistant Program has been accredited since its inception and was re-accredited by the Accreditation Review Commission for the Education of Physician Assistants, Inc. (ARC-PA) for a six year period in 2006. The next re-accreditation site visit is scheduled in January 2012.

D. Organizational Chart:

**ORGANIZATIONAL CHART**  
**Department of Physician Assistant Studies**



## II. ACADEMIC AFFAIRS

### A. List of Courses

UT Southwestern Medical Center Department of Physician Assistant Studies Curriculum

<u>DIDACTIC PHASE</u>		<u>SEMESTER HOURS</u>
<u>SUMMER I</u>		
MPA 5101	Professional Practice Issues	1
HCS 5407	Human Physiology	4
HCS 5309	Human Anatomy Lab	3
HCS 5308	Human Anatomy	3
HCS 5207	Introduction to Human Neuroanatomy	2
<u>FALL</u>		
MPA 5102	Integration Skills I	1
MPA 5215	Pharmacology I	2
MPA 5305	Patient Evaluation I	3
MPA 5509	Clinical Medicine I	5
MPA 5021	Medical Spanish I	2
HCS 5306	Introduction to Pathology	3
<u>SPRING</u>		
MPA 5103	Integration Skills II	1
MPA 5204	Clinical Prevention and Population Health	2
MPA 5216	Pharmacology II	2
MPA 5206	Patient Evaluation II	2
MPA 5510	Clinical Medicine II	5
MPA 5022	Medical Spanish II	2
HCS 5330	Health Care Research	3
<u>SUMMER II</u>		
MPA 5307	Patient Evaluation III	3
MPA 5511	Clinical Medicine III	5
MPA 5231	Psychiatry	2
MPA 5208	Clinical Skills	2
MPA 5023	Medical Spanish III	1
<u>CLINICAL PHASE</u>		
MPA 5830	Internal Medicine	8
MPA 5831	Family Medicine	8
MPA 5623	Pediatrics I	6
MPA 5622	Obstetrics/Gynecology	6
MPA 5430	Psychiatry	4
MPA 5433	Surgery	4
MPA 5432	Emergency Medicine	4

MPA 5429	Clinical Selective	4
MPA 5428	Clinical Elective	4
MPA 5451	Infectious Disease	4
MPA 5251	Public Health/Long Term Care	2
MPA 5450	Directed Study	4
MPA 5350	Professional Practice Issues II	3

TOTAL HOURS for 31 month program = 120

## B. Clinical Rotations

<b>CLINICAL ROTATION DESCRIPTIONS</b>			
<b>Rotation</b>	<b>Location</b>	<b>Length</b>	<b>Description</b>
Medicine	Parkland Hospital Scott and White	8 weeks	8 weeks inpatient medicine wards
Family Medicine	Primary Care Physicians in DFW area	8 weeks	8 weeks in family medicine
Pediatrics	Pediatrics in D/FW Parkland COPC Clinics	6 weeks	6 weeks outpatient clinics
Obstetrics/ Gynecology	Parkland Hospital Family Planning Clinics	6 weeks	3 weeks Labor/Delivery 3 weeks Gynecology/Prenatal
Psychiatry	Parkland Psychiatric Emergency Department	4 weeks	4 weeks in psychiatric medicine
Surgery	Parkland Hospital V.A. Hospital University Hospital, St. Paul	4 weeks	4 weeks inpatient wards
Emergency Medicine	Parkland Hospital Presbyterian Hospital Emergency Departments in Other DFW hospitals	4 weeks	4 weeks emergency room
Clinical Selective	Medical or Surgical Subspecialty Practices	4 weeks	4 weeks in student selected medical or surgical practice

Clinical Elective	Many locations	4 weeks	4 weeks in approved clinical elective
Infectious Disease	Parkland Amelia Court Dallas Veteran' Hospital Private Practices	4 weeks	4 weeks in outpatient infectious disease setting
Clinical Prevention and Population Health	Public health and long term care facilities in DFW area	2 weeks	1 week in public health 1 week in long term care

### C. List of Essential Functions

All individuals, including people with disabilities, who apply for admission to Southwestern Allied Health Sciences School must be able to perform specific essential functions. Essential functions are the basic activities that a student must be able to do to complete an allied health program curriculum. No student applicant who can perform the essential functions of an allied health program, either with or without reasonable accommodations, will be denied consideration for admission. A candidate for a degree from a program in the Southwestern Allied Health Sciences School must be able to perform these essential functions:

1. Attend scheduled classes and laboratory sessions and present oneself for examination and testing.
2. Travel to practicum sites and have mobility within and around the sites.
3. Assimilate information presented via lecture, handouts, videos, discussions, computer, and/or other educational modalities.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.
5. Apply the assimilated information to appropriate clinical situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, telephonic, written, and computer modalities in private and group settings.
7. Make effective use of learning resources at UT Southwestern and affiliated facilities.

Each student in the Physician Assistant Studies Graduate Program must be able to:

1. Participate in supervised clinical activities for extended periods of time, including rotations which require overnight call.
2. Demonstrate sufficient vision to perform tasks such as (but not limited to) wounds and skin lesions.
3. Demonstrate sufficient hearing to perform auscultation of the heart and vessels, breath sounds, and abdominal sounds.

4. Demonstrate sufficient upper and lower body strength, coordination, dexterity and sensation to perform such activities as (but not limited to) prolonged standing, complete physical examination, and surgical and clinical procedures such as suturing, casting, venipuncture, emergency procedures, and CPR.
5. Demonstrate sufficient problem solving skills to learn to make a differential diagnosis, establish appropriate treatment plans, determine effectiveness of those plans, and make appropriate modifications.

## **D. Academic Standards and Progress**

### **1. General:**

Student grades, conduct and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of The University of Texas Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents' Rules pertaining to student conduct are available at the Office of Student Affairs. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Physician Assistant program.

### **2. Faculty Advisor:**

Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. Each student is required to meet with his or her Faculty Advisor at least once each semester, so that the Faculty Advisor may assure that the student is making satisfactory progress and to suggest any needed improvements.

### **3. Evaluation**

In general, the student's achievement in departmental courses is determined by:

- course participation
- written examinations
- clinical performance evaluations
- other written and/or oral assignments

### **4. Grading Levels**

The program courses will be graded by the following scale or the appropriate equivalent:

90	-	100	A
80	-	89	B
70	-	79	C
65	-	69	D
Below		65	F

Clinical phase end-of-rotation written examination scores of 75 or above will be graded as “Pass”, scores of 74 and below will be graded as “Fail”.

At the discretion of the instructor, I (incomplete) may be used in reporting a student’s standing in a semester’s work. An “incomplete” must be removed under written conditions and within one (1) year from the end of the semester in which the I (incomplete) was reported. Should the established conditions not be met one year from the end of the semester in which the “incomplete” was reported, the instructor must assign a final grade. If after one year from the end of the semester the instructor has failed to assign a grade, the “incomplete” will be changed to a final grade of “F”. An incomplete is not considered a final grade. A final grade must be assigned to calculate GPA.

Three courses are graded on a Pass/Fail basis in the didactic phase. All courses and clinical rotations in the clinical phase are graded on a Pass/Fail basis. The didactic phase courses are:

- MPA 5101 – Professional Practice Issues I
- MPA 5308 – Clinical Skills
- MPA 5350 – Professional Practice Issues II

**NOTE:** Courses taught by other departments may use different grade scales.

## 5. Examinations

Students are expected to take all examinations on the scheduled date. The rescheduling of an examination may be allowed if circumstances warrant permission by the course instructor (e.g. documented illness, previously identified religious holiday, or death in the family), otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the instructor of the course, the student will receive a “zero” on that scheduled examination. Examinations are generally “timed,” therefore, all examinations will begin on the scheduled date and at the scheduled time. An examinee who has been delayed may be admitted to the examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15 minute “grace period” will automatically receive a “zero” on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

## **6. Satisfactory Performance and Progress**

### **a. Academic Performance**

Student progress and achievement is reviewed by the department's Committee on Student Progress on a regular basis. All students are expected to complete the curricular sequence on a full-time attendance basis.

In general, satisfactory performance and progress are defined as:

- (1) Completing the PA required course sequence as stipulated;
- (2) Achieving a minimum grade of "C" or "Pass" in each course, with the exception of Clinical Medicine I (MPA 5509); Clinical Medicine II (MPA 5510); and Clinical Medicine III (MPA 5511), in which a minimum of a "B" average must be maintained; with the understanding that a cumulative GPA of 2.75 or higher must be maintained;
- (3) Demonstrating acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to, clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, and professional behavior.

An academic deficiency occurs when any of the above requirements are not met.

All academic deficiencies are referred to the Department's Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

### **b. Advancement to Clinical Phase**

A student may begin the Clinical Phase when all didactic course work in the curriculum has been completed with a grade of "A", "B", or "C" (with the exception of MPA 5509, MPA 5510, and MPA 5511, in which minimum grades of "B" must be maintained), or "Pass" and a cumulative GPA of at least 2.75. If the above grades have not been achieved by the last day of the final week in the semester preceding the clinical phase, the student will not be allowed to begin clinical rotations. Students must also successfully complete the Objective Structured Clinical Examinations (OSCE) Summative Evaluation conducted at the end of the didactic phase prior to advancement to the clinical phase.

### **c. Academic Deficiencies**

The PA Program Faculty will identify and document in writing to the Department Chairman any student having difficulty with one or more of his/her Master of Physician

Assistant (MPA) designated courses. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

The Department Chairman, after reviewing the student's deficiencies with the appropriate faculty member(s), will notify the student in writing of his/her academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) will notify the Department Chairman and the Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show an improvement to a "C" or better, with the exception of MPA 5509, MPA 5510, and MPA 5511, in which minimum grades of "B" must be maintained.

When an academic deficiency has occurred, the situation is referred to the Department's Committee on Student Progress. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) placed on academic probation, (2) required to repeat the course, (3) required to remove the deficiency by specific remediation activities, or (4) dismissed from the program. This may occur following periodic mid-term, or end-of-semester examinations. If a student is required to repeat a course offered in the didactic phase, only one semester may be repeated. During the clinical phase, only one clinical rotation may be repeated. Any student required to repeat a course or a rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Any faculty member may recommend to the Department Chairman that a student be considered for remediation, probation, suspension, or dismissal at any indicated time during the semester for any of the following reasons: (1) failure to maintain at least a "C" or higher in every letter grade course, with the exception of MPA 5509, MPA 5510, and MPA 5511, in which minimum grades of "B" must be maintained, (2) failure to achieve a grade of "Pass" in Pass/Fail designated courses, (3) failure to maintain a cumulative grade point average of 2.75, (4) failure to meet attendance requirements, (5) failure of clinical rotation evaluations, (6) failure of an end-of-rotation examination, (7) failure to exhibit adequate academic progression, (8) failure to demonstrate acceptable clinical competence appropriate to the curriculum sequence, and (9) improprieties in conduct, scholastic integrity and professional behavior. Refer to Regent's Rules and Regulations (Chapter 6, Section 3).

### **(1) Probation**

Student performance is reviewed regularly by the Committee on Student Progress. Placement on academic probation may be recommended to the Committee on Student Progress by any faculty member when student performance falls below the academic standards established by the program. Academic probation should be regarded as a

serious matter and is official notice to the student that his/her performance during the probationary period must improve to acceptable standards in order to remain eligible to continue in the Program. Any student who fails to improve his/her performance to an acceptable standard in the areas identified by the Committee on Student Progress may be disenrolled from the Program. Disenrollment may occur when a student is not already on probation; for example, if final test exam scores result in a course failure.

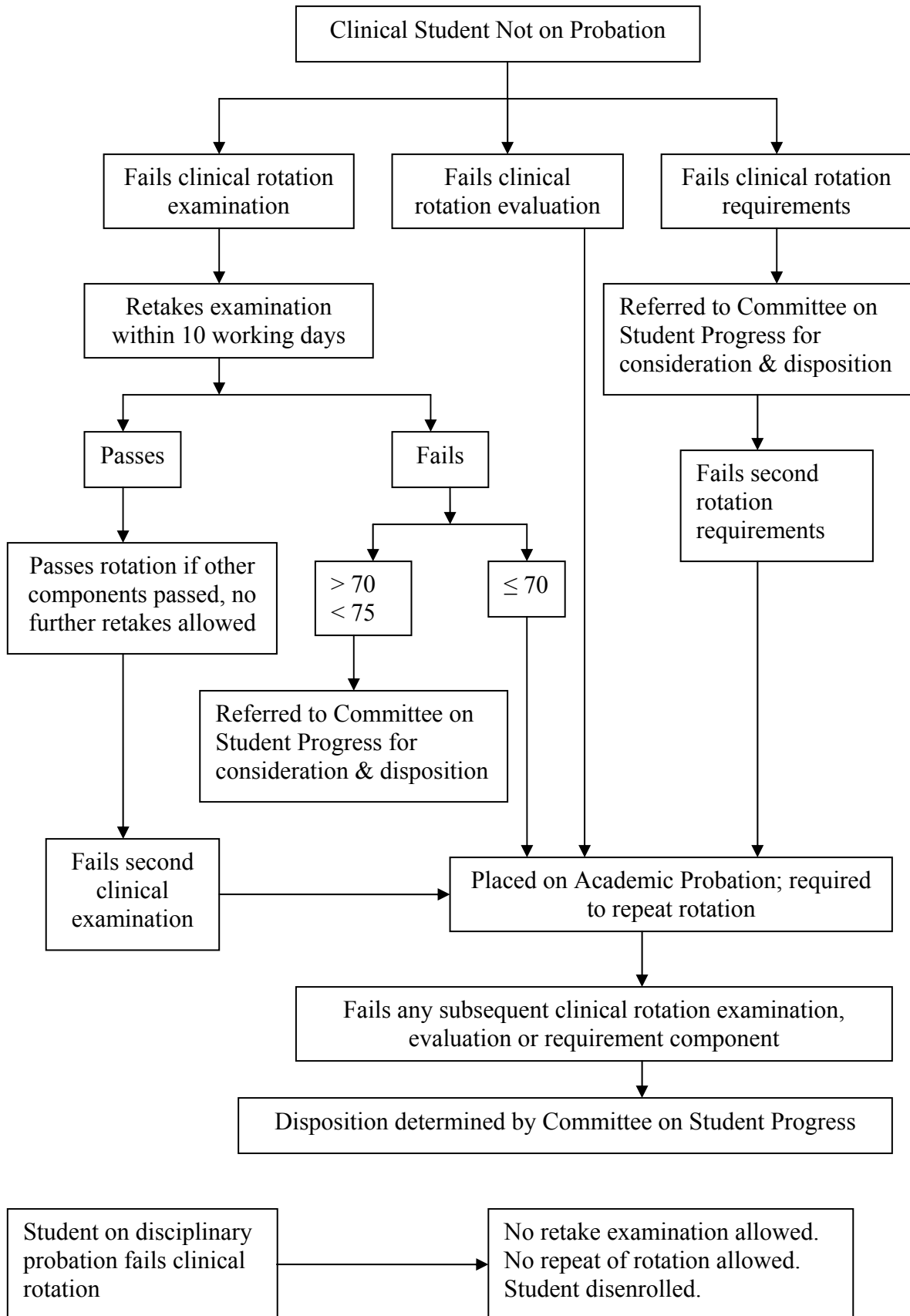
**(a) Didactic Phase**

A didactic phase student will be placed on academic probation if previously described academic deficiencies are incurred, if he/she has a cumulative grade point average of less than 2.75, receives one or more failing grades for a semester, or fails to meet the attendance requirements as described in Section II.B.7. of these guidelines. If a student fails to raise the cumulative grade point average to a 2.75 or fails to remove specific deficiencies in accordance with the guidelines for removal of academic deficiencies, the student will be disenrolled from the Program.

**(b) Clinical Phase**

There are three components to the evaluation of students through the clinical phase: clinical rotation examinations, clinical rotation evaluations, and clinical rotation requirements to include portfolio review, assigned projects, and/or presentations. Students must pass all components of the rotation to progress. Students are allowed one "retake" examination during the clinical phase. Final determination of the clinical rotation grade is made by the Committee on Student Progress, taking all clinical rotation requirements into consideration. A grade of less than 70% on a "retake" examination or the failure of the clinical evaluation component will result in the student being placed on academic probation and require the rotation to be repeated. A grade of equal to or greater than 70%, but less than the required 75% pass on a clinical examination or failure of the clinical rotation requirements component is referred to the Committee on Student Progress for consideration and determination of disposition. Only one rotation in the clinical phase may be repeated. Failure of any component that occurs when a student is already on academic probation is referred to the Committee on Student Progress for disposition and may result in student disenrollment. Students on disciplinary probation who fail any of the three components will be disenrolled.

Refer to flow chart on next page.



## **7. Conduct, Scholastic Integrity and Professional Behavior**

### **a. Scholastic Integrity**

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in his/her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Section 3.22) now reads:

“Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, an act designed to give unfair advantage to a student or the attempt to commit such acts.”

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Part I, Chapter VI, Section 3 of the Regents' Rules and Regulations, and the SAHSS Scholastic Dishonesty Recommendations: A Guide for Faculty (January 2000).

### **b. Professional Behavior**

#### **(1) General Behavior**

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to expulsion from the program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

- a. Identify guidelines of each of the following entities which pertain to students and comply with them:
  1. Department of Physician Assistant Studies
  2. Southwestern Allied Health Sciences School and UT Southwestern Medical Center at Dallas
  3. Clinical institutions in which the student will have supervised practice
  4. Demonstrate ethical and professional behavior exemplified by such characteristics as:
    - a) Honesty

- b) Accountability, including acknowledgement of personal errors, omissions and limitations
  - c) Follow through with promised information and/or service
  - d) Maintenance of confidentiality of privileged information
  - e) Accurately documenting and/or presenting one's own work in patient care settings
- b. Demonstrate cooperativeness and consideration in interaction with others, including willing participation in teamwork and exhibition of flexibility when change is necessary
  - c. Follow instructions
  - d. Demonstrate promptness in meeting all commitments
  - e. Demonstrate thoroughness and completeness in work
  - f. Pursue continuing professional growth through:
    - 1. Self-evaluation
    - 2. Acceptance of constructive criticism
    - 3. Setting goals for personal achievement

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action. The Department of Physician Assistant Studies is obligated to report unprofessional behavior to the Texas State Board of Physician Assistant Examiners upon initial application for Texas licensure, including documented habitual tardiness or absenteeism.

## **8. Request for Accommodation**

A student acquiring or identifying a disability after admission to a program should contact the Department Chairman/Program Director immediately after the disability is acquired or identified. The Department Chairman/Program Director will be responsible for guiding the student to the appropriate SAHSS policy.

## **9. Attendance**

Regular attendance is mandatory for all classes and clinical rotations. The student will be responsible for informing the Department **and** clinical rotation sites by calling the

Department office and the clinical rotation site before the scheduled starting time on each day of the absence. Students who miss class at times during the day should report to the faculty members whose class is being missed.

A student who is absent because of illness for a continuous period of more than three days must submit a physician's statement indicating the nature of the illness and a release to return to school. Repeated absences or tardiness in a course or clinical rotation or any unexcused absence will constitute grounds for dismissal of the student from the program. Extended illness may necessitate requesting a leave of absence from the program. Absences or tardiness due to personal business needs are unexcused absences.

### **CLASSES AND ROTATIONS ARE TO BEGIN AT THE TIMES SCHEDULED AND PROMPTNESS IS EXPECTED**

Scheduling of elective physician and dental appointments must be cleared with the instructor well in advance of the date.

If classes, labs, or exams are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course instructor. HCS course policies may differ from Physician Assistant course policies.

Excusable reasons for absence are limited to: (1) illness, (2) death or illness in immediate family, (3) jury duty, (4) military service, (5) subpoena, and (6) faculty approved attendance at professional conferences. Not reporting an absence is considered unexcused.

## **10. Attire**

Didactic Semesters: Dress at Southwestern Allied Health Sciences School should be suitable for general public acceptance. Patient care related assignments require appropriate clinical attire.

Clinical Semesters: Attire requirements are dictated by the clinical rotation sites.

## **11. HIPAA Standards Requirements**

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as "protected health information," will receive HIPAA compliance training, in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of the students' first semester at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SAHSS New Student Orientation, the student will be provided

with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are obligated to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

## **12. Basic Life Support Provider Certification**

All students are required to be certified as American Heart Association Basic Life Support (CPR) Providers in the last didactic semester prior to the Clinical Phase.

## **13. Changes in Clinical Rotation**

Requests for any changes in Clinical Rotation schedules will require a formal letter of justification submitted to the Department faculty for review and approval. Requests must be received by the Department office no later than seventy-five days prior to the requested change in said schedule. Responses will be provided within ten working days.

## **14. Out of State Rotations**

With two exceptions, department policy regarding core (non-elective) rotations is that all core rotations will be completed at UT Southwestern-affiliated Texas sites. The two exceptions to this are as follows:

- a. On a case-by-case basis to be determined by faculty, non-Texas residents may complete up to two clinical rotations (Selective and Clinical Elective) in their declared state of residency prior to matriculation providing appropriate sites, preceptors, and affiliation agreements exist. Justification for this guideline relates to state of residence employment and placement assistance.
- b. The Clinical elective (MPA 5428) has been used for an occasional out-of-state or international rotation. When implemented, this is at the student's expense. Department policy is that the Clinical Elective can be in any medical or surgical setting, as long as an appropriate site, qualified preceptor, and completed affiliation agreement exists.

## **15. Annual Conference Attendance**

Students with high academic standing may be given permission to attend the American Academy of Physician Assistants Annual Conference and/or the Texas Academy of Physician Assistants Conference at their own expense. Attendance requires absence from clinical and educational activities. Therefore, to be eligible to attend the conference, a student must be in good academic standing. A written request must be presented to the Department thirty days in advance of the conference. Conflicts with clinical rotation schedules may preclude conference attendance, particularly if rotations requiring in-house calls are involved.

## **E. E-mail, Telephone, FAX, Pager, Cell Phone, PDAs**

### **1. E-Mail**

All students will be assigned a campus e-mail account. All e-mail information from the academic and clinical departments will be sent to this address. **Students are responsible for checking and responding to GroupWise e-mail within 48 hours, as instructed by the department.** Students who have a commercial e-mail account may elect to forward their campus e-mail to this account, or they may access their UT Southwestern e-mail account while they are on campus or from a remote location. It is important to remember that campus e-mail and Internet use are intended for University related purposes only, very much the same as with campus telephones and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

### **2. Telephones**

The telephones designated for student use are located in the 4<sup>th</sup> floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7<sup>th</sup> floor. Students should not use departmental telephones. Students should provide the Department's main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

### **3. FAX**

The Departmental and Dean's Office FAX machines are not for student use.

### **4. Pagers**

Pagers must be turned to vibrate during class. **Pagers may not be worn during written or practical exams.** Students who may be expecting an emergency page during an exam should ask the instructor to monitor their pagers.

### **5. Cell phones / Internet personal digital assistance devices (PDAs)**

Cell phones / Internet PDAs must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital and Zale Lipshy University Hospital specifically prohibit cell phone use in their facilities. **Students may not have cell phones, pagers, Internet PDAs, or any other electronic devices on their person or at their desk during written or practical exams.** Other arrangements should be made for emergency calls during exams.

## **6. PDA's and laptop/notebook computers**

PDA's and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, PDA's, or any other electronic device without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.

## **F. Graduation Requirements**

A candidate for the degree of MPAS in Southwestern Allied Health Sciences School must meet all of the following requirements:

- 1.** The student must demonstrate a high order of scholarly achievement in physician assistant studies, including appropriate professional competencies. The Program's Student Progress Committee determines whether adequate mastery has been acquired.
- 2.** The student must complete satisfactorily a minimum of 120 semester hours at Southwestern Allied Health Sciences School.
- 3.** The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student's grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.
- 4.** The student must maintain at least a 2.75 cumulative grade point average, have no academic deficiencies, and have no incompletes.
- 5.** The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student's official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of the Registrar.
- 6.** The student must complete all required courses in the degree plan. For courses with letter grades, a grade of "C" or higher must be maintained in every letter grade course, with the exception of MPA 5509, MPA 5510 and MPA 5511, in which minimum grades of "B" must be maintained. A cumulative grade point average of 2.75 must be maintained. For courses graded Pass/Fail, a grade of pass must be achieved. The student must successfully complete all clinical rotations. Clinical evaluations must reflect an acceptable level of performance and professional conduct.
- 7.** The student must complete and submit PACKRAT examinations following completion of didactic curriculum and again after completion of the majority of clinical rotations.

8. The student must successfully complete a graduate project as approved by program faculty.

### **III. Student Affairs**

#### **A. Student Rights**

##### **1. Statement of Equal Opportunity**

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefit of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or handicap.

Regents' Rules  
Part 2, Chapter I, Section 6

##### **2. Protection of Privacy of Information**

The University of Texas Southwestern Medical Center at Dallas adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted.

##### **3. Grievances and Appeals**

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair or program director within five (5) working days of the instructor decision. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the chair/program director decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within five (5) working days of the appeal receipt. If the matter is still not resolved to the student's satisfaction, a student may appeal in writing to the Dean or the person designated by the dean within five (5) working days of the Academic Affairs decision. The decision of the Dean or the designee is final.

## **a. HCS Courses**

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair of the Health Care Services Department (Dean, SAHSS) within five (5) working days. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the Chair's decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within ten (10) working days of the appeal receipt. The decision of the Academic Affairs committee is final.

## **B. Other General Guidelines**

### **1. Identification Badges**

While on the UT Southwestern campus, including its affiliated clinical facilities, students must wear their UT Southwestern identification (ID) badge, obtainable from the Student Affairs Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID badge.

### **2. Change of Address or Name**

Students are expected to keep the Department/Program and Registrar's Office fully apprised of their correct name and mailing address. If the student changes addresses and/or phone and/or name while in school, a change of address form must be filed with the Department/Program and Registrar's Office.

### **3. Employment**

Student employment that interferes with the student's academic or clinical responsibilities is strongly discouraged. Due to the rigorous nature of the didactic and clinical curriculum, students are strongly discouraged from securing outside employment that may interfere with their ability to successfully complete the curriculum and master the content. If students are in good academic standing, opportunities exist for part-time on campus work study program participation. PA students are not required or allowed to perform clerical or administrative work for the Department of Physician Assistant Studies. During clinical rotations, PA students must not be used to substitute for regular clinical or administrative staff. There will be no special accommodations made by the Department for student employment concerns.

### **4. Inclement Weather Policy**

It is the policy of The University of Texas Southwestern Medical Center at Dallas to remain open regardless of weather conditions. If you question whether a specific class

has been postponed due to weather, call the Department office and your class telephone tree contact for information.

Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he/she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising instructor and discuss alternatives for patient responsibilities including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

- a. The student has a professional responsibility to the patient/client and the facility to which he/she is assigned.
- b. The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

## **5. Leave of Absence Policy**

A leave of absence is an extended absence (more than five days) that has been approved by the Department Chairman. Leaves of absence may be necessary due to illness or injury of the student or student's immediate family member, or military obligations. The maximum total leave of absence is twelve (12) months in the Didactic Phase and six (6) months in the Clinical Phase. The student needing a leave of absence should make a written request to the Department Chairman stating the reason for the request and the length of time for the absence. If the leave of absence is granted, the student will be guaranteed a space in the program at the specified end of the leave (however, a space in the same class is not guaranteed and the graduation date may be affected).

Medical leave of absence requires written documentation from the physician stating anticipated time of the absence. Additionally, written documentation from the physician releasing the student from care and ability to return to school is required.

## **6. Liability Insurance**

All students are required to carry medical liability insurance while enrolled as a student in a course involving patient contact. This insurance will be included in the student's registration fee. For detailed information, contact the Registrar's Office

## **7. Health Insurance**

All students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of

alternate coverage. Information regarding the UT System-approved plan is included with registration materials.

## **8. Student Exposure to Blood and/or Body Fluids**

Services provided by: Exposure Control Program

Staff:	Trained nurse counselors and faculty from the Division of Infectious Diseases, Department of Internal Medicine
Location:	Zale Lipshy Health Center, 1 <sup>st</sup> floor Zale Lipshy University Hospital
Hours:	24 hours daily, 7 days per week
Pager:	(214) 588-6263

### **Procedure following exposure:**

- 1) Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
- 2) Contact your supervisor to report the exposure.
- 3) Go immediately to the Zale Lipshy Health Center. Staff will:
  - a) Ensure completion of paperwork
  - b) Draw appropriate labs
  - c) Conduct risk assessment, including nature and degree of exposure
  - d) Utilize decision grid and implement plan of care and follow-up

Students may choose, at their discretion, to report directly to Parkland's Occupational Health Services (during business hours) or to the Parkland Emergency Department for initial care. If the exposure occurs at the V.A., students may report to Employee Health (during business hours) or to the Emergency Department for initial care. If the exposure occurs at another affiliated center, the student may use that center's program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

## **9. Background Checks/Drug Screens**

In this time of heightened concern for security, students may be required by clinical affiliates to undergo additionally background checks and/or drug screens in addition to

that required by UT Southwestern. Any additional checks and or screens will be at the student's expense.

## **10. Emergency Drills & Evacuation**

In the case of fire or fire drill, all Physician Assistant students are to assemble at Harry Hines Blvd. and Record Crossing, near the bus stop and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

## **11. Withdrawals/Adds/Drops**

A student may drop from a course at any time before the beginning of the sixth week of classes (third week of summer term) and receive a "W," indicating withdrawal without penalty. A student who elects to drop a course after the start of the sixth week of classes (third week in the summer term) will receive a "WP" if his/her cumulative performance at the time of drop indicates a passing grade. No student will receive a grade of "WP" except for resigning or dropping a course in the prescribed manner. A "WF" will be recorded if the student is failing at the time of the drop.

Students planning to drop from a course must do so before the official date of the final examination. Students who take the final examination in a course may not subsequently drop the course.

Failure to attend classes is not equivalent to an official drop. Failure to drop a course in the prescribed manner may result in the assignment of the grade of "F" or fail.

A student who drops or withdraws from all courses or fails to register in a given semester is reminded that such action is considered to be official withdrawal from school unless the Department Chair grants an official leave of absence for a specified period of time.

A student who withdraws and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

No student may add a course without department approval, and in no instance after the twelfth day (ninth day in summer term).

Before dropping or adding courses, students must consult with an advisor in their academic department to ensure compliance with curricular regulations of that department.

## 12. Immunization Requirements

In order to meet our obligations to our students and patients, all students must have had the following immunizations prior to their initial registration into the University.

- a. **Tetanus/Diphtheria:** Documentation of one dose of tetanus/diphtheria toxoid (Td) within the last ten years.
- b. **Rubella:** Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report)

**NOTE:** The diagnosis of rubella cannot be confirmed clinically. Other viral infections can cause similar symptoms and physical findings. Therefore, if you have not been vaccinated with live rubella vaccine, which was not available until 1969, and you believe you have had a natural infection with rubella virus, you must obtain a rubella antibody titer to verify the occurrence of the natural disease.

- c. **Rubeola:** Vaccination with live attenuated rubeola

**NOTE:** All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or physician-validated history of the disease, consisting of a written statement that the student has had the disease on or about (date) and does not need the vaccination. The statement must be signed by a physician licensed to practice medicine in the United States.

- d. **Mumps:** Vaccination with live attenuated mumps, only available after 1967, or past history of mumps

e. **Hepatitis B:** Allied health students in certain specified departments must receive a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B. The Hepatitis B requirements are for all students in the following departments: Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Prosthetics and Orthotics, Radiation Therapy.

f. **Varicella (Chicken Pox):** Allied health students in certain specific departments must provide proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.

g. **Tuberculin Skin Test (PPD):** Students must provide documentation of one purified protein derivative (PPD) tuberculin test within the past year. If positive, student must provide documentation of a chest x-ray.

### 13. Use of UTSW Logo

The UT Southwestern logo mark and logotype, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on stationery and publications are governed by UT Southwestern Graphic Standards and Publication Policies. For possible use of the logo mark, logotype, or the name UT Southwestern on T-shirts, sweatshirts, or other wearing apparel, students should submit a proposal to the Chair and Dean for approval.

All items with the UT logo must be produced by a **University Approved Vendor through the University Store**. Students should consult with the University Store after receiving the above approvals.

### 14. Smoking on Campus

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has established the following policy regarding smoking:

***There will be no smoking anywhere within the buildings of The University of Texas Southwestern Medical Center.*** Each campus has designated outdoor smoking areas. Contact the Physical Plant to identify these areas.

### 15. Children in the Workplace

**UT Southwestern Policy prohibits children in the workplace, including Saturday, Sunday, and Holidays.** The complexity of the campus, the dangers present in research facilities, and the fact that sick people are cared for on the campus all represent potential hazards to children. Children can be distracting to other students and employees. UT Southwestern cannot legally allow anyone, especially children, not on university related business into our working environment. There are significant hazards, the potential for distraction, and potential legal liabilities.

### IV. Acknowledgement Form (on next page)

## STUDENT'S ACKNOWLEDGMENT

Date: \_\_\_\_\_

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Department of Physician Assistant Studies.

By signing this statement, I acknowledge receipt of the UT Southwestern Department of Physician Assistant Studies Student Guidelines and accept my responsibility to follow the regulations outlined in this manual.

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Student's Signature

To be retained in your departmental files  
RETURN TO ADMINISTRATIVE OFFICE -V4.114.

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it, contain nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Physician Assistant Program. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System, The University of Texas Southwestern Medical Center, or the Southwestern Allied Health Sciences School.