

OKC PA PROGRAM

Physician Associate Program Organizational Chart (600)

Organizational Chart (<https://hippocrates.ouhsc.edu/policy/pdf/66bbccdd45f88d.pdf>)

PA Program Policies (602)

University of Oklahoma Physician Associate Program policies (600 Series) apply to all OKC PA students, faculty, Directors, Associate Program Director, and the Division Chief & Program Director, regardless of location.

Any recommendations for changes to current policies should be added to the Physician Associate Education Committee's (PEC) meeting agenda for review. Revisions approved through the PA policy review process will be posted once they have been approved by the PEC.

Urgent revisions or changes restricted to clarification of meaning and/or clerical corrections may be approved by the PEC and posted for immediate implementation.

New policies may be developed throughout the course of the academic year when program, university or accrediting agency changes dictate. Such policies may be implemented at any point in the academic calendar as deemed appropriate by the program and/or the university.

Adjustments to policy enforcement may be necessary due to events and/or circumstances that produce extreme disruptions to the PA Program, program courses, clinical rotations, or in the lives of groups or individuals held to such policies. In such times, the Program Director will direct the program in prioritizing policy enforcement and short-term adjustments to policy to maintain program objectives until a return to normal operations can occur.

- **Policy Date:** 06/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 8/14/2023

Safety and Security of Physician Associate Students (605)

The OKC PA Program is subject to and adheres to the OUHSC Campus Security Policy and Emergency Operations Plan (EOP).

Campus Security Policy <https://www.ouhsc.edu/police/Clery-Information> (<https://www.ouhsc.edu/police/Clery-Information/>).

Emergency Operations Plan (EOP)

<https://www.ouhsc.edu/police/Emergency-Management/Emergency-Operations-Plan> (<https://www.ouhsc.edu/police/Emergency-Management/Emergency-Operations-Plan/>)

Emergency Communication System (ECS)

<https://www.ouhsc.edu/police/Emergency-Management/ECS> (<https://www.ouhsc.edu/police/Emergency-Management/ECS/>)

OKC PA Program students shall adhere to the University plan as it applies to all University facilities and entities. Students participating in a clinical

rotation or assignment at an affiliated entity not subject to University policy will adhere to the safety, security, and emergency response policies of the affiliated entities as specified within the respective affiliation agreement.

In the event that a state of emergency extends beyond the University of Oklahoma Health Sciences Center, the College of Medicine response will be guided by the Oklahoma State Department of Health Emergency Preparedness and Response Service (EPRS).

<https://oklahoma.gov/health/prevention-and-preparedness/emergency-preparedness-and-response.html>

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 6/17/2023

Admissions Prerequisites for the Physician Associate Program (610)

A bachelor's degree must be earned from an accredited college or university prior to matriculation. No more than one science and one non-science prerequisite can be in progress after December 31st of the year prior to enrollment in the program. Prerequisite courses cannot substitute for more advanced applied content within the professional component of the program.

The Oklahoma State Regents for Higher Education require that all applicants meet minimum academic requirements to be eligible applicants. The following courses are required with a letter grade of "C" or better.

- College Algebra or higher
- Introduction to Psychology
- Psychology elective
- General Chemistry I with lab
- General Chemistry II with lab
- Human Anatomy with lab¹
- Human Physiology with lab¹
- Microbiology with lab
- Pathogenic Microbiology, Immunology, Virology, or Genetics²

¹ Note: One semester of Human Anatomy with lab and one semester of Human Physiology with lab OR two semesters of a combined Anatomy and Physiology course (A&P). A cadaver course is preferred, although not required. Kinesiology and Exercise Science courses will not meet the requirement.

² Must be a 3000 or 4000 level biological science course. Biochemistry and Organic Chemistry do not meet the requirement.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 11/13/2023
- **Date Reviewed:** 11/13/2023

Technical Standards for PA Program Admission, Retention, Promotion, and Graduation (611)

Purpose

The purpose of this policy is to set forth the technical standards, which, in conjunction with the published academic standards, are required for admission to, retention and promotion within, and graduation from The University of Oklahoma Physician Associate Program.

Policy Statement – Technical Standards

A candidate for admission, retention/promotion, or graduation must be able to demonstrate, with or without reasonable accommodation, the following academic and non-academic abilities and characteristics defined as “technical standards” in six core areas:

- **Observation** – A candidate must be able to observe demonstrations in lectures and laboratories, microscopic studies of microorganisms, gross organs and tissues in normal and pathologic states. He/She must be able to observe a patient accurately and completely at a distance and close at hand. Such observation and information acquisition usually requires functional use of visual, auditory and somatic sensation.
- **Communication** – A candidate must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. He/She must be able to communicate effectively, sensitively, and efficiently with patients, their families, and other members of the health care team through oral, written, and electronic forms.
- **Motor** – A candidate must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers necessary to complete a full physical examination. He/She must have motor function sufficient to execute movements reasonably required to provide general care and emergency treatment to patients. Such actions require coordination of both gross and fine muscular movements, equilibrium, and use of the senses of touch and vision.
- **Intellectual-Conceptual, Integrative and Quantitative Abilities** – A candidate must be able to learn through a variety of modalities including, but not limited to, classroom and laboratory instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and the use of electronic technology. He/She must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities. A candidate must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. He/She must be able to perform these problem-solving skills in a timely manner with stressful distractors consistent with the medical environment.
- **Emotional, Behavioral and Social Attributes** – A candidate must demonstrate the maturity and emotional stability required for full use of his/her intellectual abilities. A candidate must possess the emotional stability and health to exercise good judgment, complete all responsibilities, and tolerate the physical, mental, and emotional stress often experienced during training and patient care. A candidate must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner. A candidate must be able to tolerate physically taxing workloads and long work hours, to function effectively

under stress, and to display flexibility and adaptability to changing environments. A candidate must be capable of regular, reliable, and punctual attendance for required class sessions and in regard to their clinical responsibilities. A candidate must accept responsibility for his/her learning; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes when necessary. A candidate must demonstrate sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.

- **Ethical, Professional and Legal** – A candidate must behave in an ethical, professional, and moral manner consistent with professional values and standards. A candidate must meet the legal standards to be licensed to practice medicine as a physician assistant in the State of Oklahoma. As such, candidates for admission must strictly comply with instructions on reporting criminal offenses or disciplinary action taken against them prior to matriculation. In addition, a candidate charged with any criminal offense while in PA school has an affirmative obligation to immediately notify the PA program director. Failure to disclose prior or new offenses can lead to disciplinary action that may include dismissal.

Accommodation

The technical standards are not intended to deter from participation any candidate for admission, promotion, or graduation for whom reasonable accommodation will allow fulfillment of the program requirements. The College of Medicine is in compliance with Section 504 of the Rehabilitation Act, as amended, and The Americans with Disabilities Act of 1990, as amended.

It is the candidate's responsibility to request a reasonable accommodation from the Disability Resource Center (DRC). The PA Program, in accordance with university policy, will provide reasonable accommodation to otherwise qualified individuals with disabilities, but is not required to make modifications that would result in a fundamental alteration to the nature of the program, service, or activity, cause undue hardship, or result in undue financial or administrative burden. Any requested accommodation that requires the Physician Associate Program substantively alter i) the curriculum or, ii) the requirements related to its Educational Program Objectives will not be considered reasonable. The Physician Associate Program will rely on the DRC's determination as to the reasonableness of any accommodation based on the published technical standards. A candidate may appeal the DRC determination with the University Equal Opportunity Office in accordance with prevailing University grievance procedures.

Notification

Candidates for Admission

Any conditionally accepted applicant who cannot meet the technical standards as defined in Section II, with or without reasonable accommodation, will not be permitted to matriculate and will be notified in accordance with current policies on Admission to the Physician Associate Program.

Candidates for Retention, Promotion or Graduation

The skills and abilities required for admission are tied directly to those required for graduation. It is the responsibility of the student to immediately notify the PA program if they become unable to meet the Technical Standards at any point during enrollment as a PA student. Any candidate who cannot meet the technical standards as defined in Section II, with or without reasonable accommodation, will not be permitted to

continue in the program and will be notified in accordance with current policies on Promotion within the Physician Associate Program.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 3/14/2023

Admissions Process and Standards (612)

To be considered for admission to the University of Oklahoma Physician Associate Program-Oklahoma City, a completed application must be submitted through the Central Application Service for Physician Assistants (CASPA). A supplemental application must be submitted to the OUHSC Office of Admissions and Records. Applications for the University of Oklahoma Physician Associate Program-Oklahoma City are available June 1st. To qualify for the PA program, the online application and all supporting documentation must be submitted to CASPA by September 1st. A completed CASPA application includes:

1. CASPA application.
2. Three letters of reference. (These are submitted as part of the application through CASPA)
3. Personal statement uploaded to CASPA application.
4. Official transcripts from all schools attended were sent directly to CASPA.
5. Resume- Follow the directions provided for the required resume template.

OUHSC Supplemental Application Deadline: September 1st

A separate \$75 supplemental application fee is required. Applications will not be considered complete until the CASPA, supplemental applications, and all required documents for both applications have been received.

English proficiency requirements: To be considered for admission, all applicants born outside the United States, regardless of citizenship status, must provide a TOEFL score of 79 or better on the Internet-based test or secure a TOEFL waiver by September 1st.

Casper requirements: The Casper test assesses non-cognitive skills and interpersonal characteristics necessary for successful students and graduates of the program and is used to complement the other applicant screening tools. Completing the Casper test is required; results are valid for one admissions cycle.

Institutional Interview Assessment: In addition to meeting the minimum cognitive standards established by the Program, the applicant must also be deemed qualified for entry through the institutional interview process. Applicants are selected for interviews based on their academic performance. While there is no minimum requirement, consideration is given to applicants with health-related experience, patient care experience, shadowing hours, and volunteer hours. No applicant is guaranteed an interview.

The Admissions Committee will rank all applicants using a weighted holistic admissions formula based on the qualities considered essential, identified on our website.

The Admissions Committee will review all information and make final admissions decisions of accept or reject. A waitlist will also be created, and where an applicant falls on the waitlist is confidential.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 09/09/2024
- **Date Reviewed:** 07/19/2024

Admissions Committee (613)

The College of Medicine Physician Associate Program Admissions Committee composition and the manner in the way it conducts business shall be in compliance with ARC-PA Accreditation Standards dealing with PA admissions policies and procedures.

The Admissions Committee shall be made up of all program faculty members and a maximum of 3 PA community members. The Chair of the Admissions Committee must be a College of Medicine faculty member in good standing and will be appointed by the Program Director. The community members of the Admissions Committee will be nominated by the Chair with final approval by the Program Director. The community members of the Admission Committee will serve staggered 3-year terms. The Director for Admissions will be an *ex officio*, non-voting member and will correspond with all applicants on behalf of the committee. The Admissions Committee shall evaluate in a holistic manner all applicants for the PA program who have completed the application process. Using a method and criteria approved by the Admissions Committee, applicants will be selected for an interview each application cycle and the committee will render an admit, reject, or wait-list decision.

The Admissions Committee will be assisted in conducting its business by a group of interviewers. Interviewers will evaluate each applicant using a standard evaluation instrument. No one shall be granted acceptance to the Physician Associate Program without an interview.

Interviewers will be selected by sending a solicitation of interest annually via various methods to OU faculty, alumni and community members. The interviewers will be selected from those individuals expressing strong interest in serving as an interviewer. The majority of interviewers will be members who have previously served; however, each year there may be new members. An adequate size interviewer pool will be selected in accordance with the anticipated number of interviews to be conducted in the admission cycle. Appointment to the interviewer pool is for a one-year term. There is no limit on the number of terms an individual may serve.

The Admissions Committee shall review the final evaluation provided by the interviewers for each applicant interviewed and review overall data for the applicant interview pool to assure accuracy and uniformity of the information. A quorum of the Admissions Committee will be at least 2/3 of the total Admissions Committee members (excluding the chair) and will be necessary to conduct any official business regarding an individual applicant.

The Admissions Committee shall recommend applicants to the Program Director for admission to the class. Such decisions shall be communicated on behalf of the committee to applicants by the Director for Admissions. An applicant shall not be entitled to appeal the committee's admissions decision.

The Admissions Committee will submit an annual evaluation of the admissions process to the PA Education Committee (PEC) and follow the PEC reporting form to forward recommendations to address areas needing improvement.

- **Policy Date:** 6/1/16
- **Approved By:** PEC

- **Date Revised:** 04/25/2024
- **Date Reviewed:** 04/25/2024

Delayed Matriculation (614)

The Physician Associate Program does not offer delayed matriculation/deferred admission.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 06/1/2016
- **Date Reviewed:** 2/12/2023

Advanced Standing and Program Transfers (615)

The Physician Associate Program does not offer or accept advanced standing credit.

The program does not accept transfer students.

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 6/1/18
- **Date Reviewed:** 2/12/2023

Minimum Retention Requirements for Admissions Records (617)

Retention requirements for the Physician Associate Program application process is/are defined in the State and Universities and Colleges Consolidated General Records Disposition Schedule in Section 13-1 located at <http://www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf>

13-1 Student Admission Applications File

Student application files contain their Central Application Service for Physician Assistants (CASPA) application for admission to the University of Oklahoma Physician Associate Program. Files may also contain their supplemental application, correspondence, references, admission test scores, transcripts of previous academic credit, and related records.

Disposition: If the student has been accepted and enrolls, the students' file will be transferred to individual Student Records File (Series 13-2). The file will be retained for students who were rejected and those who were accepted but failed to enroll for one (1) year and will be destroyed provided no charges of discrimination have been filed. If charges have been filed, the file will be destroyed two (2) years after exhaustion of all legal remedies.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 2/12/2023

Retention Requirement for Records/File Policy (630)

Student Academic Records – University of Oklahoma Health Sciences Center

The Office of Admissions and Records at the University of Oklahoma Health Sciences Center maintains student academic records in

accordance with the State General Records Disposition Schedule for State Universities and Colleges (U&C):

- State General Records Disposition Schedule for State Universities and Colleges (Section 13)
<http://www.ouhsc.edu/LinkClick.aspx?fileticket=gQ2oVzbK6jl%3d&portalid=34> (<http://www.ouhsc.edu/LinkClick.aspx?fileticket=gQ2oVzbK6jl%3d&portalid=34>)
- Department of Operations Records Management & Storage
<http://www.ouhsc.edu/operations/GeneralServices/RecordsManagementStorage.aspx>
- University of Oklahoma Health Sciences Center Student Academic Records Policy
<http://admissions.ouhsc.edu/CurrentStudents/Records/FERPA.aspx> (<http://admissions.ouhsc.edu/CurrentStudents/Records/FERPA.aspx>)
- University of Oklahoma Student Academic Records Policy
http://catalog.ou.edu/current/Academic_Records.htm
- Oklahoma Archives and Records Commission (General Records Disposition Schedule on records retention for State Universities and Colleges)
<http://www.odl.state.ok.us/oar/administration/oarc.htm>

The student academic file in the Office of Admissions and Records is the official file and must include admissions records, personal information, and all student-related records (including academic progression noted on the official transcript, change of grades, change of enrollment, cancellation and withdrawal forms, and academic progress letters). The Office of Admissions and Records permanently maintains and stores all required student records.

The State Retention Policy also applies to Physician Associate Program student records not maintained in the Office of Admissions and Records official student file. The university and state retention and disposition guidelines must be followed before documents in Physician Associate Program files can be destroyed.

Student Records

The Physician Associate Program maintains student records within the Program offices in accordance with University policy and the State of Oklahoma Archives and Records Commission guidelines on record retention for Universities and Colleges using the following definitions and parameters:

Must also be maintained as part of the permanent student record in the Office of Admissions and Records (+2) Academic records related to student complaints must be kept an additional two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Student Health Records

Student health records are confidential and are not accessible to or reviewed by program, principal/instructional faculty, or staff except for immunization and tuberculosis screening compliance. Immunization and TB compliance are maintained by the PA Program and Student Health. They are released from Student Health with written permission from the student.

Record Type	Time Maintained within Program Files	Location of Record	Record(s) Defined As
Student Admission Records	5 yrs (+2)	<ul style="list-style-type: none"> • PA Admissions Office • Student Admission Files • Office of Admissions and Records 	<ul style="list-style-type: none"> • CASPA Application • Supplemental Application • Resume • Letters of Recommendation/ Evaluations • GRE Scores • TOEFL Scores • Final Official Transcripts from Previous Academic Credit
Results of Selection Interviews	5 yrs	• PA Admissions Office	• Interview Sheet-Scores
Student Records	5 yrs (+2)	• Individual Student Files	<ul style="list-style-type: none"> • Orientation Forms • Record of Student Meetings • Photo Release Form • Peer Reviews
Assurance of Health Screening	5 yrs (+2)	• Individual Student Files	• Technical Standards Statement Signed in Orientation Forms
Assurance of Immunization Requirements	5 yrs (+2)	• Student Health Clinic	• Immunization Records
Student Health Records	5 yrs (+2)	• Student Health Clinic	• Student Health Records
SCPE Assignments	2 yrs	• Exxat System	• Student Rotation Schedules
Student Performance in Program	5 yrs (+2)	<ul style="list-style-type: none"> • D2L • Exxat 	<ul style="list-style-type: none"> • Course Exam Grades • Preceptor Evaluations
Academic Advising Records	5 yrs (+2)	• Individual Student Files	• Record of Student Meetings
Disciplinary Action Records	5 yrs (+2)	• Individual Student Files	<ul style="list-style-type: none"> • AAPC Letters • Emails/ supporting documentation • Professional Conduct Report • Record of Student Meetings

Remediation Records	5 yrs (+2)	• D2L Special Studies Course	• Special Studies Syllabus • Special Studies Course work/ grade
Dismissal Records	5 yrs (+2)	• Individual Student Files • Admissions & Records	• AAPC Letters
Evidence Student Has Met Completion Requirements	5 yrs (+2)	• PA Program Files	• PeopleSoft Graduation Report • ASR

Meeting Minutes

Record Type	Time Maintained within Program Files	Location of Record	Record(s) Defined As
Program Education Committee (PEC) Minutes	5 yrs	• PA Server	• Program Education Committee (PEC) Minutes
PA Faculty/Staff Meeting Minutes	5 yrs	• PA Server	• PA Faculty/Staff Meeting Minutes
Annual Retreat Materials	5 yrs	• PA Server	• Retreat Materials

Program Faculty Files

These files are kept in addition to official personnel files maintained by OUHSC Human Resources.

Record Type	Time Maintained within Program Files	Location of Record	Record(s) Defined As
Principal Faculty File	5+ yrs	• Department HR Office	<ul style="list-style-type: none"> • Current CV (updated annually) • Job Description • Annual Evaluation

Course Director Files

This file should be updated annually during the individual course review by the Director for Didactic education.

Record Type	Time Maintained within Program Files	Location of Record	Record(s) Defined As
Student Admission Records	5 yrs (+2)	<ul style="list-style-type: none"> • PA Admissions Office • Student Admission Files • Office of Admissions and Records 	<ul style="list-style-type: none"> • CASPA Application • Supplemental Application • Resume • Letters of Recommendation/ Evaluations • GRE Scores • TOEFL Scores • Final Official Transcripts from Previous Academic Credit
Results of Selection Interviews	5 yrs	<ul style="list-style-type: none"> • PA Admissions Office 	<ul style="list-style-type: none"> • Interview Sheet-Scores
Student Records	5 yrs (+2)	<ul style="list-style-type: none"> • Individual Student Files 	<ul style="list-style-type: none"> • Orientation Forms • Record of Student Meetings • Photo Release Form • Peer Reviews
Assurance of Health Screening	5 yrs (+2)	<ul style="list-style-type: none"> • Individual Student Files 	<ul style="list-style-type: none"> • Technical Standards Statement Signed in Orientation Forms
Assurance of Immunization Requirements	5 yrs (+2)	<ul style="list-style-type: none"> • Student Health Clinic 	<ul style="list-style-type: none"> • Immunization Records

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/15/2019
- **Date Reviewed:** 5/22/2024

Family Education Rights and Privacy Act (FERPA) (631)

Student information maintained by the OKC PA Program is covered under the Family Educational Rights and Privacy Act (FERPA). The OKC PA Program follows the FERPA policy maintained by the OUHSC Office of Admissions and Records.

FERPA Policy: <https://admissions.ouhsc.edu/FERPA.aspx>

OUHSC Office of Admissions and Records: <https://admissions.ouhsc.edu> (<https://admissions.ouhsc.edu/>)

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 7/21/2023

Access to Academic Records (632)

An enrolled student in the Physician Associate Program may review his or her academic records through written request to Admissions and Records.

If a student has a dispute or disagreement with the material, a written request for reconsideration and alteration can be made to the PA Program Director.

Release of student information and access to student records details are found in the Faculty Handbook, Section 4.26, link:

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

Also may be found in the OUHSC Student Handbook link:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=384>

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 04/25/2024

Academic Affairs and Promotions Committee (AAPC) (633)

Purpose

The purpose of this policy is to establish an OUHSC OKC Physician Associate Program Academic Affairs and Promotions Committee (AAPC) which will ensure a standard for the advancement and promotion of all OUHSC OKC Physician Associate (PA) Program Students, hereinafter "students", including a fair and formal process for recommending any action be taken that may affect an individual's status within the PA program.

Policy Statement

At the end of each academic semester and more frequently if necessary, the Academic Affairs and Promotions Committee will review the students' overall performances and confirm: i) that they have successfully met the program's academic requirements for each course and semester of the curriculum and the program's professional and ethical standards. Also, when applicable ii) that they have successfully met the program requirements for graduation. The promotions committee will issue its recommendations to the Physician Associate Program Director.

Program requirements and standards are defined by:

1. the published curriculum (i.e., coursework), and
2. the relevant institutional policies.

If it is determined a student may have:

1. committed a policy violation that could negatively affect that individual's status in the program, or
2. demonstrated behavior that is inconsistent with the program objectives, standards, or requirements, then the Promotions Committee will be convened to consider the evidence before it and make a recommendation to the Physician Associate Program Director.

The promotions committee will recommend the graduating class and students achieving distinction status to the Physician Associate Program Director.

Actions that may Negatively Affect the Status of an OUHSC OKC Physician Associate Program Student

For purposes of this policy, actions that may negatively affect the status of a student for academic or professionalism reasons and come before the Promotions Committee include but are not limited to the following:

- Academic Notice as described in Policy 674.2
- Academic Probation as described in Policy 674.2
- Mandated corrective action plans
- Course remediation as described in Policy 674.2
- Lapses in professional behavior
- Dismissal

Due Process Steps

When the Academic Affairs and Promotions Committee will consider an action as described above in Section A, it shall ensure the student receives due process by taking the following steps:

1. Timely Notice of Impending Action –Students will be notified of an impending action, the basis for that action, and the time and place that the Academic Affairs and Promotions Committee will meet to consider its recommendation.
2. Disclosure of Evidence –Students will be provided with a description of the evidence that forms the basis for the Academic Affairs and Promotions Committee review.
3. Opportunity for Student to Respond –Students will have the option to appear before the Academic Affairs and Promotions Committee to present any information they would like considered. If the student wishes to appear before the meeting during which the impending action will be discussed, the student must notify the Academic Affairs and Promotions Committee chair no later than three university business days prior to the meeting. The student may not bring any counsel or guest(s) to the meeting.
4. Opportunity to Appeal –Students may appeal the action taken by the OUHSC OKC PA Program Director in accordance with PA Program Academic Appeals Policy 673.

Exempt from OUHSC OKC Physician Associate Program Academic Affairs and Promotions Committee Process

1. Suspension or expulsion from the University that may be imposed pursuant to the University's Student Rights and Responsibilities Code is not subject to consideration by the OUHSC OKC Physician Associate Program Academic Affairs and Promotions Committee since charges that trigger those procedures are based on conduct beyond the scope of academics or professionalism.

OUHSC OKC Physician Associate Program Academic Affairs and Promotions Committee

Membership

The Academic Affairs and Promotions Committee shall be composed of no more than fifteen (15) members, including the Chair. The committee is composed of all the principal OUHSC PA Program Faculty, as well as faculty from various Departments within the College of Medicine, including faculty from other OUHSC Colleges, and one at-large member. The non-principal PA Program Faculty members and the at-large member shall serve a three-year term. The AAPC Chair (or the Chair's designee) presides during each meeting. The Chair is designated by the Program

Director. AAPC members are recommended to the Chair of the AAPC, who in turn makes his or her recommendations to the PA Program Director. Each AAPC member is appointed by the PA Program Director.

Meetings

At the end of each academic semester and more frequently if necessary, the Academic Affairs and Promotions Committee will review the students' overall performances.

Two-thirds (2/3) of the AAPC membership must be present in order to hold a meeting to conduct any official business. A simple majority of votes cast are required to pass measures. The Chair is a voting member of the committee.

Member Recusal for Potential Conflicts of Interest

No OKC Physician Associate Program Academic Affairs and Promotions Committee member may vote or participate in discussions regarding an OUHSC PA Program student if that committee member has an actual or potential conflict of interest, as defined below.

Conflicts of interest include the following and any other issues noted by OU College of Medicine policy #430 are hereby incorporated into this policy and applied to PA students and faculty:

- Committee members that have provided health services (including psychiatric/psychological counseling) to the student under consideration
- Committee members that are first or second-degree relatives of the student under consideration
- Committee members that have a personal financial relationship with the student under consideration
- Committee members that have a consensual relationship with the student under consideration

A conflict of interest statement will be read at the beginning of each Academic Affairs and Promotions Committee meeting. Any committee member that has a potential conflict of interest with a student that is the subject of a promotions committee meeting agenda item must: i) notify the promotions committee chair of the potential conflict at the beginning of the meeting, and ii) recuse his or herself from the discussion and vote on that agenda item. Recused committee members will be asked to leave the room for the duration of the discussion. If a faculty, staff, or student has knowledge of a potential conflict of interest regarding a promotions committee member, they may contact the promotions committee chair no later than two university business days in advance of the meeting to discuss the issue.

Additionally, committee members that previously served as the course or clerkship director, co-director, or associate director of record for the student under consideration, and, in that course administrative role, assigned that student anything other than a satisfactory or passing final course grade may participate in discussions regarding that student but may not participate in the vote.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/10/2023
- **Date Reviewed:** 4/10/2023

Non-Discrimination (639)

The University of Oklahoma Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students.

The Office of Equal Opportunity monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran.

Policies are consistent with those of the University of Oklahoma and the OU Health Sciences Center.

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 7/19/2024

Students' Responsibilities and Rights (640)

Upon Matriculation, all students are required to read and sign acceptance of the following principles.

As a student at the University of Oklahoma College of Medicine, I understand that it is a great privilege to study medicine. Over the course of my training, I will assume responsibility for the health and well-being of others. This undertaking requires that I uphold the highest standards of ethical and professional behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at the College of Medicine and throughout my medical career.

Honesty

- Students will maintain the highest standards of academic honesty.
- Students will neither give nor receive aid in examinations or assignments unless the instructor expressly permits such cooperation.
- Students will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of patients.
- Students will conduct research in an unbiased manner, report results truthfully, and credit ideas developed and work done by others.

Confidentiality

- Students will regard confidentiality as a central obligation of patient care.
- Students will limit discussions of patients to members of the health care team in settings removed from the public ear (not in elevators, hallways, cafeterias, etc.)
- Students will maintain patient confidentiality when required.
- Students will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient according to the patient's wishes.

Respect for Others

- Students will uphold an atmosphere conducive to learning.
- Students will treat patients and their families with dignity, and respect their physical and emotional needs.

- Students will demonstrate respect and confidentiality when discussing patient issues with other members of the health care team.
- Students will strive to communicate effectively and cooperatively with all members of the health care team.
- Students will not discriminate or tolerate discrimination on the basis of race, color, gender, sexual orientation, religion, age, disability, culture, socioeconomic status, or any other basis.
- Students will attempt to resolve conflicts in a manner that is fair and dignified to each person involved.

Responsibility

- Students will conduct themselves professionally – in demeanor, use of language, and appearance – in the presence of patients, in the classroom, and in health care settings.
- Students will be reliable in completing course and rotation tasks, and will attend and participate in all required activities, including (but not limited to) class, clinic, and rounds.
- Students will recognize his or her own limitations and will seek help when appropriate.
- Students will set patient care as the highest priority in the clinical setting.
- Students will provide unbiased constructive evaluations of colleagues, faculty and courses when asked.
- Students will not use alcohol or drugs in any way that could interfere with clinical or educational responsibilities.
- Students will adhere to the OUHSC campus policy regarding tobacco use and maintain compliance with the local tobacco policies while on clinical rotations. <https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=347>
- Students will not use their professional position to engage in romantic or sexual relationships with patients or members of their families.
- Students will report all apparent violations of the Students' Rights and Responsibilities policy to the appropriate individual in accordance with the OUHSC Student Professional Behavior in an Academic Program Policy. Section 2.17 FacultyHandbookOUHSC.pdf (<https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2018-10-30-111311-860>)
- See also: Appendix C.5- Students Rights and Responsibilities Code <https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2018-10-30-111311-860> (<https://provost.ouhsc.edu/Portals/1037/assets/documents/FacultyHandbookOUHSC.pdf?ver=2018-10-30-111311-860>)

Student Expectations of Faculty, Residents, and Fellows

- Students have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- Students cannot be compelled to perform procedures or examinations which they feel are unethical or beyond the level of their training.
- Students have the right not to be harassed and not to be subjected to romantic or sexual overtures from those who are supervising his or her work.
- Students have the right to learn in a challenging but respectful environment.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 01/14/2024

Sexual Misconduct, Discrimination, and Harassment (640.1)

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. The University condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct.

This policy is found in the OUHSC Student Handbook at the following link:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=346>

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 01/14/2024

Consensual Relationships with Patients (640.2)

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a healthcare provider and a patient. It is unethical for PAs and PA students to have these types of relationships with patients. It also may be unethical to become involved in a relationship with former patients or key third parties. Key third parties are individuals who have influence over the patient. These might include spouses or partners, parents, guardians, or surrogates.

Such relationships generally are unethical because of the PA position of authority and the inherent imbalance of knowledge, expertise, and status. Issues such as dependence, trust, transference, and inequalities of power may lead to increased vulnerability on the part of the current or former patients or key third parties. For these reasons, students are not allowed to date current or past patients. Any student found to be socializing with patients in this manner is subject to disciplinary measures.

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 4/9/18
- **Date Reviewed:** 1/14/2024

Consensual Relationship with Preceptors or Clinical Rotation Staff (640.3)

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a student, faculty member, or other member of the University community and any person over whom he or she has a professional responsibility. Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability; consequently, such relationships are strongly discouraged.

This policy is found in the OUHSC Handbook under the following link:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=395>

The policy and complaint procedure are found in the Faculty Handbook (<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>). (Appendix I-18)

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 07/17/17
- **Date Reviewed:** 1/14/2024

Program for PA Students with Chemical Dependence Problems (641) Oklahoma Health Professionals Program

The Oklahoma Health Professionals Program (OHPP) is a special program of the Oklahoma State Medical Association (OSMA). The program's purpose is to provide a peer-sponsored program for those physicians and physician assistants (and medical/physician assistant students) who have developed a chemical dependence problem.

The program approaches individuals suffering chemical dependence with the following resources:

1. a method for confronting physician assistant students regarding their problems,
2. provides a mechanism for evaluation of chemical dependence problems, and
3. identifies appropriate treatment programs for these individuals.

The OHPP officially works with allopathic physicians, osteopathic physicians, physician assistants, and dentists. It also provides services to physician assistant students. The Oklahoma State Board of Medical Licensure and Supervision has recognized the OHPP for its activities, and the Board allows the OSMA to supervise physicians and physician assistants who voluntarily commit to its program and ongoing monitoring activities. The Board generally respects the confidentiality of the OHPP program.

College of Medicine

The College of Medicine recognizes the importance, value and success of the OHPP and has developed working agreements with the OSMA to provide an avenue for intervention and treatment for physician assistant students who develop or have alcohol or other chemical dependence problems.

The College and its faculty want our students to understand that there is a desire to work with them in a strongly supportive manner for their rehabilitation if they are discovered to have a chemical dependence problem.

Procedures for the Physician Associate Program

1. The Associate Program Director (or other designated official) will contact the OHPP regarding the options available for a physician assistant student who is suspected to or discovered to have a chemical dependence problem or potential problem.
2. The OHPP committee will meet with the physician assistant student and others who have collaborative information.

3. The OHPP meeting is a “pre-evaluation” session, which normally leads to a formal multidisciplinary evaluation, but it may lead directly to a treatment program.
4. The College requires the student to follow the OHPP’s recommendations as a condition of continuing in the physician assistant program. The student will be placed on a leave of absence as necessary.
5. The expense of these evaluation and treatment programs is the responsibility of the student, but may be covered partially by health care insurance.
6. The College requires periodic verification by the OHPP that students continue in the program in order for involved students to continue in the physician associate program. Failure to continue in the OHPP program will result in dismissal from the physician associate program.
7. The OHPP includes a monitoring testing schedule. Students who are participants in the OHPP must submit to the program’s testing schedule. A “miss” in monitoring testing is considered a positive unless a satisfactory explanation is received from the individual scheduled for testing. The OHPP’s testing sites/laboratories will be designated by OHPP.
8. If students are successfully rehabilitated and continue in the physician assistant program, they will continue to be monitored by the OHPP during their rotation training that is done in Oklahoma.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 2/19/2024

Required Background Checks for PA Students (642)

This policy is intended for all University of Oklahoma Health Sciences Center (“University or “OUHSC”) conditionally accepted applicants and enrolled HSC students. A national Criminal Background Check (“CBC”) is required of each conditionally accepted applicant prior to full admission and at least annually thereafter for every continuing student.

For the policy in its entirety, refer to the Faculty Handbook, Appendix C, C.4.

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 8/4/2023

Drug Screening (643)

The policy information and requirements regarding drug screening can be found in the OUHSC student handbook at

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=336>

- **Policy Date:** 6/1/2016
- **Approved By:** PEC

- **Date Revised:**
- **Date Reviewed:** 2/20/2023

Physician Associate Program Student Health Requirements (644)

Note: This policy applies to Physician Associate Program students at all instructional sites.

Personal Health Insurance

Each student enrolled in the Physician Associate Program within the College of Medicine is required to maintain personal health insurance coverage at all times. Participation in a group policy is offered annually to all students. However, students may select an insurer of their choice. Documentation of coverage must be provided to the Office of Student Affairs.

Infectious and Environmental Hazards

The Physician Associate Program fulfills its obligation to educate PA students while safeguarding the welfare of patients and respecting the personal rights of PA students with an infectious and environmental disease.

Training

Physician Associate students are expected to protect themselves, coworkers, and patients from exposure to infectious and environmental hazards (including contaminated bodily fluids). As such, students are required participate in training that will help them understand those activities which increase the risk of exposure, strategies regarding prevention and reducing the risk of exposure, and the steps required should they become exposed. Beginning with orientation to the Physician Associate Program (i.e., prior to undertaking any educational activity that would place them at risk), students must take online training courses on blood-borne and air-borne pathogens and tuberculosis exposure prevention provided through the Environmental Health and Safety Office. This training must be taken annually. Compliance is tracked centrally by the OU College of Medicine Office of Student Affairs.

Immunization Requirements

Physician Associate students are required to comply with immunization including annual influenza vaccination as well as tuberculosis screening requirements (including necessary documentation) as indicated by OU HSC Student Affairs and the Physician Associate Program. See the list of specific immunization requirements appended to this policy.

Physician Associate students may be asked to participate in additional training, safety or other requirements designed to safeguard the health of students, co-workers, and/or patients.

Failure to comply with these requirements will preclude progress in the Physician Associate Program

Procedure for Care and Treatment After OU College of Medicine Student Exposure to Blood-Borne or Air-Borne Pathogens or Other Occupational Injury or Environmental Hazards

Post-exposure care and treatment procedure for blood-borne pathogens, air-borne pathogens, and needle stick injuries:

A student (including a visiting student) exposed to contaminated body fluids, a blood-borne pathogen and/or an air-borne pathogen during the regular work week must report the incident immediately to the preceptor, course director, and clinical phase director and seek care at

the student health center. A student exposed at an off-campus medical site or after hours should immediately contact the preceptor, course director, and clinical phase director and present immediately to the Emergency Department in the facility where the exposure occurred (or nearest Emergency Department if the facility has no Emergency Department). Students are responsible for any charges (including co-pays and deductibles). Charges will be billed to the student's health insurance. At the next available opportunity, the affected student should report the incident to the student health center for follow-up care.

Should a student (including a visiting student) be exposed to or experience other types of environmental hazards (or occupational injuries), they will be furnished emergency care and treatment as is available by the Facility until the individual can be transferred to the care of a personal medical provider.

Charges for all such care provided to students are the responsibility of the individual student.

Effects of Infectious and/or Environmental Disease or Disability on Physician Associate Student Educational Activities

Students with an infectious or environmental disease or disability will be allowed to continue in the program providing they can satisfy the technical standards (with or without accommodation) listed in Policy 611; however, in certain cases, students infected with, and in some cases exposed to, specific infectious diseases may be restricted from participating in the curriculum (referred to as "work restrictions"). Any coursework time missed due to school-imposed work restrictions (i.e., as a result of this policy) will be considered an excused absence according to policy 649.

Specific Infectious Disease Work Restrictions

Students infected with, and in some cases exposed to, certain infectious diseases of high importance in healthcare settings must adhere to work restrictions as outlined in the Center for Disease Control (CDC) publication "Guideline for infection control in health care personnel, 1998" or the most current CDC guidelines (noted as "CDC guidelines" below).

Type of Work Restriction

If the work restriction is "exclude from duty" then the student will be restricted from participation in the curriculum for the duration of the disease (as defined by CDC guidelines). If the work restriction is limited to restrictions regarding patient contact, then students will be restricted from the clinical curriculum and any portion of the preclinical curriculum involving patient care activities for the duration of the disease (as defined by CDC guidelines).

Returning to Regular Duties After an Infectious Disease

Students with conditions that do not require testing or treatment as a condition of work restriction removal, as outlined in the CDC guidelines, may return to regular duties after the duration of the disease (as defined by CDC guidelines).

Students with conditions that require testing or treatment as a condition of work restriction removal, as outlined in the CDC guidelines, must consult with the student health center to receive a Fitness for Duty clearance prior to returning to regular duties. In addition, the student health center may impose additional testing (based on CDC guidelines) after a student has returned to regular duties.

Because student and patient well-being are of the utmost importance, students who fail to adhere to these restrictions may be in violation of

the OUHSC professionalism policy and may result in dismissal from the Physician Associate Program.

Immunization and Screening Requirements¹

1. Tuberculosis Screening Requirements – Upon matriculation students must provide documentation of negative Interferon-Gamma Release Assay (IGRA) test (e.g., T-SPOT or QuantiFERON) obtained within the last 12 months. Each subsequent year the student is required to have a negative IGRA test. If the student has a past or current positive test result, they must provide documentation of a Positive TB Skin Test or Positive IGRA, including the date of the positive test. They also must provide documentation of previous treatment and/or assessment and clearance for Latent or Active TB. Those with a positive TB test who cannot provide documentation of treatment and/or assessment and clearance must complete a TB Screening Questionnaire and obtain a chest x-ray. Students with a past or current positive TB test will need further assessment and clearance by Student Health.
2. Varicella (Chickenpox) – Students must provide evidence of either two doses of the varicella immunizations received at least four weeks apart or a positive blood test (varicella titer) showing immunity. A history of having the disease is not sufficient.
3. Rubeola² (Measles) – Students must provide evidence of either two doses of the rubeola immunizations received at least 4 weeks apart or evidence of a positive blood test (rubeola titer) showing immunity. A history of having the disease is not sufficient.
4. Mumps² – Students must provide evidence of receiving two doses of the mumps immunizations or evidence of a positive blood test (mumps titer) showing immunity. A history of having the disease is not sufficient.
5. Rubella² – Students must provide evidence of receiving one dose of the rubella immunization or a positive blood test (rubella titer) showing immunity. A history of having the disease is not sufficient.
6. Hepatitis B Immunization Series – Students must provide evidence of receiving three doses of the Hepatitis B immunizations or a positive blood test (Hepatitis B Surface Antibody Titer) showing immunity.
7. Tetanus, Diphtheria, and Pertussis – Students must provide evidence of receiving three childhood DTaP immunizations AND one adult Tdap immunization, received within the last 10 years.
8. COVID-19 Vaccination- Students must provide evidence of receiving vaccination against COVID-19.
9. Annual influenza vaccination- Students must provide evidence of receiving an annual influenza vaccination.

¹ Immunization and screening requirements are based on CDC immunization guidelines and are subject to change.

² Proof of two MMR vaccinations meets the requirements of items 3, 4, and 5.

- Policy Date: 6/01/2016
- Approved By: PEC
- Date Revised: 2/5/2024
- Date Reviewed: 4/1/2024

Malpractice Insurance (645)

It is the policy of the OUHSC PA Program to provide professional liability insurance for liability arising out of the rendering of, or failure to render professional services during the policy period with claims made coverage in the amount of at least \$100,000 per medical incident involving death or injury to persons and at least \$300,000 in the aggregate for all medical

incidents during the policy year involving death or injury to persons. A certificate of liability will be provided for all rotation sites.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 4/1/2023

BLS/ACLS/PALS Certification Requirements (646)

1. All students in the PA program of the College of Medicine will be required to obtain certification in BLS, ACLS, and PALS prior to the start of the clinical phase of training and must maintain certification throughout the remainder of the PA Program curriculum.
2. The costs associated with BLS, ACLS, and PALS certification training included in the didactic PA curriculum will be included in the student's financial aid package.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 08/14/2023
- **Date Reviewed:** 08/14/2023

Work Within and Outside of the PA Program (647)

Students are highly discouraged from participating in extra-curricular employment. History demonstrates these students are at high risk of dismissal due to poor academic performance attributed to the time conflicts that outside employment brings.

- PA students are not required to work for the PA program.
- PA students do not substitute for or function as instructional faculty. Students may share their previous health care knowledge and skills with students informally but will not be required to provide lectures.
- PA students are not required and should never substitute for clinical or administrative staff during clinical rotations.
- PA students are strongly discouraged from outside employment while enrolled in the program. Course work or days missed as a result of outside employment will not be excused.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 4/11/2023

Impact of Campus Closure on Academic Activities (648)

Occasionally, external factors such as inclement weather or power disruptions may affect the operation of the OUHSC academic campus in Oklahoma City. Students are typically considered non-essential personnel. When University officials deem it to be in the best interest of faculty, student, and staff, they may issue a "Campus Closed" alert or "Campus Closed for Non-essential Personnel" notice. Such messages typically will be posted on the campus website home page.

Clinical students that are already on campus performing clinical duties at the time the campus closure decision is made are recommended to

stay if road conditions are hazardous. Clinical rotations outside of OU campus will abide by the preceptor decision at the clinical/hospital site regarding rotation attendance, including remaining at the clinical site if road conditions are hazardous. The student is to notify the program if not attending an off-campus rotation.

A campus closed alert means that regularly scheduled classes are cancelled for all students on the closed campus.

Course Directors will do their best to adjust subsequent class schedules to minimize the ultimate impact of lost class time.

The following apply:

1. If an exam has started but before it is finished: Exam will be completed. Students should be aware that the examination will be completed while the campus is closed.
2. Campus is closed before an exam begins: Course or EOR exam must be rescheduled. All courses should have an alternate exam day and time scheduled; the rescheduled exam will occur on this backup day. If campus is closed on the backup day, then the exam will be rescheduled for a subsequent time. Students should be aware that this means that an examination may be delivered on a separate day and time when the class does not usually meet. Students will be notified of the decision by the course director.
3. For all mandatory activities other than exams: If remote participation is available, the course director will send instructions to students. Otherwise, the course director will reschedule the activity on a backup day.

Another possibility is that the Oklahoma City campus will not be closed for the entire day, but may open late such as at 10:00 am. In this case all activities that were originally scheduled to occur after the opening time will still occur, including exams. Activities that were scheduled for earlier than the opening time (e.g., from 8-10 if the campus opens at 10:00), then the bulleted policies above will be followed.

When adverse weather conditions are likely, or there are other situations that could affect a student's expected participation, discussing options in advance is recommended.

There may be emergency situations that warrant exclusions to this policy. In these situations, the course director or other persons in authority may alter this policy to appropriately deal with the emergency.

Students should have access to contact numbers of the persons with whom they work and similarly should share their own contact information. Good communication will go far to minimize misinterpretation of unexpected absences.

This policy is subject to change based on continually evolving campus guidelines.

Note: The campus has a telephone hotline and website that will provide information on campus closings. This policy applies to the campus closure notice for OUHSC-Oklahoma City only. Closure notices for other campus locations do not apply to this policy.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 6/13/2022
- **Date Reviewed:** 2/19/2024

Attendance and Absences (649)

Overview and Philosophy

Physician Associate Program students pursuing the Master of Health Science degree are participating in an intensive, highly structured and progressive educational program in which full participation is essential. Physician Associate Program students are expected to assign the highest priority to their professional development and participation in the educational program. Attendance and participation in all education curriculum and activities is mandatory.

Attendance and Punctuality Expectations

OU College of Medicine Physician Associate students must punctually attend all required activities. The students are required to arrive on time and participate fully in all activities. Students are required to dress professionally and arrive early or on time for all activities.

An absence is any instance when a student is not present or tardy at any activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. Students are responsible for providing as much advance notice of an anticipated absence. If the student is unable to complete the OU PA Excused Absences Form in a timely manner correspondence via phone should be made promptly.

All requests for excused absences must be made in writing to the appropriate individuals as specified below.

Didactic Phase

All on-campus absences must be requested through the OU PA Excused Absences Form (<https://com.ouhsc.edu/pa-program/absent-request-form> (<https://com.ouhsc.edu/pa-program/absent-request-form/>)). Missed course content will be completed at the discretion of the course director. All make up work will ensure educational equivalency including student experience and access to didactic and laboratory materials.

Clinical Phase

All absences for clinical phase students on rotations should be requested directly to the Director for Clinical Education or a designated representative.

Reasons for Excused Absences

A limited number of reasons will justify excused absences. These include, but are not limited to:

1. Illness. Any illness that extends three days will require a note from a health care professional.
2. Death of immediate family member.
3. Presentation or representation in a leadership capacity at regional or national professional meetings.
4. Access to health services and counseling. Students may be excused to attend necessary health care and counseling appointments. Students are strongly encouraged to make all such appointments during non-required activities if possible. A note from a health care professional is required upon return.
5. Official Physician Associate Program events such as interviews and public relations events that have been designated by the Program as excused absence events for the student(s) participating.

6. Religious observations in accordance with university policy located in the student handbook (Policy 3.19 (<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=345>)).

Consequences of Absences

Physician Associate Program students are allowed a maximum of three excused absences per program academic term/semester. Designation of more than three absences as excused absences requires exceptional circumstances that will be evaluated on a case by case basis by the Physician Associate Program.

For any absence that does not meet the criteria to be designated an excused absence as detailed in this policy, the following action(s) shall take place. The first unexcused absence will prompt a meeting with the Office of Student Affairs and documented in the student file. Each subsequent unexcused absence will result in a Professional Concern Report (PCR) for continued non-compliance with the absence policy as deemed necessary by the Office of Student Affairs. A student accumulating three (3) unexcused absences will be referred to the Program Director for disposition, which may include dismissal.

Absence from Examinations

Physician Associate Program student are expected to comply with all exam policies detailed in Physician Associate Program Policy 669, Administration of Examinations for Physician Associate Students.

All effort must be made by the Physician Associate student to notify the Physician Associate Program of an anticipated absence for an exam via the OU Physician Associate Excused Absence Request Form (<https://com.ouhsc.edu/pa-program/absent-request-form> (<https://com.ouhsc.edu/pa-program/absent-request-form/>)). The Office of Student Affairs will determine if the student absence request is approved. If approved, the course director will coordinate a make-up exam date and time with the student. Failure to provide notification prior to the commencement of the exam will result in the student receiving a score of 0 (zero) on the exam that is missed. Emergency situations that will not allow the Physician Associate student to meet the above notification requirements will be considered only on a case-by-case basis by the Physician Associate Program.

- Policy Date: 6/01/2016
- Approved By: PEC
- Date Revised: 06/12/2023
- Date Reviewed: 02/16/2024

Leave of Absence (650)

The OKC PA Program follows the OUHSC Leave of Absence Policy located in the Student Handbook (Policy 3.8.9). Additional procedure and guidelines specific to the College of Medicine and the OKC PA Program are detailed below.

Purpose

Students may request a leave of absence (LOA). The OKC PA Program must approve a leave in advance, unless unforeseen circumstances prevent this. (See Section III - Procedures)

Restrictions and Guidelines

1. LOA is intended for use in situations of extraordinary personal/family hardship or personal health issues. Less compelling reasons are usually not approved for LOA.
2. LOAs cannot be granted retroactively.

3. Academic difficulty in itself is not a sufficient reason to request LOA.
4. LOAs require review and approval by the PA Program and/or College of Medicine utilizing the process detailed in this policy.
5. Students on LOA are not enrolled in the College of Medicine.
6. Student on LOA are subject to adhering to all University and College compliance requirements, to include but not limited to urine drug screen, national criminal background check, etc.
7. Health and disability insurance coverage may be affected while on LOA. The student should contact their carrier for details.
8. Students on LOA cannot receive financial aid. Students receiving financial aid are required to contact the Financial Aid Office for information on Return of Title IV funds and further financial aid impact caused by a temporary interruption in the student's program of study.
9. Students may not request LOA once criteria for dismissal have been met as detailed in Policy 674.
10. Taking a leave of absence may delay the date of program completion and may affect the date of graduation.
11. The time a student is on an approved LOA will not be applied to the 48-month time limit for completion of the MHS degree requirements.

Procedures

1. Student Request for LOA
 - a. It is the responsibility of the student to request a LOA. It is not the responsibility of the PA Program to recommend a LOA to a student.
 - b. All LOA requests must be approved in advance unless unforeseen circumstances prevent advanced notice. All LOA requests must be made using the approved University form at the below link
 - i. <https://admissions.ouhsc.edu/Portals/1047/assets/StudentLeaveRequest2016.pdf>
 - ii. <https://admissions.ouhsc.edu/Current-Students/Forms/> (<https://admissions.ouhsc.edu/Current-Students/Forms/>)
 - c. All requests for LOA must be made in writing and submitted to the PA Program Student Affairs Office.
 - d. Requests approved by the PA Program Student Affairs Office will be submitted for approval by the PA Program Director.
 - e. Authorizations and signatures from both the PA Program Student Affairs Office and PA Program Director are required for LOA approval.
2. Re-enrollment Following LOA
 - a. Students who are granted a leave of absence are allowed to remain out of school for no more than one academic year. If a student does not re-enroll within the one-year period, an additional leave of absence must be granted or the student will be required to be re-admitted before enrolling again.
 - b. Students who are granted LOA for personal health problems will be required to submit a letter from a medical or mental health provider before re-enrolling.
 - c. The timing and term of re-enrollment will be at the discretion of the PA Program.
 - i. As a general rule, students approved for LOA during the Didactic Phase will re-enroll at the beginning of the term in which the LOA was taken. Some situations may require re-enrollment at the beginning of an earlier term. The student will complete all syllabus requirements for any courses interrupted by an approved LOA.
 - ii. As a general rule, students approved for LOA during the Clinical Phase will be required to take leave in one-month

increments corresponding with rotation course schedules. Any approved LOA of less than one month during the Clinical Phase will require that the student successfully complete all syllabus requirements for the respective rotation course. Failure to meet course requirements will necessitate the student retake the course by enrolling in the course again.

- d. All curriculum and graduation requirements must be met for graduation regardless of LOA length or circumstances.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 4/11/2022
- **Date Reviewed:** 7/21/2023

Students with Military Service Obligations (650.1)

Pursuant to Title 70, O.S., Section 3248, The University of Oklahoma Health Sciences Center shall grant a Military Leave of Absence, not to exceed a cumulative five (5) years, to a student who is a member of the active uniformed, military services of the United States and is called to active duty. The student shall be eligible to:

1. Withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid. If the student has not completed an amount of work sufficient to receive a grade, the institution may refund the tuition and fees paid by the student for the current term or waive the amount of tuition and fees paid from the amount owed for tuition and fees for a future term following the student's tour of duty; or
2. Receive an "I" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "I" is awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

Student is required to complete and submit the Military Leave of Absence form to the Office of Admissions and Records with a copy of active duty orders.

Students should consult with their Veterans Advisor for more information.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 08/05/2023

Students Called to Active Military Duty (650.2)

Physician Associate students in the Didactic Phase of their PA education who are called to Active Military Duty for less than (2) weeks will have the opportunity to remediate the material that was missed. Remediable material includes examinations, laboratory / skills center activities and other curricular activities.

For Physician Associate students in the Clinical Phase of their PA education who are called to Active Military Duty, a reasonable attempt

will be made to allow the student to complete their current clinical rotation without a delay in their overall academic progression. However, this decision will be made at the discretion of the Course Director. If accommodations cannot be made that prevent a delay in academic progression, the student may be required to take a leave of absence and repeat the incomplete clinical rotation.

Physician Associate students who are called to Active Military Duty for greater than (2) weeks should take a leave of absence. All rights and privileges granted students serving in the Armed Forces shall apply, and they will be allowed to continue their education. Depending on the length of Active Military Duty assignment, decisions will be made on a case-by-case basis as to the best route for reinstating the student within the PA Curriculum. In cases of military deployments greater than 2 weeks, a delay in the student's originally projected graduation date may be inevitable.

Decisions on where in the PA Curriculum to reinstate a Physician Associate student returning from Active Military Duty will be made by the Academic Affairs and Promotions Committee.

All students who are called to Active Military Duty are responsible for making arrangements with the Office of Financial Aid regarding applications for loan deferments and other financial responsibilities.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/11/2019
- **Date Reviewed:** 8/5/2023

Students with Veterans Status (650.3)

Veterans Student Services

Students eligible to receive educational benefits from the U.S. Department of Veterans Affairs should contact a Veterans Advisor in the Office of Admissions and Records at (405) 271-2359 for advisement on the procedures for beginning or continuing to receive educational benefits.

Detailed information may also be found in the Veterans Affairs <http://admissions.ouhsc.edu/CurrentStudents/Veterans.aspx> section of the Admissions and Records website.

Students receiving benefits must follow current procedures to report their enrollment to a Veterans Advisor, each semester, in order to be re-certified for continual benefits. Students receiving benefits are also required to report any changes to their enrollment to a Veterans Advisor immediately. Failure to report changes in enrollment status may result in an under or over-payment of benefits.

Students who have received an over-payment of benefits will subsequently be required to reimburse the amount of the over-payment to the U.S. Department of Veterans Affairs and/or to the University.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 09/24/2023

Parenting and Pregnancy (650.4)

Title IX prohibits discrimination on the basis of sex including pregnancy, parenting, and all related conditions in educational programs and activities receiving Federal funding.

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=342>

[http://students.ouhsc.edu/Portals/1063/Assets/documents/Sexual Misconduct/FAQ's_-_Pregnant_and_Parenting_Students.pdf](http://students.ouhsc.edu/Portals/1063/Assets/documents/Sexual_Misconduct/FAQ's_-_Pregnant_and_Parenting_Students.pdf) ([https://students.ouhsc.edu/Portals/1063/Assets/documents/Sexual Misconduct/FAQs_-_Pregnant_and_Parenting_Students.pdf](https://students.ouhsc.edu/Portals/1063/Assets/documents/Sexual_Misconduct/FAQs_-_Pregnant_and_Parenting_Students.pdf))

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 6/1/18
- **Date Reviewed:** 09/24/2023

Academic Integrity/Professionalism (651)

Physician Associate students are expected to hold themselves to the highest standards of ethical and professional conduct. Professionalism is a core Educational Program Objective of the Physician Associate Program.

The OUHSC has established the STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM POLICY and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. Physician Associate students should familiarize themselves with that policy. It may be found in the OUHSC Student handbook 2.17:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=430>

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 2/20/2024

PA Student Dress Code and Identification (651.1)

This Dress Code is implemented in order to promote professionalism and to ensure student and patient safety. You should be aware that your appearance is reflective of the University and our profession. The following applies to all students in all phases of the program. Deviations from this code may be made by individual course directors or preceptors. Violation of the Dress Code may result in dismissal from class or clinical activity and may adversely affect your course grade. Repeated offenses will be handled via the professionalism policy found at:

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=397>

General

Regarding all activities on or off campus in which a student represents the University, the Physician Associate Program, or a Physician Associate Program Class.

- Clothing shall not be torn, frayed, cut-up or slit.
- Excessively tight clothing, excessively baggy clothing, shorts, clothing that exposes skin in the chest, abdomen and/or midriff area are not acceptable.
- All undergarments must not be visible, either by color or outline, and must be worn at all times.

- Skirts and dresses must be conservative and professional in length, style, and fabric. Sleeveless dresses are allowed provided undergarments are not visible and the dress does not excessively expose skin in the chest area. Sundresses and spaghetti straps are not acceptable unless covered by a jacket. Nothing shorter than two inches above the knee will be allowed.
- Evening or party clothes are not acceptable.
- Shirts/blouses must be appropriately buttoned or zipped. No tube tops or off-shoulder designs.
- Pants or slacks shorter than ankle length, i.e. capri/crop pants/gauchos, are acceptable provided the other policies are adhered to, e.g., not excessively tight/baggy, not deeply slit, not clingy. Pants or slacks shorter than mid-calf are not allowed. Pants or slacks must be business professional in style and fabric. Hip huggers are not allowed. Jogging attire, gym wear, swim wear, and bedtime attire are not acceptable. This includes items such as sweatshirts, sweatpants, and yoga pants.
- Undershirts, undergarments or spandex are not acceptable as outerwear.
- Any clothing, jewelry, or accessories, that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex and/or violence are not acceptable.
- Tattoos must be concealed.
- Conservative necklaces, rings and earrings may be worn in moderation. Nose rings, tongue rings, and other noticeable body piercing jewelry are not acceptable.
- Stiletto heels, flip-flops, beach/pool wear shoes, or house shoes are not acceptable.
- Hair must be well groomed, neat and appear as a natural hair color.
- Baseball caps or other hats (except head coverings required for a rotation activity or prescribed for religious/cultural observation) are not permitted in the classroom or on rotations. Students are responsible for checking with rotation/clinical staff regarding regulations and rules for dress and head coverings specific to individual rotation policies.
- Facial hair is acceptable if clean and neatly trimmed.
- Fingernails must be clean, neat, moderate in length and well maintained.
- Students are prohibited from attending any program activity smelling of strong odors, including but not limited to: cologne, perfume, smoke, alcohol, and poor personal hygiene.

Specific Setting

Classroom

- Clean and neat PA Program approved OU scrubs and closed-toed shoes will be worn for classroom activities unless otherwise designated.
- Other dress appropriate for specific activities (e.g. business casual) will be designated through an in-class announcement or email from program faculty or staff.
- A request from a class for dress appropriate to a cause, event, or other special day may be considered for approval when such does not distract from class or clinical activities. The number of such requests approved will be limited as we continue to promote visible professionalism through adherence to a dress code.

Clinic

Students must follow PPE guidelines as established by CDC

<http://www.cdc.gov/HAI/pdfs/ppe/PPEslides6-29-04.pdf>

Students must follow universal precautions as established by OSHA

<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

- Business professional is the accepted dress for all rotations unless specified otherwise by a preceptor or the Director of Clinical Education regarding a particular rotation or rotation activity.
- Open-toed shoes are not permitted in the clinic setting.
- Jeans or denim clothing are not acceptable.
- Jewelry, piercings and accessories which pose a safety concern for the student or patient are prohibited. No drop earrings are to be worn in the clinical setting.
- No artificial nails are allowed.
- Long hair should be pulled back in a way as to not come into contact with patients.
- A short, white consultation coat will be worn during clinical situations and patient contacts unless the facility or preceptor rules require different attire.
- Scrubs may be worn during patient contact with the white consultation coat and closed-toed shoes. Tennis shoes are permitted as long as they are neat and clean. This also includes patient encounters at the CSETC and hospital H&P's. The scrub top and bottom must be of matching color.
- OUHSC issued student identification nametag bearing the student's name identifying student as a Physician Associate Student, affiliation with the College of Medicine, and picture identification tags must be worn at all times. Students will be provided one name tag. Additional name tags, due to name changes, will be provided to the student after the PA Program receives the official name change notice from Admissions and Records. Students may be charged a fee for additional name tags. No alterations in style, color or wording of nametags or identification tags are permitted.
- Only official OUHSC PA Program logo, OUHSC issued student identification nametag bearing the student's name identifying student as a Physician Associate Student, affiliation with the College of Medicine, lapel pins reflecting the AAPA organization, and picture identification tags may be worn on the white consultation coat or any other attire in the clinical setting.
- At no time should a student, either by virtue of his/her skills or knowledge attained while progressing through the Program, misrepresent him/herself as being other than a Physician Associate student. While in the Program, students may not use previously earned titles including any correspondence regarding or related to the Program, (i.e. RN, PhD, RD, etc.).

These statements are general in nature and apply to most patient care settings.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 2/20/2024

Student Academic Advisement (652)

Every student will be assigned a faculty advisor upon matriculation.

- Individual academic advising sessions can be triggered by a score of less than 80% on an exam, course average of $\leq 75\%$, failing a

course or rotation, substandard mid or end of rotation evaluation, or to address any other academic performance concerns.

- The course director will coordinate with the student's faculty advisor to schedule the student academic advisement meeting including student notification.
- Academic advising may occur through a face to face meeting, phone exchange, or email. Advising may be led by the advisor or the course director. Advising will include a description of the student's deficiencies with recommendations for improvement and/or additional assignments. The academic advising session will be documented for every advising session and placed in the student's file.
- Student attendance is required for all scheduled meetings.
- During advisement sessions the following items may be discussed and recommended: voluntary referral to student services and/or the Disability Resource Center for learning and testing evaluation, voluntary referral for mental health counseling, and/or medical evaluation to assess any underlying medical issues that may be causing or contributing to the student's decline in academic performance.
- Additional assignments may be assigned by the student's faculty advisor and/or course directors.
- Follow up meetings may be scheduled at the faculty advisor or course director's discretion, or by student request.

Student Progress Monitoring

The Directors will monitor student didactic and clinical progress for Didactic and Clinical Education and the Academic Affairs and Promotions Committee (AAPC) throughout the student's tenure in the PA Program.

- Student didactic phase and clinical phase progress will be monitored and discussed as a standing agenda item at each PA Program Division Meeting.
- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 04/18/2024
- **Date Reviewed:** 04/18/2024

Educational Assistance and Counseling (653)

While the admissions process to the Physician Associate Program is rigorous and designed to attract highly talented students, the burden of the curriculum may prove overwhelming for some students. Whether academically or emotionally, some students may require additional assistance to adjust to the rigors of the program. The Physician Associate Program provides educational assistance and counseling services for students who have encountered difficulty. Students are encouraged to seek guidance through their faculty advisor or another faculty member at any time during the program.

During the didactic or clinical phase of the curriculum, students deemed to be at risk for academic difficulty will meet with their faculty advisor and may be referred by their faculty advisor to the College of Medicine Learning Specialist for academic assistance. All students will be offered access to a personal counselor to address any personal wellness concerns, including test-taking anxiety, study assessment, and matters relating to adjusting to the curriculum. Charges may be made for assessments, including those for learning disabilities and Attention Deficit- Hyperactivity Disorder (ADHD). A student in need of

any accommodation, including accommodations for examinations, will be required to schedule an appointment and meet with the Director of the Accessibility and Disability Resource Center on the Norman campus (405) 325-3852. The Director of the Accessibility and Disability Resource Center (ADRC) will notify the PA Program Director if accommodations are required for the student.

Unlimited counseling for personal or emotional issues is available to all students at no cost through Student Counseling Services (405) 271-7336.

Health professionals who provide nonemergent medical, psychiatric, or psychological counseling or other sensitive healthcare to PA students will not be involved in the supervision, academic evaluation, or promotion of students they have cared for.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 07/10/2023
- **Date Reviewed:** 07/10/2023

Student Duty Hours (654)

The University of Oklahoma College of Medicine and Physician Associate Education Committee (PEC) have developed and implemented the following policies regarding the amount of time students spend in required activities during the first 15 months of PA school (didactic phase) and the total required hours spent in clinical and educational activities during clinical rotations.

Didactic Curriculum Policy: Work hours in the didactic phase courses are calculated in terms of hours of scheduled activities per week. Scheduled contact hours per week should be less than 40, averaged across the didactic phase.

Clinical Curriculum Policy:

The student is required to fulfill rotation hours as instructed in corresponding syllabus for each rotation. Most clinical rotations require well above this minimum for successful performance. The schedule is set by the preceptor which may include rotation hours with co-preceptors as designated by the preceptor. In the event the preceptor opts not to set the rotation schedule, the schedule will be set by the Clinical Coordinator or Director for Clinical Education.

- Clinical and educational work hours must be limited to no more than 60 hours per week, averaged over a four-week period.
- Students must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks).

Overnight call for PA students varies across clinical rotations and is not required on all clinical rotations.

Reporting, Assessing, and Correcting Violations: Students may report violations through end-of-course evaluations or directly to the Clinical Coordinator, Director for Clinical Education, Associate Program Director, or Program Director during the course of the rotation.

The PA Education Committee will determine the effectiveness of this policy by monitoring policy violations on selected student evaluations (e.g., including anonymous end-of-rotation evaluations).

The veracity of findings may be triangulated and confirmed through multiple sources (e.g., comparing end-of-rotation evaluation ratings with written comments).

The PA Education Committee will provide corrective guidance for clinical rotations that violate this policy.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/11/19
- **Date Reviewed:** 2/19/2024

Faculty as Student Health Care Providers (655)

PA principal faculty, the program director and the medical director are prohibited from serving as health care providers for students in the program, except in emergency situations.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 10/31/2023

Interactions between Vendors and Physician Associate Students (656)

Physician Associate students should maintain ethical relationships with vendors. This policy parallels similar policies developed by OU Physicians and the College of Medicine Graduate Medical Education Committee. This policy applies to all physician associate students when they are acting within the course and scope of their role as students and future medical professionals.

For the purposes of this policy a vendor refers to any corporation or entity external to the University of Oklahoma which provides or may provide goods or services for administrative or clinical operations. This includes (but is not limited to): pharmaceutical organizations, home health care agencies, hospice organizations, durable medical equipment providers, laboratories, office supply organizations, consultants, etc.

1. **Access** - To protect patients, patient care areas and work schedules, access by pharmaceutical and vendor representatives to individual physician associate students should be restricted to non-patient care areas and nonpublic areas and should take place only by appointment or invitation of the supervising physician.
2. **Educational Programs** - Presentations, educational programs, and training by industry representatives can provide useful scientific information and training to physician associate students. Physician associate students may attend such presentations and programs only if they are found to be acceptable by the supervising faculty, Clinical Coordinator, or Director for Clinical Education. This does not include presentations that are mainly intended to market the vendor's drugs, materials, or services. Gifts provided in conjunction with educational programs will not be accepted.
3. **Support of Non-OUHSC Medical Education Programs** – Financial assistance from vendors to support Physician Associate student attendance at carefully selected educational conferences is permitted only as unrestricted grants to the Physician Associate Program. Decisions regarding student participation at such programs rest with

the Program Director. Financial assistance and/or reimbursements may not be paid by vendor directly to the student.

4. **Gifts** – No gifts shall be accepted from vendors. This includes books, reference manuals, training materials, or promotional objects (such as pens, mugs, or notepads), meals, and recreational activities. Cash or cash equivalents, such as gift certificates, stocks, bonds, or frequent-flyer miles of any amount may not be accepted.
5. **Samples and Other Clinical Items** – Physician Associate students may not accept drug samples or other patient care products from vendors.
6. **Recreational Activities** – Attendance at industry-provided recreational or entertainment activities is prohibited.
7. **Food and Meals** - Vendor-supported meals may not be provided "offsite" or independent of approved educational activities.
8. **Research** - Industry support for student research activities and other potential sources of conflict-of-interest are governed by existing policies of the University of Oklahoma.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 4/1/2023

Graduation and Commencement Ceremonies (657)

Students in the Physician Associate Program who meet the minimum standards for graduation and have the recommendation of the Academic Affairs and Promotions Committee are eligible to participate in the commencement ceremonies of the College.

1. Awarding of Diplomas

Diplomas are awarded once a year. The Registrar is responsible for ordering diplomas after the Physician Associate Program submits the list of "degree candidates". The Physician Associate Program has as its date of graduation:

- a. Fall – the fall graduation date set by the program.

2. Ordering of Diplomas

- a. Diplomas for fall graduates are ordered when requirements are completed for graduation.

3. Official Name on Diploma

Diplomas will be ordered under the name listed on the student's official academic record at the time of graduation. Variations are allowed such as:

- a. Using maiden name, and/or dropping the full middle name and using an initial.
- b. The last name and the first name must be spelled out so that the name on the diploma and the academic record can always be matched. The use of a middle initial is acceptable.
- c. The adding of a suffix is acceptable providing the student completes a "Change of Name" form with evidence of the suffix being part of the student's legal name.
- d. Students who wish to make changes in how their name appears on their diploma must make the request in writing to the Office of Admissions and Records prior to Physician Associate Program diplomas being ordered. Students who request a name change after diplomas have been ordered will be required to pay an additional cost for reprinting of the diploma.

- e. Married names cannot appear on the diploma if the marriage has not taken place at the time of the diploma order.
- f. Students who change their names after the graduation date may request a new diploma at their expense.

4. Date of Graduation

While the University has exempted the College of Medicine from the official policy establishing date of graduation, the College has imposed its own standards: All Physician Associate students must fill out an "Application for Graduation."

5. Graduation Ceremony

- a. The commencement ceremony recognizing the achievements of students having completed all requirements for the Master of Health Sciences degree is an honored tradition. It is at this time the graduates are invested with the Master's hood representing the University and the discipline of Medicine. Additionally, the graduates take an oath for the profession of Medicine. The hooding of graduates and the recitation of the oath is the symbolic commitment to respect the privileges inherent with the degree.
 - b. The PA Program will assume the responsibility of performing the graduation ceremony.
 - c. All eligible students in the Physician Associate Program are expected to participate in the commencement ceremonies.
 - d. In order to be eligible to participate in the graduation ceremony, a student may not be delayed greater than three (3) months after the designated ceremony date. Students not meeting this timeframe will be eligible to participate in the ceremony of the following year.
 - e. Graduation will be held in September/October/November.
 - f. Graduates will wear proper regalia approved by the PA Program.
- #### 6. Participation in Graduation Ceremonies
- a. Students who have circumstances which may prevent attendance at commencement must submit a letter of explanation to the Program Director. Alternate arrangements for recitation of the oath will be required.
 - b. Recitation of the Oath
 - c. The Physician Associate Program uses as its official oath an adaptation of the original Oath of Hippocrates and the Declaration of Geneva.
 - d. Individual Hooding
At the discretion of the PA Program, graduates may be individually hooded by an immediate family member defined as a spouse, mother, father, child or sibling, if one of the following applies:
 - i. The family member is a Physician Assistant.
 - ii. The family member is a physician with an M.D. or D.O. degree.
 - iii. The family member is full-time, part-time, volunteer, or adjunct faculty within the University Of Oklahoma College Of Medicine.
 - iv. The family member is an elected local, state, or federal official.
- #### 7. Graduation Ceremony Speaker
- a. The PA Program will solicit from the graduating class the name of an individual for consideration to deliver the commencement address. The PA Program may invite the students' choice or it may extend an invitation to an individual of the Program's choosing.
 - b. Only the PA Program has the authority to extend the invitation.

The policies/procedures stated here apply to students in the Physician Associate Program receiving the Master of Health Sciences degree.

- Policy Date: 6/01/2016
- Approved By: PEC
- Date Revised: 4/25/2019
- Date Reviewed: 2/1/2024

Guidelines for Honors/ Student Scholarships (658)

Guidelines for Honors

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

Scholarships

Bill Stanhope Scholarship

- Purpose: To assist 2nd year OU PA students with expenses related to their studies.
- Criteria: Recipient(s) based on highest overall GPA for the didactic year.
- Award: one-time award (applied to Spring Bursar account)

Tom Godkins Scholarship

- Purpose: To assist 2nd year OU PA students with expenses related to their studies.
- Criteria: Recipient(s) based on volunteerism as a PA student
- Award: one-time award (applied to Spring Bursar account)

Daniel L McNeill Scholarship

- Purpose: To assist 2nd year OU PA students with expenses related to their studies.
- Criteria: Recipient(s) based on academic performance, community service, and clinical skills.
- Award: one time award (applied to Spring Bursar account)

Roger Whittaker Endowed Scholarship

- Purpose: To assist 2nd year OU PA students with expenses related to their studies.
- Criteria: Recipient(s) based on financial need as PA Student. Must be a veteran or child of a veteran.

Roger Whittaker Loan

- Purpose: Short term loan for students in emergent financial need.
- Criteria: Recipient(s) based on financial need as PA Student.
- Award: Loan up to \$500 for financial emergencies. It must be repaid before graduation or disenrollment. This loan money may be obtained within 2 business days.

Contact: PA Program 405-271-2058.

- Policy Date: 6/1/16
- Approved By: PEC
- Date Revised: 6/11/18
- Date Reviewed: 2/1/2023

Student Tuition and Fees (659)

Students are to abide by policies regarding tuition and fee policies as indicated in University of Oklahoma Health Sciences Center Student Handbook.

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=403>

- **Policy Date:** 06/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 2/19/2024

Educational Program Competencies (661)

The following Educational Program Competencies guide the planning, delivery, and evaluation of the Physician Associate program. Courses and rotations organize the instruction and assessment of Physician Associate students using relevant competencies listed below.

The EPCs are reviewed annually through the PA Education (PEC) Committee.

General Competency Areas: Patient Care (PC), Medical Knowledge (MK), Practice Based Learning and Improvement (PBLI), Interpersonal and Communication Skills (ICS), Professionalism (P), Systems Based Practice (SBP)

Patient Care – The student will demonstrate:

- **PC 1-** The ability to obtain record and present an accurate medical history.
- **PC 2-** The ability to perform, record, and present a thorough physical examination including organ system specific examinations as indicated by patient presentation.
- **PC 3-** The ability to formulate a problem list and differential diagnosis based upon historical information, physical examinations and laboratory and diagnostic studies.
- **PC 4-** The ability to formulate and implement an appropriate management plan.
- **PC 5-** The ability to perform routine technical procedures safely and effectively.
- **PC 6-** The ability to identify the appropriate site of care for presenting conditions, including emergent cases and those requiring referral or admission.
- **PC 7-** The ability to select the appropriate initial and subsequent lab and diagnostic studies and interpret the results.
- **PC 8-** The ability to reason deductively in solving clinical problems.
- **PC 9-** An awareness of health promotion and disease prevention by providing appropriate counseling, patient and family education, related to preventable diseases, communicable diseases, immunization schedules and healthy lifestyles.

Medical Knowledge- The student will demonstrate:

- **MK 1-** The ability to apply knowledge of the normal structure, function and behavior of the body (as an intact organism) and each of its major organ systems to the diagnosis and management of specific medical conditions.
- **MK 2-** The ability to select and interpret appropriate diagnostic tests, which may include identifying appropriate methods to detect conditions in an asymptomatic patient.

- **MK 3-** Knowledge of the pathology and pathophysiology of the body and its major organ systems that are seen in various diseases and conditions.
- **MK 4-** An understanding of the principles of pharmacology and therapeutics including indications, contraindications, side effects, interactions and adverse reactions.

Practice Based Learning and Improvement: The student will demonstrate:

- **PBLI 1-** The ability to use information and medical evidence to improve quality of practice and recognize medical errors.
- **PBLI 2-** The ability to locate, appraise, integrate and apply evidence from scientific studies/medical literature to their patient's health and care.
- **PBLI 3-** The ability to explain biomedical information treatment choices to patients and families of various educational and social backgrounds.

Interpersonal and Communication Skills: The student will demonstrate:

- **ICS 1-** Knowledge of various cultures and belief systems and the ability to communicate with patients of diverse backgrounds to provide culturally sensitive health care.
- **ICS 2-** The ability to work effectively with others as a member of a health care team or other professional group.
- **ICS 3-** The ability to establish and sustain a therapeutic, confidential and ethically sound relationship with patients and families.
- **ICS 4-** An understanding of and the ability to apply the principles of autonomy, beneficence, non-maleficence, and justice to ethical decision making.
- **ICS 5-** The ability to provide compassionate treatment of patients, and respect for their privacy, confidentiality, and dignity.
- **ICS 6-** The ability to apply principles of human behavior to understanding patient responses and interactions.
- **ICS 7-** The ability to communicate effectively, both orally and in writing.

Professionalism: The student will demonstrate:

- **P 1-** Honesty, integrity and respect in all interactions with patients, families, colleagues and others with whom Physician Assistants interact with during their professional lives.
- **P 2-** An understanding of, and respect for, the roles of other health care professionals, and of the need to collaborate with others in caring for individual patients and in promoting the health of defined populations.
- **P 3-** The ability to provide culturally appropriate care in a community setting.
- **P 4-** An understanding of legal and regulatory requirements, as well as the appropriate role of the Physician Assistant to include not exceeding one's knowledge and scope of practice.
- **P 5-** Responsibility for personal actions during educational experiences and professional duties while maintaining a commitment to excellence and ongoing professional development, abiding by all applicable OUHSC professionalism policies as found in Appendix C section 12-24.
- **P 6-** Professional responsibility as a student by arriving on time to all scheduled events, submitting all assignments on time and maintaining a professional demeanor and appearance.

Systems-Based Practice: The student will demonstrate:

- **SBP 1-** An understanding of funding sources and payment systems that provide health care coverage such that they can practice cost-effective health care and resource allocation that does not compromise quality of care.
- **SBP 2-** A knowledge of quality patient care practices that assist patients in dealing with system complexities.
- **SBP 3-** Utilization of information technology to support patient care and education with application of medical information and clinical data systems to provide more effective, efficient patient care.
- **Policy Date:** 6/1//16
- **Approved By:** PEC
- **Date Revised:** 5/1/2023
- **Date Reviewed:** 4/1/2024

Curriculum Evaluation (662)

Curriculum evaluation is an important component of Physician Associate Program planning and improvement. Evaluation data provide useful information regarding the Physician Associate education program to decision-makers. Such data may be used to measure progress toward educational program objectives and to refine and enhance the educational experience.

Curriculum evaluation activities include all of the curriculum evaluation requirements outlined by accreditation standards published by the Accreditation Review Commission on Education for the Physician Assistant. These include evaluation of all PA courses and rotations, instructors, segments of the curriculum, and the curriculum as a whole.

Curriculum evaluation activities are defined by evaluation procedures established by the Physician Associate Education Committee (PEC) and are managed by the Director for Evaluation and Assessment. Course and rotation directors must follow established curriculum evaluation procedures. These procedures are described in the PA Program's Evaluation and Self-Assessment Plan.

Student participation in program evaluation activities must be conducted in an anonymous fashion such that individual ascription of student ratings and comments cannot be determined from recorded materials.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/10/2020
- **Date Reviewed:** 4/1/2024

Course Director Policy (663)

Course directors are central to the educational mission of the program. This document outlines the qualifications, appointment, oversight, evaluation, authority, and responsibilities of those faculties who serve as administrative directors for courses, and rotations that comprise the PA program curriculum. These individuals may hold the administrative title of "Course Director," "Co-Course Director," or "Associate Course Director." This document will refer to all such individuals generically as "Course Directors." Program courses are all broadly referred to as "courses" in this document.

Qualifications

Course Directors should hold a faculty position (at any academic rank) in the College of Medicine or other college or professional affiliation

as deemed by the Program Director to be appropriate to the goals and objectives of the course.

Course directors are expected to have the following qualifications and qualities:

- Experience teaching medical or Physician Associate students.
- A personal commitment to the educational mission of the program.
- Appropriate scientific, educational, and/or administrative experience related to the course content.
- Knowledge of the PA program curriculum and the educational program objectives.
- Effective communication and organizational skills.

Appointment

Course Directors serve one year terms that are renewable. Course Directors are appointed (including initial appointments and renewed appointments) upon recommendation by the Director for Didactic Education to the Program Director with endorsement by the PA Education Committee (PEC). In instances when the Course Director is not a PA faculty member, the individual must have i) approval from his or her department chair, and ii) sufficient protected time to effectively fulfill the duties described in this document.

The Program Director may replace an acting Course Director with an Interim Course Director without PEC endorsement if: a) a Course Director is unable or unwilling to serve, or b) there is a change in departmental faculty teaching assignments as determined by the Program Director.

If possible, a one-year (or one semester if the course is one semester in length) overlap of outgoing and incoming Course Directors should be planned to minimize potential disruptions in the educational experience.

More than one individual may serve as a director for a particular course. The following titles may be used: Course Director, Co-Course Director, or Associate Course Director. If two or more Co-Course Directors are identified, those directors will have equal authority and responsibility.

Oversight and Evaluation

Course Directors are ultimately accountable to the Program Director, and the PEC which oversees the central management and implementation of the curriculum in accordance with applicable university policies and accreditation standards. The Director for Didactic Education is responsible for overall didactic phase alignment, topic sequencing and day to day operations of the didactic phase.

Course Director efforts will be evaluated by the PEC. Data from course evaluations and the annual course scorecard may be used for this purpose.

Authority and Responsibilities

By accepting appointment as a Course Director, the faculty member and their department chair (when applicable) acknowledge that Course Directors will assume course oversight authority and associated duties. The authority of Course Directors is derived from both the Program Director and the PEC. Course Directors and the courses that they oversee are subject to the decisions and actions of the PEC. Course directors must work closely with course (staff) coordinators, college administrators, and other relevant staff and faculty to ensure that the course is compliant with applicable university policies, accreditation standards, and appropriate course management guidelines provided to Course Directors by the PEC.

Course Directors must follow (and ensure that all course personnel follow) college policies regarding safeguarding student education record information/data and preventing the unauthorized distribution or disclosure of confidential student education data as required by the Family Educational Rights and Privacy Act. Course Directors will ensure that grades are accurately developed, calculated and submitted as directed by grade reporting policy.

Course Directors will review course evaluation data, address recommendations issued by the PEC and make improvements as appropriate.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 4/9/18
- **Date Reviewed:** 07/13/2023

Preparation of Non-Faculty Instructors (664)

Non-faculty instructors who supervise or teach PA students must be prepared for their teaching role. Non-faculty instructors are individuals who do not possess a faculty appointment.

All non-faculty instructors within the didactic phase will receive the following training for courses and assist PA faculty in instructing students, evaluating their performance, and holding them accountable regarding program policies.

1. Instructional objectives from the course syllabus.

All non-faculty instructors within the clinical phase will receive the following training for courses and rotations and assist PA faculty in instructing students, evaluating their performance, and holding them accountable regarding program policies.

1. Syllabi which include instructional objectives and learning outcomes for the course/ rotation.
2. The professional attributes that PA students are expected to develop. (Policy #651).
3. Policy allowing students to be excused from classes or clinical activities in order to access health services. (Policy #649).
4. Policy stating that the provider of health care services will not make decisions regarding academic assessment or promotion of the student. (Policy # 653).
5. Required clinical encounters.

The Director for Didactic Education and the Director for Clinical Education will centrally monitor participation of non-faculty instructors in training activities.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 11/11/2024
- **Date Reviewed:** 11/11/2024

PA Program Calendar (665)

The calendar for each academic year will be finalized by January 1 prior to the start date of the next academic year as outlined by the Oklahoma State Regents for Higher Education.

Holiday breaks for students enrolled in the PA Program are published for the didactic and clinical phase with the annual OUHSC Academic Calendar. Dates for specific program and course activities, including holiday breaks, are subject to change with notification made to students in a timely manner following such necessary change.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/15/2019
- **Date Reviewed:** 03/14/2024

Use of Incomplete Grade (667)

At the time final grades are reported, any student who has not completed all course requirements will be assigned a grade of "I" (Incomplete). The "I" grade can then be changed to the appropriate letter grade once the course requirements have been met.

The grade of "I" (incomplete) is a neutral mark, not an alternative to a grade of "F." No student who is failing a course when grades are awarded may receive an "I."

The student should have completed a substantial portion of the required coursework for the semester satisfactorily to receive an "I." The "I" grade is intended to be temporary and to be used when a student, for reasons acceptable to the Course Director, is unable to complete certain identifiable requirements of a course and cannot be assigned another grade.

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=381> (section 3.8.8.1)

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 2/21/18
- **Date Reviewed:** 08/20/2024

Academic Evaluation of Students (668)

Throughout the Physician Associate program students are assessed against standards of academic achievement established by course faculty. In order to be promoted in the Physician Associate Program, a student must receive a grade of "S" (Satisfactory), "C" or better in all courses.

Didactic Phase Evaluations

Final grades should be submitted no later than the date specified in the call for grades. Grade reports are to be filed 96 hours after the last day of classes.

<http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

Sec. 4.9

Clinical Phase Evaluations

Evaluations are sent electronically to preceptors before the end of the rotation. Electronic reminders are sent as needed. When a telephone evaluation is utilized, each individual question and ranking will be read in its entirety to the preceptor. Preceptors may also elect to complete a paper evaluation. Preceptors are requested to comply with a preferred two-week deadline, with the exception of the final rotation. For the final clinical rotation, student evaluations are expected to be submitted by the preceptor no less than 48 hours prior to the day of graduation.

Clinical rotation course grade percentages earned will be considered in the academic evaluation of a student when needed, as for scholarship consideration and clinical phase class ranking.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 3/14/2024

Administration of Examinations for PA Students (669)

GENERAL

- For examinations given through a computer-based platform, the student is responsible for providing and having available a functioning computer, updated with the programs and hardware required to take computer-based exams at the College of Medicine. The computer must comply with the requirements set forth by the College. All students are responsible for ensuring that university security settings, online exam program(s), and virus scanning programs are up-to-date and that the computer can connect to the internet. Students must comply with any instructions given by external testing software and/or websites utilized by the PA program.
- At the end of a computer-based examination, the exam program will force-submit the exam, regardless of whether the student has completed it at that time.
- For examinations in written format, a proctor will inform the examinees that the allotted time has expired and that no further marking of examinations, answer sheets, or writing of any kind will be permitted.
- All exams, quizzes, OSCEs, and other methods used to evaluate student performance are closed unless the course director provides written notification to the student. It is a violation of the University of Oklahoma Health Sciences Center's Academic Misconduct Policy for students to disclose or have in their possession copies of questions or OSCE content from previously given closed exams, quizzes, OSCEs, or other methods used to evaluate student performance.
- Reasonable accommodation(s) will be provided for any student who has an approved qualifying disability from the Accessibility and Disability Resource Center (ADRC) based on the student's specific needs. Accommodations provided must not fundamentally alter the nature of the program, service, or activity, cause undue hardship, or result in undue financial or administrative burden (Policy #611).
- See PA Policy 649 Attendance and Absences for policy regarding a missed examination.

IN-ROOM EXAMS:

- Proctor(s) will actively monitor the examination at all times.
- The proctor(s) or course director(s), if present, will not answer questions at any time during the examination (except for questions regarding possible technical problems or typographical errors).
- All students will report for the examination 15 minutes prior to the scheduled start time of the exam. This will allow time for students to be seated after placing all personal items, including all electronic items, in a proctor-designated area with all phones and other personal electronic devices turned 'off'. A seating chart may be utilized by the Physician Associate Program during examinations. The proctor(s) will verify student identity and direct each student to assigned seating for that exam. No talking will be permitted once a student enters the exam room.

- Student ID, program-provided ear plugs, the student's computer, power cord, and computer mouse are the only items permitted in the immediate testing area. Food or drinks will not be permitted in the examination area. No hats, sunglasses, watches, or jackets/coats with pockets may be worn while the student is taking the exam. Program-approved hoodies, pullovers, jackets, or sweaters without pockets may be worn during an exam.
- During the examination, no talking or other communication will be permitted. Students will not be permitted to congregate by the examination room's doors.
- Course directors will clearly designate the time limit for each exam.
- Once seated, students will not be permitted to leave the examination room and return to complete the exam without a proctor escort. Students are permitted to use the restroom one student at a time. A proctor will exit the exam room with the student and accompany their return. Students leaving the exam room without a proctor will be considered to have finished taking the exam.
- Students who finish the examination must provide evidence that they are not leaving the room with exam information by demonstrating to the proctor(s) that they are signing out of all exam software for a computer-based examination and by submitting all pages of any paper copies or reference sheets. Students must leave the examination room quietly, and must immediately leave the examination area, which includes the lobby.
- Students who miss an examination for an excused absence will be required to take a make-up examination.

REMOTELY DELIVERED EXAMS:

- The proctor (s) will monitor the remotely administered exam in accordance with the available resources and possible technology limitations.
- No questions will be answered by the proctor(s) or course director(s) at any time during the examination (except for questions regarding possible technical problems or typographical errors).
- All students will log on for the examination 15 minutes prior to the scheduled start time of the exam. This will allow time for students to ensure that they have access to the exam. The desktop area immediately surrounding the student shall be free of all personal items, electronic items, textbooks, paper documents, study materials, and guides. No other individuals are allowed in the student's immediate exam area. No texting or electronic messaging will be permitted once a student logs on to the exam other than that which is specifically allowed by the course director and/or program-assigned proctor(s) to address any technical problems.
- Students must participate in any faculty/staff-assigned trial, practice, and/or compatibility check of the computer-based exam platform. Faculty and staff will make reasonable efforts to ensure the timely notification and scheduling of any assigned trial, practice, and/or compatibility checks.
- A reasonable effort will be made to format remotely proctored exams to allow for scheduled breaks for students. This may include dividing the exam into blocks with designated breaks between blocks. No student-initiated breaks will be allowed during a remotely proctored exam.
- Students who miss an examination for an excused absence will be required to take a make-up examination.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC

- **Date Revised:** 4/11/2024
- **Date Reviewed:** 04/11/2024

Test Item Analysis (670)

For exams and assignments that allow for analysis and modification by the OU OKC Physician Associate Program, poorly performing multiple choice test questions may be identified using item analysis tools. While item analysis tools may identify potentially problematic items, these are not necessarily sufficient to consider them poorly performing.

Once poorly performing items have been identified using means as described above, the Course Director, working with his/her Co-Course Director(s) and teaching faculty, should determine the reason for the items' poor performance.

The Course Director(s), working with Training Phase Directors if necessary, can then decide if credit should be given for all answers, more than one answer, or a different answer than was initially designated for the question(s).

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 4/1/2024

Student Review of Closed Examinations (672)

1. All exams, quizzes, OSCEs, and other methods used to evaluate student performance are closed unless written notification to the student is provided by the course director. It is a violation of the University of Oklahoma Health Sciences Center's Academic Misconduct Policy for students to disclose or have in their possession copies of questions or OSCE content from previously given closed exams, quizzes, OSCEs, or other methods used to evaluate student performance.
2. Whether students will be allowed to review exams is at the discretion of the course director. This information will be provided to the students in the course syllabus.
3. If a course director allows a student to review any closed exam, the procedure for such review will be outlined in the course syllabus.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 3/14/17
- **Date Reviewed:** 4/1/2024

Academic Appeals (673)

The OKC PA Program follows the Student Academic Appeals Policy and Procedures as described in the OUHSC Student and Faculty Handbooks. The OUHSC Student and Faculty Handbooks detail the basis, criteria, and process regarding academic appeals.

OUHSC Student Handbook (Section 2.1 – Academic Appeals Policy and Procedure)

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=420>

OUHSC Faculty Handbook (Refer to Appendix C)

<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook> (<https://provost.ouhsc.edu/Policies-and-Procedures/HSC-Faculty-Handbook/>)

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 3/14/2022
- **Date Reviewed:** 10/31/2023

Physician Associate (PA) Program – Academic Progression (674.2)

Table of Contents:

- Section I. Terminology
- Section II. GPA Calculation
- Section III. Academic Requirements
- Section IV. Academic Actions
- Section V. Appeals

Terminology

Academic Affairs and Promotions Committee (AAPC) – The PA Program Committee which applies Program standards and procedures to each student's overall academic performance and makes recommendations to the Program Director in accordance with this policy. Refer to Policy 633

Academic Delay – Period of time needed to remediate a failed course/rotation. As a general rule, this period is included in the Phase in which the failed course/rotation took place.

Academic Notice – A formal notification by the PA Program to a student with substandard academic performance including failure of course or rotation. This notice cautions the student that such continued deficiency in his/her academic performance could result in the student being placed on academic probation.

Academic Probation – The PA Program's assigned academic status given to a student who fails to demonstrate satisfactory academic standards and progress as detailed in this policy. The status of probation as recorded on a University transcript may overlap the PA Program's assigned Academic Probation status but is not a substitute for the purposes of this policy.

Clinical Phase – The phase of the PA Program comprised of clinical rotations and courses outlined in the course of study, senior summative, and all remediation actions and courses related to courses included in the phase.

Cumulative GPA – The calculated GPA for all letter grade courses for which a student has been assigned a grade since matriculation into the PA Program. The Cumulative GPA is generally referred to as the OUHSC GPA on official University transcripts.

Didactic Phase – Preclinical phase of the PA Program comprised of courses outlined in the course of study, didactic summative, and all remediation actions and courses related to courses included in the phase.

Dismissal – Removal from the PA Program such that reapplication and readmission is necessary for a student to return. For further information, refer to the HSC Student Handbook. Click here: [Student Handbook](#)

Section 3.2 (<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=328>)

Good Academic Standing – A designation assigned to a PA student who meets the retention requirements as set forth in this policy.

Matriculation– The initial enrollment for admission of a new student entering the PA Program.

Remediation – Specific supplemental assignment for academic deficiencies identified through the PA Program's assessment of individual performance within the Program Curriculum.

Remediation Special Studies (RSS) – An enrolled course that includes specific assignments and studies designed to remediate a course granted an Unsatisfactory Final Course Grade.

Satisfactory Final Course Grade - A course grade of "C" or better in a letter graded course/rotation or "S" in a Satisfactory/Unsatisfactory graded course/rotation.

Term GPA – The calculated GPA for all letter grade courses enrolled in for a given term. The Term GPA is calculated and evaluated when all respective final course/rotation grades are made available to the AAPC.

Term – A predefined subdivision of the academic year used to organize the Program Course of Study and to periodically assess a student's academic performance. The terms in the PA Program curriculum may not align with the terms of other OUHSC programs.

Unsatisfactory Final Course Grade - A course grade of "D" or "F" in a letter graded course/rotation or "U" in a Satisfactory/Unsatisfactory graded course/rotation.

GPA Calculation

Only courses assigned a letter grade of A, B, C, D, F are used in calculation of a student's Term and/or Cumulative GPA. Satisfactory/Unsatisfactory graded courses are not used in the calculation of a student's GPA; however, a grade of Unsatisfactory (U) for a course will be applied to the sum of *Unsatisfactory Final Course Grades* in regards to PA Program academic progression and retention standards, academic notice, academic probation, and dismissal.

Refer to OUHSC Grading System Policy (3.8.8) for specific information on GPA calculation including policy on withdrawal and incomplete course grades.

Academic Requirements

PA Program Academic Progression and Retention Standards

The following standards are required of students for progression and retention in the PA Program:

1. Students will be in compliance with all University, College, and Program Policies.
2. Students will have no more than three (3) Unsatisfactory Course Grades throughout the PA Program curriculum.
3. Students will have no more than two (2) Unsatisfactory Course Grades during the Clinical Phase of training
4. Students currently assigned Academic Probation will have obtained a Term GPA of 2.700 or greater or have demonstrated sufficient academic improvement.
 - In the absence of compelling justification to deviate, the standard used to determine "sufficient academic improvement" should

include the attainment of a Term GPA greater than the Cumulative GPA as calculated at the completion of the prior term.

5. Students will have a cumulative GPA of at least a 2.700 at the end of the didactic phase to advance to the clinical phase of training.
6. Students will have earned a Satisfactory Final Course Grade on all courses/rotations or earned a Satisfactory Final Course Grade in all respective Remediation Special Studies courses in order to progress to the Clinical Phase.
7. Students will be able to successfully complete (with satisfactory final course grades) all aspects of the program in 48 months or less.

Graduation

Students will become eligible to graduate upon successful completion of all Program Curriculum with a minimum cumulative GPA of 2.700. Students must complete (with satisfactory final course grades) all Program Curriculum, Remediation, and Remediation Special Studies within 48 months of matriculation. The 48-month time period does not include any approved Leaves of Absence (Refer to Policy 650). A student on Academic Probation is not eligible to graduate until all deficiencies have been corrected and Academic Probation status removed.

Academic Action

The AAPC will monitor the Academic Progression of all PA students and make Academic Progression recommendations to the PA Program Director through the application of this policy to student academic performance.

Academic Retention

A student meeting the standards as listed in Section III-A (PA Program Academic Progression and Retention Standards) will be recommended for Academic Progression and Retention in the PA Program unless other compelling academic and/or professionalism deficiency is present.

Academic Probation

For the purposes of this policy, Academic Probation is the academic status assigned to a student that fails to demonstrate satisfactory academic standards and progress using criteria detailed in this policy section. The AAPC monitors performance and makes academic status recommendations at the completion of each term. The status of probation as recorded on a University transcript may overlap the PA Program's assigned Academic Probation status but is not a substitute for the purposes of this policy.

A student who is not on Academic Probation at the beginning of a term but whose **Cumulative** GPA at the end of that term is less than 2.700 will be recommended the status of **Academic Probation** by the AAPC and will be allowed to enroll the subsequent term.

A student who has been assigned the status of Academic Probation based on a **Cumulative** GPA of less than 2.700 shall be recommended for continuation on Academic Probation until the Cumulative GPA is 2.700 or greater. Each student on Academic Probation will be evaluated by the AAPC at the conclusion of each subsequent term (or when the Term GPA is available for review) and at the completion of Program Curriculum (including all applicable remediation requirements).

A student on Academic Probation obtaining both a Term GPA of 2.700 or greater the subsequent term and whose Cumulative GPA is 2.700 or greater will be recommended for removal from Academic Probation by the AAPC.

If mathematically impossible to obtain a Cumulative GPA of 2.700 or greater at the end of the Didactic Phase, the AAPC may recommend to the Program Director that the student be dismissed from the program.

Dismissal

The following conditions will result in the AAPC's recommendation to pursue dismissal of a student from the PA Program:

1. An Unsatisfactory Final Course Grade granted for any Remediation Special Studies course.
2. A student on Academic Probation obtaining a Term GPA less than 2.700 the subsequent semester and failing to demonstrate sufficient academic improvement in academic performance during that subsequent semester.
 - In the absence of compelling justification to deviate, the standard used to determine "sufficient academic improvement" should include the attainment of a Term GPA greater than the Cumulative GPA as calculated at the completion of the prior term.
3. A Cumulative GPA less than 2.700 at the completion of all Didactic Phase curriculum including all requirements, courses, assignments, summative elements, remediation actions, and Remediation Special Studies courses.
4. Unsatisfactory Final Course Grade granted for a sum of four (4) or more courses throughout the PA Program curriculum.
5. Unsatisfactory Final Course Grade for a sum of three (3) or more courses during the Clinical Phase.
6. Failure to complete all Program requirements for graduation within 48 months of initial matriculation.
7. Violation of University, College, or Program Policies of a nature warranting dismissal.
8. Failure to meet the minimum requirements for graduation imposed by the Program and University.

Academic Notice and Academic Advising

Student academic performance is continuously tracked throughout enrollment in the Program. Refer to Policy 652 (Student Academic Advisement) for actions related to Academic Advisement.

A student who obtains an Unsatisfactory Final Course Grade will be recommended the status of Academic Notice by the AAPC. The student will be allowed to enroll the subsequent semester and enroll in a Remediation Special Studies course(s) at the end of the training phase. A student assigned the status of Academic Notice as a result of an Unsatisfactory Final Course Grade who subsequently obtains a Satisfactory Final Course Grade on the respective Remediation Special Studies course(s) will be recommended for removal of the Academic Notice status.

A student who obtains a Term GPA less than 2.700 will be recommended the status of Academic Notice by the AAPC. The student will be allowed to enroll the subsequent semester(s) while assigned the Academic Notice Status. A student assigned the status of Academic Notice as a result of a Term GPA less than 2.700 who completes a subsequent term obtaining both a Term and Cumulative GPA greater than 2.700 will be recommended for removal of the Academic Notice status.

Academic Appeals

Refer to Policy 673 (Academic Appeals) for details.

Appendix A

Academic Progression Flowchart

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/10/2023
- **Date Reviewed:** 4/10/2023

Teaching Out (675)

In the event of PA Program closure or loss of accreditation, the PA Program will establish a teaching out plan that is in alignment with institutional policy and meets regional accreditation requirements and or federal law.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:**
- **Date Reviewed:** 12/14/2023

Graduating Students (676)

Physician Associate education should foster alignment of the goals and content of medical education with evolving society needs, practice patterns, and scientific developments. The faculty of the Physician Associate Program ensures that its graduates will have demonstrated the minimum competencies to enter into clinical practice. To that end, students must demonstrate competency outlined in the educational program objectives Policy #661.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 07/17/17
- **Date Reviewed:** 2/1/2023

Guidelines for the Teacher – Learner Relationship & Professionalism Attributes (677)

This policy outlines:

1. the expected standards of conduct for University of Oklahoma College of Medicine Physician Associate Program students (hereafter referred to as PA students) and those individuals with whom students interact during the physician associate medical education program, and
2. the professionalism attributes and associated behaviors expected of students.

This policy defines the following:

- The principles of a positive learning environment
- The expected standards of conduct (i.e., responsibilities) of teachers
- The expected standards of conduct (i.e., responsibilities) of learners, including the expected professionalism attributes and behaviors
- The definition of student mistreatment

Background

The College of Medicine and the Physician Associate Program undertake multiple missions, but its clearly unique mission is the education of future physician associates (PA) who have chosen the University of Oklahoma for their medical education. Students face the challenge of

learning both the art and science of medicine, as well as the professional attributes that characterize the ideal physician associate.

The college and the program are committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels. The achievement of such success is dependent on an environment free of behaviors that can undermine the important mission of our institution.

The college and the program holds in high regard the time-honored personal virtues of altruism, accountability, excellence, duty, service, honor, integrity, and respect for others and believes that these principles apply equally to students, resident physicians, other health care providers, faculty (including full-time, part-time, and volunteer faculty), and staff who participate with our educational programs.

This policy serves to establish guidelines for the teacher – learner relationship as well as to provide examples of behaviors that can impair optimum learning. A separate policy (Policy 678) establishes procedures for evaluation and/or intervention when difficulties have been perceived.

Principles of a Positive Learning Environment

The college holds that a positive learning environment

- is supportive, respectful, and collegial
- inspires students to learn and give their best
- encourages the development and practice of professional behaviors among both students and faculty
- emphasizes the importance of medical education among its stakeholders
- provides effective instruction and fair assessment activities
- provides an avenue for students to voice concerns
- provides support for students that are experiencing difficulty
- is a comfortable place for people of all genders, ethnicities, and sexual orientations to learn
- protects students against mistreatment, coercion, and other unacceptable behaviors

Responsibilities of Teachers and Learners

Behavior that embodies the ideal teacher – learner relationship fosters mutual respect among the participants, minimizes the likelihood of mistreatment, and optimizes the educational experience.

In the context of medical education, the term instructor or teacher is used broadly to include student peers of all colleges at OUHSC, resident physicians, full-time and volunteer faculty members, clinical preceptors, nurses and ancillary support staff, as well as others from whom students can and do learn.

Responsibilities of Teachers

Teachers must be mindful of their role and responsibility during their interactions with their colleagues, patients, and those whose education has been entrusted to them. Students learn professional behavior primarily by observing the actions of their teachers as role models. Teachers are expected to model the below behaviors with students.

Teachers are expected to...

- treat students fairly, respectfully, and without bias related to age, race, ethnicity, gender, sexual orientation, disability, religion, or national origin.

- comply with all applicable college, campus and university policies and procedures related to unlawful discrimination, harassment (including all forms of sexual harassment) and misconduct.
- avoid asking or expecting students to perform personal errands or tasks.
- refrain from any act of retaliation against a student who has reported an incident of mistreatment.
- avoid behaviors that violate professional boundaries (e.g., engaging in a romantic or business relationship while in the teacher/student role).
- be prepared and on time.
- provide up-to-date information.
- provide explicit learning and behavioral expectations early in the contact period.
- provide timely, focused, accurate, and constructive feedback regularly.
- be cognizant of their own behavior as representatives of the university and as role models for the profession.
- display honesty, integrity, and compassion.
- use professional language and avoid the use of derogatory language.
- distinguish between insightful (Socratic) questioning, which stimulates learning or self-discovery, and overly aggressive questioning which may be perceived as hurtful, humiliating, degrading, or punitive.
- respect other specialties and health professions.
- resolve conflicts in ways that respect the dignity of all involved.
- provide thoughtful and timely evaluation as required by courses, the college or the program.
- solicit feedback from learners regarding students' perceptions of the nature of the educational experience and personal interaction.

Responsibilities of Learners

- As future members of the profession, students must recognize that their responsibility to patients, healthcare professionals, and society requires that they acquire and maintain behaviors that are compatible with the medical profession's standards of conduct.

The expected student behaviors listed below are organized by professionalism attributes that were approved by the Physician Associate Education Committee (PEC). These professionalism attributes are addressed throughout the curriculum. Students are expected to exhibit the below behaviors.

Students are expected to...

Professionalism Attribute	Behaviors
Honesty and integrity	<ul style="list-style-type: none"> • Demonstrate honesty and integrity in all interactions with others¹ • Perform and submit assignments, exams, research and clinical activities, etc., in an honest, professional, and ethical manner • Adhere to legal and professional standards of conduct, including those established through college, campus and university policies, procedures and guidelines

Care and compassion	<ul style="list-style-type: none"> • Display empathy and compassion towards others¹
Courtesy and respect for others	<ul style="list-style-type: none"> • Display courteous, considerate, and respectful behaviors in all interactions with others¹ • Avoid inappropriate, repetitive, disrespectful or unprofessional demands on teachers, fellow students and administrative and other healthcare staff
Cultural sensitivity and humility	<ul style="list-style-type: none"> • Demonstrate cultural sensitivity and responsiveness to others¹ • Recognize the privileges and responsibilities which derive from their opportunities to interact in clinical settings and the need to place patient welfare above their own
Accountability and responsibility	<ul style="list-style-type: none"> • Complete tasks in a timely manner and in accordance with the teacher expectations • Recognize that not all learning stems from formal structured curricular activities • Provide teachers and the program with constructive feedback which can be used to improve the educational experience
Punctuality	<ul style="list-style-type: none"> • Arrive prepared and on-time
Professional appearance	<ul style="list-style-type: none"> • Demonstrate respect for others and uphold the standards of the profession by maintaining a professional appearance when in the company of real and simulated patients
Attentiveness and participation	<ul style="list-style-type: none"> • Be active, engaged, enthusiastic, curious learners who enhance the learning environment
Accuracy in representation of clinical findings	<ul style="list-style-type: none"> • Accurately represent all clinical findings
Commitment to self-improvement and accepting feedback	<ul style="list-style-type: none"> • Accept and learn from constructive criticism • Recognize personal limitations, solicit feedback and engage in self-improvement
Admission of mistakes or errors	<ul style="list-style-type: none"> • Accept responsibility for mistakes or omissions and disclose errors to appropriate supervisors in a timely fashion
Privacy and confidentiality	<ul style="list-style-type: none"> • Recognize and respect patients' rights of privacy
Recognition of patient autonomy	<ul style="list-style-type: none"> • Demonstrate a commitment to patient autonomy by understanding the patient's preference and delivering patient-centered care
Recognition of conflicts of interest	<ul style="list-style-type: none"> • Understand the nature of conflicts of interest and how they pertain to the practice of medicine

Maintenance of a "fitness for duty"

- Accept their responsibility for developing resilience in an atmosphere that can be inherently uncomfortable and challenging
- Maintain awareness of and take steps to manage stress levels
- Maintain a level of personal physical and mental health that is required to successfully complete all PA program requirements for graduation
- Exercise appropriate judgment in seeking evaluation and assistance for their own injury, illness, impairment, and mental/emotional health

¹ Others include faculty, peers, staff, and patients.

Behaviors That Impair Education and Erode the Ideal Teacher – Learner Relationship:

Student Mistreatment – For purposes of this policy and Policy 677, student mistreatment is defined as perceived behavior that reasonably may be expected to cause counterproductive emotional or physical distress on the part of the student that erodes the ideal teacher – learner relationship. Examples include, but are not limited to, the following:

- Any behavior that is not consistent with the expected teacher behaviors listed above.
- Any form of unlawful discrimination, harassment (including all forms of sexual harassment) or misconduct.¹
- Criticism which serves to belittle, humiliate, or excessively embarrass.
- Intellectual bullying (aka "pimping"), which is perceived as malicious.
- Intentional neglect or selective exclusion from educationally valuable activities.
- Implied or explicit requests for a student to perform personal services that benefit the teacher or supervisor but have no significant intrinsic educational value.
- Repetitive performance of clinical procedures (commonly referred to as "scut") beyond what is necessary for personal educational enrichment or demonstration of proficiency.
- Real, threatened, or implied physical contact which serves to intimidate, threaten, or injure.
- Disregard for patient or student safety by requiring a student to perform a procedure or engage in patient care without adequate supervision.

¹ as outlined in the University of Oklahoma Non-Discrimination and Sexual Misconduct, Discrimination, and Harassment Policies: <http://www.ou.edu/eoo> (<http://www.ou.edu/eoo/>)

Education

This policy should be disseminated annually to:

- PA students
- faculty members
- residents

- preceptors
- course instructors

(See also Policy Number 678: *Physician Associate Student Mistreatment Policy*)

- **Policy Date:** 11/05/2021
- **Approved By:** PEC
- **Date Revised:** 1/10/2022
- **Date Reviewed:** 5/7/2024

Physician Associate Student Mistreatment (678)

This policy establishes the policy and procedure for reporting physician associate student (hereafter referred to as PA student) mistreatment. It applies to University of Oklahoma College of Medicine Physician Associate students (hereafter referred to as PA students) in the didactic and clinical phases of the program. The policy first outlines the appropriate method for reporting and evaluating suspected PA student mistreatment and subsequently establishes the PA Student Mistreatment Committee to resolve these complaints.

The definition of mistreatment may be found in Policy 677: **Guidelines for the Teacher–Learner Relationship**.

Note: Issues related to alleged violations of the University's policies on Sexual Harassment/Assault, Consensual Sexual Relations, or Non-Discrimination are outside the scope of this policy. Additionally, this policy does not address student grievances against other students.

Education

Along with **Policy 677: Guidelines for the Teacher–Learner Relationship & Professionalism Attributes**, disseminate this policy annually to:

- PA students
- faculty members
- residents
- preceptors
- course instructors

Disseminate the expectation that Course Directors will inform students of their right to report perceived mistreatment as a part of the orientation of students to their course(s). Course Directors shall actively and regularly solicit feedback from students on the nature of the educational environment they experience.

Evaluation and Reporting of Perceived Mistreatment

The affected student, or a witness to student mistreatment, may report the mistreatment through the following process:

- In an effort to ensure minimal disruption to a student's educational objectives and to the teacher–learner relationship, students are encouraged to address perceived breaches of teacher–learner relationship within 10 days of the alleged breach in the manner outlined below.
- As “adult learners” PA students are encouraged to address perceived breaches of the principles of the ideal teacher–learner relationship directly to involved parties. Utilization of this option does not require that any documentation be maintained or other steps taken if satisfactory resolution is achieved.

- If a satisfactory resolution is not achieved after the involved parties discuss the alleged breach, either party may bring the alleged violations to the Program Director. If the allegations involve the Program Director, the chair of the Department of Family and Preventive Medicine may address the parties' concerns. The Program Director, or the chair of the Department of Family and preventive Medicine as applicable, may speak to the parties involved, gather information, and attempt to resolve the matter informally.
- If satisfactory resolution has not been achieved, any party (the student lodging the complaint, or the respondent) may request a formal hearing of the Medical Student Mistreatment Committee by contacting the Associate Dean for Student Affairs in writing.
- Allegations of mistreatment may be made and investigated without fear of retaliation. Retaliation is governed by the Retaliation Statement in the University of Oklahoma Non-Discrimination Policy which strictly prohibits retaliation associated with any form of adverse action against a person because of his or her filing of a complaint of discrimination or harassment and/or participating or assisting in any manner with an investigation or resolution of a complaint of discrimination or harassment.
- Adverse action includes, but is not limited to, making threats, intimidation, reprisals or any other adverse action relating to employment, academic, health care, or institutional benefits. The Retaliation Statement may be found at: <http://www.ou.edu/eoo/policies-procedures/non-discrimination.html>
- The student must report an alleged incident of mistreatment to the Associate Dean for Student Affairs no later than 10 university business days after the alleged incident.

Ad Hoc Medical Student Mistreatment Committee

This Committee is charged with hearing, investigating, and recommending corrective actions related to assertions of PA and medical student mistreatment in the educational environment. It is understood that the investigating, hearing, and deliberative processes of the Committee are of an academic, not a formal legal, nature.

Membership

Members of the Ad Hoc Committee shall include:

- An Assistant or Associate Dean for Student Affairs, in a non-voting, administrative support capacity.
- Five voting College of Medicine faculty members and two alternates to be appointed by the Executive Dean.
- A Committee Chairman (to be appointed by the Executive Dean from among the faculty membership), and

When the Committee is called upon to evaluate and review an issue of possible PA student mistreatment, the Chairman will identify two additional voting members from the PA program who are “peers” of the person bringing the complaint but are not in the same cohort as the student lodging the complaint. All potential voting members will be polled by the Chairman to ensure that there are no apparent conflicts of interest with respect to the principals involved. Replacements may be selected (from among the alternates) as necessary by the Chairman.

Procedure

Procedures for the timing and conduct of the investigation and the hearings will be determined by the Committee. The process should begin within 10 business days of the request for a hearing, taking into account the academic calendar. The Committee will hear statements and evidence

from all parties, may request input from others as necessary, and will reach a decision regarding the merits of the complaint.

Disposition

The Committee ultimately shall report the results of the investigation, hearing, and its deliberation to the Executive Dean of the College of Medicine in writing within ten working days of the hearing. The Committee shall either hold that the allegation was confirmed to have merit, that it was determined to be without merit, or that there was insufficient information to make a determination.

The Program Director, in concert with the supervisor of the involved parties, will determine what, if any, educational, disciplinary, or other corrective action should be taken.

- **Policy Date:** 11/05/2021
- **Approved By:** PEC
- **Date Revised:** 1/10/2022
- **Date Reviewed:** 5/12/2023

Remediation Policy (679)

Remediation

An Unsatisfactory Final Course Grade granted for any course/rotation will require remediation through enrollment in Remediation Special Studies (RSS). In such cases, the Course Director will determine the content and grading system of the RSS course based on the student's identified deficiencies. Students requiring RSS will be contacted regarding the specifics of the course.

Students may only enroll in an RSS once per course. All RSS for didactic phase courses will be scheduled for the end of the didactic phase of training and will be completed prior to starting the clinical phase. All RSS for clinical phase courses will be scheduled for the end of the clinical phase of training and will be completed before the student graduates. A student may concurrently enroll in no more than 8 credit hours of RSS courses if approved by the remediation course directors and the Phase Director. If more than 8 hours of RSS courses are required, then these courses must be taken consecutively.

The credit hours for RSS will be identical to the original course for which remediation is necessary. Students who successfully complete the RSS will receive the grade obtained for purposes of progression in the PA Program. However, the initial Failed or Unsatisfactory final course grade will remain on the student's official transcript with an (*) asterisk indicating successful remediation. Both the original course grade and the RSS grade will be used in Cumulative GPA calculations unless the failed course was a Satisfactory/Unsatisfactory course.

Remediation assignments separate from RSS may be required as detailed in the course syllabus and at the discretion of the Course Director.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 06/12/2023
- **Date Reviewed:** 06/12/2023

New Site Evaluation and Credentials Verification of Preceptors (680)

1. Preceptor applications are reviewed and evaluated in regard to the PA Program's current rotation needs (Determined from ARC-PA Supervised Clinical Practice Experiences). The preceptor credentials

are verified through the Oklahoma Medical Board, Oklahoma State Board of Osteopathic Examiners, the National Commission on Certification of Physician Assistants (NCCPA), and/or other licensed health care providers licensing organizations.

2. All preceptors must:
 - Hold a valid license to practice medicine at the clinical site and be prepared by advanced medical education or by experience. Be physicians who are board-certified in their area of instruction, NCCPA certified PAs, or other licensed healthcare providers qualified in their area of instruction.
 - Practice in at least one of the following settings: outpatient, inpatient, emergency department, or operating room.
 - Physician preceptors who are not board certified or other licensed healthcare providers not certified in their area of instruction serving as preceptors must be evaluated and determined by the program faculty to be appropriate for the specified area of instruction.
3. The preceptor will be provided with the preceptor handbook and the appropriate syllabus for the clinical course in their area of instruction.

OUHSC College of Medicine Affiliation Agreement template is sent to the site/facility for signature. The site/facility either returns the signed OUHSC template or sends their facility/site template. The agreement is then uploaded into Soontrack for review, approval, and execution.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 6/1/2020
- **Date Reviewed:** 10/1/2023

Recruitment of Clinical Sites (680.1)

The PA Program coordinates all clinical sites and preceptors for program required rotations. Students are not required to provide or solicit clinical sites or preceptors. Clinical sites and/or preceptors may be suggested by students.

In order for the student recommended clinical site or preceptor rotation to be approved, the preceptor must agree to take a minimum number of students as determined by the PA Program. The student may make the initial contact with the prospective preceptor. The program will evaluate the request and make a final determination.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 4/15/2019
- **Date Reviewed:** 9/28/2023

Clinical Preceptor and Site Evaluation (680.2)

1. **Initial Evaluation of Clinical Preceptors and Sites**
 - a. A member of the clinical faculty will conduct an initial evaluation of all new clinical preceptors and sites before any student is approved to take part in the new rotation.
 - b. As part of this initial evaluation, sites will complete the Clinical Preceptor & Site Application Form. In addition, each preceptor/site is sent copies of the program's preceptor handbook and corresponding syllabi.
 - c. The Clinical Preceptor & Site Application Form includes the following components that will be reviewed by clinical faculty:

d. Primary Preceptor

- i. Name
- ii. Credentials & Education
- iii. Specialty
- iv. Board Certification
- v. Number of Years in Practice
- vi. Contact Information
- vii. Affiliated Hospitals and Clinics

2. Primary Clinical Site

- a. Name and Address
- b. General/Administrative Contact Information
- c. Practice Setting
- d. Approximate Patient Volume
- e. Patient Population
- f. Annual Availability
- g. Housing Information

An affiliation agreement between the site and our institution will be established with new rotation sites prior to any student rotating at the site.

3. Ongoing Evaluation of Clinical Preceptors and Sites

- a. Annually, clinical preceptors/sites will be given the opportunity to update information via the Preceptor & Site Renewal Form.
- b. At the end of each rotation, clinical phase, students evaluate the preceptor/site using the Student Evaluation of Site and Preceptor Form and review for each rotation. Fair/Poor ratings, "No" responses to feeling safe, respected, and free from harassment or "No" response to meeting student needs will result in a student meeting with clinical faculty to address concerns and document findings. Clinical faculty will review the site and preceptor history. If concerns are resolved, the site will be continued with ongoing monitoring. If concerning evaluations persist, a physical site visit will need to be completed. For egregious concerns that cannot be resolved, the site will be discontinued.

- **Policy Date:** 6/01/2016
- **Approved By:** PEC
- **Date Revised:** 1/13/2020
- **Date Reviewed:** 9/28/2023

Clinical Supervision of PA Students (681)

Clinical supervision is an oversight activity provided by supervising preceptor(s) to a student in a clinical setting. This relationship has the simultaneous purposes of instruction, feedback, summative assessment, and patient safety. Supervision is exercised through observation, consultation, questioning, directing the learning of the student, and role modeling. The supervision of PA student clinical learning experiences is to ensure patient and student safety and be provided throughout required clinical rotations by each preceptor.

It is expected that a designated supervising preceptor is available for supervision during all times that a student is engaged in patient care activities. Residents and fellows are authorized to participate in student supervision as delegated by the supervising preceptor.

The primary responsibility for the patient is vested with the supervising preceptor and may not be delegated to a student. Supervised activities must be within the scope of practice of the supervising preceptor.

Ultimately, it is the decision of the supervising preceptor as to which activities the student will be allowed to perform. This decision should be based on a variety of factors including the complexity of the patient case or activity, the potential for untoward effects, the student level of training, and the demonstrated competence, maturity and responsibility of each student in order to ensure the safety and comfort of the patient. The overriding consideration must be student safety and the safe and effective care of the patient.

In the event the designated preceptor(s) may be a group practice with other qualified clinicians, it is acceptable for students to work with their clinician partners or associates of the designated preceptor if the preceptor has accepted responsibility.

Inadequate Supervision

In the event the student is asked or expected to perform without adequate or appropriate supervision, the student must politely but firmly decline, and then contact the Clinical Coordinator or the Director for Clinical Education.

- **Policy Date:** 06/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 11/01/2023

Clinical Phase Electives (682)

The number of elective rotations is determined by the current PA Program curriculum.

Students are asked for their elective preferences before the beginning of the Clinical Phase. Every effort will be made to accommodate student preferences, but no guarantees are made to the student that they can be met.

Electives may be changed if the student is not meeting minimum patient encounters in any designated category. The elective will be changed to a rotation that will assist the student in meeting minimum patient encounters.

- **Policy Date:** 06/1/16
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 11/13/2023

International & Out of State Clinical Rotations (683)

The OU Physician Associate program does not offer out of state or international rotations for clinical course credit.

- **Policy Date:** 6/1/16
- **Approved By:** PEC
- **Date Revised:** 03/12/18
- **Date Reviewed:** 11/1/2023

Parking, Travel, Housing (685)

Students are responsible for all parking, travel, and housing costs incurred during rotations and EOR seminar days.

Students are expected to have a working vehicle for transportation. Lack of transportation is not justification for missing a class or rotation.

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 03/12/18
- **Date Reviewed:** 11/11/2024

Payment for Student Services (686)

Students must not accept payment or stipends for services rendered in connection with their performance on rotations. Accepting payment or gifts could result in the loss of malpractice liability coverage for the student. Students must notify the Clinical Coordinator or Director for Clinical Education immediately if they are put in such a position, or if they have any questions or other concerns regarding this policy.

- **Policy Date:** 6/1/2016
- **Approved By:** PEC
- **Date Revised:** 04/09/18
- **Date Reviewed:** 4/1/2023

Clinical Rotation Reassignment (687)

In extraordinary situations, a student may request clinical rotation reassignment. If a student believes he/she is unable to meet the rotation course requirements, the Course Director(s) must be notified as soon as possible. The Clinical Coordinator and/or Director for Clinical Education will investigate the circumstances of the request, and will either reassign the student, arrange for reasonable accommodation of the student within the rotation, or deny the student's request for reassignment. Appeal to any decision made by the Clinical Coordinator and/or Director for Clinical Education will be submitted to Student Services.

- **Policy Date:** 06/1/2016
- **Approved By:** PEC
- **Date Revised:** 06/01/2018
- **Date Reviewed:** 4/1/2023

Information Technology Policies, Standards, and Guidelines (688)

The University of Oklahoma Health Sciences Center campus wide information technology policies address in a consistent manner all areas related to computer security within the College of Medicine, to include all faculty, staff, and trainees. If you have questions and concerns related to computer security please review the areas identified in the attached link.

<http://it.ouhsc.edu/policies/>

If you are still unable to identify an answer to your question please consult with your supervisor, your applicable Associate Dean, Course Director, or your section IT representative.

- **Policy Date:** N/A
- **Approved By:** PEC / Associate Dean for Executive Affairs
- **Date Revised:**
- **Date Reviewed:** 1/12/2024