LMU | School *of* Medical Sciences
LINCOLN MEMORIAL UNIVERSITY

Tampa Physician Assistant Program
Student Handbook
2023-2024

Volume I
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*The Student Handbook serves as a guide to the rules, policies, and services of the LMU Tampa PA Program; it is not intended to establish a contract and the LMU Tampa PA Program reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the Program will make reasonable efforts to notify its students, in a timely manner, of any changes. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts.

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Student Name, PA-S
Physician Assistant Student
Lincoln Memorial University,
School of Medical Sciences,
Tampa Physician Assistant Program

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Lincoln Memorial University
School of Medical Sciences
3102 E. 138th Avenue
Tampa, FL 33613

www.LMUnet.edu

Student Handbook Introduction

This Handbook is designed to provide policies, procedures, and information regarding Lincoln Memorial University (LMU), the LMU School of Medical Sciences (SMS), and the LMU SMS Tampa PA Program. Students are expected to comply with the policies and procedures set forth in this handbook. It is the student's responsibility to read the entire handbook. If there are questions regarding the handbook, please direct them to the Program Director for clarification. Students are required to sign a declaration stating that they have read, understand, and agree to abide by the contents of this handbook prior to beginning the LMU Tampa PA Program. Failure to comply and/or conform to the guidelines, academic requirements, and rules and regulations of this manual may result in disciplinary action.

LMU Tampa PA Program Welcome Letter

Dear LMU Tampa PA Students,

I am delighted to welcome you to the LMU Tampa PA Program. Our program is designed to help you to learn to deliver culturally relevant, evidence-based primary care medicine while inculcating you with the skills you need to assist medically underserved populations. I am confident that when you complete this program you will be an excellent clinician who is concerned about patient-centered healthcare and who is equipped to be a leader in the PA profession. I hope that our exceptional faculty and staff will be monumental in facilitating you to start your chosen career and achieve success throughout PA school. Please contact me at Jennifer.Harrington@LMUnet.edu if you have any special needs, questions, or concerns.

Sincerely,

Dr. Jennifer Harrington, DMS, PA-C, DFAAPA
Founding Program Director LMU Tampa PA Program

The LMU Tampa PA Program

Program History and Foundation

After a feasibility study was carried out in 2019, the LMU SMS identified Tampa, FL as an excellent location to establish a PA program. The site was selected with goals of fulfilling both the LMU and the LMU-SMS mission statements.

LMU Tampa PA Program ARC-PA Accreditation Statement (A3.12a)

The Lincoln Memorial University Tampa PA Program has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The Lincoln Memorial University Tampa PA Program anticipates matriculating its first class in January 2024, pending achieving Accreditation - Provisional status at the June 2023 ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

The ARC-PA Standards are available at http://www.arc-pa.org/accreditation/standards-of-accreditation/ . PA graduates must pass the Physician Assistant National Certifying Examination (PANCE) in order to practice in all U.S. states, U.S. territories, and the District of Columbia. PA graduates are only eligible to take the PANCE if they have graduated from a PA program accredited by the ARC-PA. The LMU Tampa PA Program will be responsible for obtaining and maintaining ARC-PA Accreditation and for complying with ARC-PA Standards and policies. The Program will inform all matriculating and enrolled PA Students in person and/or via LMU student email or U.S. mail to the mailing address provided by the student of any change in the Program's ARC-PA Accreditation status in addition to posting this information on the Program's website.

Program Faculty and Staff

Jennifer Harrington, DMS, PA-C……………………………………Assistant Dean & Program Director
Nicole Shields, MD ……………………………………………….. Medical Director
Jeffrey Owens, DMSc, PA-C…………………………………………. Principal Faculty/Associate Program Director
Dorothy Allen, MPAS PA-C …………………………………………..Principal Faculty/Clinical Director
Nathan Setka, MPAS, PA-C…………………………………………Principal Faculty/Didactic Director
Joan Ward, MPAS, PA-C …………………………………………Principal Faculty
Romelia Ker-Wolf, BA…………………………………………………Administrative Coordinator

Structure of LMU Tampa PA Program Faculty
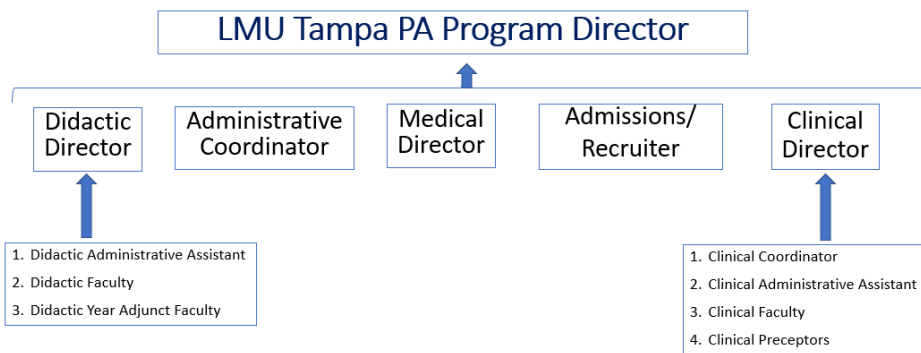
LMU Tampa PA Program Mission Statement
Educate PAs to practice primary care medicine with competence, professionalism, and compassion, driven by academic excellence and a desire to care for medically underserved and culturally diverse populations.

LMU Tampa PA Program Vision Statement
Our vision is to grow the workforce of Florida Primary Care PAs by graduating PAs who are highly competent, professional, and who provide care for medically diverse and culturally underserved populations.

LMU Tampa PA Program Goals
The LMU Tampa PA Program seeks to achieve its mission by focusing on these goals:
1. Prepare graduates to practice high-quality, evidence-based primary care medicine.
2. Inculcate students with professionalism skills that enable them to promote and advance the PA profession.
3. Prepare graduates with the skills necessary to meet the medical needs of underserved and culturally diverse populations.

THE LMU Tampa Campus
The Tampa Physician Assistant Program is located at 3102 East 138th Avenue, Tampa, FL 33613. This facility was designed with state-of-the-art resources to promote 21st century medical education. The building is fully equipped with classrooms, simulation labs, a physical diagnosis lab, study areas, library resources, a computer lab, faculty offices, and conference rooms.

Program Requirements and Standards

Program Matriculation Requirements
Matriculating students will receive health and clearance forms in their matriculation packet along with instructions and due dates. All forms and requirements must be submitted as instructed before the student is permitted to begin the program. The following requirements must be met prior to matriculating into the LMU Tampa PA Program:
1. Complete all admissions requirements if they were not complete prior to the interview
2. Sign a document stating they are able to meet all of the program's technical standards
3. Submit the LMU Tampa PA Program Health Clearance Form signed by a licensed provider demonstrating that the student is able to currently meet all of the program's technical standards
4. Complete all required Immunizations based on CDC recommendations for healthcare providers
5. Complete a background check
6. Complete a drug screen
7. Complete a tuberculosis (TB) screening test

Program Technical Standards (A3.13e)
All students of the LMU Tampa PA Program must be able to demonstrate the following technical standards in order to matriculate, progress, and graduate from the Program:

General Health: Students must possess the physical health necessary to participate in activities that require > 8 hours of sitting, standing, and performing procedures and to be exposed to body fluids and communicable diseases. Students must maintain the state of health necessary to function under the

demands of the program and the profession. Students must take standard preventive health measures such as receiving required immunizations; be medically cleared for enrollment; and maintain health insurance coverage if accepted into the Program.

Motor and Sensory Skills : The provision of patient care often requires upright posture with sufficient total body strength and mobility. Students must be able to tolerate physically taxing workloads and be able to execute the gross and fine physical motor movements, and maintain the tactile and sensory abilities required to maneuver in small places, calibrate and use equipment, write and type patient orders, position and move patients, and perform clinical procedures.

Cognitive Abilities: Students must possess the critical thinking and intellectual capability to complete all Program curriculum with competence. They must have the intellectual ability to perceive three-dimensional and spatial relationships, calculate formulas, synthesize information, and analyze a large and complex volume of medical information in an efficient and effective manner that allows for timely and appropriate patient care.

Technology Skills: Students must be able to utilize computer technology to access and manage online medical information, access learning management systems and participate in computerized testing, conduct research, prepare multimedia presentations, and manage computerized patient records.

Communication and Interpersonal Skills: Students must be able to communicate clearly, effectively, efficiently, and with sensitivity with peers, faculty, staff, members of the health care team, patients, and families from different social and cultural backgrounds. Students must be able to develop mature relationship with others in a way that establishes confidence and trust.

Visual and Auditory Ability: Students must have the visual acuity necessary to evaluate patients during physical examinations and perform clinical procedures and the auditory ability to perceive vocal, auscultated, and percussed sound.

Mental Health: Students must have the mental health abilities to maintain emotional stability and effectively handle stressful and emotionally charged situations, overcome interpersonal challenges; perceive one's own emotional state and the emotional state of others; and receive constructive criticism well.

Vaccination Verification and Medical Clearance Examination Requirements (A3.07)
Prior to matriculation and again prior to clinical rotations students must have a licensed health care provider (1) verify the student's vaccination status for all CDC recommended vaccines for health professionals and (2) submit the Program's Medical Clearance Form. Failure to submit initial documentation as directed in matriculation paperwork will prevent the student from beginning the program and failure to submit documentation again prior to the clinical year will prevent students from beginning clinical rotations. Requirements include:
  1. Annual PPD- TB Skin test OR if positive, a negative chest radiograph within 3 years
  2. Hepatitis B immunization- Complete three vaccination series **or** a positive antibody titer
  3. Tetanus, Diphtheria, & Pertussis immunization- Tdap or Td vaccination within the past 10 years
  4. Measles, mumps, and rubella (MMR) immunization- 2 MMR vaccinations **or** a positive antibody titer

5. [Varicella immunization](#)- 2 varicella vaccinations, a positive antibody titer, or verification from a healthcare provider of past infection with varicella
6. [Influenza immunization-](#) Vaccine for the current flu season

Additional Vaccination and Health Clearance Requirements: Clinical Rotation Affiliates may require additional vaccines and health clearances that are not listed above. Students are responsible for obtaining all clearance requirements for individual clinical affiliates prior to attending that clinical rotation as requested by that clinical affiliate, failure to do so may delay clinical rotations and progression in the program, delay of graduation, or result in the inability to complete the program within the required 38 months.

COVID-19 Vaccination/Booster: Students are encouraged to obtain and provide proof of COVID-19 vaccination. Students may apply for an exemption through LMU. The Program will make every reasonable effort to accommodate clinical site placement for students who do not have proof of COVID-19 vaccination or who have an exemption through LMU; however, since clinical sites may require proof of COVID-19 vaccination and may not accept an exemption, this may result in a delay in graduation result in the inability to complete the program within the required 38 months.

Student Health Information Confidentiality and Treatment Statements (A3.09)
Student health records are confidential and are not accessible to or reviewed by Program Faculty or staff except for immunization and tuberculosis screening results.
Except in an emergency situation, the Program Director, Medical Director, and Principal Faculty may not participate as health care providers or behavioral health counsellors for students in the Program.

Background Check and Drug and Alcohol Screening Requirements
Prior to matriculation and again before the beginning the clinical year, students are required to submit a criminal background check and drug and alcohol screening. Additional criminal background checks and drug and alcohol screenings may be required during the clinical year for specific clinical rotations. Students are responsible for paying all costs associated with the criminal background checks and drug and alcohol screenings. The Program reserves the right to prohibit admission or progression in the Program based on the results of criminal background checks, drug and alcohol screenings, and/or student refusal to submit to criminal background checks and drug and alcohol screenings. Additionally, clinical sites reserve the right to refuse students based on the results of criminal background checks and/or drug and alcohol screenings.

Students with positive findings on pre-matriculation criminal background checks or drug and alcohol screenings will meet with the Program Director to determine if matriculation is appropriate. Students with prior felony convictions or pending felony charges will not be permitted to matriculate into the program. Students with prior driving while under the influence (DUI) misdemeanor or other misdemeanor convictions will be evaluated and advised on a case-by-case basis. Graduation from the program does not guarantee state PA licensure or hospital credentialing, especially if the student has findings on a criminal background check or drug screen.

Program Technology Requirements
Each student is required to have a laptop computer that supports the latest Windows or MAC operating system to function with testing software and to complete coursework. It is the responsibility of the student to ensure that personal laptops are fully operational prior to the class and each exam. The following

minimum system requirements will ensure that your personal learning device can access the various learning management systems and resources necessary to participate in all program curriculum.

Laptop Computer	
Operating System	Windows (10 or newer) macOS (10.9 or later) Linux (newer versions)
Internet	Broadband ethernet; Ideally, a wired connection of 40.0Mbps+ is recommended.
Browser	Edge 87+, Safari 13+, Firefox 78+, or Chrome 87+
Hardware	CPU: i3, i5, i7, i9, or M1 (+) RAM: 4GB+ RAM/ Drive: 500GB+ (cloud and local storage)
Software	To ensure access to LMU learning environments, we recommend a computer that can run the following software: Blackboard, MS Office, SharePoint, OneDrive, Zoom, and Teams

Student Society and Professional PA Organizations

The LMU Tampa PA Program Student Society
The LMU Tampa PA Program Student Society serves to promote academic achievement and clinical excellence, to advocate for PA students, to serve the community, and to advocate for the advancement of the PA profession. A student board will be elected, by the class, to include the minimum of a Class President, Vice President, Secretary, Treasurer, a Diversity and Belonging Chair, and Service Chair. The class will also elect an AAPA student Academy Representative and a Florida Acadamy of PAs Student representative. The student society constitution and bylaws can be obtained by contacting the Program's Administrative Coordinator.

Student Memberships in Professional PA Organizations
Membership in professional PA organizations is of utmost importance in attaining leadership skills, for career networking, and in promoting the PA profession. Thus, students should become student members of the two main organizations that are driving the PA profession in FL and nationally, FAPA and AAPA. Additionally, students are encouraged to attain membership in other PA organizations that are advancing the PA profession.

Florida Academy of Physician Assistants (FAPA) https://www.fapaonline.org/ exists to empower, represent, and advocate for PAs in Florida and fully integrate PAs into every aspect of healthcare. FAPA provides students with access to their annual symposium, networking opportunities, and information about PA advocacy in FL. Student pricing is available.

American Academy of Physician Associates (AAPA) https://www.aapa.org/ is the national professional society for PAs, representing more than 150,000 PAs. AAPA advocates and educates on behalf of the profession and the patients PAs serve. AAPA works to ensure the professional growth, personal excellence, and recognition of PAs and to enhance their ability to improve the quality, accessibility, and cost-effectiveness of patient-centered healthcare. Student pricing is available.

Pi Alpha
Pi Alpha is the national PA honor society of PAEA which was organized for the promotion and recognition of PA students and graduates who have excelled academically, in research, in publishing, in community service, in professional service, and/or in leadership activities. Students who are awarded with this honor will be inducted into the society at the Program's graduation banquet. More information can be found at https://paeaonline.org/our-work/pi-alpha-honor-society.

LMU Tampa Security (A1.02g)

LMU deems student and faculty security of utmost importance at all LMU sites. Because of this they have several services and recommendations. Security officers will be on campus during all open hours to assist with student needs. Please read the following section carefully to ensure full knowledge of all security services, policies, and recommendations.

LMU Tampa Building Access and Security (A1.02g)
During regular business hours, the LMU Tampa PA Program building is open to students and employees. During non-business hours, access is not permitted. Typical business hours are 7:00 am-4:30pm. Additional access hours may be scheduled to allow students to study and practice clinical or physical examination skills. Students will be made aware of the study hours schedules when they become available. Students trying to enter the building during non-approved hours may be subject to disciplinary action.

Contact information for Reporting On Campus Crime and Emergencies (A1.02g)
All crime or emergencies, including fire, hazardous materials spills, police emergencies, or anything that threatens imminent harm to people, must be reported to Campus Security at **(813)-331-4613**, to **911**, or to the Hillsborough County Sheriff's Office at **(813)-247-0600.**

LMU Emergency Notification System (LiveSafe) (A1.02g)
LMU utilizes the FREE LiveSafe alert system to notify university members in the event of any emergency. All employees and students are automatically enrolled in LiveSafe by email and alerts are sent to their LMU email address. Students MUST download the LiveSafe App. If they wish to also receive alerts by phone:
1. Visit the Google Play or App Store and search for "LiveSafe."
2. Download the app, register with your email, and fill out your profile.
3. Search for and select "Lincoln Memorial University" as your school.

The LiveSafe notification system is initiated during severe weather, violent conditions, or hazardous incidents that pose danger to the safety of LMU students and employees. Notifications include a description of the situation, its exact location, and any emergency procedures that are to be followed. Local police and emergency responders are also alerted of any immediate threat, on-campus emergency. Immediate threats include but are not limited to active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

Sexual Harassment and Sexual Misconduct/Title IX (A1.02j)
Freedom and liberty from unwanted, unwelcomed, or coerced sexual contact is the right of every member of the LMU community. Individual responsibility and recognition of the intrinsic value of high moral and ethical standards are guiding principles for every member of the LMU community to foster an atmosphere that does not tolerate unwanted sexual contact or sexual violence. LMU does not tolerate sexual misconduct or other sexual violence committed on or off campus by or against any sector of the LMU community, faculty, staff, students, or third parties. The Title IX Coordinator provides consultation, investigation, and disposition of all inquiries and complaints of alleged discrimination on the basis of sex, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, intimate partner violence, domestic violence, stalking, and any other forms of discrimination on the basis of sex. Students may contact the Title IX Coordinator (https://www.lmunet.edu/about-lmu/office-ofinstitutional-compliance/title-ix-policy-and-procedure to report allegations of discrimination on the basis of sex as listed above.

Reporting Stalking (A1.02g)
The State of Florida criminalizes stalking. A person commits the crime of stalking if, with intent to harass another person, the person engages conduct that is reasonably likely to harass that person and cause credible threat, threat made with the intent to cause a person to reasonably fear for his or her safety. In Florida, misdemeanor stalking is punishable by up to one year in jail, and felony or aggravated stalking, is punishable by up to five years in State Prison. All stalking incidences or suspicions should be reported to the LMU Police and Security Department at 423.869.6911 or to 911.

LMU Weapons Policy (A1.02g)
Visitors, students, and employees are prohibited from possessing weapons of any kind, including but not limited to firearms, fireworks, guns, explosives, bows and arrows, knives, paintball guns, etc. while on LMU property, at any university-sponsored activity, or while at any clinical site, even if the weapons are legally registered. Visitors, students, and employees are also prohibited from keeping weapons in their personal vehicles parked on LMU's premises. LMU reserves the right, based upon reasonable suspicion of a violation, to search an office, vehicle, or property of a visitor, student, or employee or require them to remove a jacket or sweater and to turn out their pockets. Individuals are permitted to carry mace, pepper spray, and pocketknives with blades no longer than three (3) inches as long as they are concealed in a pocket, purse, briefcase, or other personal belonging. Violation of this policy may result in disciplinary action or arrest. Some clinical sites may have additional weapons regulations that must be followed.

Sex Offender Registry Awareness
It is recommended that students visit the Florida Sex Offender Registry for information about registered sex offenders living near campus. https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf

Off Campus Crime Involving LMU Students (A1.02g)
If the local authorities are contacted about criminal activity off-campus involving LMU students, they may notify the LMU Police and Security Department. Students in these cases may be subject to arrest by the local police and also to University disciplinary proceedings.

LMU Annual Security & Fire Safety Report (The Clery Act) (A1.02g)
The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found at: Campus Police and Security (lmunet.edu) The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including: alcohol, drug, weapons, sexual violence, etc., and law enforcement authority. This publication is required to be incompliance with the Clery Act and the Higher Education Opportunity Act (HEOA) To request a paper copy, contact the Clery Act Compliance Coordinator at 423-869-6301 or in person at: Tex Turner Arena, 330 Mars/DeBusk Parkway, Harrogate, TN 37752. Additional information on LMU Crime reporting and the Clery act can be found in Appendix E of this manual.

LMU Tampa Pa Program Policies And Procedures (A3.01)
LMU Tampa PA students are required to abide by University conduct policies which can be found in the Railsplitter Community Standards Guide found at https://www.lmunet.edu/student-life/handbooks as well as to abide by all LMU Tampa PA Program policies that are documented below. When the two differ, the LMU Tampa PA Program policies supersede the LMU University policies (ex. dress code). The policies expounded upon below are to be adhered to by all students at all times regardless of location, including while at clinical rotation sites and at all campus sponsored activities.

Student Conduct

Students must maintain high standards of conduct on campus, off campus, while at clinical rotations, and at all LMU-sponsored events. Students who do not abide by the Program's conduct expectations will be referred to the Student Progress Committee (SPC) for disciplinary actions. The Program has conduct policies in the following areas:

Professional Conduct

The Program seeks to produce graduates with high moral, ethical, and professional standards, thus professional conduct while enrolled is deemed as important as academic success. To assist students in the acquisition of and growth in professional behaviors, the program nurtures professional behaviors and identifies and remediates unprofessional behaviors. Students found lacking professional conduct will be referred to the SPC for recommendations. Expected professional conduct includes:

Altruism (selfless concern for others)
- Responds to patients in a way that promotes patient-centered healthcare
- Advocates for policies and practices that benefit patients
- Shares knowledge, talent, and resources to help others

Integrity- (maintaining strong moral principles)
- Maintains appropriate boundaries in professional relationships
- Upholds ethical standards in research and scholarly activity
- Maintains honesty, confidentiality, and straightforwardness in all interactions

Respect (courteous regard for feelings of others)
- Listens to the views and opinions of colleagues without interrupting
- Discusses grievances with the individual first and does not slander that individual
- Speaks of others without using inappropriate labels or comments

Excellence (maintaining an outstanding quality)
- Makes valuable contributions to class, clinicals, and group interactions
- Sets goals to achieve above what is expected
- Seeks feedback for performance improvement and makes appropriate corrections

Initiative (the ability to assess a situation and act dutifully)
- Organizes, participates in, and collaborates with peers and faculty when needed
- Inspires confidence in others by being properly prepared for all tasks
- Responds promptly and completes tasks in a timely manner

Resilience (the ability to recover quickly from difficulty)
- Assumes personal responsibility for mistakes and takes steps to prevent recurrence
- Understands personal limits and requests help when needed
- Remains flexible to changing circumstances and unanticipated changes

Accountability (taking responsibility in a situation)
- Intervenes when unprofessional behavior presents potential danger
- Facilitates conflict resolution while maintaining composure
- Advocates for lifelong learning to improve patient care

Academic Conduct

The LMU Tampa PA program promotes authentic honesty and a high standard of academic integrity. This requires students to take personal responsibility for mastery of the knowledge and skills necessary to provide patient care. Academic misconduct undermines education, violates trust, and is a serious

offense. Students suspected of academic misconduct are referred to the SPC for disciplinary action. Examples of academic misconduct include, but are not limited to, the following:

- **Abetting**: encouraging or assisting another student to cheat, sharing testing material with others
- **Cheating:** acting dishonestly to gain academic advantage (ex, unauthorized possession of examination questions, using notes during an examination, obtaining information during an examination from another student, altering grade records, or illegally entering an office)
- **Plagiarism:** claiming someone else's ideas, words, or data as your own; not citing the author
- **Fabrication:** presenting falsified work as genuine
- **Deceitfulness:** altering grade records, tampering with examination software, or entering a faculty or staff office without permission

Any behavior during examinations that raises suspicion that the examination process is compromised will result in all involved students being referred to the SPC with the possibility of dismissal from the Program.

Classroom Conduct

To maintain an environment conducive to learning, activities that distract from or interfere with classroom learning are prohibited. This includes, but is not limited to engaging in discussions unrelated to classroom activities; using an electronic device for unrelated activities (ex. shopping, texting, playing games…); bringing animals or children to class; engaging in conversations that distract from the lecture; eating or smoking in class; or frequent entry or exit of the classroom. Students who violate classroom etiquette may be referred to the SPC for disciplinary action. Additional classroom conduct policies:

- Cell phones are to be turned off while classes are in session so as not to interrupt learning. Students who violate this policy may be referred to the SPC for disciplinary action.
- Audio and Video Recording is forbidden during any lecture or small groups activity. Students who violate this policy will be referred to the SPC for disciplinary action.

Social Media Conduct

Students are required to maintain high standards of professionalism while using all forms of social media or online forums. Unprofessional postings which include profanity, discriminatory statements, alcohol abuse, sexually suggestive material, and/or breeches of patient confidentiality are forbidden and will be referred to the SPC for disciplinary action. Degradation of faculty, staff, fellow students, preceptors, or the Program will not be tolerated on social media or in any form. Students who do so are subject to dismissal from the program. Additional social media guidelines include:

- Confidentiality: Health care providers have a professional obligation to maintain the confidentiality of patient information. Posting information about named or nameless patients is a violation of The Health Insurance Portability and Accountability Act (HIPAA). When using social media, do not post any information or photos of a patient, patient encounter, or medical procedure.
- Digital Footprint Awareness: Be mindful of your social media footprint. All items you post on social media must be professional in every way. Prospective employers, residency directors, and patients review social networking sites to check out your background, interests, and professional standards.

Student-Patient and Student-Faculty Relationships

Students are not to engage in intimate or unethical relationships with patients, preceptors, or faculty. These relationships should always remain at a professional level. Students engaging in unprofessional relationships will be referred to the SPC for disciplinary action.

Attendance Policy

Dure to the academic rigor and amount of information covered, attendance is mandatory for both the

didactic and clinical year. Students must arrive at least 15 minutes early for all assigned classes, rotations, and program activities in order to be counted in attendance. Students who violate this policy will be referred to the SPC for disciplinary action. (*Time is built into the schedule to allow students to schedule non-emergent appointments throughout the didactic and clinical year and to avoid absence from missing crucial academic material.*)

Emergency Absence Notification Procedure
Although attendance is mandatory, an absence or lateness due to an emergency may be unavoidable. Students are to follow the following procedure if such an even should occur. Any emergency or non-emergency absences that are not approved are considered unexcused and will be referred to the SPC for disciplinary action.

Emergency Absence Requests: If you have a sudden, serious emergency that will necessitate missing or coming late to class or to a clinical rotation (ex. death in the family, acute illness, motor vehicle accident…), contact your faculty mentor and, during the clinical year, also contact your clinical preceptor **and** the clinical faculty to make them immediately aware of the situation. If the absence is medical nature and required a clinical visit, a **Student Medical Absence Verification Form (Appendix F)** must be submitted to the student's faculty mentor no later than the approved day for the student's return. Program faculty will determine if the absence is excused and will help create a plan of action for missed work.

Unexcused Absences: Absences or late arrivals from didactic or clinical portions of the program that are not due to an emergency are considered unexcused. Absences also may be unexcused if a student is not dressed appropriately, or comes unprepared. Students with unexcused absences are referred to the SPC for disciplinary action.

Missed Course Work: It is the student's responsibility to contact the course director and/or preceptor to obtain missed materials or assignments from any absence and complete them in the timeline given. Any assignment, exam, or material missed due to an unexcused absence may be given a zero and may not be allowed to be made up late.

HIPPA and Program Confidentiality Policy
Patient health information is private and is protected by law under the Health Insurance Portability and Accountability Act (HIPAA). Students will receive HIPPA training at the beginning of both the didactic and clinical years and must always follow HIPAA regulations. Students must respect the confidentiality of their classmates, patients, standardized patients, patient's families, Program faculty and staff, and Clinical Preceptors. The following HIPAA regulations apply:
- Students are NOT permitted to discuss or post on social media any protected health information.
- Students are NOT permitted to obtain or post any pictures of patients or patient encounters.
- Students must "scrub" patient names from any case presentations or other program assignments
  Additionally, academic records and FERPA protected information about other students must always remain confidential. Students are only informed of their own performance in the Program. The results of student assessments and of SPC decisions are not posted and are only accessible to Program faculty and staff with a legitimate need to know. These records are to be kept confidential. Students who violate HIPAA or confidentiality policies will be referred to the SPC for disciplinary action.

Dress Code

Unless directed otherwise, students must wear business casual attire for all didactic and clinical year activities and while representing the Program in any public forum, such as a conference. Students who do not abide by the dress code may be asked to leave, change clothes, and return in appropriate attire. Clinical sites may have additional dress code policies that must be followed by students. Dress code violations and absences due to such will be referred to SPC for disciplinary action.

Clothing Regulations:

- Clothing must cover the upper chest, back, abdomen, buttocks, and upper thighs while sitting, standing, bending forward, or reaching.
- Shoes must cover the toes during patient care activities and laboratory sessions.
- One stud piercing in each ear and one nose stud piercing is permitted. Other piercings in the ears or nose or in other areas of the body must be removed or covered.
- Hair must be clean and arranged to not interfere with patient care.
- Fingernails should be clean and trimmed.
- Head covers may only be worn for religious purposes or to honor cultural tradition.

Prohibited clothing includes tube tops, tight clothing, spaghetti straps, hoodies or sweatshirts, hats, tank tops, t-shirts, crop-tops, flip-flops, excessive jewelry, large dangling earrings, ear grommets/plugs, torn clothing, jeans, sweatpants, spandex or running pants, overalls, shorts, mini-skirts, sundresses, and shirts or facemasks with printed words, logos, pictures, cartoons, or slogans.

Tobacco and E-cigarette/vape Policy

Because we recognize the health hazards caused by exposure to tobacco smoke and tobacco products, we aim to provide a tobacco-free environment. Use of tobacco products and e-cigarettes or other "vaping" devices is not permitted within the facilities, at clinical sites, on campus, or at University sponsored events.

Alcohol and Drug use Policy

Students are expected to behave in a manner that does not jeopardize the health or safety of themselves or others. With the understanding that improper alcohol or drug use can future impact future licensing and credentialing of PAs, the program has established the following guidelines:

- Follow local, state, and federal laws regarding the use, possession, and distribution of alcohol/drugs
- Never using or present oneself under the influence of alcohol while driving a motor vehicle, caring for a patient, or while at any educational or program sponsored activity
- Do not become involved in disruptive or disrespectful alcohol/drug-related behavior
- Do not provide alcohol to underage individuals
- Do not become involved in reckless/unsafe alcohol consumption

Alcohol or drug misuse that adversely impacts a student's health, academic status, or leads to inappropriate or unsafe behaviors will be evaluated by the SPC and can lead to a range of actions, from professional probation up to and including dismissal from the program. At any time during the program, the program may request that the student present for alcohol testing. A refusal to comply with a request to submit to alcohol testing may result in dismissal from the program

Arrest/Criminal Activity/DUI Policy

Students arrested or formally charged with any infraction of the law, other than minor traffic violations, while matriculated as an LMU Tampa PA student, shall report such violation or charges to the Program Director within **two business days of the offense**. Students failing to report an arrest are subject to immediate dismissal. Enrolled students with criminal violations are subjected to the following:

- Students <u>arrested for</u> alcohol, illegal prescription, other illegal substance, or DUI charges will be sent to the SPC for disciplinary actions, which may include, but are not limited to probation, referral to appropriate treatment/counselling, or dismissal from the program.
- Students <u>found guilty of</u> alcohol, drug, illegal substance, or DUI charges will be dismissed from the program.
- Students arrested for charges other than alcohol or drugs will be referred to the Program Director, the SMS Dean, and/or LMU Administration to determine an appropriate plan of action based on University policy.

Policy on Addressing Faculty and Staff

As a part of professionalism, all students are expected to address and refer to all program faculty, staff, and clinical preceptors by their professional title or Mr./Mrs. **and** their last name. For example **Dr.** Harrington, **Professor** Allen, and **Mrs**. Ker. Students who do not follow this policy may be referred to SPC for professionalism concerns.

Identification as a PA Student (PA-S) Policy (A3.06)

All students must identify themselves as a PA **Student** (PA-S) at all times and in all settings. Students must never present themselves as a physician, resident, medical student, PA-C, or a current colleague of Clinical Preceptors. Use of titles earned prior to matriculation are not permitted (e.g., EMT, RN, Ph.D., etc.) while in the Program. Students must wear their ID badge in a clearly visible location, identifying them as a PA student, while at ALL clinical settings and University sponsored events. Students failing to follow this policy will be referred to the SPC for disciplinary action.

Identification Badge Policy

A picture identification card (ID) will be issued to all students to be used throughout the Program. IDs are used to obtain entrance to campus activities and facilities and to identify the student. Students must have their ID visible on their body at all times while on campus and on clinical rotations. Students without their LMU ID Badge may be denied access to campus facilities. A student may be fined $25.00 for not having their student ID on campus. A $10.00 fee is charged for replacing lost IDs.

Students may be also required to wear a separate security I.D. badge at clinical sites. The clinical site(s) will make any arrangements for this during orientation, prior to beginning the rotation.

Student E-Mail Response/Communication Policy

LMU e-mail is the official means for Program communication throughout both the didactic and the clinical year. It is the student's responsibility to check LMU e-mail **at least every 24 business hours**. Students who do not respond to faculty emails within 24 business hours will be offered an initial warning, repeat offenses will be referred to the SPC for disciplinary action. Students are not permitted to use non-LMU email for and LMU-related correspondence. Faculty will not respond to emails sent from personal accounts.

Student E-Mail Signature Policy

Students are to set up their email signature for their LMU email account as follows:

Student Name, PA-S
Physician Assistant Student
Lincoln Memorial University,
School of Medical Sciences,
Tampa Physician Assistant Program

Student.name@LMUnet.edu
Cell: 123.456.7891

Lincoln Memorial University
School of Medical Sciences
3102 E. 138th Avenue
Tampa, FL 33613

www.LMUnet.edu

Student Employment Policy (A3.15e; A 3.04; A 3.05)

Due to the significant time commitment required, outside employment is strongly discouraged while enrolled in the LMU Tampa PA Program. Students who still elect to work outside the program, may not be employed more than eight hours per week during any semester. No assignments, examinations, or schedules will be adjusted due to a student's outside work schedule. A violation of this policy may result in a SPC referral for disciplinary action, including the possibility of program dismissal.

Students are not permitted to work **for the LMU Tampa PA Program or any Clinical Affiliate** while enrolled in the Program. Students are never required to or permitted to substitute for or function as Program faculty or staff or as clinical rotation staff during the didactic or clinical year regardless of prior experience.

Participation of Students as Human Subjects

As part of learning, students utilize peer physical exams. While doing so, students are expected to behave professionally and respectfully. Students will be required to read and sign the policy located in Appendix B of this handbook.

Procedure for Legal Change of Name or Address Notification

If a student legally changes their name they must notify the Registrar, the Admissions Coordinator, Security, Information Services, Financial Aid Officer, and the Didactic Director (during the Didactic year) or the Clinical Director (during the Clinical year).

If a student changes their address and/or emergency contact information, they must notify the Director of Didactic Education (during the Didactic year) or the Clinical Director (during the Clinical year).

Procedure for Inclement Weather Notification

Campus closure due to inclement weather is posted on the LMU website and will be communicated to students via email. Students should check their LMU email during delays/closures to receive information from faculty regarding potential assignments. Every effort will be made to make up any missed material which may involve schedule adjustments. *Inclement weather delays or cancellations during clinical rotations are determined by the clinical site and not by campus closures. During clinical rotations if the clinic is open the student is expected to be in attendance.*

Instructional Continuity in Case of Temporary Campus Closure Policy

Faculty and students should expect scheduled instruction to continue even if class meetings or clinical rotation days are cancelled due to weather, epidemic illness, or other factors. Students will be required to complete alternate instructional activities online as directed by the course instructor.

Pregnancy Notification Procedure (A3.08)

PA program curricular requirements involve exposure to infectious agents and hazards that may deem risk to a student or fetus. Potential for harm increases when a student is pregnant or lactating. Although all curricular components must be completed by every student, the health and safety of our students is of utmost importance, thus faculty may refuse to allow a student to be involved in an activity that may cause harm to the student. Any student enrolled in the Program who becomes pregnant or is lactating should:

1. Immediately notify their assigned faculty mentor.
2. Immediately contact their personal healthcare provider to obtain recommendations for minimizing exposure to hazards that may be associated with participation in Program curriculum.
3. Provide their Faculty Mentor with a signed statement from the personal healthcare provider that defines clearances and exposure limits to possible hazards during the period of pregnancy or lactation.
4. Immediately notify the assigned faculty mentor of any changes in recommendations from their treating health care provider.

The Program Director will decide, in consultation with the Office of Accessible Education, whether accommodations for the health care provider's recommendations are possible while meeting all curricular requirements. If it is deemed that time off is necessary, program completion may be delayed.

Student Health Insurance Policy

Students enrolled in the Program must maintain and provide evidence of health insurance coverage prior to matriculation and prior to beginning supervised clinical practice experiences (SCPEs). Students are responsible for all costs associated with health insurance coverage.

Infection with or Exposure to a Highly Contagious Communicable Diseases Policy (A3.08)

All communicable illness exposures are to be handled according to CDC guidelines. Students exposed to communicable diseases or displaying symptoms have the responsibility to be tested as soon as possible. Notification Procedures:

·   *COVID-* Students who test positive for COVID-19 must follow the current COVID-19 notification procedures on www.LMUnet.edu.
·   *Influenza and others-* Students testing positive for influenza or other communicable disease must notify the Didactic Director (Didactic year) or the Clinical Faculty **and** Clinical Preceptor (Clinical year) as soon as possible. Students at clinical sites should also follow the exposure notification protocols of the facility in which the exposure occurred.

Student absence resulting from a communicable illness or exposure will be handled on a case-by-case basis. The Didactic Director (Didactic year) or the Clinical Faculty **and** Clinical Preceptor (Clinical year) will set the appropriate date of return. The program will work with the student to determine the best course of action for making up missed work.

Occupational Safety and Health Administration OSHA (A3.08)

To prevent student exposure to environmental and infectious hazards, students are responsible for following Occupational Safety and Health Administration (OSHA) and universal precaution guidelines. Students will receive OSHA training during the didactic year and again prior to starting clinical rotations. Any student who is unsure about OSHA guidelines should contact program faculty to request further training. OSHA information can be found at: https://www.osha.gov/.

Exposure to Infectious and Environmental Hazards Policy and Procedure (A3.08)

If a student experiences a needle stick, sharps injury, or is exposed to a patient's blood or other hazardous contagious disease exposure while participating in clinical care, the student is responsible for reporting and initiating care. The student must file all medical claims to their personal medical insurance first, then to the LMU intercollegiate policy (*see financial responsibility statement below). The student is required to hold personal health care insurance and must use that insurance first. If exposures occur, use following procedures:

1. **Immediately perform first aid as needed.** Wash needle sticks and cuts with soap and water. Flush the nose, mouth, or skin with water. For ocular exposures, flush eyes with water, normal saline solution, or sterile irrigates for several minutes.
2. **Immediately report the incident** (within two hours) to the Didactic Director during the Didactic year or to the clinical preceptor <u>and </u>clinical team during the Clinical Year.
3. **Immediately initiate a visit with a medical provider** in order to initiate all posttreatment testing and treatment protocols as recommended by the CDC (Ex. For HIV exposure postexposure prophylaxis is initiated within two hours of the incident.)
4. **Submit all claim forms** as directed by Program Faculty. Claim forms will be provided to the student by program faculty ; they must be completed and submitted to the Program via email within two days. Forms may include an Incident Claim Form, a Disclosure of Health Information form, and/or a Contact Information form. Students will also need to submit health insurance card copies.
5. **Keep medical bills and communication from insurance companies or the clinical site associated with the injury in a folder** to submit to the Program's Administrative Assistant.

<u>*Financial Responsibility for Medical Costs</u> **(A3.08c):** The University will endeavor to assure that medical insurance coverage for students is in effect throughout the duration of the LMU Tampa PA Program, but it is understood that **students are financially responsible for their own medical insurance and for any medical care they receive** at any affiliate clinical site and care received due to injury or exposure that occurs during the didactic year or clinical year.

Program Related Travel Policies (A3.07b)
The program will not have international SCPEs, however the program is preparing to offer an international learning option for the service to populations in need course that falls during the fifth semester. This is not a clinical learning experience, rather, it is designed to allow students to serve underserved populations in various volunteer capacities. The learning outcomes are designed so that a variety of experiences will enable the students to accomplish those learning outcomes. A majority of those experiences offered for that course will be located within the U.S., however, if all clearances are obtained and travel is deemed safe, an international option may be offered.

Within that context, any students who so choose to engage in an international experience as a part of this two week course and gain all Program permissions will be required to follow the University's and the Program's International Travel Policies which include the following requirements:

(1) travel registration with the LMU Office of International Programs,
(2) Documentation to verify CDC vaccination recommendations have been met for the country of destination,
(3) obtaining an international/ travel health insurance policy for the time period of the course,
(4) Avoidance of countries that pose elevated risk to the student such as those with a US Department of State Travel advisory of 3 or 4 or those with CDC traveler health notice warning level 3,
(5) obtaining an international cell service plan for the period of time the student will travel (for safety contact),

(6) clearance and approval from the University's International Travel Cabinet,

(7) knowing and following all CDC and US embassy safety recommendations for the country of destination, and

(8) Providing a comprehensive list of emergency contact numbers including the US embassy in the country of destination to the student.

*Any students who elect to participate in any program related foreign travel are responsible to pay for all travel costs including, but not limited to, international health insurance, CDC recommended vaccinations and/or prophylactic medications, passport and passport related costs, transportation to the airport and airfare to the destination, room and board while at the destination, international telephone service, and in country travel costs.

Examination Policies and Procedures

In Person Examination procedures:

Examination Download: Students MUST download the examination on their personal laptop at least 24 hours prior to the examination time. Failure to do so may result in not being permitted to take the examination. Students who have difficulty downloading the exam should contact examination services immediately.

Arrival Time: Students MUST arrive a minimum of 15 minutes prior to the examination start time.

Required Materials: Students MUST have the following materials prior to entering the examination room (1) laptop, (2) laptop power cord, (3) laptop screen privacy filter (4) 2-3 pencils or pens (5) LMU ID Badge.

Permitted materials: Students are permitted to bring the following into the examination room (1) facial tissues, (2) a computer mouse, (3) foam earplugs, (4) a highlighter marker (5) A clear drink container with no labels or writing.

Prohibited Materials: Students are prohibited from bringing the following items into the examination room (1) Personal items (including cell phones, headphones, watches, and wireless devices), (2) Hats, hoodies, and baggy coats or clothing, (3) Food or snacks of any kind (4) Dark or labeled drink containers (5) Scrap-paper or paper of any kind.

Seating Procedure: When the doors open, students are to look at posted seat assignments and promptly proceed their assigned seat. Students should prepare for exams by making restroom stops before entering the examination room. Once seated students should remain silent.

Door Closure: Doors will close 5 minutes prior to the start time. Students who arrive late, after the doors are closed, must not enter the room but instead MUST meet with the Program Director, Didactic Director, or Clinical Director immediately for further instructions.

Examination Instructions:

1. Turn on the wireless switch and log on to the "LMU Open Access" network.
2. Close all computer programs that are running in the background.
3. Open Examplify, type the password provided by the proctor, and click **"Start Exam"**
4. When the "Secure Exam Starting" warning appears, click **"Continue"**
5. Read the "Examination Code of Honor Notice" and then click **"Next"**
6. When the "Please Wait" screen appears, STOP, and wait for the Proctor to provide the exam code
7. When instructed, type in the exam code and click **"Start Exam"**
8. When finished, submit the exam by clicking on **"Exam Controls"** in the drop-down menu, then clicking on **"Submit Exam" and then click "Exit"**
9. Wait for the green confirmation screen to appear; show this screen to the proctor and turn in all scrap paper before exiting the room.
10. When finished, students must leave the examination room and may not reenter

Examination Tools: The following tools are available on-screen during the examination:

1. Lab values- Located at the information tab at the top of the screen.
2. Countdown clock and examination end-time alarm- Time remaining is located at the top of the screen, clicking on the clock will allow the option to add a silent alarm.
3. Highlighting capability- Click the highlight symbol and hover over text to highlight the text.
4. Calculator- Located within the drop-down menu.

Troubleshooting Procedures: If a connection cannot be established, the computer freezes, or if there are any problems during the exam, students should raise their hand and wait for the proctor's assistance.

Taking Breaks: Examination breaks are reserved for urgency only. To request a break, click on "**Exam Controls**" in the menu bar, and choose **"Hide exam",** then obtain permission from the exam proctor. Talking outside the room or leaving the area are not permitted during breaks. Students will not be re-admitted to the examination without their LMU ID badge. No extra time will be given to complete the examination due a break. The student's examination/laptop will remain with the proctor until the student returns. Should a student not return from a break, the examination will be submitted and graded as is.

Questions or talking During the Exam: Students are not allowed to ask the in room proctor any questions during the examination regarding definitions, interpretations, or to clarify statements. Students are not to talk to other students during the examination. Violators will be asked to leave the room and the examination will be submitted and graded as is.

Not following the above procedures may result in an automatic zero for the exam and a referral to SPC.

Online Examination Procedures

Exam Preparation:
1. Students MUST ensure their test taking device is fully functioning and the examination is downloaded 24 hours before the examination is scheduled. Students who have difficulty downloading the exam should contact examination services immediately. For Examsoft difficulty or questions, contact their support line at 888-792-3926. For laptop or PC questions, contact the LMU Help Desk at 423-869-7411.
2. Students MUST ensure there is adequate internet capability at their examination site.
3. Students must ensure their device is set to the EST time zone and be sitting at their device ready to go 15 minutes prior to the scheduled examination time.

Prohibited Materials: Students are prohibited from bringing the following items into the room where they are taking the examination (1) Personal items (including cell phones, headphones, watches, and wireless devices), (2) Hats, hoodies, and baggy coats or clothing, (3) Food or snacks of any kind (4) Dark or labeled drink containers (5) Scrap-paper or paper of any kind

Proctoring Procedures: All online examinations are professionally proctored; thus the following rules must be followed. Students who do not follow the rules below will be called in for an investigation.
1. The camera and sound on the monitor MUST be enabled and functioning properly
2. The camera must be positioned so that there is no glare and the students face is fully visible
3. Do not leave the view of the monitor at any time
4. Do not use ear buds or any of the prohibited materials listed above during the examination
5. No one else is permitted in the examination room; students must be alone for the examination

Examination Instructions:
1. Exam passwords will be emailed to all students at once at the time of the scheduled examination.
2. Since Examplify takes you off the internet, if you have issues uploading the exam, try turning your wi-fi off and then turning it back on. (This will usually correct the issue).
3. Open Examsoft, enter the password, and begin the examination immediately. (Time stamps will be monitored to ensure they fall within the pre-set exam start and end times.)
4. Upload Exam files immediately after completing the exam or when the allotted exam time runs out. (Students who are unable to upload an exam file within the allotted exam time due to internet

connectivity should notify LMU Exam Services immediately at 423-869-6918. Exam files submitted greater than one hour past the examination end time are considered null and void.)

Examination Review and Examination Remediation

After all examinations, students will receive a Strengths and Weakness report which will provide topic areas in which exam errors occurred. Any issues or concerns can be addressed to the Course Director and should be done within two business days after the graded exam.

Any student whose exam grade is below 70% must review their Strengths and Weakness report with their faculty advisor and participate in remediation exercises determined by the Course Director to prove competency on test subject matter. The format and timetable of the remediation will be at the discretion of the course director but must be completed by the end of the semester.

The Student Progress Committee (SPC)

The SPC assists students in attaining the medical knowledge, professional skills, and Program Competencies necessary to graduate the Program and assume the professional responsibilities of a PA after graduation. At the end of each semester the SPC reviews the academic progress of students and approves each student for Program progression and graduation/degree conferral. Throughout the Program, faculty may submit concerns to the SPC regarding a student's academic performance or professional behavior. That student will be invited to meet with the SPC to discuss how best to achieve Program success and/or resolve the concern. SPC recommendations may include, but are not limited to:

- **Probation**, academic or professional
- **Mentoring** by faculty and/or resource
- **Remediation** assignments and assessments
- **Dismissal** from the LMU Tampa PA Program
- **Deceleration** (during clinical year only)

SPC Committee Procedures

1. A faculty member refers a student to the SPC due to an academic and/or professional concern. *(Reasons to be referred to the SPC include, but are not limited to, cheating, violating student conduct expectations, course failure, dress-code violations, examination policy violations, unexcused absence, Violating HIPPA policy, criminal activity, inappropriate self-identification, violating the student employment policy, lack of professionalism, and disruptive behavior in the classroom.)*

2. The SPC Chair schedules the meeting and sends an invitation to the student via LMU email informing the student of the date, time, and location of the meeting, the reason(s) for the meeting, and all the SPC committee members who will be present at the meeting.
   - Students are notified a minimum of three days prior to the meeting.
   - Student are encouraged to meet with their faculty mentor to answer any questions or discuss concerns prior to the SPC meeting.
   - If the student feels that a member of the SPC is biased, the student may request to have the member replaced by emailing the SPC Chair at least two days before the scheduled meeting.
   - If a student fails to appear before the SPC, the matter will be resolved in his/her absence.
   - SPC meetings are closed to anyone other than the student, called witnesses or individuals relevant to the proceedings, and the SPC committee.
   - All SPC proceedings are to remain confidential by all parties present.
   - SPC minutes are recorded and kept in the student's file.

3. During the first part of the meeting, the committee will discuss any concerns with the student and ask

clarification questions of the student. The student will have the opportunity to answer questions and to submit any information they believe is relevant.

4. Following the discussion, the SPC Chair will request that the student to briefly leave the room so the committee can discuss the situation, make any necessary decisions, and determine the best course of action to help the student achieve success. All decisions are made by a simple majority vote (the SPC Chair is a non-voting member except in the instance of a tie).

5. Once recommendations on student success, student progression, or disciplinary action have been decided upon, the student will be asked to return to the room and the SPC Chair will explain the recommendations to the student.

6. The SPC Chair will also send a letter via e-mail to the student and copied to the Program Director delineating all recommendations and any follow-up dates or actions that are to be taken.

Student Probation (Academic/Professional)
Students who are placed on probation by the SPC are required to adhere to any guidelines that have been determined by the SPC. This *may* include, but is not limited to:
· Refraining from participation in PA Student Society or other student events.
· Temporary removal from any student society leadership positions.
· Refraining from participating from student led extracurricular or service projects.
The SPC will reconvene with students who have been placed on probation within 45 days to reevaluate the student's progress and compliance with recommendations. The SPC may remove the student from probation and reinstate all privileges if the student has complied with the SPC recommendations and has had no further academic/professional issues.

The Appeals Process (A 3.15g)
A student wishing to appeal the SPC's decision must submit a letter to the SMS Assistant Dean of Academic Affairs within five business days of receiving notification of the SPC's decision. The SMS Dean will review the SPC's decision(s) and the student's appeal, and determine if the appeal will be forwarded to the Appeals Committee. The SPC's decision(s) will remain in effect throughout the appeals process.

The Appeals Committee is comprised LMU SMS faculty members who were not involved in the original SPC decision(s) and it functions to review appeals regarding SPC decisions. The Appeals Committee will:
• Review the letter of appeal from the student
• Hear the student's appeal in person (if requested)
• Determine if the SPC afforded the student due process based on precedent and procedure
• Forward their decision to the SMS Assistant Dean of Academic Affairs within five business days

The Appeals Committee can make the following recommendations:
• Uphold the SPC's recommendation(s)
• Uphold the student's appeal

The Appeals Committee will NOT:
• Meet with or consider testimony from witnesses or representatives for the student
• Consider or review information NOT presented to the SPC
• Consider or review information NOT related to the reason the student was brought before the SPC
• Amend or alter original SPC recommendation(s)

If the student's appeal is upheld, the Appeals Committee will return the student to the SPC for

reconsideration. If the student wishes to appeal the recommendation(s) of the Appeals Committee, that student may appeal in writing to the Dean of the SMS within five business days of receiving the recommendation(s) of the Appeals Committee. The final decision regarding the recommendation(s) of the Appeals Committee is made by the Dean of SMS who will inform the appealing student.

Student Grievance Reporting Procedures (A1.02j; A3.15f-g)

The program aims to maintain the same level of professionalism that we expect from students. At times, students may not be satisfied with situations that have occurred, thus, they need to be able to report, receive assistance, and see that situations are addressed in a fair and timely manner. This section outlines the various grievance and reporting procedures to ensure that all issues are addressed in a timely manner.

Accreditation Grievances
Students wishing to file a complaint related to the accreditation standards should make these complaints in writing to the Dean of the School of Medical Sciences.

Academic Grievances
If a student has a grievance about an academic issue, the student must first discuss the matter with the Course Director. If the academic grievance is unresolved after meeting with the Course Director, the student may discuss the matter with the Didactic Director (during the Didactic year) or the Clinical Director (during the Clinical year). If the academic grievance remains unresolved, the student may bring the matter to the Program Director for final resolution. If an appeal process is required, this would be brought to the Program Director whose decision would be final.

Assignment or Test Grade Disputes
Once an individual assignment or test grade is entered into Blackboard, the student has five (5) working days to dispute the grade with the course director. The student is responsible for monitoring all posted grades. The course director will review and address discrepancies.

Final Course Grade Disputes
Beginning on the day final grades are published, the student has three (3) working days to dispute a final grade with the course director. If the course director does not resolve the issue satisfactorily, the student may then request a grade reconsideration in writing to the Program Director, who will make a final course grade determination for the student within five working days. That decision is final.

Reporting Grievances or Misconduct Involving Another Student (A1.02j)
Individuals who wish to report any grievance or misconduct of a fellow student should first speak to the classmate about the issue with the intent to resolve the complaint on an informal basis. If, however, harassment is involved or that conversation might exacerbate the situation, then the incident should be reported directly to the student's faculty mentor in writing or in person. All parties in receipt of a student grievance will respond as soon as possible following receipt of the grievance. Reports must include the following information:
1. Name and contact information of the reporter
2. Date and Time of Report
3. Date, Time, and Location of Incident and names of those involved
4. Description of concern/incident (be as detailed as possible and include names of any witnesses)
5. What do you hope will be the outcome of this report?

When a report alleging student misconduct is submitted, the student is immediately notified of the allegations. The accused student **MUST respond within twenty-four hours** acknowledging receipt of the notification. The Program Director will investigate by taking statements from the person making the allegations, witnesses and the student who is charged with the misconduct. Once all sides have been heard, the Program Director will determine a plan of action that may include SPC referral or determination of an autonomous plan of action, depending on the nature of the allegation. The student may temporarily be suspended from participating in class until the issue is resolved.

Reporting Mistreatment/Grievances Regarding Program Faculty, the Program, or the University (A3.15f)
Any non-academic grievance against LMU employees, the Program, or the University such as abuse of authority, abusive or intimidating behavior, discrimination, unprofessional relationships, mistreatment, or harassment, should be reported as follows:
- Direct program specific grievances to the Program Director or the School of Medical Sciences Dean.
- Direct any SMS specific grievances to the Dean of the School of Medical Sciences.
- Direct any University related grievances towards the LMU Vice President of Academic Affairs.

In each circumstance, the individual receiving the grievance will forward the grievance to the appropriate department or committee. Students should expect a response regarding the action taken on the grievance within five (5) business days. If the grievance involves title IX complaints, please follow the Title IX reporting procedures.

Clinical Rotation Grievances/Problems
The program makes every attempt to keep in close contact with each student and clinical site. If any problems occur during clinical rotations, whether academic, professional, or personal in nature, the Clinical Director is available for consultation whenever necessary. Students should use the following guidelines in dealing with any grievances or problems that occur during clinical rotations.
- If there is a safety issue, contact the clinical team immediately.
- For other issues, attempt to resolve problem with the preceptor first and if not possible, contact the clinical team via email or call **the Clinical Director's office number.**

Clinical Rotation Preceptor Evaluation of Student Grievances
If the student is dissatisfied with a clinical rotation evaluation **and** has already met with the preceptor to discuss the evaluation, the student should contact the Clinical Director by writing a statement that outlines specific reasons why he/she disagrees with the preceptor's final evaluation. The statement needs to be submitted within **3 days** of the rotation completion. The statement will be reviewed by the Clinical Director. A meeting with the student will take place if further information is required. If no further action is necessary, a written decision will be sent to the student within seven days.

Reporting Title IX Offenses (Discrimination or harassment) (A1.02j)
LMU has a zero-tolerance policy for sexual harassment, discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, veteran status, sexual orientation, marital status, parental status, gender, gender identity, gender expression, and genetic information in all University programs and activities. Individuals who experience, witness or are informed that an incident of sexual misconduct, harassment, or discrimination has occurred should report it as soon as possible. Reports should be directed to the LMU Title IX Coordinator at titleix@LMUnet.edu; contact information and incident forms are located at https://www.lmunet.edu/office-of-institutional-compliance/title-ix-policy-and-procedure.

All LMU employees are Mandatory Reporters for sexual harassment on campus. This means that if you inform any LMU employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator.

A prompt, thorough, and confidential investigation will be conducted by the LMU Title IX office. Investigations will include obtaining statements from involved parties and witnesses. Complainants and witnesses will be protected from retaliation for making a report or assisting in an investigation. Students should immediately report retaliation to the Title IX coordinator. If the investigation reveals that the complaint is valid, prompt corrective action designed to stop the harassment immediately and to prevent recurrence will be taken. If a complaint or report determined to be invalid, was made for an improper purpose, or individuals provided false information, disciplinary action may be taken against any individual who gave false information.

Clinical Year Policies and Procedures

The clinical year is a time for students to maximize applying the knowledge that was acquired during the didactic year and to build upon that knowledge in order to meet the program's graduate competencies. Students in the clinical year are expected to adhere to all program policies and procedures during the clinical year. If there are questions regarding the clinical year policies, students should direct them to the Clinical Director for clarification. **Students must sign a declaration prior to beginning the clinical year stating they have read, understand, and agree to abide by all clinical year policies.**

Tentative Clinical Year Rotations, Courses, and End of Rotation (EOR) Exam Schedule for 2025

Rotation # or Course Title	Start Date	Rotation End Date	Mandatory EOR Exam Dates
Clinical Year Semester 1			
Transition to Clinical Practice (PAS642)	01/02/25	01/24/25	N/A
1	01/27/25	02/20/25	**02/21/25**
2	02/24/25	03/20/25	**03/21/25**
3	03/24/25	04/16/25	**04/17/25**
Clinical Year Semester 2			
4	04/21/25	05/15/25	**05/16/25**
5	05/19/25	06/12/25	**06/13/25**
Mid Clinical Year Evaluation (PAS652)	06/16/25	06/27/25	N/A
Service to Populations In Need (PAS653)	6/30/25	07/10/25	N/A
6	07/14/25	08/07/25	**08/08/25**
Clinical Year Semester 3			
7	08/11/25	09/04/25	**09/05/25**
8	09/08/25	10/02/25	**10/03/25**
9	10/6/25	10/30/25	**10/31/25**
Clinical Conference Course (PAS662)	11/03/25	12/05/25	N/A
LMU Tampa PA Program Inaugural Class Graduation 12/06/25			

Note: Students are <u>NOT</u> permitted to leave Clinical Rotations before the end of the working day of rotation end date listed above. Those in violation may be referred to the SPC for disciplinary action.

Clinical Rotation Assignment Procedures (A2.17)

Clinical Rotation Site Schedule

The clinical site assignments are made carefully with efforts made to provide students with excellent clinical learning experiences. Once rotation sites are confirmed, no changes will be made to the schedule unless urgent, unforeseen circumstances arise that necessitate a change. If a change is necessary, the clinical team will notify the student as soon as possible to allow sufficient time for the student to make any necessary arrangements. Students are not permitted to attend a clinical rotation site where they have not been assigned by the Program or where appropriate legal agreements are not in place.

Clinical Rotation Site Locations

The Program maintains Affiliation Agreements with clinical rotation sites and clinical preceptors throughout the country. There are NO clinical rotations outside of the United States. Many clinical rotation sites are available in the Tampa Bay area; however, students should also be prepared to complete clinical rotations at sites distant from the campus. Students are responsible for procuring housing and travel to all assigned clinical sites.

Clinical Preceptor Assignments

Prior to each clinical rotation, each student is provided with their preceptor's name and contact information and clinical site location and contact information. The student MUST contact the site and/or assigned preceptor at least one week prior to the start of the rotation to confirm the schedule and location. (Preceptors are provided with their assigned student schedule by the program at the beginning of the Clinical Year and are aware of what students are assigned during a given clinical rotation.) All program clinical rotation specific policies, procedures, and expected student learning outcomes are also reviewed with and provided in print to the preceptor prior to students being placed at that clinical site. At no time will students begin a clinical rotation without having been assigned to a specific preceptor and being given that preceptor's contact information.

Clinical Rotation Course Director Assignments

Prior to each clinical rotation, students will also be informed of the name and contact information for the LMU Tampa PA Program faculty member who is designated to assess and supervise the student's progress in achieving the learning outcomes for that clinical rotation.

Clinical Site Recruitment Policy and Procedures (A3.03)

The LMU Tampa PA Program is committed to maintaining and developing excellent clinical rotation sites and preceptors. The Program assumes all responsibility for establishing clinical rotation sites. **Under NO circumstance will a student be required or permitted to contact and/or obtain their own clinical rotation sites.** Any student who contacts a potential preceptor directly to make arrangement for their own clinical sites will be referred to the SPC for disciplinary action. Although it is the responsibility of the Program and not the students to arrange clinical rotation sites, a student may *suggest* a new clinical site. The clinical team will make students aware of this option and disperse appropriate forms at a designated time during the didactic year. Until the clinical team has this discussion with students, the students are asked to refrain from requesting preceptors or clinical sites. If a student chooses to do submit a request at the designated time, the program will determine if the site is adequate for student to meet program learning outcomes and legal requirements. All final decisions on site adequacy are made by the clinical team.

Clinical Affiliation Agreement Policy

Affiliation agreements are legal documents that are set up with all clinical rotation sites to address issues such as liability and malpractice and formalize the relationship between the program and the clinical rotation site/preceptor. These agreements are established and approved by the program and the clinical rotation site/preceptor before student placement at a clinical site. These agreements help to ensure that students will receive a quality clinical experience. **Students are not permitted to attempt to set up an affiliation agreement or attend a clinical rotation site that does not have an established Affiliation Agreement with the Program.** Any student who is in violation of this policy will be referred to the SPC for disciplinary action.

Evaluation of Clinical Sites by the Program

Clinical sites are evaluated by the Program initially when they are established and then a minimum of every two (2) years via telephone/video conferencing and every four (4) years in person. Clinical site evaluations provide an opportunity to assess the educational appropriateness and physical safety of each clinical site.

Clinical site visits are also scheduled to evaluate students and assess their progress during the clinical year. Student evaluation visits will occur a minimum of one (1) time during each student's clinical year; additional student evaluation visits may be scheduled as necessary. Students are notified by the Program's clinical faculty via email or telephone when a site visit is scheduled and MUST respond within 48 hours of notification to confirm the visit logistics. The goals of the student evaluation visit are different from the goals of clinical site evaluations. A site visit to assess student progress may include any of the following:
· Assessment of the student's oral presentation skills and ability to formulate a treatment plan.
· Observation of a student-patient encounter.
· Review of the student's patient logs, Passport, and progress on clinical requirements.
· Discussion of any student concerns.

Evaluation of Clinical Sites by Students
Each student is required to complete an evaluation form for each rotation site at the completion of the rotation but prior to discussing the student's own evaluation with the preceptor. Constructive criticism of the site and preceptor are welcome as long as they are provided in a professional manner with the intent to improve the educational experience for future students. Student evaluations of the site will be reviewed by the clinical team and any issues or concerns brought up by students will be addressed.

Preceptor Evaluations of Students
Preceptors are asked to fill out a student evaluation form following the completion of each clinical rotation. This evaluation becomes a part of the student grade and is useful for gauging each student's progress toward attaining the Programs graduate competencies. Student evaluations contain, but are not limited to the following components: medical knowledge, application of medical knowledge to patient cases, critical thinking ability, developing a diagnosis and treatment plan, history-taking, physical examination skills, laboratory and diagnostic test interpretation ability, clinical procedure skills, punctuality, and the ability to collaborate and communicate effectively with the interprofessional health care team. The preceptor *may* also have an exit interview with the student to provide direct feedback regarding the student's performance. The student should ask the preceptor for feedback if it is not given.

Responsibilities of The Program Regarding Clinical Rotations

- Orient preceptors to student learning objectives and clinical rotation educational objectives.
- Provide medical malpractice insurance throughout the entire program.
- Evaluate and vet clinical sites for appropriateness of educational experience.
- Review student evaluations of clinical sites on a monthly basis and address any concerns.

- Maintain close contact with students to answer questions and to assist with any problems.
- Provide students with learning objectives for each rotation that must be met by the end of the rotation.
- Assigning a final grade to students for each rotation based on what is described in each syllabus.
- Monitor Student Progression towards Meeting Graduate Competencies
    - *The program uses the Typhon logs, the clinical skills passport, preceptor evaluations of students, PAEA end of rotation (EOR) examinations, the midyear clinical evaluation course assessments (including a midyear PACRAT exam, OSCE evaluation, and clinical procedure skills assessments), and clinical rotation professionalism scores to track each student's progress toward meeting program competencies. All of these components are integral to monitoring progression and identifying deficits in each student's ability to attain program competencies prior to graduation. Minimum progression thresholds are monitored at the end of each semester and during the midyear clinical evaluation course and deficits will be addressed with remediation assignments to better equip the student to meet competencies by the end of the clinical year. At the end of the clinical year, a final series of comprehensive competency assessments will be carried out. Students are required to pass all clinical year assessments or successfully complete remediation assignments and reassessments in order to ensure all program competencies have been achieved.*

Mandatory Clinical Rotation Attendance Policy

Attendance and punctuality for ALL clinical rotation days is mandatory. Students are required to work the same schedule as their clinical preceptor(s) including any on-call work nights or weekends. Clinical time on the rotation is based on the preceptor's schedule with the goal of working 40-hours a week. Students should seek out opportunities to learn while on every rotation which may entail longer days, nights, and weekends. It is up to each preceptor to determine the schedule with the student, which may or may not include University holidays. A student who becomes aware that they will be unable to achieve adequate exposure in a rotation due to preceptor schedule or absence should immediately contact the clinical team so that a schedule adjustment or site re-assignment can be pursued.

If a student is going to be absent for an emergency, the student MUST notify both the preceptor **and** the Clinical team by email by 8:00 am on the day of the absence noting the reason for the absence. If a student does not follow these steps, the absence is considered unexcused and the student may be referred to the SPC for disciplinary action.

Clinical days missed due to ANY absence MUST be made up as assigned by the Clinical Faculty. If the assigned make-up work/clinical hours are not completed by the end of the clinical rotation, an "I" (incomplete) will be recorded for the course and the student will referred to the SPC for student progression recommendations. SPC recommendations may include but are not limited to repeat of clinical rotation, delayed graduation, and/or program dismissal.

Mandatory EOR Activity Attendance Policy
Students are required to participate in all End of Rotation (EOR) assessments and activities (Ex. End of Rotation Exams, Objective Structured Clinical Examinations (OSCEs), Case Presentations, PANCE review lectures, and clinical skill assessments.) For most rotations these assessments and activities will be virtual, however students are required to be on campus for the midyear clinical evaluation and the clinical conference/Clinical Practice Final Evaluation courses. Make-up assessments for excused absences must be completed within one week of the original scheduled assessment.

Clinical Rotation Assignment Procedures

Clinical Rotation Assignment Deadlines
Students must meet the following assignment deadlines for all clinical rotations:
1. **The first week of each rotation:**
   a. Provide the preceptor with the Program's Evaluation Instruction Sheet;
   b. Verify the correct preceptor contact phone and email information; If the student has incorrect information they must immediately email the clinical team with the correct contact information.
2. **Within 24 hours of the end of a rotation** submit the following:
   a. The student evaluation form for the clinical site
   b. All clinical and procedure logs in Typhon
   c. Updated clinical Passport
   d. All assignments outlined in the syllabus that are not noted above
3. **On assigned EOR Examination days:** Complete the EOR examination for that rotation (No EOR examination will be given following the Primary Care II Selective rotation; instead a case presentation and/or related activities will substitute for the EOR examination grade.) Note: *the program utilizes the Physician Assistant Education Association (PAEA) End of Rotation Exams*.

Clinical Rotation Assignment Copies
Students are advised to keep a copy of all assignments/paperwork that they submit. The program is not responsible for making copies or sending in paperwork for credentialing.

Clinical Rotation Assignment Due Dates
Once an assignment has been submitted, there will be no further acceptance of revised or additional work. Late submissions of any assignment/paperwork will not be accepted for credit unless extenuating circumstances arise which have to be brought to the attention of the clinical team.

Clinical Rotation Assignment Remediations
Students who receive a $\leq$70% on the EOR examination, case presentation, or preceptor evaluation may be given remediation assignments to ensure that they have met that rotation's instructional objectives and are able to pass that course. Remediation assignments will be assigned as deemed necessary by clinical faculty. Students should refer to the academic catalog for additional policies and explanations regarding assignment remediation.

Case Presentation Assignment For The Primary Care II/Selective Rotation
In lieu of a written examination during the Primary Care II/Selective Clinical Rotation Course, students will have a case presentation assignment. The case must be on a patient case the student worked up and is very familiar with. The topic must be submitted to the clinical team via email at least one week prior to the scheduled presentation date. The email submission includes:
· Patient age, and gender
· The chief complaint and a brief history with the patient presentation
· The final diagnosis and recommended treatment
· Background medical information on the illness
The clinical team will review the case, and notify the student of the approval. Once the case is approved the student will prepare a PowerPoint case presentation and submit it to the clinical team at least 24 hours prior to the presentation. Students will deliver this presentation to classmates and answer any pertinent questions. Please refer to the Primary Care II/Selective course syllabus for specific presentation

instructions, a grading rubric, and a case presentation schedule.

Clinical Rotation Patient Encounter and Clinical Procedure Daily Logs
Students are required to log daily patient encounters and clinical procedures into Typhon for each clinical rotation. The patient encounter log shows the numbers and types of patients being seen, the diagnosis, and the level of student participation. The clinical procedure log shows the numbers and types of procedures performed during the rotation as well as level of participation. **Upon graduation, hospital credentialing may require these logs as part of their hiring process for newly graduated PAs. It is the student's responsibility to print and save each log after graduation for these purposes.** Typhon Logging Procedures are as follows:
1) All logging must be completed on or before that rotation's scheduled EOR day.
2) Students may only log patient interactions that occur while on site with their clinical preceptor present.
3) Domains that are logged include: diagnosis, care setting, age, procedure type, student role, and type of encounter. (One patient interaction may meet the criteria for several domains.)
4) Patient encounters can be logged as an observation status if the student did not participate in the active care of the patient or active status if the student played an active role and performed at least part of the activity personally. (ex. Student observing ICU rounds or complex surgical procedures)
5) Clinical procedures may be logged at any time during the clinical year when they occur and need not be relegated to a particular rotation.
Failure to adequately log patient encounters and clinical procedures on time may result in delay of graduation and SPC referral. (See Appendix D for a sample procedure log and encounter log instructions)

Clinical Passport Procedure and Instructions
The clinical passport will be used to verify student competency in selected clinical tasks and procedures and is separate from Typhon logging requirements. Students will use the Clinical Passport forms provided by the clinical team to have preceptors verify competency in specific tasks prior to graduation.

Student Responsibilities While at Clinical Sites
- **Professionalism**- Maintain all of the Program's professional behavior and conduct guidelines.
- **Dress code**-Wear short white jackets over business casual clothing unless otherwise specified by the assigned clinical rotation preceptor.
- **Identification**- Wear the LMU ID badge and any other ID badge required by the rotation site. Students MUST only identify themselves as "PA Students".
- **Working Hours**-Work the same hours as the preceptor, including all office/clinic hours, emergency calls, weekends, and hospital rounds.
- **Charting**- Sign all charts and orders with the student's name, followed by the initials "PA-S" (Physician Assistant Student). All charts and orders must be signed by the preceptor immediately.
- **Scholarship**- Review medical textbooks/articles to expand the knowledge of problems and procedures encountered in that practice setting and/or read articles/texts required by the preceptor.
- **Punctuality-** Arrive 15 minutes early for every day at each clinical rotation.
- **Attendance-** Follow the Program's clinical rotation attendance and absence reporting procedures.
- **Logging-** Make daily entries into the Typhon patient encounter and clinical procedure log and submit the logs before all deadlines.
- **Site/Preceptor Evaluation-** Submit the evaluation of the site/preceptor by the last day of the rotation.
- **Deadlines-** Complete all EOR examinations and assignments on the date of or by the assigned deadline.
- **Compensation-** Do not accept gifts in the form of money or material goods in return for assistance on clinical rotations or hold any job during the clinical year.

- **Supervision-** Work Only under the direct supervision of the licensed PA, physician, or nurse practitioner who has been assigned as the preceptor or alternate for that clinical rotation. Never take charge of a patient's care or provide any services without consultation and supervision of the preceptor.
- **Scope of Practice-** Students may only perform procedures within the scope of practice as authorized by the PA program, preceptor, and clinical site.
- **Safety-** Students must not compromise their safety or the safety of others such as working under the influence of alcohol or drugs. Report any safety issues to the clinical team and/or preceptor immediately.
- **Confidentiality-** Honor patient confidentiality and abide by all HIPPA regulations.
- **Non-Discrimination-** Deliver health care service to patients without regard to their national origin, race, creed, age, sex, disease status, sexual orientation, religion, socioeconomic status, veteran status, disability, and political beliefs.
- **Universal Precautions-** Follow all universal precaution and OSHA guidelines. Contact the Clinical team and the preceptor if unsure about the guidelines or to report safety concerns.
- **Peacefulness-** Maintain harmony and avoid arguments with preceptors and other health care workers.
- **Preparedness and Participation-** Review for and be prepared for full participation in each clinical day. Bring all diagnostic equipment to the clinic each day (blood pressure cuffs, stethoscope, ophthalmoscope, otoscope, reflex hammer, and tuning forks).
- **Communication-** Respond to Program emails pertaining to site visits or other topics within 48 hours. Immediately inform the clinical team (same day) if there are any emergencies, weather evacuations, or clinical site or preceptor issues.
- **Problems/Grievances-** Notify the program of any concerns or problems that occur at the site.
- **Initial Rotation Contact-** Contact the preceptor or designated contact person at the start of each new rotation, to determine and confirm the time, location, and to whom the student should report for the first day of that rotation. (If unable to do so contact the clinical team immediately by email.)
- **EOR Examination Preparation-** Study the learning outcomes and instructional objectives for each rotation as outlined in the course syllabus for that rotation; augment clinical experiences with independent research and discussion with the preceptor to ensure all items have been learned.

Clinical Rotation Prescription Writing Procedure
While on clinical rotations, students may write or input electronic prescribing information for the preceptor, but the preceptor must sign/send all prescriptions. The student's name is not to appear on the prescription. The preceptor MUST personally log into the system, for clinical rotation sites that use electronic prescriptions, and personally sign and send all prescriptions. Additionally, students should practice handwriting prescriptions on clinical rotations where the opportunity to electronically input prescriptions is not available.

Preceptor Responsibilities During Clinical Rotations
- **Supervision-** Provide supervision of student activities, ensuring the highest standards for patient care and safety while maintaining a sound educational experience for the student.
- **Schedule-** Establish the student's work schedule as a full-time clinical schedule following the preceptor's schedule (including on-call, evenings, and weekends when applicable).
- **Safety-** Provide a safe learning environment for students; Notify Program personnel and student immediately about any weather related or other emergencies at the site location that require evacuation
- **Orientation-** Introduce the student and inform appropriate personnel of the student's arrival and role, orient the student to the clinical setting and discuss site policies, and review clinical rotation learning

objectives.

- **Evaluation and Mentorship –** Mentor and evaluate the student's performance through verbal feedback to the student during the rotation and written feedback to the program on student evaluation forms.
- **Communication-** Inform the program immediately if significant problems develop which require faculty attention or if circumstances arise that may prevent the rotation objectives from being accomplished.
- **Lawfulness-** Comply with current laws, regulations, and standards for and medical practice. Countersign all orders, chart entries, etc. Supervise all patient healthcare that is carried out by the student.
- **Non-Discrimination-** Do not discriminate against any student or patient because of age, creed, handicap, national origin, race, gender, or sexual orientation.
- **Scholarship-** Assign outside readings to promote learning, demonstrate clinical skills to the student, and assess oral case presentations and the student's critical thinking abilities.
- **Licensure/Certifications-** Maintain current licensure and certification documents within the Tampa program. Any lapsed documents will prevent the student from participating in the clinical rotations and the student will need to be removed from the site. As per ARC-PA, CVs are utilized to verify preceptor qualifications. Updated CVs need to be submitted to the Tampa Program every two years.

Liability Insurance Coverage

The LMU Tampa PA Program provides each student with a $2M/4M malpractice insurance policy. We can provide this information to any preceptor, clinical office, clinical facility or hospital. Please contact the clinical team should a request be made and we will promptly provide this information. Students will receive a copy of the certificate to provide to preceptors if necessary.

Housing, Transportation, and Meals

Students are responsible for all housing, transportation, and meal arrangements associated with clinical rotations as well as any costs incurred from those arrangements.

Clinical Site Safety (A1.02g)

In the development of clinical sites, safety of these sites is evaluated by the Program prior to approval of the clinical site. To ensure student and faculty safety at clinical rotation sites, the Program also conducts site visits to evaluate the safety of each clinical site. Any clinical site deemed unsafe is immediately discontinued by the Program. Furthermore, students are never required to rotate at a site where they feel unsafe or where security seems inadequate.

Any student who fears that their safety is in immediate jeopardy must leave the immediate area, walk to a more populated area if possible, and call 911 to report the issue to the police.

If a student feels unsafe but is not in imminent physical harm at a clinical site, the student should immediately report this to the preceptor, the office manager, and/or security. If the situation is not handled immediately by on-site personnel, then the student is to report it to the Clinical Director. The Program takes seriously any student allegation or concern regarding safety and will promptly investigate any safety concerns. The PA Program will address issues regarding safety and security. The student may be relocated to a new rotation site. Should this occur, there will be no penalty to the student.

To assist the Program in ensuring safety, all students must ensure that the Program has updated and correct contact and emergency contact information and absences must be reported promptly to the

clinical team. The Program should know where students are during all work hours for the rotation site. Students at the clinical site should:

- Always be aware of their surroundings.
- Familiarize themselves with the safety procedures at the clinical site.
- Store all valuables, such as a wallet, checkbook, jewelry, or keys, out of sight.
- Travel with a friend or request a security escort if safety is of concern.
- Avoid shortcuts through isolated areas.
- Have a charged cell phone and car keys on them at all times.
- Park in well-lit areas.
- Lock doors and windows when going out, and never prop doors open when entering/exiting.
- Do not store large amounts of money or credit cards.
- Report any burnt out entrance/hallway lights to the appropriate personnel.
- Call Security immediately with any unusual activity or loitering on hospital grounds.

Housing Safety During Clinicals

LMU does not provide housing to students enrolled in the LMU Tampa PA program during their didactic or clinical year. During the clinical year, rotations may be such that the student will have to seek lodging alternatives during distant rotations. This is the student's responsibility to secure housing during such rotations. In the interest or our student's wellbeing and safety when securing these housing arrangements, we have provided a list of references to help ensure that the living arrangements students secure are in safe accommodations.

- https://www.safewise.com/resources/apartment-security/
- https://blog.sdhda.org/the-guide-to-securing-a-safe-comfortable-apartment-on-a-budget
- Google "safest areas to live in _____" (This will bring up statistics on the surrounding neighborhoods.)
- If you ever feel you are in an unsafe environment, please make sure to reach out to the clinical team so we can help provide additional resources to improve your safety.

Appendix

Appendix A
Receipt of the LMU Tampa PA Program Student Handbook

I hereby acknowledge that all of the following statements are true:

1. I have received a copy of the <u>LMU Tampa PA Program Student Handbook</u>

2. I will take personal responsibility to understand all the information contained within the <u>LMU Tampa PA Program Student Handbook</u> and I will abide by the policies, procedures, standards, rules, and regulations set forth therein.

3. I have received a copy of the <u>Lincoln Memorial University Railsplitter Community Standards Guide.</u>

4. I realize that in cases where rules and regulation of the <u>LMU Tampa PA Program Student Handbook</u> differ from those of the <u>Lincoln Memorial University Railsplitter Community Standards Guide</u> (ex. dress code) I MUST comply with the policies stated in the <u>LMU Tampa PA Program Student Handbook</u>.

I understand that failure to comply with the policies, procedures, standards, rules, and regulations set forth in these handbooks may result in disciplinary action, suspension, or dismissal from the LMU Tampa PA Program.

_____
Student Name (Printed Legibly)

_____
Student Signature

_____
Date

Appendix B
Acknowledgement of Participation of Students as Human Subjects

I hereby acknowledge the following:

- I understand that as part of my educational experience at the LMU Tampa PA Program, I will be required to participate as a living subject for physical examination courses and practicums.

- I understand that I must come to laboratories and practicums in the attire requested by faculty and I must be prepared to partially disrobe for some educational courses.

- I understand that shorts will be required when examining the lower extremities.

- I understand that the upper body, including the thorax, abdomen, and extremities, will be examined.

- I understand that at times males may be required to remove their shirts and females may be required to remove their shirts and wear sports bras to cover their chests.

- I understand that participation will NEVER include breast or genitalia examinations of self or fellow students or faculty.

- I understand that as a part of these courses I will need to be inspected, palpated, percussed, and auscultated by peers in the fulfillment of the Program's educational learning outcomes.

- I understand that I must maintain a high level of professionalism in all physical examination courses and practicums that are part of the Program's curriculum.

I agree to participate in and follow the above guidelines for all physical examination courses and practicums that are part of the Program's curriculum and I understand that failure to comply with these guidelines may result in disciplinary action, suspension, or dismissal from the LMU Tampa PA Program.

_____
Student Name (Printed Legibly)

_____
Student Signature

_____
Date

Appendix C
Acknowledgement of Typical Demands for the PA Program

I hereby acknowledge that I understand that all of the following demands will be required of me to successfully complete the LMU Tampa PA Program:

Cognitive Demands
- Comprehend, retain, analyze, and integrate large amounts of information and process the information quickly, as to not negatively impact patient care.
- Engage in long hours of study in the classroom, laboratories, and at clinical rotation sites.
- Respond appropriately to constructive feedback, making necessary adjustments.
- Communicate effectively with students, instructors, clinicians, and patients .
- Participate in written and practical examinations, procedures, and demonstrations.
- Collect patient data, perform physical examinations, formulate treatment plans, and provide patient education.

Physical Demands
- Normal or corrected to normal visual and hearing acuity to communicate with and examine patients
- Hand-eye coordination and manual dexterity to perform various medical and surgical procedures
- The ability to sit, walk, and stand for long periods and to assist patients in transfer of body position
- Capability to work Full time and overtime hours in clinical and classroom environments
- Exposure to various body fluids, communicable diseases, and toxic substances

Mental Demands
- Accommodate for those with different beliefs and those with disabilities
- Manage patients who are hostile, disagreeable, or who present under the influence of alcohol or drugs
- Interact with diverse patient populations who have different cultural beliefs and varying world views
- Handle stressful clinical situations

Clinical Rotation Demands
- Work in medical, surgical, emergency, and OBGYN settings and in outpatient and inpatient settings
- Participate in Pre-, peri-, and postoperative care
- Travel to distant sites and distant states to receive clinical training

Professional Demands
- Demonstrate the high level of professionalism and ethical demeanor that is required of a PA
- Attain all of the program's competencies prior to graduation
- Participate in community service and outreach projects for the greater good
- Participate in national and state PA organizations that promote the PA profession

_____
Student Name (Printed Legibly)

_____
Student Signature

_____
Date

Appendix D
Example Clinical Year Logging Forms

Example Procedure Log

Adm. Of local anesthesia
Assist in surgery – this number represents actual participation
Auscultate fetal heart sounds
Culture collection (blood, throat, wound, vaginal)
Demonstrate aseptic technique
EKG interpretation
Explanation of medication to patients
Explanation of procedures
Injections
Pelvic Exam
Radiologic Studies Interpretation - Skeletal Films
Suturing
Well-child exam
Wound care & dressing
Radiologic Studies Interpretation - CXR
Radiologic Studies Interpretation - CAT Scan
Casting & splinting & applying a sling
PAP smear collection

Typhon Clinical Encounter Log Instructions

Under the "**Clinical Information**" section under "Reason for the visit"   <u>Preventative</u> – Annual exam, physical, Pt. Counseling, health screening, sports physical   <u>Emergent</u> – ER/ED visit   <u>Acute</u> – New or Initial visit, episodic (established patient with a new problem)   <u>Chronic</u> – Follow-up (Consult, Hospital visit, or Routine), long term care, nursing home
Under the "**Other questions about this case**" section choose: acute, chronic, emergent, or preventative.
Under the "**Student information**" section under Setting Type, select: Outpatient, Emergency room/dept., Inpatient (includes long term care), or Operating Room.
Under the "**Patient Demographics**" section enter the age of the patient.
Under the **"Student information"** section, enter the rotation type.

Check if patient is;
    1. Pre-operative
    2. Intra-operative
    3. Post-operative
    4. Leave it blank if it does not apply

If pre-natal check the box under the **"Patient Demographics"** section that reads – pre-natal visit and enter age of the fetus.
For GYN patients use a GYN ICD-10 code, and choose "YES" to answer the question "*Is this a GYN Patient*?" under the Other questions about this case" section
For Behavioral health patients enter the psych disorder/diagnosis under the "Other questions about this case" section and check the box Psych Mental Health Case

Appendix E
The Clery Act (A1.02g)

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the University's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime Log within two business days of when it is reported to the LMU Campus Police and Security Department/off campus sites. It is important to note that LMU Campus Police and Security Department has no jurisdiction outside of its identified Clery geography.

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs, and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, the statistics indicate the number of people arrested or referred to the Director of Student Conduct for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SAVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime classifications for which the college is reporting these statistics vary from the crime classifications under Federal law, as reported in accordance with the Clery Act reflected and published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

Geography Definitions from the Clery Act:

On-Campus *defined as*: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property *defined as*: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Non-Campus geography definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations. (For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms; including the lobby, elevator and staircases.)

Appendix F
Student Medical Absence Verification Form

Name of Provider_____

Phone # of Provider_____

Date(s) Patient is Approved to miss class or clinical work_____

Signature of Provider _____

Please DO NOT include a diagnosis or clinical information on the patient.