

Middle Tennessee State University

MS in Physician Assistant Studies

Student Handbook



A supplement to the [MTSU Blue Raider Student Handbook](#) and the [MTSU Graduate Student Catalog](#)



Table of Contents

Contents

Welcome 8

Disclaimer 8

Informing of, Adherence to, and Standardization of Policies 8

Accreditation 9

 Southern Association of Colleges and Schools (SACS) 9

 Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)..... 9

 Statement of Accreditation 9

Statement of Nondiscrimination..... 10

Faculty & Staff..... 10

Statement of Mission, Vision, and Goals..... 11

 Middle Tennessee State University Mission..... 11

 MTSU Physician Assistant Studies Program Mission Statement 11

 MTSU Physician Assistant Studies Program Vision..... 11

 MTSU Physician Assistant Studies Program Goals 11

The Physician Assistant Professional Oath 12

Technical Standards 13

 General Abilities 13

 Observational Skills..... 14

 Communication Skills..... 14

 Intellectual Capabilities 14

 Interpersonal Abilities and Social Interactions..... 15

 Fine and Gross Motor Skills and Strength 15

Curriculum & Course Descriptions 16

Program Competencies 16

 Medical Knowledge 16

 Interpersonal Skills..... 16

 Clinical & Technical Skills 17

 Clinical Reasoning & Problem Solving 17

 Professional Behaviors 17

University Information/Policies 18



Student Handbook

| | |
|--|----|
| Graduate Student Resources | 18 |
| Substance Use | 19 |
| Campus Safety..... | 20 |
| Student Harassment and Mistreatment Policy | 21 |
| University Harassment Policies..... | 21 |
| PA Studies Program Mistreatment Policy..... | 21 |
| Library..... | 22 |
| Parking | 22 |
| Campus Recreation | 22 |
| Health Center | 22 |
| Dining & Meal Plans..... | 23 |
| Tuition & Fees | 23 |
| Financial Aid..... | 23 |
| Registration & Verification..... | 23 |
| Personal Information | 24 |
| Transcripts..... | 24 |
| FERPA & Student/Faculty Records Policy | 24 |
| Privacy of Information..... | 24 |
| Education Records at MTSU..... | 24 |
| Access to Education Records | 25 |
| Information Security..... | 25 |
| Access Control..... | 25 |
| Personnel Records | 25 |
| PA Studies Program Specific Student Records Policy | 25 |
| Required University Employee Training..... | 26 |
| Information Technology Division (ITD) | 26 |
| Veterans Services | 26 |
| Academic Success Center | 26 |
| ADA and Accommodations Policy | 26 |
| Institutional Review Board | 27 |
| MS in PA Studies Policies | 27 |
| Admission Requirements | 27 |
| Background Checks | 28 |
| Student Conduct Policy..... | 28 |



Student Handbook

Drug Screening 29

Transfer Students & Advanced Placement Policy 30

International Student Policy 30

Fair Practice Policy 31

Academic Misconduct Policy 31

Examinations Policy 32

 Examination Review 32

Summative Exam Policy 33

 EOC Exam 33

 Competency Assessment Tasks 33

 Summative OSLER 34

 Evaluation of Students 35

Grading Policy 35

Academic Performance and Progression Policy 36

 Student Progression Committee (SPC) 36

 Required Academic Standards 37

 Professionalism 37

 Remediation and Reassessment 37

 Progression 37

 Completion 38

 Deceleration 39

 Withdrawal and Refund Policy 39

 Dismissal 39

 Student Grievances and Appeals 40

Immunizations & Screening Policies 40

 Immunizations 41

 TB Screening & Testing 42

 Acceptable Documentation 42

 Ancillary Immunizations 43

 Immunizations & Pregnancy 43

 Exemptions 44

 Cost 44

 CDC Recommendations 44

 MTSU General Immunization Requirements 44



Student Handbook

- Didactic Year Attendance 45
 - Didactic Year Attendance..... 45
 - Transportation..... 45
- Didactic Dress Code 46
 - Didactic Dress Code..... 46
 - Professional Standards 46
 - Prohibited Dress 47
- Social Media Policy 47
- Identification of Physician Assistant Students Policy 48
 - White Coats 48
 - Picture ID badges 48
 - Verbal Identification 48
- Student Employment Policy 49
- Leave of Absence Policy 49
- Personal Issues Policy 50
 - Personal Issues Policy 50
 - Counseling Services..... 50
- Electronic Devices..... 51
 - Email 51
 - Requirements 51
 - Software..... 52
 - Testing Guidelines..... 52
 - Courtesy..... 52
 - Emergencies..... 52
- Faculty Restricted As Health Providers 53
- HIPAA Training..... 53
- BLS/ACLS/PALS Training..... 53
- Infectious and Environmental Hazards Policy 53
 - Methods of Prevention..... 53
 - Procedures for Care and Treatment After Exposure 54
 - Incident Reporting 54
 - Financial Responsibility..... 55
- OSHA Bloodborne Pathogen Training..... 55
- Medical Insurance 55



Student Handbook

Professional Liability Insurance 55

Professional Organizations 55

Clinical Phase 56

 Student Solicitation of Rotations Policy 56

 Clinical Attendance Policy 56

 End of Rotation Attendance Policy 57

 Clinical Year Inclement Weather Guidelines 58

 Clinical Dress Code Policy 58

Grading for Clinical Year 59

 Grading Rubric for Core Clinical Rotation: 59

 Entrustable (Pass)/Pre-Entrustable (Fail) 60

 Grading Scale 60

 End of Rotation (EOR) Examinations 61

 EOR Scoring 61

 EOR Examination Remediation 61

 End of Rotation Assignment 62

 Preceptor Evaluation of the Student 62

 Reviewing Evaluations 63

 Grading of Evaluation 63

 Submission of evaluations 63

 Remediation Based on Preceptor Evaluation 64

 Professionalism 64

 Professionalism Remediation 66

 Encounter logging 66

 Rotation Specific Requirements 66

 Grading for Elective Rotation: 66

 Elective Rotation: 66

 Entrustable (Pass)/Pre-Entrustable (Fail) 67

Clinical Year Student Supervision Policy 67

Clinical Year Commuting and Housing Policy 68

Clinical Safety and Security Policy 68



Student Handbook

Middle Tennessee State University does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by MTSU. The assistant to the President of Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at the Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; 615-898-2185. The MTSU policy on non-discrimination can be found at [mtsu.edu/iec](https://www.mtsu.edu/iec).

The information in this book was the best available at time of posting. The on-line document is updated as changes are required.

Produced by MTSU M.S. in PA Studies Program



Welcome

We are so pleased that you have joined the MTSU family as a member of the Physician Assistant Studies Program. The next twenty-seven months will be both challenging and fulfilling as you pursue your dream of becoming a PA. Our goal as faculty and staff members is to be with you every step of the way as you move through the program and into the profession. Ours will be a lifelong relationship. My door is always open to you. Feel free to come and share any thoughts or concerns you may have. I look forward to going on this journey with you.

Sincerely,

Dr. Marie Patterson

Marie Patterson, MSM, DHSc, PA-C

Program Director

Disclaimer

The MTSU Physician Assistant Studies Student Handbook is meant to provide guidance to PA students on the usual procedures for day-to-day conduct. It is not an exhaustive list of all scenarios that might arise for faculty and students in the administration and training of the program. This handbook is a supplement to the [MTSU Blue Raider Student Handbook](#) and the [MTSU Graduate Student Catalog](#).

Informing of, Adherence to, and Standardization of Policies

Each student will be given access to the online PA Student Handbook which will include all student policies and practices. The PA Student Handbook will be explained to all students during orientation prior to matriculation in the PA Program and again before the clinical year, and students will be given an opportunity to ask questions about the policies. Students will be required to sign a form stating they received access to the PA Student Handbook. The PA Student Handbook will be kept online, and students will be directed in how to find this. All policies will be consistently applied to all students.

The Program's policies and practices apply to all students, all principal faculty, and the Program Director regardless of location. Presently the Middle Tennessee State University Physician



Assistant Studies Program has one location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.

All policies and practices will be listed in the PA Student Handbook for students and the Faculty Handbook for faculty and the Program Director.

Accreditation

Southern Association of Colleges and Schools (SACS)

Middle Tennessee State University is accredited by the Commission on Colleges of the Southern Association of College and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Questions about the accreditation of Middle Tennessee State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's [website](#). MTSU was reaffirmed in 2016 and found to be in compliance with all standards. The reaffirmation of the accreditation compliance certification report can be found [here](#).

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

Statement of Accreditation

The ARC-PA has granted **Accreditation-Provisional** status to the **Middle Tennessee State University Physician Assistant Program** sponsored by **Middle Tennessee State University**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.



Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class. The program's accreditation history can be viewed on the ARC-PA website at <http://www.arc-pa.org/accreditation-history-middle-tennessee-state-university/>.

Statement of Nondiscrimination

It is the intent of Middle Tennessee State University (MTSU or University) to fully comply with the applicable provisions of federal and state civil rights laws, including, but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; Section 485(f) of the HEA, as amended by Section 304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR § 668.41, §668.46, and Appendix A to Subpart D of Part 668 and regulations promulgated pursuant thereto.

MTSU will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other legally protected class. In doing so, MTSU affirms that it will not tolerate discrimination against any employee or applicant for employment and will not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of any of the protected categories listed above. Webpage: [25 | Middle Tennessee State University \(mtsu.edu\)](#)

Faculty & Staff

Faculty and staff information can be found [here](#). Additionally, this information can be accessed on the MTSU PA Studies Program [webpage](#).



Statement of Mission, Vision, and Goals

Middle Tennessee State University Mission

Middle Tennessee State University, a comprehensive, innovative institution, attracts students to distinctive bachelor's, master's, specialist, and doctoral programs that prepare graduates to thrive in their chosen professions and a changing global society. Students and faculty generate, preserve, and disseminate knowledge and collaboratively promote excellence through teaching and learning, research, creative activity, and public engagement.

Webpage Link: [Mission Statement | Middle Tennessee State University \(mtsu.edu\)](https://www.mtsu.edu/mission-statement)

MTSU Physician Assistant Studies Program Mission Statement

The mission of the MTSU Physician Assistant Studies Program is to provide comprehensive innovative medical education of the highest quality to prepare a diverse community of Physician Assistants to thrive as compassionate and collaborative members of the healthcare team with a commitment to community service and increasing access to care.

MTSU Physician Assistant Studies Program Vision

The MTSU Physician Assistant Studies Program will be a leading educational program with national recognition for excellence in service-learning, quality and compassionate healthcare, and increased access to care to diverse populations.

MTSU Physician Assistant Studies Program Goals

1. Recruit, enroll, and retain highly qualified diverse applicants committed to compassionate patient care as a Physician Assistant.

Metrics & Benchmarks:

- Applicant demographic and academic data (meeting/exceeding academic requirements & % of “diverse qualities” in students)
- Attrition rate (at or lower than national average)
- Job placement rate as a PA or using PA skills in residency/fellowship, missions, etc. (6 months, 1 year after graduation)



- Promote an environment that encourages a life-long commitment to community service.

Metrics & Benchmarks:

- Amount of service-learning exposures and participation rate (component in each semester with 100% student involvement)
- Faculty/staff involvement (100% either with program and/or personal commitments)

- Prepare graduates to practice in areas of high need and increase access to care to diverse populations.

Metrics & Benchmarks:

- Clinical experiences in rural, underserved, and public health areas (100% of students will have clinical opportunity in at least one of these areas)

- Provide quality medical education that prepares graduates to gain the knowledge, skills, and competencies required to practice as an entry-level Physician Assistant.

Metrics & Benchmarks:

- PANCE pass-rates (90% or above first time PANCE pass rate, 100% ultimate PANCE pass rate at the 1-year mark)
- Summative Evaluation (Summative Evaluation pass-rate of 100%)

The Physician Assistant Professional Oath

I pledge to perform the following duties with honesty and dedication:

- I will hold as my primary responsibility the health, safety, welfare and dignity of all human beings.
- I will uphold the tenets of patient autonomy, beneficence, nonmaleficence and justice.
- I will recognize and promote the value of diversity.
- I will treat equally all persons who seek my care.
- I will hold in confidence the information shared in the course of practicing medicine.
- I will assess my personal capabilities and limitations, striving always to improve my medical practice.
- I will actively seek to expand my knowledge and skills, keeping abreast of advances in medicine.
- I will work with other members of the health care team to provide compassionate and effective care of patients.
- I will use my knowledge and experience to contribute to an improved community.
- I will respect my professional relationship with the physician.



- I will share and expand knowledge within the profession.

These duties are pledged with sincerity and upon my honor.

Technical Standards

Professional healthcare clinicians are challenged in environments that demand certain abilities, behaviors, and skills. The Physician Assistant must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Students must be able to integrate all information received by whatever sense(s) employed, consistently, quickly, and accurately, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data. A student for the Physician Assistant profession must have abilities and skills including observation, communication, intellectual, motor, conceptual, integrative, and quantitative, and behavioral and social. To be eligible to enroll in the program, the student must be able to perform these skills and behaviors successfully either unassisted, with dependable use of reasonable assistive devices, or by employing another reasonable accommodation. The following descriptions define the capabilities expected from an individual to successfully complete the Middle Tennessee State University Physician Assistant Studies Program.

General Abilities

The PA student must possess the skills related to critical thinking, communication, gross motor dexterity, fine motor coordination, interpersonal skills, observational abilities, and social skills in an individual, group, classroom, laboratory, or other educational setting. The student is expected to possess functional use of the senses of vision, touch, hearing, taste, and smell. All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner. In addition, the student is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement. The student must be able to effectively perform and function in settings that are solitary, small group, large groups, social environments, public space, or even very large classroom settings without disruption of other students, patients, faculty, or staff. The student must be able to function and remain calm within stressful situations while maintaining a calm temperament. The student must be able to attend classes and laboratory sessions, travel to and be present for all supervised clinical practice experiences (which may include overnight call) and be present for examination and testing.



Observational Skills

The PA student is expected to participate in and observe demonstrations and experiments in the basic and health sciences including but not limited to physiologic and pharmacological demonstrations in animals, microbiological cultures, microscopic study of organisms and tissues in normal and pathologic states, human cadaver dissection, and medical procedures. The student is expected to observe the patient accurately at a distance and close at hand and accurately assess health/illness alteration. Inherent in this observation process is the use of the visual, auditory, tactile, and olfactory sensations and sufficient motor capability to carry out the necessary assessment activities. These skills including the ability to inspect, palpate, percuss, and auscultate accurately during the physical examination.

Communication Skills

The PA student must be able to effectively hear, understand, speak, and observe patients to elicit history and other information necessary to interact with patients, students, faculty, and staff. The student must be able to perceive nonverbal communication and cues, to describe patient mood or changes, to describe posture and appearance, and to interpret and describe patient activity and behavior. The student must be able to communicate in verbal, written, typed, and electronic manner that is effective, efficient, and sensitive and in the English language. The student must be able to receive and give communication effectively to others in a professional manner. The student is expected to give oral presentations in small and large group settings. The student must be able to interact, communicate, and understand other students, clinicians, faculty, patients, and their families to respond appropriately and in a timely fashion.

Intellectual Capabilities

The PA student must possess and demonstrate the physical, emotional, intellectual, compassionate, and ethical capabilities required to undertake the full curriculum at normal pace with an on-time completion. The student must be able to learn, retain, and recall information and make a reasoned decision in a timely fashion. The student must be able to achieve a competent level of critical thinking and reasoning required to function in an entry level PA position. To achieve this level, the student must be able to perform in areas of reasoning, measurement, analysis, interpretation, synthesis, calculation, and deduction. In addition, the student should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. These skills must be evident in dealing with other students, faculty, staff, patients, patient families, and other health care professionals. Critical thinking and problem solving, while in stressful situations, are necessary to complete the program.



Interpersonal Abilities and Social Interactions

The PA student must be able to establish and maintain appropriate relationships in a professional manner with other students, faculty, staff, health care professionals, patients, as well as patient families. This will encompass possessing the maturity and emotional health necessary to function within the healthcare and educational environments while achieving full utilization of his or her abilities, intellectual function, sound judgement, sensory input, critical thinking, and promptness. The student must be able to demonstrate compassion, empathy, responsibility and tolerance towards patients, families, faculty, staff, other students, and colleagues. This includes the ability to remain calm and function at this level within stressful situations and with competing demands for the student's time and energies.

Fine and Gross Motor Skills and Strength

The interaction with patients and the demands of the health care and educational environments while in training and practice require strength, coordination, and endurance of sufficient nature. The PA student should have sufficient fine and gross motor coordination to function within the patient care and educational environments that may include clutter, equipment, tables, family members, stairs, textbooks, supplies, and distractions. This includes the ability to ambulate, stand for long periods, concentrate, balance, interact, assist in movement, use medical instruments, use electronic devices, position patients, and lift heavy objects. In general, the student should be able to safely lift 50+ pounds without any assistance or injury. The student is expected to be able to perform gross and fine motor movements required to perform a complete physical examination (including male and female genital examination on patients). Interaction within the environment may include classrooms, treatment rooms, laboratory space, patient rooms, waiting rooms, operating rooms, public spaces, stairwells, outdoor movement and any other space generally necessary to interact with and treat patients or interact in the educational environment. This interaction may require standing or sitting for very long periods of time without disruption or change in position. This interaction may require altering lighting including bright or fluorescent lights or low light conditions. The student is expected to be able to maintain consciousness, equilibrium, and stamina to perform satisfactorily in didactic and clinical experiences. The student must be able to travel to all required MTSU PA Program educational settings.

In addition to the abilities and skills set forth above, the student must possess the general physical health necessary for performing the duties of a Physician Assistant student without endangering the lives of patients and/or colleagues with whom the student might have contact.



Students whose performance is impaired by abuse of alcohol or other substances are not suitable for admission, continuation, promotion, or graduation.

Curriculum & Course Descriptions

An overview of the curriculum is available here: [Physician Assistant Studies, M.S. | Middle Tennessee State University \(mtsu.edu\)](https://www.mtsu.edu/physician-assistant-studies)

Program Competencies

Medical Knowledge

1. Apply established, fundamental scientific principles to patient care.
2. Apply clinical sciences to diagnostic and therapeutic decision making.
3. Apply an epidemiological approach to population health through understanding of risk factors, disease prevention, and health promotion for various patients and populations.
4. Analyze the impact of social-behavioral sciences on the delivery of healthcare to diverse patient populations.
5. Use medical knowledge to distinguish normal/abnormal growth and development to guide investigatory approaches to patient evaluation.
6. Gather and critically appraise evolving bio-medical knowledge to promote evidence-based clinical practice to contribute to the fund of new knowledge and literature.

Interpersonal Skills

1. Create and sustain a meaningful and therapeutic relationship with patients and families through effective communication and exchange of information.
2. Maintain awareness of the appropriate cultural and socioeconomic context of the interaction.
3. Apply emotional resilience and stability, adaptability, flexibility, and tolerance.



Student Handbook

4. Demonstrate compassion, sensitivity, and honesty within the context of difficult medical conversations.
5. Communicate effectively, work collaboratively, and facilitate conflict resolution with physicians and other health care professionals as both a leader and member of a health care team to promote a climate of mutual respect and trust.

Clinical & Technical Skills

1. Elicit a history and perform an appropriate physical exam for ages across the lifespan, regardless of presentation or setting.
2. Perform diagnostic and therapeutic procedures considered essential for entry into clinical practice as a PA.
3. Compose basic counseling and patient-centered education which is culturally focused.
4. Demonstrate the use of clinical equipment for the diagnosis and management of disease.
5. Accurately and adequately provide comprehensive documentation regarding care for medical, legal, quality, and financial purposes in a timely manner.
6. Provide concise oral case presentations appropriate for the audience and context of the presentation.

Clinical Reasoning & Problem Solving

1. Demonstrate investigative and analytic thinking approaches to clinical situations.
2. Compare and contrast normal and abnormal health states.
3. Discern between acute, chronic, and emergent disease states.
4. Apply advanced critical thinking skills to evaluate sources of information including discerning between important and extraneous information.
5. Synthesize and prioritize therapeutic actions and clinical care decisions based on medical knowledge, available information, and urgency of presentation.

Professional Behaviors

1. Demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the



- primacy of the individual by providing comprehensive and personalized healthcare in a system-based practice.
2. Demonstrate professionalism through strict adherence to the standards of the PA profession and devotion to the medical, ethical, legal, and fiscal foundations of healthcare by
 - a. Maintaining professional relationships with patients, patient's family, and all members of the healthcare team.
 - b. Understanding the role of the physician assistant in the delivery of healthcare includes demonstrating self-awareness in the recognition of personal/professional limitations and humility in the ability to seek help.
 - c. Maintaining commitment to patient safety through prevention of medical errors, quality improvement, and risk management.
 3. Promote cross-cultural and socioeconomic sensitivity, confront prejudice, and support development of effective medical practice in a diverse society.
 4. Engage in critical analysis of their own practice experience for the purposes of self- and practice-based learning and improvement.
 5. Exhibit attributes of engaged citizenship and community service through active involvement in community and population health.

University Information/Policies

Graduate Student Resources

Graduate Students at MTSU have many resources available to them. If you need to know how to get your books, where to find the next bus, or you are hitting the career path and need a nice suit, check out the **Campus Services** below. If you want to be involved but don't know what's available, take a look through the **Graduate Involvement** listing. MTSU is full of life, and there are tons of things to explore and participate in where you may discover something you love.

Website Link: <https://mtsu.edu/graduate/StudentResources.php>



Substance Use

1. The University complies with the provisions of the [Drug-Free Schools and Communities Act of 1989](#), and the [Drug-Free Workplace Act of 1989](#).
2. Alcohol
 - a. The use, distribution, and/or possession of alcoholic beverages on University owned, leased, or otherwise controlled property is governed by to Policy 755 Alcoholic Beverages and Policy 540 Student Conduct. The enforcement of alcohol laws on campus is the primary responsibility of University Police.
 - b. Pursuant to T.C.A. §§ 1-3-113 and § 57-4-203, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer. Such offense is classified as a Class A misdemeanor, punishable by imprisonment for not more than eleven (11) months, twenty-nine (29) days, or a fine of not more than two thousand five hundred dollars (\$2,500.00), or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor, punishable by imprisonment of not more than thirty (30) days or a fine of not more than fifty dollars (\$50.00), or both. Such laws are strictly enforced by University Police.
 - c. MTSU will impose sanctions against individuals determined to have violated policy concerning the use, possession, or distribution of alcohol. Students are subject to Policy 540 Student Conduct; employees are subject to Policy 800 General Personnel. Sanctions for students using or possessing alcohol include disciplinary probation and, in appropriate cases, suspension or expulsion from the University. Employees, including students, are prohibited from reporting to work under the influence of alcohol or consuming alcohol during work hours. Sanctions against employees for use or possession of alcohol in the workplace include termination of employment for gross misconduct. Referral for criminal prosecution may be made in appropriate cases.
3. Drugs
 - a. MTSU prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs and drug paraphernalia and the illegal use of drugs on campus property or on institutionally owned, leased, or otherwise controlled property.



Student Handbook

The lawful use of prescribed drugs taken under a doctor's care is not prohibited.

- b. Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. Such laws are strictly enforced by University Police.
 - c. MTSU will impose sanctions against individuals determined to have violated policy prohibiting the use, possession, or distribution of illegal drugs pursuant to Policy 540 Student Conduct. Sanctions for students involved in the using, possessing, selling, or distributing illegal drugs include probation and, in appropriate cases, suspension or expulsion. In addition, residential students will be removed from the housing system for the use or possession of illegal drugs or drug paraphernalia. Referral for criminal prosecution may be made in appropriate cases.
 - d. All employees, including students, agree as a condition of employment to abide by the prohibition concerning illegal drugs in the workplace. Sanctions against employees for use or possession of drugs in the workplace include termination of employment. Additionally, employees are required to notify the University of any drug convictions resulting from a violation in the workplace no later than five (5) days after the conviction.
4. Drug and Alcohol Abuse Education Programs. MTSU recognizes that the use of alcohol and drugs can have a negative impact on students and the learning process. In order to inform students of these hazards, MTSU Student Health Services provides educational outreach programs that are available on the MTSU Student Health Services website.

Campus Safety

MTSU's University Police department provides [safety and security](#) for all campus employees, visitors, and community constituents. The University Police Department additionally provides community oriented policing services, as well as services to support victims of crimes. One such support service is the University Police's Self-Defense training known as "Rape Aggression Defense Systems" or R.A.D. training. Additional information regarding the support services of MTSU's University Police, including information on R.A.D. training can be found on their [website](#).



MTSU also complies with the federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Higher Education Opportunity Act ("HEOA"). Copies of MTSU's Annual Security Reports, in compliance with the Clery Act and HEOA, can be found on the University Police Department's website under '[Crime Statistics](#).' The University's annual Fire Safety Report, as well as a Tennessee Bureau of Investigations Crime Report, also can be found on the University Police's website [here](#).

MTSU Policies 700-799 cover a range of Campus Health, Safety, and security and can be accessed [here](#).

Student Harassment and Mistreatment Policy

University Harassment Policies

This policy provides for the orderly resolution of complaints of discrimination or harassment on the basis of race, color, religion, ethnic or national origin, disability, age (as applicable), status as a protected veteran, genetic information, and/or any other legally protected class. Such discrimination and harassment are strictly prohibited by Middle Tennessee State University (MTSU or University). Information regarding this policy can be found [here](#).

Sexual misconduct and harassment are forms of sexual discrimination prohibited by state and federal law and MTSU. MTSU is committed to eliminating any and all acts of sexual misconduct, discrimination, and harassment. An environment free from such acts is necessary to a healthy learning, working, and living atmosphere because such misconduct, discrimination, and harassment undermine human dignity and the positive connection among all people at this University. Information regarding this policy can be found [here](#).

PA Studies Program Mistreatment Policy

The MTSU PA program has a zero-tolerance policy toward harassment, violence, hazing, or mistreatment, both on-campus and off-campus (i.e., supervised clinical practice experiences). If the student or preceptor perceives harassment, mistreatment, threat, or discrimination, the student/ preceptor should immediately notify the Director of Clinical Education and/or the clinical coordinating team. These detrimental behaviors are not conducive to learning and potentially harmful to students, patients, and other healthcare team members. Students should not avoid or delay reporting allegations of harassment and mistreatment due to concerns of changing sites, delaying graduation, or fear of retribution. Student safety is of utmost importance.



Library

PA students have equal access to the James E. Walker Library and its services. The university library includes records for all MTSU libraries, including books, periodicals, journals, and online resources. Visit the library site and you can also find information on library hours, policies and services, special collections, featured lists and other department information on the main and upper levels of the Library.

Website: [Walker Library: Home - Home - Walker Library at Middle Tennessee State University \(mtsu.edu\)](https://www.mtsu.edu/walker-library/)

Parking

Student parking passes are available from MTSU Parking Services at no additional charge. PA students may only park in student parking designated areas. Students parking in faculty, staff, or guest areas are subject to ticketing by University Security officers. The parking in front of Cason-Kennedy Nursing Building, as well as the parking lot beside it, are reserved for MTSU faculty and staff use. A full list of Parking Regulations can be found on the Parking Services website.

Website: [MTSU Parking Services | Middle Tennessee State University](https://www.mtsu.edu/parking-services/)

Campus Recreation

Students are encouraged to engage in physical activities to maintain their health and well-being. Students have access to the campus recreation facilities outlined on their webpage: [Campus Recreation | Middle Tennessee State University \(mtsu.edu\)](https://www.mtsu.edu/campus-recreation/)

Health Center

Students have equal access to MTSU Student Health Services which is located at the Campus Rec Center. Health Services offers services including health screening, appropriate care for minor illness and referrals are provided to meet the immediate health needs of this population.

Website: [MTSU Student Health Services | Middle Tennessee State University](https://www.mtsu.edu/student-health-services/)

Dining & Meal Plans

The University offers a variety of food choices and dining plans to accommodate students' lifestyles and schedules.

Website: [Food | Middle Tennessee State University \(mtsu.edu\)](#)

Tuition & Fees

[Tuition and fees](#) may change during the course of a student's enrollment. Please reference the [MTSU Graduate School Student Catalog](#) or the [PA Studies program website](#) for the current tuition and fees. The admissions deposit is not refundable if the student does not matriculate.

MTSU Website: [What Does it Cost? | Middle Tennessee State University \(mtsu.edu\)](#)

Financial Aid

The Financial Aid Office is available to assist students with financial matters while at MTSU. Financial Aid includes scholarships, grants, loans and any aid used to pay for your education expenses at MTSU. MTSU OneStop can assist with the process. Graduate Financial Aid information and links can be found: [Graduate Financial Aid | Middle Tennessee State University \(mtsu.edu\)](#)

Additional resources for paying for Graduate School can be found at: [Funding for Graduate Students | Middle Tennessee State University \(mtsu.edu\)](#)

Registration & Verification

Each PA class is a cohort and will follow the same course of study throughout the program. Students will register for the predetermined course of study for the first semester of classes, a program staff member will then register the PA students for classes in the subsequent semesters. Once accepted to [MTSU College of Graduate Studies](#) the student will be able to enroll in courses via the MTSU student PipelineMT Account.



Personal Information

The school must be notified regarding all changes in personal information, such as name change, change of legal address, change of mailing address and any other pertinent contact information. This can be accomplished using the following web-form: [Change of Address Form | Middle Tennessee State University \(mtsu.edu\)](#).

Transcripts

Official Transcripts of the student's record can be requested at: [Transcripts | Middle Tennessee State University \(mtsu.edu\)](#) using TranscriptsPlus. You may still order **official paper transcripts** directly from MTSU at no charge by completing the MTSU Transcript Request form [here](#). There is **no** order confirmation, processing confirmation, tracking, or delivery confirmation available if you choose to order directly from MTSU. Additionally, Unofficial transcripts can be accessed on-line using PipelineMT.

FERPA & Student/Faculty Records Policy

Privacy of Information

This policy establishes principles to guide the evolution of Middle Tennessee State University (MTSU or University) community standards of information privacy. This is a first step to clarify the level and protection of information privacy that may be expected by the campus community for whom MTSU collects information. This policy can be found [here](#).

Education Records at MTSU

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students must be afforded notice of their rights under FERPA and the types of personally identifiable information considered as directory information. The University policy can be accessed [here](#).



Access to Education Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. This policy outlines those rights, provides definitions of related terms, and describes the circumstances under which Middle Tennessee State University (MTSU or University) may release personally identifiable information (PII). This policy can be found [here](#).

Information Security

This policy ensures the confidentiality, integrity, availability, and regulatory compliance of Middle Tennessee State University's (MTSU or University) information assets. This policy can be found [here](#).

Access Control

This policy establishes a minimum expectation, with respect to access controls, in order to protect data stored on computer systems at Middle Tennessee State University (MTSU or University). This policy can be found [here](#).

Personnel Records

This policy establishes the criteria and process regarding personnel records at Middle Tennessee State University (MTSU or University). This policy can be found [here](#).

PA Studies Program Specific Student Records Policy

The MTSU PA Studies Program will utilize a strict minimal access plan regarding student and faculty records. Student and faculty records and personal information will be kept in a secured electronic file which will only be accessible by certain MTSU employees on a need to know and minimal access basis. PA Studies Program staff, faculty, and directors will only have access to the areas of the student and faculty record that facilitate the core function of their University job duties. The Program Director will need access to all students' entire academic records to deem students eligible for graduation.



Required University Employee Training

In addition, and to reiterate the University's compliance with, and adherence to, the Family Educational Rights and Privacy Act (FERPA), employees are required to review annual FERPA training information. The FERPA training information particularly applies to all employee users of the University's existing, and new, internal platforms and software. Employees must also certify that they have read, and understand, the FERPA training information, which is provided internally. More information regarding this training is located [here](#)..

Information Technology Division (ITD)

PA students have equal access to MTSU ITD support. ITD staff can reset network passwords, help with common network, email or other software issues. Website: [ITD | Middle Tennessee State University \(mtsu.edu\)](#)

Veterans Services

PA students who are military veterans have equal access to the MTSU Charlie and Hazel Daniels Veterans and Military Family Center (Daniels Center).

Website: [MTSU Military & Veterans Center | Middle Tennessee State University](#)

Academic Success Center

PA students have equal access to the Student Success Center. The center provides students and faculty with guidance on the university's academic support resources. The [Student Success Center](#) is an online student resource.

Website: [Student Success | Middle Tennessee State University \(mtsu.edu\)](#)

ADA and Accommodations Policy

Middle Tennessee State University is committed to providing all offerings in the most accessible way possible by maintaining compliance with standards set by the Americans with Disabilities Act as Amended.



Student Handbook

To help provide the best possible service to students, staff, faculty and visitors with disabilities, MTSU has a Director of ADA Compliance. The Director of ADA Compliance assists anyone with questions about access; provides consultation on policy reviews and facilities planning; serves as a clearing house for disability access related complaints; and develops disability access related initiatives. Please do not hesitate to contact the Director with questions or concerns.

The Director works closely with departments like Campus Planning, Facilities Management, and Parking Services to actively work toward physical space compliance and address individual needs as they are brought to the university's attention.

As MTSU continues to increase its varied usage of technology, the accessibility of electronic information is an important focus. The Director leads initiatives in this area including the implementation of a plan created by several departments, including but not limited to the James E. Walker Library, Faculty Instruction and Technology Center, the Center for Educational Media, the Disability & Access Center, and Procurement Services. The goal of this plan is that accessibility in our electronic offerings will not only improve but also become a commonly recognized need.

Website: [Americans with Disabilities Act | Middle Tennessee State University \(mtsu.edu\)](#)

Institutional Review Board

Student researchers must comply with all requirements for protection of human subjects.

Detailed information is available on the MTSU IRB website: [Institutional Review Board | Middle Tennessee State University \(mtsu.edu\)](#)

MS in PA Studies Policies

Admission Requirements

PA Studies Program specific admission requirements may be found here: [Physician Assistant Studies, M.S. | Middle Tennessee State University \(mtsu.edu\)](#)

Graduate Admission requirements may be found here: [Admission to Graduate School | Middle Tennessee State University \(mtsu.edu\)](#)



Background Checks

Students must pass a background check, using the program's approved vendor, prior to matriculation into the program and another background check prior to beginning the clinical year of the program. Additional background checks may be required as requested by clinical sites. Students are financially responsible for the background checks. Instructions for requesting the background check and appropriate consent forms are provided to students. Results of the background check that indicate a criminal conviction may be shared with applicable clinical sites, so they may decide about student eligibility. Results that limit the program's ability to secure clinical experiences may prevent a student from being promoted to the clinical education phase or recommended for graduation. If any false information is given regarding drug use or criminal offenses in any documents relating to their admission or attendance, if findings of a grievous nature are revealed, or if a student declines to undergo a background check while enrolled in the program, this will be grounds for dismissal from the program. In the event of an aberrant finding on the required criminal background check, acceptance into and successful completion of the MTSU PA Studies Program does not imply or guarantee that the student will be able to obtain state licensure upon graduation. The program does not accept responsibility for any student being ineligible for coursework, continued enrollment in the program, or subsequent licensure as a physician assistant for any reason, including failure to pass a background check.

Students are required to self-report involvement in any incident, which may appear as part of a criminal background check within 48 hours of the incident to the Program Director. This includes any criminal offense, drug or alcohol related misdemeanor, felony or pending adjudications. Students failing to self-report may be subject to immediate dismissal.

Student Conduct Policy

Middle Tennessee State University (MTSU or the University) is committed to fostering a campus environment that is devoted to learning, growth, and service. We accept and practice the core values of honesty and integrity, respect for diversity, positive engagement in the community, and commitment to non-violence. The [Office of Student Conduct](#) was created to uphold these values, educate the community about behavioral expectations, and hold members of the student community accountable to these rules and expectations.



Student Handbook

Student members of the University community are expected to uphold and abide by standards of conduct that form the basis of our Student Conduct Rules. Each member of the University community bears responsibility for their conduct. When community members fail to exemplify and uphold these standards of conduct, student conduct procedures are used to assert and uphold these standards.

The student conduct process at MTSU exists to protect the interests of the University community and the individual student while striking a balance between these two interests. Students and student organizations that do not act in accordance with MTSU rules and expectations will be challenged and may be sanctioned accordingly. Sanctions are designed to assist students and student organizations in achieving acceptable standards of behavior while providing tools and resources for life-long learning and conflict resolution.

The University is committed to respecting students' constitutional rights. This policy shall be interpreted in a way that does not violate students' constitutional rights including, without limitation, the rights protected by the First Amendment to the United States Constitution.

Information regarding this policy can be found [here](#).

Drug Screening

Students must pass a 10-panel drug screen, using the program's approved vendor, prior to matriculation into the program and another drug screen prior to beginning the clinical education phase of the program.

There is a possibility that the student will need additional drug screens:

- As requested by certain clinical sites
- Random drug screens. If a student is selected for a random screening, the student must complete the screening within 24 hours.
- Suspicion of chemical impairment or abuse

Students are financially responsible for the pre-admission, pre-clinical phase, and any clinical site requested drug screens. Any additional drug screens required of the student by the program that have negative laboratory results will be the financial responsibility of the program.

The consequences of chemical impairment are considerable, especially in circumstances in which patient care activities are conducted. The program regards student misuse or abuse of



chemical substances as misconduct subject to disciplinary action including possible dismissal from the program.

However, impairment as a condition will be considered an illness for which rehabilitative efforts will be offered. The program will work with the Tennessee Professional Assistance Program to coordinate treatment for all cases of substance abuse involving students.

Transfer Students & Advanced Placement Policy

The MTSU Physician Assistant Studies Program does not accept transfer students from other Physician Assistant programs. The MTSU Physician Assistant Studies Program does not grant transfer credits or advanced placement to any matriculating student. Graduate coursework from other institutions which may correspond to courses within the program curriculum will not be considered as substitutions for PA Program curriculum.

International Student Policy

Applicants who indicate that English is not their primary language are required to submit official test scores for either Test of English as a Foreign Language ([TOEFL](#)) or the academic International English Language Testing System ([IELTS](#)). The following are the minimum scores for admission consideration:

1. TOEFL:iBT score of 80,PBT score of 550, or CBT score of 214
2. IELTS: an overall band score of 7.0, with no individual band score below 6.0

International applicants with degrees from outside the United States must have a degree equivalent of a U.S. bachelor's degree as verified by an acceptable evaluation service (for acceptable services, see www.naces.org/members.htm). Transcripts must be provided in the original language and with an English translation. In addition, all applicants must successfully complete prerequisite courses with a grade of "C" or higher at a regionally accredited US institution of higher education. All required items must be sent to CASPA for verification and official application to the program.

International applicants must also comply with the [International Graduate Admissions](#) policies within the MTSU College of Graduate Studies.



Fair Practice Policy

In accordance with the ARC-PA standards, the MTSU PA Studies Program will define, publish, consistently apply, and make readily available general program information to prospective and enrolled students. The Program will also define, publish, consistently apply, and make readily available admission related information to prospective students.

General program information includes the program's ARC-PA accreditation status as provided to the program by the ARC-PA, the evidence of its effectiveness in meeting its goals, the most current annual NCCPA PANCE Exam Performance Summary Report Last 5 Years provided by the NCCPA through its program portal, no later than April first each year, all required curricular components including required rotation disciplines, academic credit offered by the program, estimates of all costs (tuition, fees, etc.) related to the program, and program required competencies for entry level practice, consistent with the competencies as defined by the PA profession.

Admissions related information includes admission and enrollment practices that favor specified individuals or groups (if applicable), admission requirements regarding prior education or work experience, practices for awarding or granting advanced placement, any required academic standards for enrollment, and any required technical standards for enrollment.

General program information will be posted on the MTSU PA Program website and be included in the Student Handbook. Admissions related information will be posted on the MTSU PA Program website. The MTSU PA Program website and Student Handbook will be updated frequently to keep all information current.

Academic Misconduct Policy

An education at Middle Tennessee State University is to be valued. By violating the [True Blue Pledge](#) to be "honest in word and deed," a student cheats not only himself or herself, but also the whole university. Further, the risks associated with damaging one's academic reputation greatly outweigh the potential of a better grade.

Suspicious or evidence of academic integrity violations must be reported to the course director. The course director will follow the University Academic Misconduct policy and report alleged incidents accordingly. The detailed process for investigations, possible sanctions, and appeals is located [here](#).



Examinations Policy

Examinations may be given via electronic or traditional paper format (with or without bubble sheets for Scantron grading) as decided upon by the course director. If an electronic route of delivery is chosen as an assessment method by the course director, students may be required to utilize their personal computer or other suitable device for the assessment. Students bear the responsibility for assuring that their device is properly charged in advance of the assessment session and that they have a program approved screen protector in place. In addition, as a requirement of electronic test delivery, students may be required to utilize Internet browser lockdown programs or other downloaded programs for assessment integrity. No headwear (e.g., hats, hoodies, headphones) can be worn during examinations unless worn for religious purposes. Scratch paper or a white board will be provided by the program and will be turned in at the end of the exam session. All personal belongings including bags, backpacks, cell phones, smart watches, etc. will be placed in the student's personal lockers outside of the classroom prior to the start of the examination so they are not easily accessible during the testing period.

Students are expected to take all examinations on the scheduled date. The course director may allow rescheduling of an examination if circumstances warrant, otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the course director, the student will receive a zero on that scheduled examination.

Examinations are generally timed; therefore, all examinations will begin on the scheduled date and at the scheduled time. Students who arrive at the examination room after the scheduled examination time will not be given additional time to complete the exam. Additionally, students arriving for the exam after peers have completed the exam will not be allowed to take the exam. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course director.

Examination Review

Examinations will not be returned to students. Students may receive a categorized strengths and opportunities report that will inform them of deficiencies if requested or if deemed necessary by the course director. Individual test items may not be challenged. Test items will be reviewed by the faculty prior to administration of the exam to ensure correctness and completeness. Following the exam, a statistical analysis of the test will be performed and reviewed by the



faculty. Test items deemed invalid by the faculty will be credited to all students and the exam will be rescored. Faculty may also deem a distractor to be counted as correct after analysis.

Summative Exam Policy

The program *must* conduct and document a *summative evaluation* of each student within the final four months of the program to verify that each student meets the program *competencies* required to enter clinical practice, including: (different categories of competencies)

EOC Exam

The PAEA End of Curriculum (EOC) Exam will be given on the Monday following the end of rotation 6. Students will complete their End of Rotation (EOR) exam and end of rotation activities on Thursday and Friday of their last week in rotation 6. The following Monday they will take the EOC Exam. Scoring will be calculated as pass/fail. A student must have a score that qualifies them to be in the “Satisfactory Medical Knowledge” category based on the PAEA scaled scoring method, to have a grade of pass. This exam is nationally standardized. The EOC will be utilized to assess clinical reasoning and problem-solving abilities as well as medical knowledge. According to PAEA, the EOC is a standardized evaluation of a student’s medical knowledge. The task areas and objectives utilized in the EOC require the students to apply their medical knowledge to guide clinical reasoning and problem-solving decisions on the exam. For example, the exam assesses how students gather patient information, develop, and implement a patient plan, provide preventative education and service, and apply scientific evidence to patient care. If a student is not successful in passing the EOC Exam, they will be given a chance to remediate the knowledge they are lacking. Each student is given feedback by content and task areas, as well as by entrustable professional activity. This feedback will help guide the remediation process and allow students to gain insight into areas where they need improvement. Students will be required to reassess the EOC Exam after the 60-day remediation process. Passing an EOC Exam is a requirement for graduation.

Competency Assessment Tasks

The students will be required to complete a series of tasks and brief patient encounters on the Wednesday following the EOC exam. These sessions will help to assess the students' clinical and technical skills, interpersonal skills, and professional behaviors. Each station will be set up to assess a specific program competency or competencies. Each station will be graded as entrustable (pass) or pre-entrustable (fail). Each station will have its own behavioral anchors to



Student Handbook

define the entrustment decision. These criteria will be decided on by the faculty. For example, a suturing station will have behavioral anchors based on technique, timing, and overall appearance of the final product for being deemed entrustable. A professionalism station may request the student to deliver bad news to a simulated patient in a sensitive manner. Behavioral anchors for the entrustment scale for that station will include things like eye contact, tone, sensitive language, and allowing for questions. For each station that a student is deemed to be pre-entrustable, they will be required to complete a remediation process. Students will reassess the specific station competencies to ensure that they meet programmatic expectations. They will be required to be deemed entrustable on all assessed competencies to graduate. The purpose of having these station-based assessments is to allow for focused assessment of student performance regarding the development of clinical/technical skills and other non-cognitive competency domains not otherwise assessed on the EOC exam.

Summative OSLER

The students will be required to complete a summative OSLER (Objective Structured Long Examination Record) on the Friday following their competency assessment tasks. Students will be told to prepare for several types of patient encounters (e.g., preventative, acute, emergent, or chronic) in several settings (inpatient, outpatient, or emergency department) for ages ranging across the lifespan. When students arrive to complete their Summative OSLER, they will randomly select a patient visit and then begin their encounter with the simulated patient. Each patient visit option will be created by faculty and will incorporate all program competencies. For this reason, this OSLER will be longer and more detailed than previously completed program OSCEs. The purpose of the Summative OSLER is to allow for additional comprehensive review of all domains of competence with each student. The Summative OSLER evaluation will be broken down by the following tasks: history and physical exam, diagnostic studies, diagnosis, health maintenance, clinical intervention, clinical therapeutics, and scientific concepts, which reflect with the task categories in the EOC exam. Aligning the assessment tools in this manner will allow for a more well-rounded evaluation of student performance and attainment of competence. Students will also be evaluated on orally presenting the case to a faculty member and writing a detailed SOAP note. The Summative OSLER will be graded as entrustable (pass) or pre-entrustable (fail). In the areas where a student is deemed not to be entrustable, they will be required to complete a remediation process for that competency or competencies. A reassessment will be conducted after each preceding End of Rotation (EOR) time until the student is successfully deemed entrustable in all program competencies. To graduate, students will be required to be deemed entrustable in all program competencies as they relate to the



Student Handbook

Summative OSLER. By incorporating each program competency into the Summative OSLER, each student will be evaluated a minimum of two times on each programmatic domain of competence. This will allow for the program to feel confident in saying each student is entrustable and prepared to graduate, take the PANCE, and work as a Physician Assistant.

Evaluation of Students

Each student will have a Summative Testing Assessment Tool (STAT) form. Each form will allow the program to track the achievement of each tagged competency through the various evaluation tools (EOC Exam, Competency Assessment Tasks, and Summative OSLER). A space for qualitative assessment beside each competency will also be included. As the student progresses through the Summative Evaluation week, faculty will verify the competencies that are deemed entrustable. When a competency is deemed pre-entrustable, notes will be taken on strengths and opportunities for improvement to guide remediation. After the Summative Evaluation week, faculty will meet to discuss the STAT score and create individualized remediation plans for each student deemed pre-entrustable on any program competency, based on areas of deficit. Upon completion of the remediation plan, each student with a pre-entrustable program competency will then undergo a focused reassessment as determined by faculty in a prescribed timeframe. Students will be given a copy of the STAT score report and be required to sign that they agree with it. It will then be uploaded into the student's secured electronic program file.

Grading Policy

Physician Assistant students will be assessed in the course by examinations and/or other graded assignments such as quizzes, homework, lab practicums, simulated/clinical evaluations, and projects/assignments. The course director is responsible for developing an examination and/or assessment strategy that is consistent with the PA Program's academic policies.

Grading Scale:

A: 90-100

B: 80-89

C: 70-79

F: 69 and below



Examinations will be evaluated by course instructors and the course director to assess the validity of each question prior to and following the examination. Once questions have been evaluated, examination grades will be posted in the online learning management system.

Acceptance of late or missing work for a course or supervised clinical will remain the discretion of the assigning faculty member. Late or missing work may be subject to grade reductions or outright refusal of acceptance.

Academic Performance and Progression Policy

Student Progression Committee (SPC)

The SPC will meet at the end of every semester to recommend students for progression. If a student has not completed the remediation process the SPC will decide if progression to the next semester will be allowed. The SPC will receive a remediation report after every block and semester to identify and follow students requiring remediation. This will help track remediation throughout the program. In addition, depending upon the frequency, nature and extent of the deficiency, a student may be required to repeat a course, decelerate, have a later graduation date, or be dismissed from the program.

Remediation and Reassessment

Remediation may be recommended at any point in the program to a student who lacks knowledge or skills in any area- academic, professional, or otherwise. The student may be required to complete a reassessment action when an exam, project, or evaluation is below 70% or a lab assignment with a failing grade. Each instructor will decide the details of reassessment items for their area of instruction. Upon successful completion of the reassessment, a student may replace their initial score with a score of 70% or “pass” for pass/fail assignments. If a student is unsuccessful with a remediation attempt, then the original score will be maintained and factored into the overall score of the course. If the student has an overall course grade of less than 70%, the course will need to be remediated. If the course remediation is unsuccessful, the student will be required to meet with the SPC to discuss possible deceleration or dismissal from the program.

For the clinical phase, remediation will be required if a preceptor evaluation is graded “entrustable” on less than 70% of learning outcomes, any professionalism grade of “pre-entrustable” (from the program or preceptor evaluation), a grade less than 70% on rotation



Student Handbook

specific assignment, and if an end of rotation exam is below a calculated score of 70%. During the clinical year, the student will not be allowed more than two-course remediations. For course remediation, a student will not earn more than a final course grade of 70%. A student must complete the remediation process and be recommended for progression by the SPC in order to continue in the program. If a student does not successfully complete remediation, a deceleration or dismissal may be recommended.

Required Academic Standards

A 3.0 cumulative GPA is required for the program. If a student falls below the 3.0 minimum, they will be required to have a detailed academic probation contract from the SPC which will include a three-semester maximum time limit for raising their GPA to 3.0. A student will not be eligible for graduation without a final GPA of 3.0 or higher.

Professionalism

Professionalism is something that is required of every Physician Assistant student and is something that will be monitored throughout the program. Lapses in professionalism can result in a meeting with the SPC and a formal remediation plan. Regular course and instructor evaluations are required of the program aiding in self-assessment and accreditation. Physician assistant students who do not complete an evaluation will be considered to be lapsing in professionalism and will receive an incomplete grade ("I") for the semester. The incomplete grade will be changed to the earned course grade when the evaluation is completed.

Progression

Requirements for progression in the program are as follows:

DIDACTIC PHASE

- Follow all policies and procedures published by the MTSU PA Studies Program
- Achieve a grade of 70% or above in all didactic courses
- Maintain a cumulative GPA of 3.0 or above
- Successfully complete all required didactic year projects
- Successfully fulfill all required health requirements for the clinical year



Student Handbook

- Successfully achieve ACLS, BLS, PALS certification that is valid through graduation of the program
- Comply with professional expectations published within the MTSU PA Studies Program
- Receive recommendation from the SPC

CLINICAL PHASE

- Follow all policies and procedures published by the MTSU PA Studies Program
- Receive a recommendation from the SPC for progression
- Achieve a calculated grade of 70% or above on end of rotation examinations
- Achieve a grade of entrustable for more than 70% of learning outcomes on the preceptor evaluations
- Deemed entrustable on all professionalism benchmarks from the program and preceptor
- Receive a grade of 70% or better on rotation specific assignments
- Comply with professionalism expectations published within the MTSU PA Studies Program Student Handbook
- Achieve a grade of 70% or above in all clinical courses

Completion

Requirements for completion of the program and graduation from the University are as follows:

- Successfully complete all requirements for the Didactic phase of the education
- Successfully complete all requirements for the Clinical phase of the education
- Comply with all professional expectations throughout the program as published within the MTSU PA Studies Program Student Handbook
- Receive recommendation by the SPC for graduation
- Be in good standing with the MTSU Registrar and Office of Business & Finance concerning all tuition, fees, fines, or requirements
- Pass all components of the program Summative Evaluation and be deemed entrustable in all program competencies



- Complete the entire PA program within 48 months of matriculation
- File an on-time Intent to Graduate Form with the College of Graduate Studies

Deceleration

Deceleration may be recommended at any time to a student who does not meet the requirements for progression in the program. A student may also decelerate because of an approved leave of absence granted by the Program Director. Refer to the Leave of Absence Policy for more information on this. The SPC will be responsible for making deceleration decisions.

Withdrawal and Refund Policy

The MTSU Physician Assistant Studies Program will follow University guidelines for a PA student withdrawing from the program. This includes transcript and grade reporting as well as refunds of tuition and fees. The University policies, guidelines, and timeframes for withdrawal and refunds are located [here](#). An enrolled PA student requesting withdrawal should also notify the Program Director in writing utilizing the PA Student Withdrawal Form. The admissions deposit is non-refundable if the student does not matriculate.

PA students must attend the PA Program in a full-time capacity and thus individual courses in the curriculum are not eligible for withdrawal or drop.

Dismissal

Grounds for dismissal in the program include but are not limited to:

- Failure to meet conditions established in a remediation agreement
- Lapse(s) in professionalism
- Greater than 2 course failures
- Excessive absences, tardiness, or early departures
- Academic integrity issues
- Illegal activities
- Failure to report any incident that may appear as a part of a criminal background check within 48 hours



- Unpaid University balances

Student Grievances and Appeals

- If a student wishes to dispute the decisions of the SPC, they may appeal in writing to the Program Director within 3 days of the SPC decision. If the student wishes to appeal the decision of the Program Director, they may follow the University guidelines listed for the corresponding category.
- Middle Tennessee State University wants to ensure all students have a positive educational experience, are treated fairly and courteously by the University's personnel, and are provided an outlet to address conditions and circumstances that concern them. Procedures for student complaints and grievances may be found at www.mtsu.edu/information/student-complaints.php.
- An "appeal" is a request by a student for a determination by a Grade Appeals Committee of an assigned grade where inequities or unethical or unprofessional actions are alleged. Please refer to the link found [here](#) to review guidelines on grade appeals.
- Graduate students have the right to appeal for cause any decision affecting their academic standing as graduate students. Cause excludes grade appeals, which are under the purview of the MTSU Grade Appeal Committee. The Graduate Council and the College of Graduate Studies have approved in principle the document Appeal Advisory Committee of the Graduate Council. This document may be viewed on the website at www.mtsu.edu/graduate/pdf/StudentAppealsGradCouncil.pdf.
- This policy sets the conditions and procedures for appeals to and appearances before the Board of Trustees (Board). <https://www.mtsu.edu/policies/governance-and-compliance/060.php>

Immunizations & Screening Policies

In accordance with the ARC-PA standards, the MTSU PA Studies Program requires Physician Assistant students to adhere to the PA Studies Program immunization and screening policies that are based on the current Center for Disease Control and Prevention (CDC) recommendations for healthcare workers:



- [Recommended Vaccines for Healthcare Workers](#)
- [Tuberculosis \(TB\) Screening and Testing of Health Care Personnel](#)

Immunizations

All students are recommended to maintain immunizations as stated in the chart following. Proof of immunization, serologic evidence of immunity, or initiation of vaccination series will be recommended prior to matriculation. All vaccination series, as recommended by the CDC, should be completed and updated with boosters as necessary prior to entry into supervised clinical practice experiences.

| Immunization/Vaccination | MTSU Requirement |
|---|---|
| <p>MMR Measles, Mumps, Rubella</p> | <ol style="list-style-type: none"> 1. Two dose vaccination given at least 28 days apart OR 2. Serologic evidence of immunity to ALL the individual components of the vaccine. |
| <p>Tdap Tetanus-Diphtheria-Pertussis</p> | <p>One time dose of Tdap AND Td Booster every 10 Years thereafter.</p> |
| <p>Varicella</p> | <ol style="list-style-type: none"> 1. Two dose vaccination given at least 28 days apart OR 2. Serologic evidence of immunity |
| <p>Hepatitis B</p> | <ol style="list-style-type: none"> 1. 2-dose (<i>Heplisav-B</i>) or 3-dose (<i>Engerix-B</i> or <i>Recombivax-HB</i>) Hep B vaccine regimen on a routine schedule AND 2. Anti-HBs a minimum of 1-2 months after series completion. <ul style="list-style-type: none"> • If anti-HBs is negative, the student is recommended to receive additional 2-dose (<i>Heplisav-B</i>) or 3-dose (<i>Engerix-B</i> or <i>Recombivax-HB</i>) Hep B vaccine regimen on a routine schedule, followed by repeat anti-HBs testing. • If anti-HBs is negative after two complete series, student is considered a “non-responder” and should be tested for HepB surface antigen (HBsAg) and counseled by primary care provider. |
| <p>Annual Influenza</p> | <p>One dose of influenza vaccination by October 31 annually (not needed for May matriculation).</p> |
| <p>COVID Vaccination</p> | <ol style="list-style-type: none"> 1. J&J (Janssen)-- single dose 2. Moderna—Two doses: 2nd dose given four weeks (28 days) after 1st dose 3. Pfizer-- Two doses: 2nd dose given three weeks (21 days) after 1st dose |



| | |
|--|---|
| | <p>A booster will be recommended as guided by the CDC.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/immuno.html</p> |
|--|---|

TB Screening & Testing

All students will be required to undergo comprehensive TB screening both at matriculation and prior to entry into supervised clinical practice experience as stated in the chart following. TB screening requirements will include risk assessments, symptoms evaluation, and TB testing as follows:

| Screening Tool | MTSU Requirement |
|---|---|
| TB Risk Assessment¹ | Submission of the completed TB Screening and Evaluation Form, signed by your medical provider. |
| TB symptoms Evaluation¹ | |
| TB Testing^{1,3} | 1. Two-step Testing: Two separate Mantoux PPD skin test done 1-3 weeks apart OR 2. Interferon Gamma Release Assay (IGRA) TB blood test ² |

¹ The TB screening and evaluation from and all related testing should be completed prior to, yet within one month, of matriculation.

² People born outside of the United States may have been vaccinated with Bacille Calmette-Guerin (BCG) vaccine for TB. While people vaccinated with BCG may have a TB skin test, it may cause a false positive reaction. As such, any individuals with history of BCG vaccination should be screened with IGRA.

³ If TB testing is positive, chest x-Ray and medical evaluation are required to determine latent vs. active TB infection. (*Chest x-ray is considered protected health information and will not be viewable to MTSU PA Faculty/Staff per ARC-PA Standard A3.19.*)

Acceptable Documentation

Acceptable documentation for immunization requirements and TB screening/testing:

| Recommendation | Acceptable Documentation |
|----------------|--------------------------|
|----------------|--------------------------|



| | |
|---------------------------------------|---|
| Vaccination records | Documentation from your health care providers office or community health department that clearly shows your name, name of vaccination and date(s) of administration. |
| Serologic evidence of immunity | Quantitative titer lab report that clearly shows your name, name of test and results. |
| Tuberculosis Screening | <p>1. TB SCREENING & EVALUATION FORM</p> <p><u>AND</u></p> <p>2. TB Testing:</p> <p>a. <u>If TST</u> – Documentation from health care providers office that clearly shows your name, name of test, date of placement, date read (48-72 hours from placement) and test result (positive results should be reported in mm)</p> <p><u>OR</u></p> <p>b. <u>If IGRA</u> – Lab report that clearly shows your name, name of test, date of test and test result.</p> |
| Influenza Vaccination | Documentation from the providing clinic that clearly shows your name, name of vaccination for current year, date of administration and lot number. |
| Other Accepted Documentation | We will also accept a signed and attested letter from your clinician, on the original clinic letterhead verifying numbers and dates of vaccinations. |

Ancillary Immunizations

There are additional vaccinations that may be considered and recommended by the treating medical provider, if indicated, based on the presence of certain risk factors. Decisions to pursue these vaccinations remain the sole discretion of the student and their medical professional. As such, elective immunizations are not considered a program requirement. Elective vaccines may include but are not limited to pneumococcal and meningococcal.

Immunizations & Pregnancy

Additional routine vaccinations given during pregnancy are not a program requirement. Additional vaccinations may be indicated and recommended by the student’s obstetrician based on the presence of certain risk factors. Decisions to pursue these vaccinations remains the sole discretion of the student and their medical professional. For more information regarding immunizations and pregnancy, please refer to the CDC website:



- [Pregnancy and Vaccination](#)

Exemptions

Exemptions from recommended vaccines may be allowed if there is a known medical or religious exemption. In such cases, students will be required to provide a signed waiver to the third-party vendor for immunization records. Further, the program requires a signed

Immunization Policy Recognition form which substantiates the refusal for recommended vaccinations.

- Exemption Disclaimer: The PA Studies Program at MTSU cannot guarantee clinical placement for supervised clinical practice experiences due to site specific requirements held by affiliating healthcare institutions. All required rotations must be completed to be eligible for graduation.

Cost

All costs associated with background checks, urine drug screens, immunization, boosters, and laboratory testing remain the sole responsibility of the student.

CDC Recommendations

Per ARC-PA Standard A3.07a, the MTSU PA Studies Program has a policy on immunizations and health screening that is based on the current Centers for Disease Control and Prevention recommendations for health professionals and any applicable state specific mandates. The immunization and health screening policies will be reviewed annually to ensure compliance with the current CDC recommendation.

MTSU General Immunization Requirements

The immunization policies for the PA Studies Program meet or exceed the minimum requirements set forth by the university. However, if a student is under the age of 22, enrolling for the first time, and living in on-campus housing, they will need to additionally meet the university's Meningitis Immunization Requirement (click [HERE](#) for additional information).

Program specific immunization policy serves to reflect additional standards for healthcare workers as defined by the CDC. As such, physician assistant students must comply with the PA



Studies Program recommendations as outlined herein in addition to the requirements set forth by the university.

For additional information regarding the general immunization requirements for MTSU, please visit the following webpage:

- [MTSU Immunization Requirements](#)

Didactic Year Attendance

Didactic Year Attendance

BE THERE! On-time attendance is part of demonstrating professional behavior and is mandatory for all classes, lectures, labs, and other designated program activities. Absences require timely notification of the program office and course director. Course instructors are responsible for monitoring student attendance. All tardiness, early departures, and absences require completing the student absentee form and submission of the form to the PA Program office within 24 hours.

Make-up of assignments and tests is the student's responsibility. The program cannot guarantee that all work missed due to an excused absence can be completed. Some activities due to their complex, time intensive, and/or cost intensive nature will not be able to be completed. Assignments and tests missed due to unexcused absences may not be made up.

If a student is absent (including tardiness and early departures) more than two times in any course during a single semester or if they fail to properly notify the program, they will be required to meet with the Student Progression Committee (SPC) for further discussion. Disciplinary action by the SPC may include, though not be limited to, reduction in course grades, course failure, or dismissal from the program.

Transportation

Throughout the entire curriculum, certain educational activities may require travel off campus. Transportation to hospitals, clinics, and other community settings is the student's responsibility. Clinical year students are responsible for transportation to all clinical rotation sites and to the campus on end of rotation days.



Didactic Dress Code

Didactic Dress Code

Professional standards for dress code include appropriate dress and proper attention to personal hygiene. Specific activities and settings require attire and appearance that are fitting for the activity. PA students, faculty, and staff must be aware of and adhere to these expectations and requirements.

All members of the MTSU PA Studies Program are expected to maintain standards of modesty and decency in dress consistent with professional employment expectations. For these reasons, PA students are expected to adhere to the broad guidelines listed in this section. Violations of these guidelines for PA students will be considered as a lapse of professionalism and may be referred to the Student Progress Committee (SPC).

Occasions will arise during the didactic phase that will require the students to dress appropriately for a clinical or other formal type setting. Specific instructions for dress in these experiences will be given and students will be notified of these occasions ahead of time. Students must adhere to these stricter standards for these experiences. In addition, the Program Director, in consultation with the faculty, staff, and PA students, may designate special “dress-up” or “dress-down” days for a specific event(s) or theme.

Professional Standards

- Clothing must be neat, clean, free of wrinkles, and free of the tattered and worn look.
- Clothing must be modest in style and length to demonstrate professionalism.
- Clothing that is unusual or displays materials inconsistent with the mission and values of the PA Program are prohibited.
- For men, beards are to be neatly trimmed.
- MTSU PA Program scrubs are allowed in classroom settings on certain lab days. Scrubs are required for certain laboratory settings.
- Attention to hygiene must be given as to not disturb other students, faculty, clinical staff, or patients.
- Cologne and perfume should not be worn as to not disturb others or provoke allergic reactions.



Prohibited Dress

- Midriff or off-the-shoulder blouses, sweaters, or dresses.
- Tight, sheer, or revealing clothing and garments designed as underwear or sleepwear should not be worn as outerwear.
- T-shirts with advertisements, sayings, or logos, except for PA Program approved University apparel.
- Spaghetti strap or strapless shirts or dresses.
- Denim jeans.
- Shorts or sports attire.
- Caps, hats, bandanas, and any other head coverings are not permitted in classes or labs, unless worn for medical conditions, safety purposes, or established religious or cultural customs.
- Unusual hair styles or colors, large visible tattooing, or body/facial piercing may not reflect a professional image; therefore, any hairstyle, tattoo or piercing that draws unusual attention to the student, faculty, or staff member should be avoided.

Social Media Policy

Use social media and networking sites legally and appropriately. Consider your personal obligation as a citizen of MTSU. Use proper conduct in your posts regarding the University, University faculty and staff, and fellow students. Potential employers, admissions committees, and scholarship committees often search social networking sites to screen candidates. Your profile is part of how others perceive you. Classroom and clinical site training commitments should be respected. Students should not engage in social networking during in-class and on-site clinical time. Do not post or message any confidential or sensitive information online. Examples of sensitive information include, but are not limited to, the following: photos of patients; partial photos of patients, such as a specific body area (even if the patient's face is not visible); photos of patient data, such as lab results or imaging; generic or specific descriptions of a patient's status, diagnosis, or any other information.



Disclosure of any protected personal health information, on social media or otherwise, is a direct violation of Health Information Portability and Accountability Act (HIPAA) and may be subject to federal investigation and/or prosecution.

Pictures and information posted on the Internet via social media outlets are public information. Pictures or information that appear to document or describe behavior that violates University, College, or PA Program policy will be subject to further investigation. If the investigation documents any policy violations, these will result in appropriate disciplinary action.

PA students may not be friends or connections on any social media or networking sites with PA faculty members, staff, or clinical preceptors except for program approved professional networking sites such as LinkedIn or AAPA Huddle.

Identification of Physician Assistant Students Policy

White Coats

All physician assistant students must wear the approved Middle Tennessee State University Physician Assistant Studies long-sleeved white lab coat in the clinical setting unless prohibited by a certain facility or setting (operating room, etc.). The lab coat must have the official Program-issued MTSU Physician Assistant Program patch affixed to the left sleeve as well as the student's full name and the credentials PA-S embroidered on the coat. Coats must be buttoned, clean, pressed, and maintained at all times.

Picture ID badges

All physician assistant students must always carry their MTSU picture ID while in the program. While in the clinical setting, physician assistant students must be easily identifiable to distinguish them from physicians, medical students, other health profession students, and graduates. The student's picture ID must be attached to their white coat or on their clothes and must always be clearly visible. Additionally, students may be required to use site specific identification such as picture IDs or name badges and they must comply with these requirements.

Verbal Identification



All physician assistant students must always identify themselves as “physician assistant student” to avoid confusion. They must never identify themselves as a graduate physician assistant, physician, medical student, resident, or any other type of medical professional. While in the MTSU Physician Assistant Studies Program they must not use any previously earned titles such as PhD, RN, EMT, or any other to avoid confusion. In addition, if someone mistakes a PA student for another medical professional the PA student must correct them immediately.

Student Employment Policy

The demands of the MTSU Physician Assistant Studies Program curriculum consume the entire efforts of students. Therefore, upon acceptance to the program of study, students are expected to devote their energies to the academic program. The MTSU Physician Assistant Studies Program actively discourages employment during the entire length of the program. The program cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips, clinical rotations, individual course functions, or special projects. These program related activities will not be postponed, changed, or missed due to a student’s work schedule. Program experiences may include evening and weekend work and are scheduled without regard to other activities.

MTSU PA students working in a health care setting must never identify themselves as a Physician Assistant. They must never proclaim to be an official representative from Middle Tennessee State University or the PA program while working. MTSU PA Studies Program scrubs, uniforms, white coats, patches, or name tags may never be worn outside of school-related activities. These items can never be worn or utilized during any outside employment. Violation of this policy may result in disciplinary actions up to and including possible immediate dismissal from the program. No warnings will be issued prior to immediate disciplinary actions.

Additionally, in accordance with the ARC-PA standards, MTSU PA students will not be required to work for the PA Program in any capacity. PA students will not substitute for or function as instructional faculty, clinical staff, or administrative staff while enrolled in the PA Program. This is inclusive of all aspects of the program including both the didactic and clinical phases.

Leave of Absence Policy

A leave of absence may be granted when a PA student needs to separate from the MTSU PA Studies Program for an extended period rendering the student unable to complete didactic or



clinical work in a timely manner. A leave of absence may be granted on a case-by-case basis and may include medical necessity, personal issues, or family issues that cannot be resolved successfully within the academic year.

A PA student seeking a leave of absence must complete a leave of absence form and meet with the Program Director. A leave of absence will not be extended beyond one year. Depending on the length of the leave of absence, the student may be asked to repeat coursework, competencies, or orientation activities to ensure academic success. Depending on the length of the absence, a deceleration may be required. The Program Director will consult with the Student Progression Committee (SPC) and then recommend a plan of action. The student and Chair of SPC will sign the action plan. In any plan, efforts may be made to keep the PA student on pace to graduate on the original planned date; however, due to the nature of the coursework, this may not always be possible.

Students should submit a Stop Out form to the College of Graduate Studies and will need to fill out a readmission application form (without being required to submit any additional materials) before enrolling for the next term/semester. This will ensure that the College of Graduate Studies has all current student information and will trigger the process required for re-enrollment.

Personal Issues Policy

Personal Issues Policy

Middle Tennessee State University is committed to meeting the needs of students, whether intellectual, social, psychological, or physical. The MTSU PA Studies Program provides timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA Program. The PA students will have equal access to counseling services offered to all MTSU students.

Counseling Services

The MTSU Counseling Center offers a variety of counseling services including group therapy, short-term counseling, crisis services, referral services, stress management, and psychiatric services. These services are provided by licensed professional counselors, psychologists, and psychiatrists. Access to the full range of counseling services is available to currently enrolled students.



The Counseling Center adheres to extremely strict confidentiality standards. Any information provided is strictly confidential (exceptions required of all counseling professions include life-threatening situations and cases of suspected child or elderly abuse). The principal faculty, the PA program directors, and the Medical Director will not work in the Counseling Center and will not be able to access student records. Counseling records are not part of the student's educational record. For more information regarding the Counseling Center, please visit their website [here](#).

Electronic Devices

Email

Monitor your MTSU email regularly. Students are responsible for all email sent via the University email system to and from their assigned student email account. Any other email accounts (personal, prior institution, etc.) are not considered primary contact points for official communication from the program. Students must communicate with PA faculty members and staff using their University assigned student email account, except during the clinical year when communication may be indicated through experiential learning management software.

Requirements

All PA students will be required to have a laptop computer or tablet running either Windows or MacOS with wireless networking capability and software in class that meets a minimum set of specifications established by the PA Program. Additionally, PA students are required to have access to a smartphone, laptop, or tablet for in-class polling and audience response purposes. PA students will be required to routinely access D2L during class time to access course content, receive course announcements and notifications, successfully download lecture slides and handouts, and download and upload homework assignments. Digital devices will also be required to complete certain assessments, quizzes, and exams. PA students bear the responsibility for assuring that their device is properly charged in advance of the electronic utilization. PA students are also responsible for complying with all logistical/procedural aspects of electronic utilization.

A removable privacy screen for your laptop or tablet is required for use during quizzes and exams. No brand is recommended - just ensure that it fits your screen properly and can be removed when not needed for assessment purposes.



Software

Microsoft, Apple, Dell, and other companies offer special pricing for students.

Testing Guidelines

The use of any digital or electronic device capable of information capture, storage, retrieval, or processing, including computerized eyewear (e.g., Google Glass, etc.), or other wearable devices (e.g., Apple Watch, etc.) is expressly prohibited during any examination or assessment (e.g., quizzes, in-class assignments) unless explicitly permitted by the course instructor (or course director). No audio device nor accessory (e.g., headphones, ear buds, etc.) can be used in the classroom unless explicitly permitted by the course instructor. No aspect of the preceding device policy supersedes guidance related to the American Disability Act (ADA).

Courtesy

A general policy of respect for instructors and for fellow classmates should be followed regarding use of all electronic devices that may be a distraction to the individual PA student or to others in the classroom. Any electronic device which causes distraction may be temporarily confiscated at the discretion of the instructor in the classroom.

Emergencies

Cell phones and other electronic devices registered with the MTSU Alert4U system to receive text messaging and e-mail alerts may be left in the “on” position but temporarily configured into a silent or “non-distracting” mode. If there is a situation where a PA student needs to be notified during class, PA students should notify all interested parties to contact the PA program office. A staff member from the PA program will then go to the classroom and ask the PA student to step outside the classroom to communicate the message to the PA student in a confidential manner.



Faculty Restricted As Health Providers

The principal faculty, instructional faculty, PA program directors, and Medical Director for the program will not participate as health care or mental health providers for students in the PA Program. The only exception to this policy would be in emergency situations.

HIPAA Training

The Health Insurance Portability and Accountability Act (HIPAA) includes significant requirements for protecting individual privacy of health information. All students in the program must complete a HIPAA training course at the time of program admission and again prior to the clinical year.

BLS/ACLS/PALS Training

Students are required to have Basic Life Support (BLS) certification on matriculation. Students will complete BLS recertification training as well as Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) training prior to the clinical phase.

Infectious and Environmental Hazards Policy

Methods of Prevention

- Prior to matriculation into the program, students must complete a program-approved e-learning module regarding OSHA Bloodborne Pathogens, OSHA Universal Precautions, CDC Standard Precautions, CDC Transmission-Based Precautions, and Other Potentially Infectious Material (OPIM).
- Prior to beginning the clinical phase of training, students will be required to complete the Tennessee Clinical Placement System General Orientation, which includes additional training modules in emergency preparedness; infection control & blood borne pathogens; and safety in the healthcare setting.
- Students will receive hands on didactic training regarding the appropriate use and disposal of personal protective equipment required for clinical practice.



Procedures for Care and Treatment After Exposure

- If you experienced a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during your training at Middle Tennessee State University, immediately follow these steps:
 1. Wash needlesticks and cuts with soap and water;
 2. Flush splashes to the nose, mouth, or skin with water;
 3. Irrigate eyes with clean water, saline, or sterile irrigants;
 4. Report the incident to your faculty or preceptor; and
 5. Immediately seek medical treatment with a licensed medical provider.

Incident Reporting

Any student who has been exposed to blood and body fluids whether by splash, needle stick, or any other means must immediately report to the course instructor or preceptor and follow local institutional protocol, specifically regarding testing and prophylactic treatment. If no institutional protocol exists, then prompt medical evaluation with a licensed healthcare clinician is required. Under no circumstances shall a student be permitted to continue with rotations until receipt of a release is obtained by the treating clinician and presented to the Director of Clinical Education (or faculty representative) and preceptor (if applicable). In addition, the student must report the exposure to their primary care provider for any ongoing post-exposure care.

The student is required to formally notify the MTSU PA Studies Program in writing within 24 hours. To notify the program, the student must complete MTSU PA Studies Program Incident Report form and turn it in to the program office or upload it to the clinical learning management software. The incident report form is found on the PA Program SharePoint intranet.

Incident reports are not intended as advice or medical treatment. It serves solely to alert the program that an incident has occurred, and the student has sought medical treatment.

- For more information on exposure, please refer to the following resources: CDC website- [Bloodborne infectious Disease: Emergency Sharps Information](#)

If you have questions about appropriate medical treatment for occupational exposures, assistance is available from the Clinicians' Post Exposure Prophylaxis (PEP) Line at 1-888-448-4911 or the [PEP Quick Guide for Occupational Exposures](#).



Financial Responsibility

- Students are personally responsible for all costs incurred due to post-exposure prophylaxis evaluation and management.

OSHA Bloodborne Pathogen Training

Each physician assistant student must receive training in OSHA regulations, including those involving bloodborne pathogens and needlestick safety. MTSU PA Studies Program will provide physician assistant students with the necessary resources to complete this training and a certificate of completion will be issued to each physician assistant student. After completion of the initial OSHA training, physician assistant students will repeat an OSHA training module prior to the beginning of clinical rotations.

Medical Insurance

All physician assistant students must maintain current medical insurance which lists them as a covered entity. The policy must include hospitalization coverage. Proof of medical insurance must be kept in secure file for program reference as needed.

Professional Liability Insurance

PA students are required to maintain liability insurance. This is offered through MTSU School Blanket Professional Liability Insurance offered by CNA through the Healthcare Providers Service Organization Purchasing Group.

Professional Organizations

Participation in a professional organization as a PA student can lay the groundwork for career opportunities and giving back to the profession. Membership in the national and state PA academies will be provided while in the MTSU PA studies program.

American Academy of Physician Assistants (AAPA) <https://www.aapa.org/>

Tennessee Academy of Physician Assistants (TAPA) <http://www.tnpsa.com/>

- Attendance at TAPA Fall Fest will be mandatory for all students. Conference registration fees will be paid by the program; lodging and food will be the students' responsibility.



Clinical Phase

Student Solicitation of Rotations Policy

No student will be required to provide or solicit clinical sites or preceptors for the MTSU Physician Assistant Studies Program. The PA Studies Program will coordinate clinical sites and preceptors for program required rotations. Program coordination will include identifying, contacting, and evaluating sites and preceptors by clinical faculty. All supervised clinical practice experiences (SCPEs) must meet all program expectations and ARC-PA Standards.

However, students have the option to suggest to clinical faculty for a particular clinical site or preceptor. These suggestions are optional and not required for any student. Student suggested SCPEs (SSS) should include the following criteria:

- Must meet all program expectations and ARC-PA Standards
- Should be submitted to the clinical team at a minimum of 4 months prior to the SCPE, extenuating circumstances may be considered on a case-by-case basis; and
- Be approved under the discretion of the Director of Clinical Education (while considering other SCPE availability, timing of the SSS, physical location, etc.).

Clinical Attendance Policy

Attendance during the clinical year is mandatory and vital to the success of the PA student. A student should average 36 hours per week with a maximum of 330 hours over the entirety of the rotation (and if the rotation allows the student to meet the learning outcomes). These hours can include evenings, nights, weekends, and holidays; duty periods must not exceed 24 hours in duration. A maximum of five days may be missed during the entire clinical year.

No student should miss a clinical day without alerting the clinical team or prior approval from the clinical instructor for the rotation and/or the Director of Clinical Education. These days will include incidents such as sickness, car issues, job interviews, etc. Students are also required to notify and plan with their clinical preceptor. If a student's absences exceed this policy or if they fail to properly notify the program and/or preceptor, they will be required to meet with the Student Progression Committee (SPC) for further evaluation. If these absences are deemed unexcused or unacceptable by the SPC consequences may include but not be limited to failure of the rotation or dismissal from the program.



Student Handbook

In the event of required quarantine, the missed rotation days will not count as part of the five-day policy. If a student is unable to complete the learning outcomes for the rotation due to quarantine, the student will be able to complete contingency guidelines available for each rotation to ensure learning outcomes are met. The student is responsible for notifying both the clinical preceptor and the clinical team regarding the need/timeframe for quarantine and the possible need for contingency make-up work.

Bereavement for a primary relative will not count as part of the five-day policy. These instances will be discussed with the student's mentor and the Director of Clinical Education. Be aware these absences may necessitate documentation of the event.

Prolonged illnesses or injuries requiring more than one day of absence during a rotation will require approval from the program and an associated provider's note. If this illness/injury is an extensive leave (over one week or unable to meet the learning outcomes of the rotation), these students will fall into the leave of absence category.

Tardiness and early leave will not be tolerated unless it is outside of the student's control (wreck on the interstate, flat tire, etc.) Students must first notify the program and then their preceptor if they anticipate an early departure or tardiness for any reason. If the student is repeatedly late to the rotation and/or leaving early on more than two occasions during the rotation, without proper documentation/approval, the student will be asked to meet with the SPC.

All planned excused absences will need to be approved by the clinical preceptor and Director of Clinical Education 72 hours before the leave. Should a preceptor grant a student permission for absence from scheduled clinical experiences, the student is responsible for notifying the clinical team in writing before the missed time. Missed time is not approved until the clinical instructor of the rotation has agreed to the absence.

Please be aware "travel days" are not permitted to interfere with scheduled rotation days.

To successfully complete the professional curriculum on time, SCPEs must be started and completed as scheduled. Any absences must be brought to the attention of the clinical team as soon as possible.

End of Rotation Attendance Policy

On-Campus End of Rotation (EOR) days are usually held on the Thursday and Friday of the last week of the rotation. Students should expect to be on campus for 8 hours each EOR day.

Students are notified of the dates in advance and are advised to schedule life events around an



assumed 8 am-5 pm schedule on these days. Attendance at all EOR events is mandatory. An unexcused absence from any part of an EOR day may result in unsatisfactory performance on a rotation. Any student with an unexcused absence from an EOR day will be referred to the SPC.

Clinical Year Inclement Weather Guidelines

Students should use caution during inclement weather and stay current on local road conditions. Students are encouraged to use their best judgment when traveling to clinical rotation sites. Please be aware that campus class cancellation does not excuse a student from their clinical duties. Students need to alert both the clinical coordinating team and their preceptor if they are unable to attend a clinical rotation day due to weather conditions or if they expect to be late due to inclement weather. If a student misses a day due to an excused inclement weather absence, this will not count against the policy of missed rotation days. Excused absences will be at the discretion of the preceptor and Director of Clinical Education.

Clinical Dress Code Policy

The following dress code guidelines should be followed unless their designated clinical preceptor or site states otherwise. Students must also follow the Identification of Students Policy at all times. These dress code guidelines will also be followed when students participate in clinical scenarios throughout the program.

Students who do not follow these guidelines will be directed to the Student Progression Committee and are at risk of a pre-entrustable grade in professionalism. Please be aware that if a student is dressed inappropriately while on clinical rotations, they can be asked to leave the site immediately.

Appropriate business attire and personal hygiene standards:

- Trousers or business-type slacks
- Collared shirt or blouse
- Closed-toe and closed-heeled shoes are required in all clinical settings. (Clean tennis shoes are acceptable at some sites.) Moderate and professional heel height
- No jeans, shorts, sleeveless tops with shoulders exposed, shirts with midribs or undergarments exposed, or t-shirts are allowed



Student Handbook

- Dresses and skirts must be knee-length to a minimum
- Belts must accompany dress slacks when applicable
- Scrubs are acceptable in certain settings when specified by the clinical preceptor
- Hats or head coverings are not allowed (with the exception of religious purposes)
- Jewelry limitations include long earrings; please limit jewelry whenever possible in clinical settings
- Hair must be kept neat and clean. Long hair should be worn back in specific clinical settings where it can fall into a sterile field or could be a danger if a patient is aggressive
- No perfumes and colognes
- Natural nails should be kept trimmed, not surpassing the fingertip, and clean. If nail polish is worn, it cannot be chipped, cracked, or peeling. The wearing of artificial (acrylic) nails is not permitted.
- Students are expected to show good grooming habits and personal hygiene
- Visible facial piercings are not permitted, and visible tattoos must be covered at all times during rotations
- Chewing gum is not allowed

Grading for Clinical Year

Clinical year students are evaluated in multiple ways, including multiple-choice PAEA EOR exams, preceptor evaluations, written documentation assignments, oral presentations, OSCEs, professionalism, a clinical year PACKRAT, and the summative exam. Some of these evaluation tools will be graded, while others will be utilized for self-assessment.

Grading Rubric for Core Clinical Rotation:

| Activity | Grade |
|---|-------|
| End of Rotation Examinations - PAEA EOR Rotation Specific Exams | 60% |
| Preceptor Evaluation | 20% |



Student Handbook

| | |
|---|------|
| Percentage of entrustable learning outcomes/total number of learning outcomes (Excluding PB learning outcomes) | |
| Clinical and Technical Skills Assignment(s) - OSCE, Oral presentation, SOAP note, etc. | 20% |
| Total Score (Students must obtain 70% or greater on <u>all</u> items above) | 100% |

Entrustable (Pass)/Pre-Entrustable (Fail)

| | |
|--|---|
| MTSU Program Professional Behavior | |
| PA Program - On time patient encounter logging - On time submission of assignments/ evaluations - Rotation Requirements (drug screens, background checks, immunizations, etc.) - Behavior/ Communication with program personnel | Entrustable (Pass)/ Pre-Entrustable (Fail) |

Grading Scale

A = 90 – 100 percent

B = 80 – 89 percent

C = 70 – 79 percent

F = 69 percent or below

To progress in the clinical year, students must adhere to EACH of the following conjunctive assessments:

- Obtain 70% or greater on the EOR examination,
- Obtain 70% or greater on the rotation specific assignment, and
- Deemed “entrustable” on 70% of the learning outcomes (excluding PB learning outcomes) on the final preceptor evaluation.
- Deemed “entrustable” on ALL Professional Behavior learning outcomes.
- Deemed “entrustable” on ALL requirements for the program documented on the Professional Behaviors form



End of Rotation (EOR) Examinations

End of Rotation examinations will occur after each core clinical rotation. These EOR examinations are written and administered by the Physician Assistant Education Association (PAEA). The exams will be computer-based, multiple-choice, and timed. Students should prepare for EOR exam questions with self-directed readings used during the didactic year and/or covering topics in the PAEA exam-specific blueprint. PAEA provides statistics and exam maintenance for all their exams, then provides students with a list of topics for review. These exams are challenging, and students should prepare accordingly.

EOR Scoring

Following EOR exams, PAEA will release a scale score for each student, along with the national mean and standard deviation for each EOR exam. This scale score will then be transformed into a Z-score and converted into a numerical grade based on the chart below. Each student must receive a calculated score at or above the passing benchmark (greater than or equal to 70%) to pass the EOR Exam.

| PAEA EOR Score for Grading | |
|--|----------------|
| Student performance (scale score) against national mean: | Grade recorded |
| 2+ standard deviations above the mean | 95 |
| Between 1-2 standard deviations above the mean | 90 |
| Within 1 standard deviation of the mean | 85 |
| Between 1 (inclusive) and 1.5 (exclusive) standard deviations below the mean | 80 |
| Between 1.5-2 standard deviation below the mean | 70 |
| More than two standard deviations below the mean (<i>Remediation</i>) | 55 |

EOR Examination Remediation

If a student does not receive a score at or above the passing benchmark on the first attempt, the student will be required to remediate the EOR Exam. The student will be required to meet with the clinical team and discuss the feedback provided from the exam. The student will then be required to retake the EOR Exam on the third Monday of the next rotation. The student's score



Student Handbook

on the second exam will be calculated using the z-score method and will have the same passing benchmark. If the student is successful at this reassessment attempt, the student will receive a PASS for the EOR exam and be given a 70% (C). If a student's score on the reassessed exam does not meet the passing benchmark a second time, the student will receive a grade of incomplete (i) and repeat the rotation. If the student has yet to have their elective rotation, the core rotation may be repeated during the elective block. If the elective rotation has already occurred, then the student will have a delay in graduation to repeat the rotation at the end of the clinical year.

Students can remediate any PAEA EOR exam; however, this is limited to a maximum of two reassessments total in the clinical year. If a student requires more than two reassessments of EORs they will be required to meet with the Student Progression Committee. This discussion could include but is not limited to remediation effort in the low score area, a repeating the clinical rotation, or dismissal from the program. Please note, each rotation is considered a course; therefore, any student who has more than two-course failures within the duration of the Program is eligible for dismissal.

End of Rotation Assignment

Students will have a rotation specific assignment (OSCE, oral presentation, SOAP note, etc.) to complete on every rotation. The written assignments are to be submitted before starting the EOR. OSCEs and oral presentations will happen after the EOR exam. These assignments will be graded by the clinical team and account for 20% of the student's rotation grade. Remediation and reassessment will be decided by the clinical team and will be student-specific. If the remediation and reassessment of the End of Rotation assignment is unsuccessful the student will receive a grade of incomplete (i) and be required to repeat the rotation.

Preceptor Evaluation of the Student

Final preceptor evaluations are to be submitted before starting the subsequent clinical rotation. The preceptor will directly evaluate the programmatic learning outcomes of the program specific to the rotation. The preceptor of record will receive a form electronically through a link provided to them by the clinical team, *or* they can complete a paper evaluation provided by the student for submission. The student should always *ask* the preceptor if they prefer electronic or paper and have a paper evaluation form ready. If submitted on paper, students should submit the final



Student Handbook

preceptor evaluation *in a sealed envelope with the preceptor's signature over the envelope flap*. Any alterations in the envelope will result in a perception of academic integrity.

DO NOT assume the preceptor will complete the evaluation without being prompted. It is the responsibility of the student to ensure evaluations are submitted. Do NOT assume the clinical team will request the evaluation from a preceptor on your behalf.

Reviewing Evaluations

The final preceptor paper evaluations will be opened by the clinical team, reviewed, and placed in the student file where students may come to the department to read and/or copy evaluations. For digital evaluations, once all student evaluations are received, the survey will open, and the student will review responses about themselves and sign the evaluation. If the evaluation is completed online (through the link provided by the clinical team), then no paper copy is necessary. If the student has submitted a paper evaluation, the student will need to sign the evaluation prior to the preceptor sealing the envelope. The program will allow for preceptors to give confidential qualitative feedback about the student at the end of the evaluation.

Grading of Evaluation

Each evaluation will be graded according to the following:

Number of "entrustable" learning outcome/ total number of learning outcomes= Grade assigned

Pass: percentage 70% or greater

Fail: percentage less than 69%

Submission of evaluations

Students are required to submit all evaluations in a timely fashion. Students must follow through with their preceptor to make sure to meet all deadlines for completion of evaluations. Deadlines for specific evaluations are as follows:

- Mid-Rotation Evaluation: Monday of Week 4 by 9AM
- Final Preceptor Evaluation: Friday of EOR by 5PM
- Student Evaluation of Rotation: Friday of EOR by 5PM



These deadlines are non-negotiable unless discussed *in advance* with the clinical team and/or the Director of Clinical Education.

Remediation Based on Preceptor Evaluation

If a student fails the final evaluation by the preceptor (69% or less of responses are entrustable) at the end of the rotation, the student will meet with the clinical team to discuss a remediation contract that can include any of the following: focused remediation of poor performance areas, unachieved learning outcomes, repeating the rotation, or deceleration/dismissal from the program. Further, the Director of Clinical Education will also personally contact the preceptor to discuss student performance and areas of improvement while on the rotation.

Professionalism for Clinical Year

During the clinical year, a student will receive professionalism evaluations from both clinical preceptors and the program. Professionalism to the MTSU PA Program is of great importance, this specifically means the ability to:

1. Utilize professional communications with the clinical team and PA department staff, sites, preceptors, and others encountered in the clinical year, at all times
2. Complete credentialing and grading requirements promptly
3. Ensure timely communication with the Clinical Coordinating Team regarding EOR testing
4. Generate and complete/submission of assigned rotation coursework, including final patient encounter logs
5. Complete the evaluations by due dates required

This professionalism will be tracked throughout each clinical rotation by the program via the MTSU Program Professional Behavior form.

Program Professionalism Remediation

If a student is marked pre-entrustable with professionalism by the program on the Professional Behavior form at any time during the clinical rotation, a remediation plan will be created to address the lapse and a referral to the SPC may occur. If the student has more than one evaluation of pre-entrustable regarding professionalism from the program on more than one rotation, they will be eligible for a course failure grade and possibly deceleration/dismissal from the program.



Professionalism for Clinical Year on Rotation

Professionalism is the expression of positive values and ideals as care is delivered. It involves placing the interest of the patient above one’s own interest. All clinical rotations have consistent Professional Behavior (PB) learning outcomes found on each syllabus. These learning outcomes will reflect the student’s professionalism while on rotation.

Professional Behavior Learning Outcomes

| |
|--|
| Validate patient’s/family’s concerns with diagnosis and possible prognosis. |
| Create professional relationships with patients, patient’s family, and all members of the healthcare team. |
| Prove self-directed learning, personal initiative, and being an active member of the health care team. |
| Prioritize punctual attendance, availability while on rotation, and follow through on all work. |
| Value personal behaviors that are ethical, compassionate, patient centered while acknowledging limitations and mistakes. |

As noted in the above learning outcomes, excessive and unexcused absences, tardiness, and early departure from clinical rotations are considered professionalism issues and will be dealt with appropriately with the clinical team and/or the Director of Clinical Education. Please see the absences policy above as it also applies to the clinical year.

Professionalism Remediation while on Rotation

If a student is graded pre-entrustable on any of the Professional Behavior learning outcomes by the preceptor at the midpoint evaluation or the final evaluation a specific remedial process will occur based on the feedback from the preceptor of record. All pre-entrustable professionalism grades will be remediated. If the professionalism lapse is egregious the program will require the student to immediately meet with the SPC for guidance. If the student has more than one evaluation of pre-entrustable regarding professionalism from more than one preceptor, they will be eligible for a course failure grade and possibly deceleration/dismissal from the program.



Encounter logging

Students are expected to be thorough and honest when tracking their patient encounters and procedures. Students are asked to keep their logging updated. Daily entry is encouraged. The clinical team will do random checks throughout the rotation to ensure students comply. If validity of patient logging is questioned, the clinical team will discuss the concern and possible referral to the SPC may be warranted.

Rotation Specific Requirements

Several rotations may have supplemental requirements such as drug screens, background checks, physicals, immunizations, orientations, specific paperwork, etc. Students must comply with the specific requirements for each rotation by the designated deadline provided by the program or the site. Failure to comply with these requirements will result in a delay in starting rotation which can affect graduating on time and/or loss of elective rotation.

Grading for Elective Rotation

The grading for the elective rotation will differ from a core rotation in that no EOR exam will be administered. Instead, upon completion of the elective rotation students will complete case research write-up, grand rounds presentation, a SOAP note, and submit the preceptor evaluation to determine their grade for the rotation. Below is the grading rubric for the elective rotation.

Elective Rotation

| Elective Grading | |
|--|------|
| Grand Rounds Presentation | 40% |
| Case Research Write up | 20% |
| SOAP note assignment | 20% |
| Preceptor Evaluation Percentage of entrustable learning outcomes/total number of learning outcomes (Excluding PB learning outcomes) | 20% |
| Total Score (Students must obtain 70% or greater on all items above) | 100% |



Entrustable (Pass)/Pre-Entrustable (Fail)

| MTSU Program Professional Behavior | |
|--|---|
| PA Program - On time patient encounter logging - On time submission of assignments/ evaluations - Rotation Requirements (drug screens, background checks, immunizations, etc.) - Behavior/ Communication with program personnel | Entrustable (Pass)/ Pre-Entrustable (Fail) |

Preceptor Evaluation of the Student and Professionalism expectations are explained in detail above.

Elective rotation Remediation

If any of the required items of the elective rotation receive a grade of less than 70% the student will be required to remediate and reassess item. If remediation is successful the student will receive a 70% for the rotation. If the remediation is unsuccessful the student will receive a grade of incomplete (i) and will be required to repeat the rotation at the end of the clinical year.

Clinical Year Student Supervision Policy

Physician Assistant students are always required to be properly supervised while on clinical rotations. It is vital to the health and safety of patients that students, at a minimum:

- Always introduce yourself as a Physician Assistant Student.
- Do not write any pre-signed prescriptions, phone in, or electronically submit prescriptions.
- Discuss any clinical findings with the preceptor before discussing with the patient.
- Notify the preceptor immediately of any urgent patient problems observed while assessing the patient.
- Do not administer medication without the approval and supervision of the preceptor.
- Only see patients while an appropriately qualified preceptor is physically on the clinical site.
- Document appropriately via the guidelines provided by the program, preceptor, and site.



- Alert the program by contacting the clinical team if you are not being adequately supervised.
- Do not treat, discharge, or perform procedures on patients who have not been seen by the preceptor.
- Report on any potential liability situations to the Director of Clinical Education immediately.
- Do not use preceptor credentialing or log-in information for electronic medical records.

Clinical Year Commuting and Housing Policy

Students should expect to travel for clinical rotations. Students will be required to have a reliable car and personal finances for fuel to commute to these clinical rotation locations. Students need to anticipate additional costs related to travel and plan accordingly. Students should be ready to travel by personal vehicle up to 1.5 hours one way from the MTSU campus for some clinical rotations. Clinical rotations will not be assigned by the closest radius to the student's home and/or any requested area. If the rotation is more than 1.5 hours away from MTSU main campus the student may wish to consider obtaining housing near the clinical site. Students will be responsible for any additional expenses incurred from travel or housing.

Clinical Safety and Security Policy

The clinical team will evaluate each clinical site initially and be re-evaluated by the clinical team according to the Initial and Ongoing Clinical Rotation Evaluation process. The clinical team will address safety and security questions about policies and protocols during the evaluation period for each site. These questions will be asked directly to the facility and/or onsite clinical preceptors before the students arrive. If clinical sites or preceptors have site-specific safety and security measures, they will orient the student to the policies and procedures on the first day of the rotation. This orientation to safety and security onsite will also be communicated with the Preceptor Handbook stating expectations that a reasonable amount of security and safety is a requirement of the clinical preceptor. Students are to report to their clinical preceptor and/or the Director of Clinical Education immediately if they feel unsafe at their rotation site, in any capacity. The clinical team will document that safety protocols are available and subsequently reviewed with students.