INTRODUCTION

Physician assistants are academically and clinically prepared to provide health care services with the direction and responsible supervision of a Doctor of Medicine or Osteopathy. The physician-PA team relationship is fundamental to the PA profession and enhances the delivery of high quality health care. Within the physician-PA relationship, PAs make clinical decisions and provide a broad range of diagnostic, therapeutic, preventive, and health maintenance services. The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. PA practice is centered on patient care and may include educational, research, and administrative activities.

The role of the PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to respond to emergencies in a calm and reasoned manner. Essential attributes of the graduate PA include and attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient’s welfare.

The faculty of the University of Oklahoma Physician Associate Program considers the education of students our first and foremost priority. The following policies have been formulated to facilitate the educational process and to establish and maintain equity among students in their relationship with the Program. These policies serve as the operational guidelines upon which decisions concerning students are made. These policies are subject to change and students will be bound by the current standards and rules at the time changes are made. Students will be notified of any changes and receive a copy of those changes. It is the responsibility of the Physician Associate Program to provide students with a copy of these policies and to obtain a signature from each student documenting that the policies have been received, read and understood. It is the responsibility of all students to adhere to these policies during their tenure in the University of Oklahoma Physician Associate Program.

STUDENTS’ EXPECTATIONS AND RESPONSIBILITY

As a student at the University of Oklahoma Physician Associate Program, I understand that it is a great privilege to study Medicine. Over the course of my training, I will assume responsibilities for the health and well being of others. This undertaking requires that I uphold the highest standards of ethical and compassionate behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this policy in my tenure in the Physician Associate Program and throughout my medical career. In addition, I agree to abide by the OUHSC Professional Behavior in an Academic Program located at: http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf
HONESTY
• I will maintain the highest standards of academic honesty and will abide by the University’s Academic Misconduct Code (http://www.ouhsc.edu/integrity/documents/AcademicMisconductCode-HSC.pdf).
• I will neither give nor receive aid in examinations or assignments unless the instructor expressly permits such cooperation.
• I will be truthful with patients and will record and report accurately all historical and physical findings, test results, and other information pertinent to the care of patients.

CONFIDENTIALITY
• I will regard confidentiality as a central obligation of patient care.
• I will limit discussions of patients to members of the health care team in settings removed from the public ear (not in elevators, hallways, cafeterias, etc.)
• I will maintain patient confidentiality when required and in compliance with the University’s policies and applicable law.

RESPECT FOR OTHERS
• I will uphold an atmosphere conducive to learning.
• I will treat patients and their families with dignity, and respect their physical and emotional needs.
• I will demonstrate respect and confidentiality when discussing patient issues with other members of the health care team.
• I will communicate effectively and cooperatively with all members of the health care team.
• I will not discriminate or tolerate discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, political beliefs, age, disability, culture, or status as a veteran.
• I will attempt to resolve conflicts in a manner that is fair and dignified to each person involved.

RESPONSIBILITY
• I will conduct myself professionally; in my demeanor, use of language, and appearance; in the presence of patients, in the classroom, and in health care settings.
• I will be reliable in completing course and clinical rotation tasks and will attend and participate in all required activities, including (but not limited to) being on time for class, clinic, and rotations.
• I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
• I will set patient care as the highest priority in the clinical setting.
• I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities; I am aware that substance abuse is not compatible with professional conduct.
• I will not engage in romantic or sexual relationships with patients or members of their families.
• I will report all apparent violations of the Students’ Expectations and Responsibility policy to the PA Program Director.
STUDENT EXPECTATIONS OF FACULTY

- I can expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I cannot be compelled to perform procedures or examinations which are unethical or beyond the level of my training.
- I have the right to not be harassed, exploited or intimidated while participating in University activities and programs. See the University’s Sexual Assault, Discrimination, and Harassment Policy. http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf
- I have the right to learn in a challenging but respectful environment.

I will honor the rich tradition embodied in learning the art and the science of Medicine. I will always seek to learn from the knowledge, wisdom, and experience of my mentors. I will never forget that medical education is a privilege bestowed on me by those who have entrusted their well-being and the well-being of others to me. Further, I will never forget that it is my responsibility to learn the science and the art of Medicine, and that my learning within the noble profession of Medicine is a life-long process. I will remain worthy of this trust.

PROFESSIONAL STANDARDS

ADVANCED STANDING

- The Physician Associate Program does not offer or accept advanced standing credit for any course offered within the program. Students are required to complete all courses during their academic career at the program. However, if another academic unit wishes to offer advanced standing in their course, the Physician Associate Program will honor it. These academic units include the College of Pharmacy and the Department of Physiology.

ACADEMIC EVALUATION OF STUDENTS

- The Physician Associate Program operates on a credit hour basis. Students are required to earn a satisfactory letter grade of A, B, C or S (satisfactory), if applicable, in each course required by the PA Program.
- The PA Program uses letter grades with the following designations:
  A = Outstanding work that demonstrates superior mastery of course material.
  B = Good work that is beyond simple understanding and comprehension of course material.
  C = Acceptable work that indicates minimal comprehension of course material.
  D = Marginal performance that requires remedial work.
  F = Failing work that requires the student to repeat a course to receive credit.
- Students will not be allowed to progress from the didactic phase to the clinical phase or to graduate from the Program with an unsatisfactory letter grade of D, F, I (incomplete) or U (unsatisfactory) as the only grade on record for an examination or a course. Students who receive a D, F or U on an examination or in a course will be required to enroll in and pass a Special Studies course before proceeding to the Clinical Phase of their education.
- All students exhibiting unsatisfactory academic achievement will have their cases brought before the Academic Affairs and Promotions Committee.
ACADEMIC APPEALS

- A student may appeal an academic evaluation if the student has reason to believe that the evaluation was capricious or prejudiced.
- Students must appeal an academic evaluation (either subjective or objective) directly to the course coordinator. If unsuccessful in resolving differences with the course director, the student must consult with the Program Director in cases involving a PA Program course or departmental chair for courses taught in other departments. Only after a student has notified a course coordinator of a dispute, and after an unsuccessful attempt to resolve differences with the PA Program Director or departmental chair, can the student request a hearing before an Academic Appeals Board.
- Academic Appeals must be made in accordance with University policy, including the University’s Academic Appeals Process. http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf

ACADEMIC AFFAIRS AND PROMOTIONS COMMITTEE

- The Academic Affairs and Promotions Committee (AAPC) is responsible for the overall evaluation of the academic performance of PA students.
- The function of the AAPC is to review objective and subjective test and course performance as reported by course coordinators. Decisions of the AAPC reflect review of these data and consideration of the student’s overall performance as well as, academic and professional progress as they relate to protection of the public, profession and institution.
- The AAPC is composed of faculty from various Departments within the College of Medicine. Each AAPC member is appointed by the Dean of the College of Medicine.
- The AAPC convenes following each semester and more frequently if necessary to assess individual student progress.
- The several roles of the AAPC include:
  - Recommending students for promotion to a subsequent year of study.
  - Approving those students who have successfully completed all of the requirements of the college and are qualified to receive the Master of Health Sciences degree.
  - Identifying students achieving honors status upon graduation.
  - Monitoring students’ progress and ethical standards.
  - Deciding upon matters of academic, disciplinary, and remedial action.
  - Evaluating students who have failed to maintain satisfactory scholastic performance, acceptable conduct, or ethical standards.
- Students brought before the AAPC will receive, in writing, recommendations from the Committee regarding remediation, probation, continued enrollment in, recycling through the entire PA Program curriculum, or dismissal from the PA Program.
- As part of the remediation process, and to maintain continuity of education, the AAPC may require that students retake courses in which a satisfactory grade has already been achieved.
- Students may be called to appear before the AAPC.
- A student may also elect to address the AAPC prior to the formulation of a recommendation. Presentations will be limited to five (5) minutes.
- Students may be brought before the AAPC for reasons including, but not limited to:
  - Unsatisfactory academic achievement (letter grade of D, F, U or I)
  - Unprofessional conduct as designated in the “Students’ Expectations and Responsibilities” section.
  - Violations of University or PA Program rules or regulations
• Recommendations by the AAPC are forwarded to the Director of the PA Program for implementation.

PROBATION
• Students having performed with a grade of D, F, U or I in any course may be given a written remediation plan and/or placed on academic probation by the AAPC. Students who have a D average in a course, have a current remediation plan or are on academic probation are not allowed to run for or hold any class office.
• Students on probation will remain on probation until graduation, or until the AAPC determines the probation status should be removed due to exemplary performance. Merely maintaining passing scores does not qualify as exemplary performance. Students may request the AAPC review their probation status by making a written appeal to the chair of the AAPC. In addition, the student must provide a statement to the AAPC documenting the reasons the probation status should be removed.
• Students receiving a grade of “D” or “F” while on academic probation or while a written remediation plan is in place may be dismissed from the Program.

APPEAL PROCESS FOR AN AAPC RECOMMENDATION
• A student who wishes to appeal a recommendation of the AAPC may do so by the process outlined below.
  a. A written appeal to the Director must be provided within five (5) University business days following receipt of the AAPC’s decision. The student’s appeal will then be considered by the PA Program Director. The Director may elect to modify the AAPC’s recommendation(s) or approve/deny the appeal. The Director’s response will be forwarded to the student and the Dean’s office.
  b. A final appeal of the Program Director’s decision may be made to the Dean of the College of Medicine, through the appropriate Assistant/Associate Dean for Student Affairs, within five (5) University business days following receipt of the Director’s decision. The Dean’s office will then handle the appeal in accordance with the written policies of the College of Medicine (please refer to the College of Medicine Policy and Procedure Manual online) http://hippocrates.ouhsc.edu/policy/policy_index.cfm

ACADEMIC PERFORMANCE

LECTURE AND LABORATORY ATTENDANCE
• The accelerated pace and extensive material covered in the PA program does not allow for excess absences. Therefore, to ensure that opportunities for learning are maximized and for patient safety, the PA Program requires approved documentation (see Absence from Examination Policy) for any absences in excess of four consecutive days in the didactic or clinic phases.
• Students officially enrolled in a course are responsible for the content of the course and are required to attend all classes on time, regardless of whether the classes are taught within the PA Program or in another department.
• Absences from any class must have the approval of the Director or a faculty member in the PA Program.
• Approved excused absences (for absences in excess of 4 day)
  -serious illness requiring medical treatment
  -death of an immediate family member
  -participation in PA professional leadership activity
• The Program reserves the right to take attendance and a student may be asked to affix his/her signature to attendance sheets. No student may sign on behalf of another student.
• Unexcused absences or absences exceeding four days without appropriate documentation in this Program constitute unprofessional conduct and will be handled accordingly by the Academic Affairs and Promotions Committee and applicable University Policy.

EXAM PERFORMANCE
• Due to the accelerated nature and condensed curriculum of the PA Program, students are expected to demonstrate acceptable knowledge of all material and objectives covered during their academic career in the PA Program. Therefore, all students must earn a grade of “C” or better on every exam in each course during both the didactic and clinical phases of the program. Students not earning a grade of “C” or better on an exam will be given the opportunity to remediate the exam (based on specific course policy). Students who do not earn a passing grade on the remediation exam will be required to enroll in and pass a Special Studies course before proceeding to the Clinical Phase of their education and their progress will be reported to the AAPC. The Special Studies course will be used only to determine whether or not the student has adequate knowledge of the material. The earned grade of the original exam will remain the grade of record if the student successfully remediates the exam. If the student does not receive a “C” or better for the entire course the earned grade will be the grade of record in addition to the Special Studies grade. The courses where this rule will not apply are Physiology, Clinical Anatomy, Neuroanatomy and Pharmacotherapeutics, where the time frame of the course does not allow for remediation of individual exams. However, students are still expected to earn a passing grade for the course as a whole.

ADMINISTRATION OF EXAMINATIONS
• Students are expected to be in their seats fifteen (15) minutes prior to the start of the exam with all personal items placed outside of the room. A seating chart may be utilized by the PA Program during examinations. Students who are tardy may enter the room to take an exam up to 20 minutes after the beginning of the exam or until the first person has completed the exam, whichever is first. Students who are tardy will not be given any additional time beyond the scheduled stop time for the exam. Students who are tardy beyond this timeframe will be considered to have an unexcused absence and will not be allowed to take the exam.
• Tests administered via computer require the student to be in their assigned seat with their computer operating according to testing parameters.
• For hard copy testing, pencils and erasers are the only writing materials that will be permitted in the room during the examination. No refreshments will be permitted on the tables. No hats may be worn. Study materials, backpacks and briefcases must be placed in the foyer of the examination room. Audio equipment and earphones are not permitted. Cell phones are not allowed. Calculators and scrap paper may only be used with the permission of the course coordinator.
• The PA Program believes all students should be allowed a distraction free environment, therefore, during the examination the students will honor a code of silence. No talking or other communication will be permitted. Students will not be allowed to ask questions during the exam; therefore, the proctor will not discuss the content of the questions or how you should interpret the question.
• A student who has finished the exam must turn in the examination materials and leave the examination room immediately, without disturbing others. Students will not be permitted to congregate by the doors of the PA classroom.
• It is requested that all students go to the restroom prior to the start of the examination.
Students will not be allowed to go to the restroom except under extreme circumstances.
- At the end of the examination time period, no further writing of any kind, marking of the examinations, or coding of computer answer sheets will be permitted.

**POSTING OF GRADES**
- Exam grades may be posted on the D2L webpage for the individual course, at the discretion of the course instructor.
- In accordance with University policy, Grades are confidential; therefore students will be able to access only their individual grades.
- Averages or statistics for the class will be posted at the discretion of the course coordinator.

**ABSENCES FROM EXAMINATIONS**
- Students are expected to prepare for and take course examinations at the scheduled times. Absences from scheduled examinations are approved only under special circumstances.
- Tardiness, excused absences and unexcused absences from “non-PA” course exams, including, but not limited to, Physiology and Pharmacology, are determined by the coordinator for that course.
- Students who are unable to take an examination must notify the course coordinator by telephone before the examination begins.
- **Voicemail and email messages are not acceptable communication medium to relay an absence from exams.** If the course coordinator is not available, the student must discuss the situation with the PA Program Director or Didactic Curriculum Coordinator. If they are unavailable, any other PA faculty member can authorize an absence from an exam.
  - Unexcused absences from exams will result in a zero (0) for the exam, and the student will not be allowed to make up the exam.
  - The only acceptable reasons for authorizing an absence include the following:
    - Serious illness requiring medical treatment (physician’s note required)
    - Accident on the way to the exam (documentation required)
    - Death of an immediate family member
    - Participation in PA Profession leadership activity (must be approved in advance by PA Program Director, Didactic Curriculum Coordinator, or Clinical Curriculum Coordinator.)
    - Under extreme circumstances, exceptions to this list may be granted by the PA Program Director.

**STUDENT REVIEW OF CLOSED EXAMINATIONS**
- All exams administered by the PA Program are closed. Students may not view their answers or the exam after administration.
- The PA Program does not view examinations as a teaching tool, but an evaluation of your academic progress.
- It is a violation of the Academic Misconduct code for students to have in their possession copies of questions from previously given closed examinations from any college on the Health Sciences Center Campus.

**EXAMINATION QUESTION REVIEWS**

Questions on a test administered through courses conducted by the PA Program will be reviewed using an item analysis and statistical methods.
LEAVE OF ABSENCE

Students may request a leave of absence only for extraordinary personal or illness reasons.

- Leave of absences may be granted for up to one year. It is the PA Program’s discretion as to when a student will restart or whether or not the student must restart at the beginning of the Program. The decision will be based upon continuity, availability of courses and Clinical Medicine sections.
- Students requesting a leave of absence in the clinical year must remain off rotations at least the remainder of the semester or four months (whichever is greater). Requests for a one month leave of absence will not be granted. Taking a leave of absence in the clinical year will result in delayed graduation and the student not being able to walk with his/her class for the graduation ceremony.
- It is the responsibility of the student to request a leave of absence. It is not the responsibility of the PA Program to recommend a leave of absence to a student.
- All leave of absence requests must be approved in advance and requests must be made using the University online form at: http://www.ouhsc.edu/admissions/Forms/StudentLeaveRequest.pdf.
  - Didactic phase students must make their request to the PA Program Director or to the Didactic Curriculum Coordinator.
  - Clinical year students must make their request to the PA Program Director or to the Clinical Curriculum Coordinator.
- E-mail messages requesting a leave of absence are not acceptable.
- Students who are on a leave of absence are not enrolled in the College of Medicine.
- Health and disability insurance coverage for students may be affected while on leave.
- Students on a leave cannot receive financial aid.
- Loan deferment may or may not continue while a student is on leave of absence. Please check with the Financial Aid Office or the Bursar’s Office at: Financial-Aid@ouhsc.edu or 405-271-2433.
- If a leave of absence is not granted, any absences will be considered unexcused and handled according to the applicable Program, University and/or College policy.

ENROLLMENT TIME LIMIT

- All requirements for the PA Program must be completed within forty-eight (48) months from the date of initial enrollment.
- Periods of approved leave of absences’ and administrative withdrawals count toward the 48-month enrollment limit.
- Students that must restart the PA Program due to a recommendation from the AAPC will begin with a new 48 month time limit.
- Students exceeding the 48 month time limit to complete the requirements for graduation will be dismissed from the Program.
- Time away for active military duty does not count towards the enrollment time limit.
FACULTY ADVISORS

- All students are assigned a faculty advisor. It is the student’s responsibility to seek advice from faculty.
- The faculty advisor is there to discuss general or personal concerns with the student.
- Advisors are also available to discuss PA Program Academic Standards.
- Office hours vary from week-to-week. It is best to email or call your faculty advisor and make an appointment. If there is an urgent situation, PA students can come to the program offices and see any available faculty member.

ACADEMIC COUNSELING

- The PA Program and the College of Medicine maintain an open-door policy toward students. Students who need to talk, or encounter difficulties during their tenure, should contact the following individuals in the order they are listed below:
  1. Assigned Faculty Advisor
  2. Program Director or Didactic Curriculum Coordinator or Clinical Curriculum Coordinator
  3. PA Program Medical Director
  4. Chair, Department of Family Medicine
  5. Assistant/Associate Dean of Student Affairs, College of Medicine

STUDENT COUNSELING SERVICES (271-7336)

- While the admissions process to the Physician Associate Program is rigorous and designed to attract highly gifted students, the burden of the curriculum may prove overwhelming for some students. Some students may require additional assistance with academic or emotional adjustment.
- The University of Oklahoma Health Sciences Center Counseling Services program provides counseling services for students who encounter difficulty.
- This service is provided to all students enrolled in the Program.
- While the faculty may recommend counseling, initiating help is a self-referral process. Thus, it is the student’s responsibility to seek help and guidance from the Counseling Services program.

The Student Counseling Services offers individual, couples, and group counseling. Common concerns are:

- ADHD/Learning Disabilities
- Adjustment Issues
- Anxiety
- Changing behavior patterns
- Clarifying values
- Coping Skills
- Depression
- Difficulties adjusting to new culture
- Difficulty concentrating
- Difficulty sleeping
- Harassment/discrimination
- Identity, sexual identity and gender identity issues
- Improving relationships
- Improving Study and Test Taking Skills
- Internet Addiction
- Making transitions
- Perfectionism
- Personal growth
- Problems with drugs/alcohol
- Sexual difficulties
- Stress Management
- Successfully adapting to academic programs or other life situations
- Test Anxiety

For more information, please feel free to see details at the counseling services website. [http://student-affairs.ouhsc.edu/counseling/default.asp](http://student-affairs.ouhsc.edu/counseling/default.asp)

**IDENTIFICATION TAGS**
- Nametags and picture identification tags are to be worn during all patient contacts.
- Nametags and picture identification tags will be provided by the PA Program and will bear the student’s name, photograph, status as a Physician Associate student, and affiliation with the Department of Family and Preventive Medicine.
- No alterations in style, color or wording of nametags or identification tags are permitted.

**ELECTRONIC DEVICES**
- Students are not permitted to carry **audible** electronic devices into the classroom during lectures.
- Devices must be turned “off” – not on silent or vibrate mode
- Students must wait until breaks provided by the instructor to answer any electronic message.
- **Electronic devices or personal items (back packs, purses) are NOT allowed in the room during exams.** These items will be left in the foyer of the classroom.

**EMPLOYMENT**
- Students are discouraged from participating in extra-curricular employment.
- No student will be permitted to perform clerical or administrative work for the PA Program.

**NAME, ADDRESS, PHONE CHANGES**
- It is important for the PA Program to be able to contact students; therefore, students are to notify the PA Program senior academic program specialist and the Office of Admissions & Records immediately of any changes of name, address or telephone number.

**EXTRACURRICULAR ACTIVITIES**
- Students who become involved in the PA profession while in school tend to stay involved after graduation. In the future, the PA Profession will depend on leaders who are students today. Therefore, the PA Program encourages students to become involved in the PA profession on the local, state, and national level.
- Physician Associate students have access to many leadership opportunities, including student society officer and committee chair positions, Oklahoma Academy of Physician Assistant (OAPA) student board positions, and the Student Academy of the American Academy of Physician Assistant.
Assistant (SAAAPA) Board of Directors positions.

- Many professional and academic learning opportunities are available to PA students, including the OAPA fall CME conference, the American Academy of Physician Assistants (AAPA) Annual Conference, the AAPA House of Delegates, and the SAAAPA Assembly of Representatives.
- The primary responsibility of students is to obtain the knowledge and skills necessary to become competent Physician Assistants; therefore, participation in these activities or leadership positions should never interfere with schoolwork or have a negative impact on a student’s performance.
- Students should be mindful that participating in extracurricular activities or leadership positions will incur an additional burden.
- Students in extracurricular activities who experience academic difficulty should withdraw from participation in those activities.
- The OAPA strongly supports students who become involved in the PA Profession. To that end, the OAPA contributes substantial funding for students attending the AAPA National Conference and other national events. Because the PA Program recognizes the primary responsibility of students is to obtain the knowledge and skills necessary to become a competent Physician Assistant, the Program will not permit the OAPA to fund any student who has any academic issue. Academic issues include, but are not limited to current remediation plans, probation, past remediation of individual exams (not including pre-tests), less than passing scores on individual examinations in any course, past remediation of courses and attendance.

OFFICIALLY RECOGNIZED BREAKS OF THE PA PROGRAM

- The only officially recognized breaks for students in the PA program are listed below and apply to the didactic phase of the program only.
  - Labor Day
  - Memorial Day
  - Official OUHSC Campus Thanksgiving Break
  - Winter Break – as set by The OUHSC-OKC PA Program
  - Martin Luther King Day
  - Official OUHSC Campus Spring Break
  - PA Program Summer Break – as set by The OUHSC-OKC PA Program

- Absences due to vacations, trips, weddings, or other commitments during non-break times will be considered unexcused. Furthermore, an unexcused exam absence will result in a grade of zero (0) for that exam.
- During the clinical phase of the Physician Associate Program, there are no breaks. A student who wishes to take a leave of absence must request it in writing to the Clinical Curriculum Coordinator, who will be responsible for accepting or rejecting the request. Furthermore, the student will be responsible for making up the time missed during the leave of absence in accordance with applicable policies, prior to graduation from the PA Program.
STUDENT DRESS CODE
This Dress Code is implemented in order to promote professionalism and to ensure student and patient safety. You should be aware that your appearance is reflective of the University and profession. The following applies to all students in the didactic and clinical phases of the program. Deviations from this code may be made by individual course coordinators or preceptors in response to their particular environment. Violation of the Dress Code will result in dismissal from class or the clinical activity. Dismissals will be referred to the AAPC for action.

General
- Clothing shall not be torn, frayed, cut-up or slit.
- Hemlines and short pants must be of modest length, e.g., not above the fingertip of the wearer with the arm fully extended.
- Shirts/blouses must be appropriately buttoned or zipped.
- Students shall not wear bedtime attire, or undershirts, undergarments or spandex as outerwear.
- Students shall not wear clothing that reveals the chest, exposes a bare midriff or buttock, or exposes undergarments.
- Students shall not wear any clothing, jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex and/or violence.
- Hair should be well groomed and neat.
- Men may wear mustaches and beards, if neatly trimmed.
- Nails should be trimmed sufficiently to insure efficient work and cleanliness.

Specific Setting
Classroom
- Students shall not wear athletic clothing in the classroom.
- Students are welcome to wear scrubs in the classroom. If scrubs are worn, they must be worn with close-toed shoes. Scrub top and bottom must be of matching color. Scrub bottoms and an appropriate OU T-shirt may be worn.

Clinic
- Students shall not wear denim, shorts, T-shirts, hats, caps or athletic clothing in the clinical setting.
- Students shall not wear open-toed shoes, flip-flops, beach/pool wear shoes, or house shoes in the clinic setting
- Jewelry, piercings and accessories which pose a safety concern for the student or patient are prohibited. No drop earrings are to be worn in the clinical setting.
- A short, white consultation jacket will be worn during clinical situations and patient contacts unless the facility or preceptor rules require different attire.
- Scrubs may be worn during patient contact with the white consultation jacket and closed toed shoes.

These statements are general in nature and apply to most patient care settings. The student shall follow any other dress codes established by the preceptor or facility.
ACADEMIC MISCONDUCT CODE
• For the code in its entirety, please go to: http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf
• This Code applies to students, former students, and graduates
  • Academic misconduct includes any act which improperly affects the evaluation of a student’s academic performance or achievement, including but not limited to the following:
    • Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration
    • Plagiarism: the representation of the words or ideas of another as one’s own, including
      1. Direct quotations without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
      2. Paraphrase without attribution;
      3. Paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author’s own;
      4. Expression in one’s own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge
    • Fabrication: the falsification or invention of any information or citation in an academic exercise
    • Fraud: the falsification, forgery, or misrepresentation of academic or clinical work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions material, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage to avoid academic penalty
    • Destruction, misappropriation, or unauthorized possession of University property or the property of another
    • Bribery or intimidation
    • Assisting others in any act proscribed by this Code
    • Attempting to engage in such acts.
• It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedure concerning academic misconduct.
• Information regarding notification of a charge of misconduct, hearings and disciplinary actions can be found in the Academic Misconduct Code. Contact the office of the Vice Provost for Educational Services, BSEB 200. (University of Oklahoma Handbook, Student Policies 4.18 and Appendix C).

STUDENT DRUG POLICY
Students may be required to undergo drug screening(s) as described in the University of Oklahoma Health Sciences Center Drug Screening For Students Attending A Clinical Rotation Setting which may be found under the Prevention of Drug and Alcohol Abuse on Campus section of the Student Handbook. http://www.ah.ouhsc.edu/rehabnew/documents/RevisionsDrugScreeningPolicy.pdf
• Results will be subject to the University policy.
• The term “Clinical Rotation” encompasses formal rotations during the clinical phase and all patient contact experiences during the didactic phase.
RULES AND REGULATIONS FOR CLINICAL ROTATIONS AND PATIENT CONTACT

GENERAL RULES

For complete details regarding clinical rotations refer to the “Clinical Student Handbook”

- The following rules apply to students having patient contact during the didactic year and while on clinical rotations. All rotations, except the preceptorship, will be completed in the state of Oklahoma.
  - The student is expected to follow any additional facility or preceptor protocols, rules, or regulations governing the student’s conduct.
  - The preceptor shall have the privilege of dismissing the student from the rotation or patient care experience if, at any time, the student’s professional behavior or skills prove unacceptable. A grade of “F” will be assigned to the student for that rotation.

STUDENT BEHAVIOR IN PATIENT CARE SETTINGS

- The following rules apply to students having patient contact during the didactic year and while on clinical rotations.
  - As in most situations, a student will gain from a certain learning experience in direct proportion to what he or she puts into the learning experience. The student should demonstrate a desire to learn and willingness to exert effort for a stimulating and rewarding experience for both the student and the preceptor.
  - The degree of responsibility delegated to the student is dependent upon the student’s attitude, ability, and willingness to accept that responsibility.
  - The student is under close observation by the community and represents the PA Program and image of the PA Profession. The student’s professional and moral conduct must be above reproach at all times. The mere appearance of impropriety may be subject to disciplinary actions.
  - The student shall interact with his/her facility/preceptor personnel and staff on a professional basis.
  - The student is expected to be more concerned with educational opportunities than hours worked while on the rotation. The student shall avail him/herself of any suitable activity suggested by his/her preceptor.

ATTENDANCE

- In the event the preceptor will be away from his practice, an alternate preceptor may be named. Both the facility and the Program (either the Clinical Curriculum Coordinator or the Program Director) are to be notified by the student as soon as the need for change becomes apparent.
  - The student is expected to contact the preceptor the week before the rotation is to start. Students should report to the preceptor the day the rotation begins, ready to assume clinical responsibility immediately. Unless a great distance is involved, the student is expected to arrive by 8:00 a.m. on the first day of the assigned rotation.
  - If any problems arise which would prevent the student from arriving at his/her rotation site on schedule, the student should immediately notify the PA Program and the preceptor.
  - The Program leaves the decision about daily work hours to the preceptor in order for the student to have appropriate exposure to that clinical site. Students are required to be present during the assigned time; if they are not, an unexcused absence will be assigned. In the event the student is unable to meet the preceptor expectations in a responsible manner, the student shall immediately contact the Clinical Curriculum Coordinator or Program Director.
  - The program has NO formal holiday schedule during the clinical training year. The preceptor is NOT obligated to give the student any days off on weekdays or weekends.
At the onset of each rotation, the student will learn from the preceptor what his/her responsibilities will be, as well as duty hours, call times, and days off. This information will be recorded on the Clinical Rotation Orientation form, then signed by the preceptor. Students on two-month rotations are excused from the rotation for the end-of-rotation meeting days, but must report back to the preceptor the following day.

Absences due to personal health, family health, or emergency issues will be allowed under applicable PA Program and University policies. An excused absence requires reporting the absence to the Clinical Curriculum Coordinator or the Program Director, and the preceptor. The student must also complete the Request for Excused Absence Form and have it signed by the preceptor and Clinical Curriculum Coordinator or Program Director and turned in by the end of the month. Failure to do the above will result in an unexcused absence.

One unexcused absence during the rotation will result in a grade of “F” for that rotation.

A student can have up to six excused absences during the clinical year. If excused absences exceed four (4) during the month, the student will be required to repeat the month of that type of rotation. For each accumulation of absences of 7 days, one month in primary care will be added to the clinical year.

A student who anticipates exceeding the excused absence limit for a rotation may request a leave of absence as outlined in the leave of absence policy described in this document.

**LEARNING OBJECTIVES**

- The student is expected to be familiar with the set of learning objectives pertinent to the rotation or clinical experience.
- The program requires students to satisfactorily complete an examination over the learning objectives for each required rotation, which is tabulated into the final grade as a pass/fail component.
  - This examination will be administered by the Program at the end of each rotation.
  - A student who receives an unsatisfactory score (below 70%) is required to retake the exam by the end of the next rotation.
  - A student who receives two unsatisfactory scores on a given end-of-rotation exam is required to appear before a faculty board for oral examination by the end of the next rotation. If the result of this exam is unsatisfactory, the student will be assigned a grade of “F” for that rotation and presented to the AAPC for action.

**PATIENT CARE**

- The preceptor will retain full responsibility for the care of patients and will maintain administrative and professional supervision of the student.
- The student shall have no primary responsibility for patients, except when under the supervision of the preceptor.
- The student shall follow additional preceptor and/or facility rules concerning his/her participation in patient care.
- All orders written by the student must be countersigned by the preceptor prior to being carried out. In some instances, authorization by telephone can be used to initiate orders written by the student, but in all cases orders must be countersigned by the preceptor.
- All history and physical exams, brief work-ups, and progress notes must be countersigned by the preceptor.
- The student will introduce him/herself to patients as a Physician Associate or Physician Assistant student. When appropriate, the student should explain his/her role as a PA student to the patient.
- The student is expected to complete administrative work required by the Program, facility
and/or preceptor in a timely manner.

- The student, under responsible supervision of a licensed physician and Program-approved preceptor, will be expected to:
  - Collect and appropriately record all patients’ histories, physical examinations, assessments and treatment plans on both inpatients and outpatients.
  - Maintain all patients’ records in accordance with University policy, HIPAA and/or FERPA regulations as applicable.
  - Write orders for appropriate laboratory tests (e.g., blood work, urinalysis, x-rays, EKGs, etc.)
  - Draw blood specimens, start intravenous therapy, insert and remove catheters, NG tubes, urinary catheters, and perform 12 lead EKGs.
  - Assist the physician or PA in the performance of procedures such as thoracentesis, paracentesis, lumbar puncture, venous cut-down, joint aspiration/injection, bone marrow aspiration/biopsy, insert and remove Central lines, and endotracheal intubation. The student may perform these procedures only under the direct supervision of the preceptor.
  - Assist the preceptor in major and minor surgery.
  - Suture lacerations with no major vessel, nerve or tendon involvement.
  - Write orders for medications and indicated therapy modalities as directed by the physician or PA, the physician’s plan or the hospital service protocol for the patient’s problem.
  - Make daily rounds to observe and record the patient’s progress in the hospital record.
  - Instruct the patient and his/her family in preventive health care, in understanding medical and surgical problems, and in the use of prescribed treatment according to the physician’s/PA plan.
  - Initiate supportive therapy for a patient with an emergent condition until the physician/PA arrives.

- The student will NOT be permitted to:
  - Initiate patient care, which is not outlined and/or supervised by the preceptor for that problem.
  - See, treat, or dismiss a patient without review and discussion of the patient’s problem with the preceptor.
  - Dispense or write prescriptions for any medications without the approval of the responsible preceptor and his/her signature on the prescription.
  - Take the initiative to tell the patient about the patient’s physical findings or about conclusions drawn from the historical information without prior discussion with the responsible physician/PA.
  - Change standing orders without first consulting the physician/PA in charge of the patient.
  - Initiate treatment for a patient he/she has not seen and examined.
  - The student shall not be required to participate in treatment or diagnostic procedures, if in the student’s opinion the activity requested is beyond his or her training or level of competence. The student shall communicate this refusal to the preceptor and the program. Such refusal does not necessarily require academic action.
  - The student may refuse to see any individual patient if the student feels unprepared in dealing with the patient’s illness. However, such refusal shall be communicated to the preceptor and the program. Such refusal does not necessarily require academic action.
GRADUATION REQUIREMENTS

- To be eligible for graduation, each student must meet the following requirements:
  a. Have received a satisfactory letter grade of A, B, C or S for all required program courses, clinical rotations, and the preceptorship;
  b. Have passed the Summative Exam in the clinical year. The Summative exam is composed of a written exam and set of OSCE’s. See the Clinical Handbook regarding specific Summative Exam information.
  c. Have received a favorable recommendation from the Academic Affairs and Promotions Committee; and
  d. Have satisfied all requirements for the degree in order to be recommended to the Faculty Board of the College of Medicine for graduation.

GRADUATION CEREMONY

- The commencement ceremony recognizing the achievements of students having completed all requirements for the Master of Health Sciences degree is an honored tradition. It is at this time the graduates are invested with the Master’s hood representing the University and the discipline of Medicine. Additionally, the graduates take an oath for the profession of Medicine. The hooding of graduates and the recitation of the oath is the symbolic commitment to respect the privileges inherent with the degree.
- The PA Program will assume the responsibility of performing the graduation ceremony.
- All eligible students in the Physician Associate Program are expected to participate in the commencement ceremonies.
- In order to be eligible to participate in the graduation ceremony, students must fulfill all requirements for graduation as listed above, no later than three (3) months after the designated ceremony date. Students not meeting this timeframe will be eligible to participate in the ceremony of the following year.

GRADUATION DATE

- Graduation will be held in late November or early December.

GRADUATION CEREMONY SPEAKER

- The PA Program will solicit from the graduating class the name of an individual for consideration to deliver the commencement address. The PA Program may invite the students’ choice or it may extend an invitation to an individual of the Program’s choosing.
- Only the PA Program has the authority to extend the invitation.

RECITATION OF THE OATH

- The PA Program uses as its official oath an adaptation of the original Oath of Hippocrates and the Declaration of Geneva.

INDIVIDUAL HOODING

- At the discretion of the PA Program, graduates may be individually hooded by an immediate family member if:
a. The family member is a physician assistant.
b. The family member is a physician with an M.D. or D.O. degree.
c. The family member is full-time, part-time, volunteer, or adjunct faculty within the University Of Oklahoma College Of Medicine.
d. The family member is an elected local, state, or federal official.
e. An immediate family member is defined as a spouse, mother, father, child or sibling.

DISTINCTION DESIGNATION
- Students graduating with a cumulative grade point average of 3.80 or higher will be recognized as Graduates of Distinction.

POST-GRADUATION CEREMONY
- Any post-graduation reception will be the responsibility of the graduating class.

POST-GRADUATION LICENSURE
- Be aware that there may be a delay in obtaining a license from the Oklahoma State Board of Medical Licensure and Supervision following graduation, due to processing applications.

NCCPA EXAMINATION
- All students who are eligible and wish to take the NCCPA exam for certification must pre-register online at www.nccpa.net.
- Passage of the exam is required in Oklahoma and in all other states.
- Students are required to pay a fee with the application.

GRADUATE RECORDS
- The PA Program will maintain academic records on all graduates indefinitely. Information required by potential employers, credentialing committees and state licensure boards can be obtained by having the respective agency or potential employer contact the PA Program directly.
- Students must sign a release of information before the Program can forward any references.