



2023-2024
LTU PA Student Handbook

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1. Introduction

Congratulations on your acceptance into the PA Program at Lawrence Technological University (hereafter referred to as LTU). Be proud that you have been selected from a large group of impressive, qualified individuals. You have chosen a challenging yet highly rewarding career. Your commitment to the course of study must be steadfast. The PA Program is rigorous and requires consistent effort but the faculty at LTU will help guide you every step of the way.

2. Policies and Standards (A3.01, A3.02)

The PA Student Handbook details the general standards and policies of the PA Program and includes general program information with details focused on the didactic phase but may also apply to the clinical phase. However, the Clinical Year Handbook has additional detailed policy & procedure information regarding the clinical phase. It is the expectation that students will review the Handbooks in their entirety and follow all of the rules and standards set therein. Students are also expected to review additional LTU policies and standards contained in the Lawrence Technological University Graduate Catalog, the PA Program website and the details shared on your Canvas account. We do NOT recommend printing the Student Handbook or other policies as the electronic documents will be updated as needed throughout the program and are considered the documents of record. We will make every effort to notify the student of any changes or updates made to the electronic documents but ultimate responsibility in remaining up to date is bestowed upon the student. All policies and practices will be applied to all students equally and consistently.

The Lawrence Technological University Graduate Catalog can be found at [Office of the Registrar - Graduate Catalog](#)

The Lawrence Technological University PA Program website can be found at <https://www.ltu.edu/health-sciences/grad-physician-assistant>

Program policies and standards apply to all students, LTU Faculty, Program Director, and staff, regardless of location. As representatives of the University, all students are expected to follow all policies of LTU, including those not described herein but provided on the LTU website. In addition, students must follow any and all policies at institutions or facilities where the student is assigned. Any clinical site policies that supersede LTU policies should be clarified during student site orientation. All conflicting policies should be reported to the Program Director. All information herein is subject to change with timely notifications to students in writing. Please read all documents thoroughly. You will be required to sign the Student Handbook Agreement Form found at the end of the Handbook in the acknowledgment section. If you have any questions regarding the content of the Handbook, please contact any of the PA Faculty for clarification prior to signing and at any time needed thereafter.

3. LTU Mission, Values, Vision & Cause

Mission

To develop innovative and agile leaders through a student-centric learning environment and applied research embracing theory and practice.

Values

Character and Integrity

Theory and Practice

Teamwork and Trust

Student-focused and Caring

Vision

To be recognized for transformative STEM and design education that develops leaders with an entrepreneurial mindset and global perspective.

Cause

The intellectual development and transformation of our students into critical thinkers, leaders, and lifelong learners.

4. LTU PA Program Mission, Vision and Goals

LTU PA Program Mission Statement

The mission of the Physician Assistant program at LTU is to train exceptional, compassionate healthcare professionals in a supportive academic and clinical environment. To prepare future PA's to provide outstanding holistic patient centered care throughout the healthcare continuum, embrace diversity, invite interprofessional collaboration and approach the complex and ever-changing face of technology in healthcare with confidence. To inspire a generation of clinicians who will be lifelong learners, advocates of evidence based medical practice and who are passionate advocates of their patients, profession and community.

LTU PA Program Vision Statement

The Physician Assistant Program will be a cutting-edge program based on two guiding principles of LTU. The first, the *Theory and Practice* mode of education, which takes abstract ideas and brings them into the real world to solve tomorrow's problems and to confidently and effectively integrate healthcare technology into their future practice.

LTU PA Program Goals

1. To achieve first-time PANCE pass rates that are at or above the national average and student confidence in their ability to succeed.
2. To prepare students to actively and effectively participate in interprofessional healthcare teams and the care of diverse patient populations across the lifespan.
3. To prepare students to provide compassionate, ethical and patient centered care to patients across the lifespan.
4. To create a culture of advocacy for the PA profession.
5. To promote service to the University and surrounding community on behalf of faculty and students.
6. To prepare students to effectively utilize available healthcare technology in order to enhance patient care and better prepare them for future practice.

5. LTU PA Program Competencies (A3.12g)

The following is a general list of competencies each PA student will be expected to be proficient in at the end of the program. Each general competency will be divided into a series of specific learning outcomes linked to didactic courses and/or clinical rotations and are covered in detail in the specific course syllabi. Details on learning outcomes are addressed in Section 12 of the Student Handbook.

1. Utilize **medical knowledge** of acute and chronic medical/behavioral health conditions including etiology, anatomy, pathophysiology, incidence, risk factors, clinical presentation, differential diagnosis, and treatment strategies to effectively manage a patient across the life span.
2. Elicit a **patient-centered** problem-focused and comprehensive **history** taking into account **cultural awareness**.
3. Perform a problem focused and comprehensive **physical examination** recognizing **normal and abnormal health states**.
4. **Order and interpret appropriate lab and diagnostic studies** taking into account the **financial implications** for patients.
5. Using the history and physical exam findings, **develop a differential diagnosis** for both **acute and chronic** medical conditions of a patient.
6. Possess **knowledge of** commonly used **pharmaceutical agents** including indications, contraindications, dosing, side effects, drug interactions, and costs to patients.
7. **Formulate a diagnosis** which integrates clinical presentation, results of diagnostic tests, and cultural and environmental aspects.
8. Perform **clinical procedures** common for a practicing PA and educate patients regarding procedure, side effects, follow-up care, and informed consent.
9. **Communicate effectively** with patients and families by utilizing patient centered interpersonal skills that incorporate mutual respect with the patient.
10. Accurately **document SOAP notes, orders and referrals** to other specialty care providers using the **Electronic Medical Record**.
11. Effectively **present patient information** to supervising physicians and other health care providers.
12. Embrace **professionalism** in all aspects of clinical practice incorporating accountability, altruism, and patient confidentiality.
13. **Develop management strategies** for acute & chronic conditions for **patients across the life span** while **encouraging goal setting**.
14. Embrace cultural diversity including **gender identity** while providing **compassionate** medical care.
15. Appropriately **coordinate patient care** while fostering **patient advocacy**.
16. Embrace the **role of a physician assistant** and **recognize personal limitations and personal bias** while practicing.
17. Recognize the **signs of abuse and neglect** in patients across the life span.
18. Practice **interprofessional team care** and embrace the value of a **collaborative physician/PA** relationship.
19. Apply **critical thinking and medical decision-making** strategies to all aspects of patient care.
20. Practice **evidence-based medicine** which incorporates **life-long learning** and **current clinical guidelines**.

21. Incorporate **patient safety strategies**, reduce medical errors and practice quality improvement in medical care.
22. Foster **preventive care** including age-appropriate screening, immunization recommendations, patient education, and behavioral modifications
23. Perform **patient education** which considers **health literacy and other social determinants** and encourages **treatment adherence and lifestyle Modification.**
24. Recognize **emergent medical/surgical conditions versus non-emergent** medical conditions by appropriately triaging patients.
25. Possess a thorough understanding of **medical ethics and the legal aspects of health care.**

6. Curriculum (A3.12d)

Course descriptions can be found on the website by clicking on the BLUE course number to the *left* of all course titles and found within all syllabi (which are all available on your Canvas account webpages). The curriculum overview is covered in detail during your new student program orientation for both the didactic and clinical phases of the program and again revisited during your clinical year orientation specific to the second phase of the program.

Didactic Year Course CRN	Course Name	Credit Hours
Fall Semester		
PAS5016	Clinical Medicine I	6
PAS5114	Physical Assessment & Exploration (PAE) I	4
PAS5212	Health Care Issues I	2
PAS5312	Pharmacology I	2
PAS5413	Anatomy	3
PAS5513	Pathophysiology	3
	Total Semester Credit Hours	20
Spring Semester		
PAS5027	Clinical Medicine II	7

PAS5124	Physical Assessment & Exploration (PAE) II	4
PAS5222	Health Care Issues II	2
PAS5322	Pharmacology II	2
PAS5423	Behavioral Medicine	3
PAS5533	Special Populations	3
Summer Semester	Total Semester Credit Hours	21
PAS5035	Clinical Medicine III	5
PAS5134	Physical Assessment & Exploration (PAE) III	4
PAS5232	Health Care Issues III	2
PAS5332	Pharmacology III	2
PAS5433	Medical Diagnostics & Procedures	3
PAS5523	Emergency Medicine	3
	Total Semester Credit Hours	19
	Total Didactic Year Credit Hours	60

Clinical Year		Credit Hours
Course CRN		
Fall Semester*		
PAS6015	Family Medicine Rotation	5
PAS6025	Internal Medicine Rotation	5
PAS6035	Surgery Rotation	5

	Total Semester Credit Hours	15
Spring Semester*		
PAS6045	Pediatric Rotation	5
PAS6055	Women's Health Rotation	5
PAS6065	Behavioral Medicine Rotation	5
	Total Semester Credit Hours	15
Summer Semester*		
PAS6075	Emergency Medicine Rotation - VII	5
PAS6085	Elective Medicine Rotation I - VIII	5
PAS6095	Elective Medicine Rotation II - IX	5
	Total Semester Credit Hours	15
	Total Clinical Year Credit Hours	45
	Total Curriculum Credit Hours	105

7. Tuition/Fees/Equipment/Supplies

All required equipment for the PA Program will be provided to the student as part of their inclusive tuition and fees. Students have the option to upgrade or purchase other equipment or resources at their own expense. Please see the program website for a complete listing of the provided equipment under the 'Tuition and Fees' tab. Other lab supplies will be loaned to the student which must be returned when indicated by the program. If loaned items are not returned or have unacceptable wear and tear per the program's evaluation, there will be a replacement fee that must be paid in full to be eligible to register for courses or to complete graduation requirements. All loaned equipment and supplies will be signed out using a standardized form and all replacement fees included (if required) and agreed upon by the student prior to signing.

All required textbooks/resources will be provided on loan to the student for the necessary duration including both print and electronic formats. Additional resource materials will be

provided to the PA Program students through LTU's collaboration with Ascension. Ascension resources will be provided as part of Ascensions e-library and will become available to students by remote access once students are matriculated.

Each course syllabi will outline the required as well as recommended materials.

Recommended resources are not required and will not be provided by the program unless contained within the Ascension e-Library resources. Students may choose to purchase additional/recommended resources at their own expense and discretion. This would include such resources as study books, apps and test materials for the Physician Assistant National Certification Examination (PANCE) not provided by the program. We strongly recommend that you choose additional resources carefully as having too many resources can create difficulties with study tactics.

8. ARC-PA Accreditation (A3.12a)

The ARC-PA has granted Accreditation-Provisional status to the Lawrence Technological University Physician Assistant Program sponsored by Lawrence Technological 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 <https://www.arc-pa.org/accreditation-history-lawrence-technological-university/>

9. Technical Standards

It is essential that all students in the Lawrence Technical University Physician Assistant Program meet certain intellectual, behavioral, and social guidelines and standards. It is expected that students will be familiar with the standards upon admission and each student must demonstrate competency in each of these standards during the program in both the didactic and clinical years. Failure to comply with any of the guidelines will result in remediation or dismissal from the program.

Communication

- Students must be able to speak clearly and communicate effectively and respectfully with students, staff and healthcare professionals. Students must be able to interact effectively with patients and family members.
- Students must be able to hear effectively such that they can receive and comprehend auditory information.

- Students must be able to read and write effectively such that they can comprehend and convey complex medical information clearly to medical professionals and patients.
- Students must be able to observe and perceive various forms of non-verbal cues of interpersonal communication, including body language, facial expressions, and behavior.

Observation

- Students must have adequate function of all sensory abilities, including visual, auditory, olfactory and tactile senses. Students must have the mental capacity to comprehend and coordinate sensory information.
- Students must be able to utilize their sensory and intellectual abilities to perceive and comprehend information in a variety of settings in both the didactic and clinical years. Students must be able to comprehend written, verbal, and audio-visual information presented in a variety of delivery methods, including lectures, laboratory class, interprofessional meetings, small groups, and self-study.
- Students must be able to accurately observe all aspects of the patient during an encounter both up close and from a distance either with or without the use of medical instruments.
- Students must also be able to observe, comprehend, and report any medical information, including written and verbal communication and graphic imagery (radiography, sonograms, electrocardiograms, etc.).

Sensory/Motor Coordination and Function

- Students must possess adequate fine and gross motor function to perform basic patient assessment.
- Students must possess adequate fine and gross motor skills to perform general and emergency care.
- Students must possess adequate fine and gross motor skills to manipulate medical equipment and instrumentation and perform tests and procedures.
- Students must possess the physical endurance required to complete the tasks in both the didactic and clinical portions of the program.
- Intellectual/ Conceptual and Integrative Abilities
- Students must possess the mental attributes to meet all program requirements, including OFFintellectual, cognitive, and coordination abilities to acquire, retain, analyze, integrate, and demonstrate complex medical information.
- Students must demonstrate critical thinking skills and problem-solving skills in the didactic and clinical setting.

Behavioral and Social Attributes

- Students must possess adequate interpersonal skills in order to relate to students, staff, and patients.
- Students must possess adequate emotional intelligence in order to engage effectively in the didactic and clinical setting.
- Students must be able to work as part of a small group or collaborative team.

10. Disabilities and Accommodations

Lawrence Tech is proud to serve all types of diversity, including students with disabilities. Reasonable accommodations may be made for applicants with disabilities who can meet the essential functions and technical standards listed in the handbook. These accommodations must

be accomplished without altering the essential requirements of the curriculum. Inability to meet the technical standards throughout the program will result in further review, which may delay or terminate progression or enrollment in the program. If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the course instructor and Student Affairs- Disability Services **no later than the 2nd week of the term.** You may be asked to provide documentation of your disability to determine the appropriateness of accommodations per Disability Services.

Students seeking accommodation or special services must contact the University's Office of Disability Services at 248-204-4100 or disability@ltu.edu. More information for disabilities and accommodations can be found at: [Disability Services](#)

It is recommended that students contact the Office of Disability Services upon admission as there is no automatic referral from the PA Program. The University does not have any legal obligation to recognize any student as having a disability until that student has been documented by the Office of Disability Services. Students are responsible for supplying the required documentation. Retroactive consideration will not be made for any student for a disability if the program is not notified of the accommodation requirements by disability services within the required timeframe as detailed above.

Any student receiving a testing accommodation must request such accommodation for scheduled examination in every course registered according to the procedures outlined by Disability Services. If a student fails to submit a timely request for accommodation, the student forfeits the option to take the exam under special conditions determined by the Disability Office.

11. Legal and Ethical Standards

Students will verify that all information and documents provided to the PA Program as part of the application and as part of the course of study are truthful and accurate. Submission of any false information or documentation, intentionally making false statements, or withholding information during the application process and throughout the program will be grounds for immediate termination of enrollment or dismissal from the program. During the course of the program, students are expected to adhere to a code of conduct and hold themselves to a high ethical standard. Including LTU PA students, all graduate students at Lawrence Technological University are required to review and be responsible for upholding the academic honor code by signing the student pledge when they begin graduate studies. This pledge can be found in the acknowledgement portion at the end of this handbook.

In order to be a licensed Physician Assistant, prospective candidates must meet basic legal standards. As part of the CASPA application, students acknowledged that they have not had any felony offense or disciplinary action taken against them or have shared this information for review. If during the course of the PA Program a student is charged with any legal action, the student must immediately notify the program and a course of action will be determined. Failure

to do so and upon program discovery of such legal action, may result in immediate dismissal from the program.

12. Scholastic Expectations

a. Code of Conduct

Lawrence Tech expects that all students maintain a high standard of individual honesty, integrity and honor during the course of their enrollment. Acts of dishonesty include but are not limited to the following: cheating, plagiarism, collaboration on independent assignments or other forms of academic dishonesty; furnishing false information to any University official, faculty member, or office; forgery; alteration or misuse of any University document, record, or instrument of identification; helping or attempting to help another student commit an act of dishonesty; tampering with the election of any University-recognized student organization.

The PA Program will follow the [University's Student Code of Conduct](#). It is the student's responsibility to know, understand, and conform to all aspects of the code of conduct. In addition, there are program and professional codes of conduct that are also expected to be adhered to. See the section on Professionalism below for more details. Should a student be accused of a breach of conduct, the student will be referred to the ad hoc Remediation or Progress and Promotions Committee for evaluation and disposition internally or by referral to the Department and/or Dean for further review as determined by the Program Director.

b. Learning Outcomes

The LTU PA Program, using criteria established by ARC-PA, PAEA, NCCPA and AAPA, has identified and defined professional competencies and learning outcomes at each stage of the PA Program. PA Program competencies, the expected educational outcomes for a newly graduated physician assistant, as outlined in Chapter 5 of the Student Handbook, include a number of skills for successful patient centered care including medical knowledge, technical ability, clinical reasoning, communication and interpersonal behavior, and professional behavior. Each didactic course and clinical rotation will have a series of specific learning outcomes which can be measured and assessed for success. As the student progresses through each individual didactic and clinical course and by successfully meeting the associated learning outcomes, they will build a foundation of medical and professional competency that will result in successful certification and licensure as a Physician Assistant.

Medical knowledge includes all information contained in the didactic year courses and the integration and application of that knowledge throughout the clinical year. PA students must develop a sound knowledge base of anatomy, pathophysiology, pharmacology, diagnosis, treatment, and health promotion. PA students must develop a mindset of continuous inquiry and learning regarding medical knowledge and clinical application. PA students must be able to demonstrate a scientific and evidence-based approach, supported by an ability to discern

applicable information from applicable medical literature, during the clinical year and incorporate all aspects of standards of care in patient encounters.

Technical ability includes the skills used for assessment, diagnosis, treatment, and management of patients. PA students will learn how to provide exceptional care that is safe, effective, and patient centered. Students will learn how to diagnose a patient's condition using patient history, physical examination, and recognition of patient signs and symptoms along with laboratory and radiological data. Students will learn the different skill sets that come with treating different age groups across the lifespan. Students will learn the different skill sets that come with different healthcare settings, including outpatient, inpatient, emergency room and operating room. Students will learn to be flexible and adaptable as the use of these technical abilities may change due to advances in diagnosis and treatment, clinical judgment, patient choices, and cultural preferences.

Clinical reasoning incorporates medical knowledge and technical abilities with other sources of information used for patient care.

Clinical reasoning is patient based and includes medical and non-medical aspects of the patient to determine the most effective plan of care. It incorporates cultural, societal, organization, and economic aspects of both the patient as well as the healthcare system. Such information can be valuable in creating more effective patient outcomes. PA students must develop the skills to continuously strive to improve their own abilities as a provider and always seek to gain the knowledge necessary to maintain their knowledge, not only medical but with an understanding of the changing areas of healthcare delivery systems and how this impacts patient care.

Communication includes all aspects of verbal, nonverbal, and written exchanges of information, including both in person and electronic forms. Interpersonal behavior includes the ability to interact effectively with others using skills that include socializing, listening, tolerance, trust, respect, empathy, patience, humor, flexibility, collaboration, and team building. PA students must develop these skills to build effective relationships with patients, patients' families and support systems, physicians, nurses, and other professionals within the healthcare team. It is vital that the student understands how interprofessional collaboration promotes the best outcomes for patients and how to effectively participate as a member of the healthcare team.

Professional behavior includes the skill set used to project competency and allow for excellent delivery of care. PA students must learn how to be responsible and ethical and practice according to legal and regulatory guidelines. PA students must develop good time management and organizational skills. PA students must demonstrate personal and professional boundaries with patients, students and clinical staff. PA students must engage effectively in communication, maintain engagement with patient centered care and become life long, self-directed learners. A commitment to lifelong learning is a critical aspect of providing the highest level of care and considered to be foundational to clinical professionalism. Professional behaviors will be outlined by Program Faculty and addressed both formally and informally throughout the twenty-four-month course of study in the didactic and clinical phase of the program. Guidance will be

ongoing to educate students on the highest standards of professionalism to emulate. See below for further details.

c. Assessment Tools

Two PACKRAT (Physician Assistant Clinical Knowledge Rating and Assessment Tool) tests are also administered during the program. These are comprehensive multiple-choice tests administered by PAEA meant to assess students' preparedness. One test will be administered towards the end of the didactic year and the second test will be administered towards the end of the clinical year. Scores are not included in grades but may be used in determining student readiness for the PANCE (Physician Assistant National Certifying Exam) that will be taken after graduation. Additional mentoring or remediation may be necessary for students with low test scores. You will also be assessed, within the last 4 months of the program, with multiple summative examinations which will assess your successful attainment of the program competencies and preparedness for the PANCE and practice as a new PA graduate.

13. Professionalism and Comportment Standards

All students in the PA Program at Lawrence Tech are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. The PA profession commands strict adherence to the ideals of professionalism and comportment. Professionalism refers to the codes and rules of conduct that students are expected to follow. Comportment refers to the attitudes and behavior that students are expected to display. All PA Program students are expected to understand and sign the Academic Honor Code and Student Code of Conduct forms which will be discussed and provided at the program orientation. In addition, the PA Program and profession has professionalism standards which the student will be educated about and expected to uphold.

Respectful Dialogue

Class discussions represent a valuable aspect of learning in all courses. Fruitful discussion occurs when people with varying opinions are able to dialogue in an educated, meaningful, and mutually respectful manner. It is the intent of the instructor to create and maintain a learning community in which all members of the class will feel comfortable expressing themselves. Respect for others, and their viewpoints, will be maintained at all times in all courses. Professional courtesy and consideration for others in our learning community are paramount.

General University policies regarding irresponsible actions, drug and alcohol use, smoking, firearms, and sexual misconduct can be found online at:

[University Policies & Procedures](#)

All students enrolled at Lawrence Technological University have access to the Student Code of Conduct. Printed copies are available through the Office of the Dean of Students and the Office of University Housing, or can be viewed at: [LTU Student Code of Conduct](#)

Physician Assistant students are expected to consistently demonstrate professional behaviors such as follows:

1. Punctuality for lecture, classroom, clinical laboratories and all other program activities and functions.
2. Consistent preparation for lecture, classroom, and clinical laboratories.
3. Completion of assignments within allotted parameters and submitted within established deadlines.
4. Positive relationships with peers, faculty, patients, and staff.
5. Compliance with the program dress code, which will be discussed in detail within the handbook and specifically within each syllabus.
6. Acceptance and incorporation of faculty, preceptor, and peer feedback.
7. Adherence to policies and standards established at LTU in general and within the program and detailed herein. Clinical site policies may supersede those as above in certain cases.
8. Respect for all, including peers, faculty, patients and staff. This includes behavior in all settings, including the classroom and clinical setting. Disruptive behavior is defined as any behavior that would be reasonably construed as substantially interfering with learning or patient care (e.g. frequently leaving the classroom during lectures, interrupting fellow students or instructors, using foul language, using personal cell phones during instruction or class discussion, etc.)
9. Refraining from prejudicial behavior and maintaining the tenants of DEI at all times.
10. Avoiding use of derogatory language regarding the program, preceptors, or peers in any setting (including social media).
11. Compliance with drug and alcohol policies of LTU.
12. Maintenance of a safe environment for all patients at all times.

It is important to remember you are a part of a larger community and a reflection of Lawrence Technological University and the Physician Assistant Program at all times, including your personal time and social behavior. Failure to perform in a safe, effective, and professional manner while a student of the LTU PA Program may result in dismissal from the program. If a student violates this policy, depending on the severity of violation (minor, moderate, and major), the Instructor/Advisor/Faculty Member retains the right to offer the student a friendly reminder to adhere to the policy or verbal warning or issue a written citation/warning based on the violation observed. Written warnings will result in a meeting with the student's advisor and others as deemed necessary by the Program Director. Written warnings will be placed into the student's file with an action plan that is discussed and agreed upon by both student and advisor. Failure to complete any action plan as agreed upon will result in escalation for review to either the ad hoc Remediation Committee or the Progress and Promotions Committee depending on the timing of the infraction related to semesters. Any student who exhibits a violation considered to be of enough gravity (per Instructor, Advisor or Preceptor) or recurrent violations of policies/procedures will be subject to a formal hearing of the Progress and Promotions Committee or the ad hoc Remediation Committee to address the student's behavior and create a

specific remediation action or will be placed into the Remediation Pathway (see remediation for more details). Corrective action may include remediation in professional development up to and including dismissal from the program depending on the severity of the infraction.

Every student is required to inform her/his Faculty Advisor of any legal adverse action immediately of the occurrence of the adverse action, both verbally and via email. This should be reported immediately or within 48 hours at the latest. Students should email their advisor and the Program Director if the action occurs over a holiday or weekend as there will always be a member of the team available for emergencies. “Adverse action” for the purposes of this document is defined as, “the receipt of a citation for any misdemeanor or felony infraction by any law enforcement officer, arrest, incarceration, or other legal actions against the student”. Upon program notification by the student, the Faculty Advisor will discuss the issue with the Program Director and provide feedback to the student resulting from the student’s actions. If the occurrence could result in a change in the student’s status in the program (probation, deceleration, dismissal), the Student Progress and Promotions Committee or ad hoc Remediation Committee will meet to determine the appropriate course of action.

Respect for Patients and Peers

All students are expected to introduce/identify themselves as an LTU PA student to patients, family members, and other health professionals at all times, including during rotations and site visits, and interact in a professional manner at all times. The student is required to wear identification as appropriate (details within each course syllabi). Violations of procedure on rotations follow the same policy and procedure for all instruction as previously outlined. More information regarding professionalism on clinical rotations will be provided in the Clinical Year Handbook.

Respect for Program Faculty, Staff, and Instructors/Guests

While there may be incidents when students feel there is a discrepancy or inaccuracy with their instruction or evaluation, students are expected to approach any disagreements or concerns with respect at all times. We do welcome the opportunity for students to discuss information they receive as this is often a growth opportunity for students and faculty alike. However, the program will not tolerate persistent or argumentative behavior, foul language, or disparaging remarks directed at any Faculty, Staff, Instructor, or guest at any time. If a student(s) has concern about materials or instruction provided, test questions, or any other aspect of their instruction, they are encouraged to address this respectfully and constructively with the Instructor first. If this is not helpful, students may seek additional guidance from their advisor or the Program Director. An action plan will be created when deemed appropriate and the action plan provided is final.

In addition, students are expected to behave according to the professional expectations outlined by:

1. The American Academy of Physician Assistants in the Guidelines for Ethical Conduct for the Physician Assistant Profession. Found at:

[Ethical Conduct for PA's](#)

2. The Code of Conduct for Certified and Certifying PAs from the National Commission on Certification of Physician Assistants (NCCPA Code of Conduct) Found at:

[Code of Conduct of PA's](#)

3. and 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, non-maleficence 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 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.

Competition

Competition with other students is not encouraged in our program. All students should be united with the common goal to help everyone to achieve success within the program. One should not compete against another but promote and support one another to be successful in the program. We hope that you will support each other to be the best you can all be.

Content Warning

All courses in the PA Program curriculum may involve the discussion of content that could make you feel uncomfortable or trigger unpleasant emotions. The presentation of this content is a necessary component of your education as a Physician Assistant student. Content in this course, as in all other courses in the PA studies curriculum, will be handled in a professional manner. If you feel uncomfortable, we strongly encourage you to discuss with your Course Instructor or advisor who will develop an action plan to assist you with this situation. You will still be responsible for the required material, and all assignments in the course. As it is expected that lecture topics and objectives are reviewed in advance of presentation, if you feel you are at risk for this, please discuss with your Instructor or advisor prior to presentation to discuss.

14. Netiquette

Netiquette refers to standards of communication and behavior expressed on any electronic or social media platform, including e-mail, phone text, Facebook, Twitter, etc. Students are expected to maintain the same degree of civility, professionalism and respect expected of them during personal interaction. Students are responsible for appropriate conduct and any conduct regarded as abusive, demeaning, or threatening will be prohibited. Students are prohibited from sharing any identifiable information about students, faculty, staff members, preceptors or other clinical staff without permission. Students are strictly prohibited from sharing any patient information through electronic means. Posting unauthorized or confidential information can result in severe penalties, including dismissal from the University.

It is the student's responsibility to become familiar with LTU's social media policy which can be found at [Social Media Guidelines](#).

Each student will be provided with an LTU email account. It is the expectation that students will check their University email daily for program communications at all times throughout the program, including weekends, holidays and program breaks, both in the didactic and clinical phases of the program. Required responses are expected within 48 hours of message receipt during weekdays and within 72 hours if over a weekend, holiday or program break or sooner per the direction of your Course Director. With matters that are time sensitive, the program may reach out via text message or call. Student communication with Program Faculty via text will be per the discretion of the individual faculty member and their communications guidelines respected. In cases of emergency, the student may reach out to the Program Faculty and administrative staff as needed. Any change in a student's name, address, telephone number and emergency contact phone number(s) must be reported immediately to the Program Coordinator and via email. It is imperative the program and University have current contact information for all students on file.

15. Data Collection and Student Feedback

Input from students is an integral part of our program and its goal of ongoing self-assessment and improvement. We feel that it is crucial to our commitment to our students and program. You will be asked at multiple times throughout the program to complete surveys, complete instructor/course evaluations and provide feedback on the curriculum, program policies etc. Participation is valued and expected as part of your professional development. We will also reach out to you beyond your graduation to obtain important feedback from you to further guide our program and its future. We hope that you will choose to participate after your graduation to continue the growth and improvement of the program.

16. Attendance

Attendance, punctuality, and participation are expected from every student. This includes, but is not limited to, all classes, examinations, labs, patient encounters, OSCEs, small group sessions, 1:1 meetings, conferences and patient presentations and within all rotations. All absences must be accompanied by verifiable documentation and may include illness, jury duty, military service,

death of immediate family, or any event sanctioned by the PA Program. It is the student's responsibility to contact their Course Directors and their advisor regarding any student absence within 24 hours and documentation of the absence is required upon return to class and provided to the Program Coordinator for processing. It is the student's responsibility to call or email the Program Coordinator at 248-204-3587 and email the Course Director(s) as soon as the absence or tardiness is known (or as soon as possible in case of emergencies) with a general reason and anticipated date and time of return to program activities. Students will be expected to complete an absence form signed by the course director and turned in to your advisor. All verbal communication should be followed by written documentation and provided to the Course Director and your advisor cc'd. For an absence of 24 hours or less, providing verifiable documentation is at the discretion of the Course Director. Not reporting an absence or absence without documentation as required will be considered a professionalism infraction. Reporting is expected for all missed classes or missed assignments immediately following or within 24 hours unless related to a documented emergency. Unavoidable and anticipated absences must be discussed with the Course Director as soon as possible prior to the planned absence, with email follow up to your course director and your advisor cc'd. Failure to report in a timely manner (as detailed above) will result in immediate referral to the ad hoc Remediation Committee or Progress and Promotions Committee for review and disposition. Each class syllabi will contain information regarding the class attendance policy. See also section 18, Grading, for additional details. To recap, all attendance concerns must be discussed with your course director and an absence form completed and turned in to your advisor with all discussions followed up by an email recap to your course director and to your advisor.

Timely arrival to all classes is vital to avoid disruptions and to ensure that you receive all shared information and are able to have the full amount of time for quizzes and examinations. Tardiness is defined as arriving after the start of class, regardless of the amount of time. Please make a habit of arriving to class with enough time to be fully prepared. Please be sure to account for traffic and poor road conditions. Of course, there are situations which are unavoidable. Having said that, we do not wish for you to put yourself at risk in any circumstance. Please be safe first and foremost. An explanation should be made via to the course director at the end of class. Repeated tardiness or late arrivals greater than ten minutes will be considered a professionalism infraction and reported to your advisor for further discussion and evaluation.

Regarding the didactic year, regular class attendance is expected and necessary to be successful in this rigorous academic program. Course Directors will maintain a record of absences or recurrent tardiness and report to the student's advisor as well. Faculty are not required to reschedule any examinations for students who are tardy or absent from a test without appropriate accommodations made by the student and approved or as determined by the Course Director. Failure to make up work on the part of the student may result in a zero (0) grade for that test/assignment, assessment for a professionalism remediation and jeopardize progression in the program. Further action may result as determined by the Course Director, their advisor or through the Progress and Promotions Committee or ad hoc Remediation Committee.

17. Academic Standards (A3.15a)

Every PA student must satisfactorily complete all four categories of Academic Standards each semester and cumulatively in order to progress to the next semester and remain in good standing while enrolled in the PA Program, these are the standards:

1. PA Program semester and cumulative grade point average (GPA) – Students must maintain a semester and cumulative minimum GPA of 2.70 on a 4.0 scale throughout the didactic and clinical phases of the PA Program. GPAs falling below a 2.70 will be considered unsatisfactory for progression.
2. Letter grade of B- (80%) or better for all required coursework – Students must obtain a minimum letter grade of “B-” in all didactic and clinical coursework in the PA Program. Any grade below “B-” will be considered unsatisfactory and will require remediation by the student.
3. Students must obtain a satisfactory evaluation on all required non-letter graded assignments, projects, and practical skill examinations. Students must obtain a “pass” grade for any “pass/fail” assessment.
4. Students must maintain a satisfactory rating in all categories of the Professionalism Evaluation at the end of every didactic semester and every clinical rotation. Any category considered unsatisfactory will require remediation by the student.

The PA Program is a lock-step curriculum with sequenced courses which build upon the knowledge and skills mastered in previous courses. Students must successfully complete all required coursework and assignments in sequence in order to progress successfully throughout the didactic curriculum. In extenuating circumstances, a student may be given an incomplete for a specific didactic course and allowed to progress to the next didactic semester if the required material can be completed close to the start of the sequenced semester as determined by the program. Students will not be allowed to advance to the clinical phase of the program until all grades of incomplete in didactic courses are resolved. Students who receive a grade of incomplete in any course during the clinical phase of the program may not graduate until all deficiencies are resolved.

Students are encouraged to meet with Course Directors during regularly scheduled office hours for academic support. A student’s advisor will assist the student throughout the program in achieving overall success. Advisors will assist with the coordination of additional support where required. Students seeking additional support have access to the LTU Academic Achievement Center <https://www.ltu.edu/aac/>. The AAC offers study skill workshops, academic coaching and other services.

18. Grading and Examinations

a. Grading

The LTU PA Program grading scale for all coursework with a minimum of 80% for all assessments

Physician Assistant Studies Program Grading Scale for all coursework

Grade	Percent	Quality Points
A	94 to 100	4.00 Superior attainment
A-	90 to 93	3.75
B+	87 to 89	3.25
B	84 to 86	3.00
B-	80 to 83	2.70 Minimal graduate-level attainment
C+	77 to 79	2.25
C	74 to 76	2.00
C-	70 to 73	1.75
F	< 70	

***EOR and Summative exam scores must have a minimum grade of 70% (C-) to be considered satisfactory**

At the discretion of the Course Director, a grade of Incomplete (I) may be used in reporting a student's standing in a course if the Course Director has received a satisfactory explanation for the student's inability to complete the coursework, a minimal grade is not achieved on a final course assessment and remediation has not been completed at the time of grade submission or all necessary evaluations have not been received from a preceptor by the grade submission deadline. There can be agreement to grant an incomplete per the Progress and Promotions Committee, based on available information. The incomplete will be replaced with the earned letter grade once available and necessarily for progression in the program.

b. Examinations

All exams will be synchronous unless otherwise indicated by the Course Director. **Every student must be on time for all exams and quizzes. Except in an emergency/unexpected circumstance, no additional class time will be granted for late arrivals.** If the student has a conflict, this must be discussed with the instructor prior to the day of the exam to arrange alternative testing and with as much notice as possible. An excuse, if appropriate to the missed synchronous element, must be scanned and emailed to the Course Director prior to approval of such a change as these changes will not be automatically granted. The student will be provided the opportunity to make up the missed assessment within 72 hours, per the discretion of the Course Director, if prior notice is provided via email to the Course Director by the student by 7am the morning of the assessment. If no prior notification is provided by the student or at the discretion of the Course Director, the assessment can be made up within 72 hours but will be considered a late assignment. All late make-up assessments will be viewed as remediation and as a final grade, the student will record a score no higher than the minimal competency level for the

material. In other words, remedial work cannot increase the grade for that content area above the minimal competency of B- (80%) for didactic work. In the event of extenuating circumstances, such as a personal emergency, exceptions may be made to this policy at the discretion of the Course Director. Documentation of the event will be required if requested.

During testing of any kind students are not allowed to have any personal belongings, including cell phones, tablets, books, study materials, bags, purses, food or beverages other than water in an enclosed bottle or per the direction of the Course Director. Students are not allowed to have smart watches or any other such electronic device for communication during an exam.

Headphones or any noise canceling devices are not allowed during an exam. Students will not be allowed to take the examination until all prohibited items are removed from the testing area.

Students are not permitted to look up any reference source, including online, book or journal, student notes, or any other information during exams unless notified otherwise. Exams or assignments are *NOT* open source or collaborative unless notified otherwise.

c. Exam Review and Grade Posting

- Completed exams/quizzes will not routinely made available for student viewing
- Students may individually discuss exam performance, by appointment, with the Course Director. ***This must be initiated within 72 hours of the exam grade posting***
- Students are not permitted to copy, photocopy or duplicate exam questions or answers in any way
- Grades may only be released by Program Faculty
- Grades will be posted to a student's Canvas account by Course Directors ***after analysis and review of class performance***
- Students are not to ask Instructors about the release of grades or their individual grades. All Course Directors will post grades after results analysis has been performed and as soon as possible after each assessment
- Failure to get the minimal required grade on an assessment will result in remediation. All remediations may include retesting for exams or may include any number of other assignments to ensure the knowledge is achieved. The Student **MUST** contact the Course Director to discuss an action plan immediately after receiving a failing grade but **within 24 hours** at the latest. The student must also notify their advisor who will communicate with the Course Director to decide on a course of remediation.
- ***Failure of remediation coursework will result in a review by the Progress & Promotion Committee to review student deficiencies and develop an action plan that is most effective in addressing the deficiencies of the student based on their strengths in learning style and the objectives and outcomes that evaluate their learning.***
- Graded assessments will be returned in a timely manner as determined by the content type but usually within 72 hours.

o Written assessments such a H&P and SOAP notes may take up 2+ weeks to return

19. Academic Warning and Probation

Academic Warning is a written warning that signifies that course grades, semester/cumulative GPAs or performance is close to probationary status. This may also occur if required non-letter graded assignments or practical exams are borderline unsatisfactory. A written warning regarding an unsatisfactory mark on an end of semester or end of clinical rotation Professionalism Evaluation may also occur. A warning regarding professionalism may be received at any time during the semester. A verbal warning may be provided by the course director, advisor, program director or program faculty regarding a professionalism issue. If it is not corrected by the student and persists, a formal written professionalism warning may be issued. Per the discretion of the program, a written warning regarding professionalism may be issued without prior verbal warning.

Academic/Professionalism Probation will automatically occur if any of the following circumstances occur:

1. Semester GPA falls *below* 2.70 on a 4.0 scale
2. PA Program cumulative GPA falls *below* 2.70 on a 4.0
3. Student receives a letter grade *below* B- (80%) for a course
4. Student receives a letter grade below the minimum acceptable grade for more than two exams during any one course (80% for all didactic year exams and 70% for all EOR exams)
5. Student receives one egregious unsatisfactory mark or multiple unsatisfactory marks on the end of semester or end of clinical rotation Professionalism Evaluation or the student fails to remediate if required by a professionalism written warning.

Probation recommendations occur at the discretion of the Progress and Promotions Committee. A student may receive Probation regarding Professionalism from the ad hoc Progress and Promotions Committee at any time during the semester if warranted. A student will be allowed only one Academic or Professionalism Probation during enrollment in the PA Program. Any circumstance warranting a second Probation will result in Academic Dismissal or Voluntary Withdrawal from the program.

The period of Academic Probation will be for one semester and will be effective during the semester immediately following the semester in which the student received the Academic Probation. During the semester of Academic Probation, the student must be enrolled in the required sequenced course work in the PA Program. Course Directors, Clinical Preceptors, Faculty Advisors, and the PA Program Director and Medical Director may be involved with recommendations for probation status. This recommendation will be decided upon during the Progress and Promotions Committee meetings held at the end of every semester or assembled as needed. Once a student has been placed on probation, the PA Program will develop a Remediation Pathway plan to bring the student back into compliance. This plan will be agreed upon by the Progress and Promotions Committee and discussed with the student by his/her advisor and the Program Director. The student will need to agree to the plan as outlined or risk dismissal from the program.

The student's progress will be closely monitored during the probationary period by recurrent meetings with their advisor and others as deemed necessary and as part of the probation plan. If the student on Academic Probation receives an "unsatisfactory" score in any of the four categories of academic standards (see section #17), the student will receive a dismissal or be encouraged to voluntarily withdraw from the program. If the student who is on Academic Probation receives a "satisfactory" score in all four categories of academic standards, then the student will be removed from academic probation by the Progress and Promotions Committee for the following semester. Students on Academic Probation will also be required to complete a remediation process as determined by the Progress and Promotions Committee and outlined below.

Notification of Academic Warnings/Probation/Dismissal

Students may receive a written academic warning, academic probation or academic dismissal from the Progress and Promotions Committee when warranted. The student will receive written notification from the Program Director as soon as possible after the Progress and Promotion Committee meeting convenes at the end of each semester. Dismissal recommendations by the Progress and Promotions meetings will be followed by a formal meeting with the Program Director and/or the Program Medical Director and/or the College Dean. The decision to dismiss a student for failure to maintain minimal program standards is one not taken lightly and will be a last resort when all other options have been exhausted.

20. Remediation and Deceleration (A3.15c)

a. Remediation for Academic Probation

If a student is placed on Academic Probation by the Progress & Promotion Committee, the committee will recommend required remediation for the student. Receiving a letter grade of *below* B- (80%) in a course assignment/exam will warrant remediation in that course topic and as part of the plan may involve repeating an examination covering specific topics. The student must receive a minimum grade of 80% on re-tested or other graded materials to successfully remediate. A maximum grade of 80% will then replace the previous grade. Students are only allowed to replace a course grade in one course in the program. The Director of Didactic Education and the Student Advisor will supervise the remediation plan. All remediation documents are placed in the student's advising file.

An individual remediation plan with a set number of remediation hours and specific requirements will be developed for each student on probation. Depending on the reason for academic probation, remediation recommendations will be at the discretion of the Progress & Promotion Committee. The Progress & Promotion Committee will render the recommendation based upon overall quality of student performance and individual circumstance.

b. Exam/Assignment Remediation (Didactic Phase)

The PA Program faculty advisors continually monitor student academic progress in order to identify deficiencies in knowledge, skills or professionalism and are involved in the establishment of remediation. Students concerned about their academic progress may schedule an advising session with their faculty advisor or course director at any time to address their concerns.

Students who score below a B- (80%) on any individual assignment will be required to remediate the content area. Students may also be assigned remediation for deficiencies in professional behavior. The student must receive a grade of a B- (80%) on re-tested materials to successfully remediate. A grade of 80% will then replace the previous grade as the maximal grade achievable in retesting.

A maximum of 2 replacement grades per course are allowed (on exams/quizzes/assignments/etc.). Any remaining grades below 80% will not be changed.

Per the discretion of the course director, the student may be allowed up to two attempts per retested materials in the didactic year. Principal faculty and the Program Director will be actively involved in evaluating student performance and remedial instruction as Course Directors and/or Student Advisors. The PA Program monitors student progress in an ongoing manner but conducts formal reviews of grades and academic progress. At the beginning of the didactic semester, after the first round of exams are administered, a list of exam grades will be compiled for each student and will be reviewed by the faculty advisor. The advisor and student will meet and all grades are reviewed with the student. For any reasons of academic or professionalism concern, an informal plan of action may be developed (such as altered study habits) or a Remediation Pathway plan may be initiated per the discretion of the advisor and with input from the course director(s). Subsequent meetings will be part of the action plan outside of the regularly scheduled advisor meetings.

Per the discretion of the advisor, there may be a mid-semester advising meeting, where grades are again reviewed between the faculty advisor and the student. For any continued or newly recognized academic deficiencies (exam or assignment below B 80%), a Remediation Pathway Plan will be initiated. The course director will notify the student's advisor, who will monitor the remediation process with remediation of the topics provided by the course director. A copy of the remediation plan and advising notes will be placed in the student's advising file. At the end-semester advising meeting, the student's grades are again reviewed. If the student has failed to complete remediation plans by this meeting, a Professionalism Evaluation will reflect an unsatisfactory outcome and may lead to professional probation, as well as other action as determined by the Progress and Promotions Committee. Specific information on didactic year grading can be found in each course syllabi.

Action taken may include any and all of the following and other actions as deemed appropriate to support the student's successful remediation process:

- Meetings between the student and Faculty Advisor, Course Director(s) and the Program Director for the evaluation of deficits and their cause ascertained
- Participation in private instruction or small group sessions

- Additional examinations or course work to demonstrate competencies
- Presentations to confirm content understanding is achieved

c. Exam/Assignment Remediation (Clinical Phase)

The PA Program faculty advisors will continually monitor student academic and professional progress in order to identify deficiencies in knowledge or skills and establish means for remediation during the clinical phase of the program. Students that receive EOR exam grades below 70% or below a B- (80%) for other graded coursework will remediate the content area and be required to repeat the End of Rotation examination (EOR). The Course Director will supervise the remediation with the clinical year student. The student must receive a minimum grade of 70% on the EOR exam or a B- (80%) on other re-tested material to successfully remediate. Performance of 70% on EOR exams or 80% on other re-tested material or better is successful remediation and a maximum EOR grade of 70% (or 80% for other re-tested material) will then replace the previous grade. Students are only allowed to replace an EOR exam grade with a remediated exam grade for up to two EOR exams during the clinical phase of the program (with up to three attempts total allowed per exam). All remediation documents are placed in the student's advising file. ***Any additional costs incurred by the program for retesting will be paid for by the student.***

All Supervised Clinical Practical Experience (SCPE) Learning Outcomes from all the clinical rotation disciplines must be successfully achieved by the students. Students will be assessed on the learning outcomes by the Clinical Preceptor using the Preceptor Evaluation of the Student. Each learning outcome may have several components within the learning outcome and a student is required to achieve all the components for the learning outcome to be met by the student. The learning outcomes are graded on a Likert scale of 1-5. If a student receives a 3.5 or greater on the learning outcome, then the learning outcome was successfully met by the student. If a student receives below 3.5 on a learning outcome, then the student will be required to remediate with the program to correct the deficiency. All components of the learning outcome will be remediated. Specific information on clinical year grading and remediation is located within each clinical year syllabi and the Clinical Year Handbook.

d. Deceleration

The PA Program does not allow academic deceleration of a didactic student from one cohort to the following cohort. If a student voluntarily withdraws or is dismissed from the program, he/she may re-apply to the program if desired. There is no guaranteed acceptance if a student re-applies to the PA Program after withdrawal or dismissal. If the student is in good academic standing (not on probation and has successfully remediated any required content) and requires an extended leave of absence from the program for personal matters, they can request to be decelerated to the following academic year vs a standard withdrawal or dismissal. These requests will be discussed by the program on a case by case basis and a decision made by the Program Director and the Progress and Promotions Committee. The student would be granted guaranteed reentry into the program and would begin the program from the start, regardless of the timing of deceleration related to didactic semester. All program costs would apply.

If clinical students are granted a leave of absence and the student is not able to graduate at a conferment date before the next cohort graduates, then the clinical student will be decelerated to join the next cohort and will graduate with that cohort.

21. Student Withdrawal (A3.15d)

Students are allowed to voluntarily withdraw from the PA Program at any time and must follow LTU University guidelines for course withdrawal. The PA Program is a lock-step curriculum during the didactic phase of the program so students are not allowed to withdraw from a course but must withdraw from the program. Clinical rotation withdrawal may result in a delay of graduation or withdrawal from the program as determined by the PA Program. Withdrawal from the PA Program will have academic and financial implications and it is strongly encouraged that the student discusses this consideration with their advisor and/or the Program Director prior to submission of the request for withdrawal. A withdrawal from any course in the PA Program will result in withdrawal from the PA Program. For 100% tuition refund, the withdrawal period is two weeks from the first day of each semester. The institution will not automatically withdraw students who stop attending classes. Students withdrawing from LTU must meet with the registrar to be withdrawn from the courses in which they are currently registered and complete the appropriate paperwork. Students who withdraw from the PA Program may be allowed to reapply for admission at a later date but must follow all admission requirements and procedures for application. Please see above for requests for deceleration vs withdrawal processes.

22. Student Dismissal (A3.15d)

a. Dismissal

Academic Dismissal is to occur if any of the following circumstances occur:

1. Student receives a final letter course grade *below* B- (80%) after unsuccessful course remediation
2. Student receive unsatisfactory final summative evaluation(s) after unsuccessful summative evaluation remediation
3. Students unable to successfully remediate required exams or coursework at any time during the program within the established guidelines
4. Student on academic probation who falls below the required semester or cumulative GPA or receives a final letter grade *below* B- (80%) in a course after unsuccessful remediation
5. Student on academic or professionalism probation with a professionalism circumstance warranting a second Probation
6. Students may receive a Dismissal for an egregious professionalism circumstance if warranted by the Progress and Promotions Committee at any time during the program

b. Re-application to the PA Program after Academic Dismissal

Students that receive a Dismissal from the PA Program for any academic circumstance may re-apply for admission into the program the following year. If the dismissed student is selected for re-admission, he/she must re-enter with the new matriculating cohort and enroll in all

coursework despite previous adequate performance in those courses. The re-admitted student must maintain a semester GPA of 2.70 or higher on a 4.0 scale and must continuously trend the cumulative GPA upward towards a 2.70 or higher on a 4.0 scale. The student must achieve a cumulative GPA of 2.70 or higher to meet graduation requirements. If at any time the re-admitted student falls below a semester GPA of 2.70, receives a letter grade of less than a B- (80%) in a course, or would be placed on probation, the student will be dismissed from the program. This policy supersedes the college policy on readmission.

23. Disciplinary Procedures

If the student is seen as violating any of the PA Program, University, or Clinical Site rules or regulations the student may be subject to disciplinary procedures. Disciplinary procedures begin with conversations between the student, the Student Advisor, and other individuals relevant to the infraction. If an investigation is warranted to acquire more information it will be conducted by PA Program or University Staff and presented to the Progress and Promotions Committee for an action plan. The PA Program will decide on disciplinary action and present it in writing to the student. The type of disciplinary procedure will depend on the nature of the violation but may include any of the following; written warning, probation, suspension or program dismissal. Other disciplinary actions may take place at the discretion of the University and the PA Program. Students will receive a written notification from the Progress and Promotions Committee regardless of disciplinary actions. Students will receive this written notification from the Program Director as soon as possible after the Student Progress Committee convenes at the end of each semester.

In cases where academic warning and probation are not sufficient to address the concern a student may be suspended. Suspension refers to the separation of the student from LTU for a defined period of time after which the student is permitted to return. If, in the judgment of the PA Program, a situation has or may imminently occur that could seriously jeopardize the safety of the student, patients, other students, the PA Program or Clinical Affiliates, the Program Director may immediately suspend the student from further program related activities while an expedited investigation is performed. The Program Director may consult with the CoHS Dean and may extend the suspension until a complete investigation or resolution has been reached. If the Program Director, in consultation with the Director of Clinical Education, student's advisor and/or Clinical Affiliate determines that the student is unable to participate in the clinical phase of the program without potentially endangering the safety of patients, health care providers, or staff members, the student will be immediately removed from his/her rotation and referred to the Progress and Promotions Committee for urgent evaluation and recommendations, which may include dismissal from the PA Program.

24. Leave of Absence

The PA Program has a very intensive, lock-step curriculum in which the knowledge and skills from one semester builds on the previous semester. Students must complete each didactic semester in order to progress to the next didactic semester and then to the Clinical Phase of the program. Because the curriculum is lock-step and courses are offered only once annually, students would have to wait until the course occurs again one year later.

If the student requests a leave of absence from the PA Program they must submit a written request to the PA Program Director describing in detail their reasons. It is strongly encouraged that the student discusses this consideration with their advisor and/or the Program Director prior to submission of the request for a leave of absence. In case of emergency such discussion or written request may be waived. The PA Program will review the case and either grant or deny the request.

A leave of absence requested during the Didactic Phase of the program may be granted in one of two ways. If the semester courses can be completed before the next semester begins, the student may continue in the current cohort. If the leave of absence is more extended and the student is unable to complete the material in a timely manner to progress with their cohort, a requested deceleration to the following academic year may be granted per the discretion of the Progress and Promotions Committee (see section 20). Academic progression in the PA Program can only occur with successful completion of all didactic semesters in sequenced order. Students receiving an incomplete for a course will not be allowed to progress to the next semester unless the student has completed any required formal remediation and/or the required missing coursework.

A leave of absence requested during the Clinical Phase of the program may be granted, if warranted. If the student leaves during a clinical rotation with weeks uncompleted and an incomplete grade is received, the rotation must be repeated and completed in its entirety. If a student leaves at the completion of one rotation and before the start of a new rotation, the rotation cycle may be temporarily postponed and then re-entered if warranted. If a leave occurs during the Clinical Phase, all clinical rotations and Summative Evaluations must be completed according to the Graduation Requirements and the Academic Standards in order for a student to graduate from the program. If the rotation cycle is postponed and then completed, the student may graduate at the next University conferment date providing all requirements are met. The Progress and Promotions Committee will make recommendations regarding a requested leave of absence of a student to the Program Director for approval. This PA Program policy supersedes the LTU University policy.

The student must be in good academic standing in order to be eligible for a leave of absence. Students may only request a leave of absence one time as a student in the PA Program. If the request is granted, the student must complete all necessary administrative, academic and clinical requirements upon returning to the program. The leave of absence may not exceed twelve consecutive calendar months as the program must be completed within 36 months of matriculation.

25. Summative Evaluations (B4.03)

In addition to examinations within each didactic course, students in the PA Program must also complete and pass summative evaluations in order to be eligible for graduation. The summative evaluation is administered towards the end of the clinical year within four months prior to graduation.

The Program will assess the following areas to verify that each student meets the program competencies required to enter clinical practice including:

- Clinical and technical skills
- Clinical reasoning and problem-solving abilities
- Interpersonal skills
- Medical knowledge
- Professional behaviors

The written exam is multiple choice and utilizes the PAEA format. The exam is meant to be cumulative and comprehensive and includes much of the knowledge, skills and abilities necessary for clinical practice.

The summative evaluation consists of the following:

- End of Curriculum (EOC) written exam (multiple choice format, PAEA)
- Radiology written exam (multiple choice on Canvas)
- EKG written exam (multiple choice on Canvas)
- OSCEs - Objective Structured Clinical Examinations (clinical skills and practical exams)

The EOC/summative exam is meant to be cumulative and comprehensive and includes core tasks and objectives similar to the PANCE and evaluates students' medical knowledge, clinical reasoning and problem-solving abilities. Students must pass the summative written exam with an aggregate score of 70% or greater in order to graduate. If a student does not receive at least 70% they will be afforded an opportunity to retake the exam. If the student does not pass the retake exam with a 70% or higher the student will be referred to the Progress and Promotions Committee, consisting of PA Faculty, the PA Medical Director and the PA Program Director. The Committee will discuss with the student a plan of remediation. At the end of the remediation the student will be allowed to take the exam a final time. If the student fails to complete the remediation process set forth by the committee or does not pass the final attempt at the exam with a 70% or higher they will be dismissed from the program.

Students must also complete OSCE (Objective Structured Clinical Examination) tests during the clinical year and will be administered toward the end of the clinical year. The OSCE is a mock clinical experience where the student acts as a PA interacting with a person acting as a patient. The test is timed and the student must interact with the “patient” as they would in a clinical setting, performing a history and physical, determining a diagnosis, documenting an assessment, and developing a management plan. The OSCE is used to evaluate the students' clinical and technical skills, interpersonal skills, and professional behaviors. The minimum grade for passing each OSCE is 80%.

The Radiology and the EKG written examination is a multiple-choice question exam that will assess the students' medical knowledge, clinical and technical skills, and clinical reasoning and problem-solving abilities. Students will be given scenarios and or images and will need to choose the correct condition, abnormality, or normal study and any associated treatment plans as it pertains to the question. The minimum grade for passing for Radiology & EKG written exam is 80%.

For all coursework during the didactic year, a minimal passing grade is 80%. For the Clinical year, a minimal passing grade for the EOR exams and Summative Exam is 70%. All other Clinical year coursework has a minimal passing grade of 80%.

26. Program Progress and Promotions (A3.15b)

Students in the PA Program will be continuously monitored for their academic, clinical, and professional success. Students must complete each set of courses as outlined in the PA Program curriculum in order to proceed to the next semester. A committee of PA faculty and staff will review each student's performance at the end of every semester to ensure that they are meeting program requirements. Each student will be judged based on their academic standing, clinical evaluation and professional conduct. Student's will progress to the next semester if the committee is satisfied with their performance. Each student must successfully complete all of the courses and clinical rotations and be successful with all summative evaluations within the semester to qualify for progression. Each course in the PA Program will have a syllabus that outlines the necessary steps for satisfactory completion. All documents related to program progress and promotions will be stored in a secured cabinet in the program records office.

If a student's performance is determined to merit disciplinary action at the time of the committee meeting, the student will meet with the program director and/or advisor to discuss the relevant issues. After the committee meeting a decision will be made regarding further action and if a student is to receive any sanction. A student may be sanctioned in any of the following ways; a formal written warning, academic or professional probation, remediation, dismissal from the program, or other option to be determined by the committee. All recommended actions will be reviewed by the department director and the student will receive a letter stating the final decision within seven days. Students have the ability to appeal the decision by the program and must do so in writing to the program director within seven days of receiving the letter.

The PA Program reserves the right to impose sanction upon students for any concern beyond the provisions stated herein. Students who fail to meet any criteria regarding performance may face sanction. Course grades, attendance, clinical performance, patient interactions, and student demeanor may all be considered. Any flagrant violation of prohibited conduct, including sexual harassment, use of drugs or alcohol during PA Program activities, conviction of a felony, dishonesty (including plagiarism, cheating on exams, or falsifying records), or failure to maintain strict confidentiality of patient records or encounters (HIPAA) may result in immediate dismissal from the PA Program.

27. Academic Advising and Faculty Support (A3.10)

All students in the PA Program will be assigned an advisor who will meet with students on a regular and as needed basis. The PA Program Principal Faculty will function as Student Advisors, providing evaluation of student performance and academic counseling. They will also support the students in matters related to their well-being and mental health and be a primary resource for referral if a student is struggling in any way. Students will be notified of their advisor during the program orientation. Advising sessions can be requested by both students and advisors. The goal of these sessions is to provide students with one-on-one support and an opportunity to discuss specific academic or personal issues as well as an opportunity to provide general guidance and encouragement throughout the program. Advisors assist with ensuring students are meeting program requirements and are involved with facilitating progress and promotion activities. Advisors agree to be available to students in a timely manner and provide timely access and/or referral of students to services addressing personal issues which may impact a student's progression in the program. Student advisors and all faculty are to assist students in crisis and assure that they will assist with immediate referral to appropriate services when necessary.

In rare circumstances, a student's advisor may change during the course of the program. We understand the importance of the relationship between the advisor and student and will attempt to avoid this whenever possible. Students cannot request advisor changes but students are encouraged to discuss any concerns they may have with the Program Director as needed.

All advisory documents will be kept in a secured file cabinet in the advisor's office.

Advisors also agree to refer students to other LTU services if deemed necessary, including the advising center, student affairs, financial aid, academic achievement center and clinical counseling services. Students may also seek these support services without referral. Students seeking additional academic support have access to the LTU Academic Achievement Center [Academic Achievement Center](#). LTU also has general student counseling available on campus to all students at: [Student Affairs](#).

If you find yourself struggling with depression, anxiety, or other life-affecting issues, or know of a classmate who is struggling with these issues, please reach out to **Clinical Counseling Services** by visiting building #5, C405, by email to clinicalcounseling@ltu.edu or by calling 248-204-4100. This is a free and confidential service available to all actively enrolled LTU students. When Clinical Counseling Services is unavailable Campus Safety may also be contacted. For more information please visit: [Clinical Counseling](#). LTU has partnered with [MiResource](#) which provides up to date off campus provider information, if a student would prefer not to see a campus clinical counselor or wants to use their insurance. In the case of emergency, such as thoughts of suicide, call 988.

Students with special needs due to physical or other disabilities have access to LTU disabilities services: [Disability Services](#). When medical or psychiatric services are needed the student must

use their personal health insurance for referrals. The LTU PA Program will require documentation for late or incomplete coursework or missed clinical hours related strictly to documentation of the absence or delay. Any documents related to student advising will be stored in a secured cabinet within the program with access limited to required personnel. See 35 for more information on student records.

28. Student Mistreatment (A3.15f)

The PA Program does not condone student mistreatment in any form during the didactic or clinical phases of the program. Student mistreatment is defined as a student being treated unfairly compared to other students in the same environment. If students believe they are being treated unfairly by an Instructor, Preceptor, Staff or another student, the student should notify their advisor immediately, both verbally and in writing. If the student has concerns of mistreatment regarding their advisor then they should contact the Program Director and if concerns are related to the Program Director, they are to contact the CoHS Dean. The Dean is the final step for resolution. Once reported, the individual notified will attempt to assess and resolve the matter if possible and escalate as needed to resolve the situation. This policy does not cover academic appeals, harassment, sexual harassment, or general student complaints. Please see the corresponding policies if a student has a complaint regarding these areas.

29. Student Grievances and Appeals (A3.15g)

Grievances

Grievance is not used to question a rule, policy, regulation or protocol that has been developed by the PA Program, College or University. This policy is used if students believe they have a valid complaint regarding specific circumstances related to a student believing they are being treated unfairly (as a group/cohort and not as an individual). The first step is to speak with the faculty/staff/student who the student believes is treating him/her unfairly in an attempt to reach a resolution or understanding.

The student may also seek advice from his/her advisor on how to approach the situation. If the situation is not resolved by speaking with the involved party(s), that student may schedule an appointment with the Program Director to discuss the situation. If the situation involves a faculty/staff member and is not resolved at the Program Director level or involves the Program Director, the student should then discuss the situation with the CoHS Dean where the grievance will be addressed and resolved as a final step. All escalations to the Program Director or Dean will require a written statement of the unresolved issue submitted when requesting a meeting to discuss the matter.

Appeals

a. Appeal of Academic Dismissal Procedure

1. Students have the right to due process involving appeals process procedures for academic grievances.
2. Students experiencing difficulties within the academic program who feel they are being treated unfairly are encouraged to first address these issues with the course director and

then if not resolved, with the program director as needed and all requests and documentation must be submitted in writing.

3. If the issues are not satisfactorily resolved at the program director level, or if the problem involves the Program Director, then the student may submit a written statement of the problem to the Dean of the College of Health Sciences. The Dean may convene an appeals committee per his/her discretion composed of members from the PA Program and College and in which all decisions by the Dean are final.
4. The appeals process outlined in this handbook supersedes that of the University policies on appeals.

b. Appeal of Grade Procedure

Errors in grades must be called to the attention of the Registrar within the next semester from the date on which the grades were issued. Grade appeals must be made within 10 days of the beginning of the following semester, inclusive of summer semester. The student should first consult the course director to discuss the situation and attempt to arrive at a solution. If the consultation proves unsatisfactory, the student may then submit a written statement of the concern to the PA Program director, along with a copy to the Course Director and their advisor. If the appeal is not resolved at the level of the program director, the student may then appeal to the College of Health Sciences (CoHS) dean. Copies of all materials considered to date must be documented and included throughout the appeal process. Failure to submit all documentation as required will result in the appeal not being considered by the CoHS dean.

The Appeals Committee, if assembled, shall not include any individual member directly involved in the grievance and will meet only after a full investigation of the related circumstances. The student will present their grievance to the committee and will then be excused from the ensuing discussion. Final decisions will be shared with the student in a meeting with the Program Director and the student's advisor following the decision of the committee in a timely manner. This committee will be considered ad hoc as it will not routinely meet but will be assembled on an as needed basis. Members of the committee may be invited as deemed appropriate by the Program Director and Dean and may include any of the following:

1. The Department Chair(s)
2. The Program MDE (Medical Director of Education)
3. Other LTU faculty or administrative members
4. Community PA's, Program Preceptors or student representative

**See Student Action Procedure on website link [Student Policies & Procedures](#)

30. FERPA (A3.17, A3.19)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of current and former student's educational records, and afford students certain rights with respect to their educational records. The PA Program follows LTU's policy which can be reviewed at [Family Educational Rights & Privacy Act](#)

31. HIPAA

All students are required to be familiar with the Health Insurance Portability and Accountability Act (HIPAA) and successfully complete HIPAA training prior to clinical interaction with patients. All patient information is considered confidential and privileged and students must never reveal patient information to any person not directly involved with the care of the patient. Any documentation, charts, lab or test reports related to patients must remain on clinic/hospital property. All patient identifiers are to be removed from any documentation required during clinical coursework. Any violation of HIPAA rules may result in dismissal from the PA Program.

32. Discrimination, Harassment, Sexual Misconduct, and Retaliation (A1.02j)

LTU and the PA Program is dedicated to fostering an environment of mutual respect and honors and embraces the value of every individual. LTU encourages an open learning environment where a free exchange of beliefs and ideas are encouraged and each person's dignity and value is maintained. Any violation of a person's civil liberties may be subject to penalty by state or federal law. Harassment and discrimination based on race, color, religion, gender, ethnicity, nationality, age, political ideology, socio-economic class, sexual orientation or intellectual or physical ability will not be tolerated. Sexual Misconduct and Sex-Based/Gender Discrimination can take many forms, including sexual harassment, sexual misconduct, rape, sexual assault, sexual battery, domestic or dating violence, interpersonal violence, stalking, or other forms of sex-based or gender harassment or discrimination. These types of conduct are prohibited by the Student Code of Conduct, and Lawrence Technological University's Harassment and Discrimination Policy and by law. Evidence of discrimination, harassment or misconduct may result in disciplinary action and dismissal from the program. Students are encouraged to review the University policy on Title IX, which includes discrimination and sexual harassment, on the Sexual Misconduct Response and Prevention website at [Title IX](#). Any staff or faculty member of the PA Program can also assist students in the event of a complaint. Students are encouraged, but not required, to seek counseling with the PA Program Director in the event of an incident occurring by Staff, Preceptors or students within the PA Program. Title IX coordinators at LTU may also assist with filing reports and are also available to students for general questions. If there is an immediate risk to health or safety, the student will dial 911.

Students who wish to report an incident may do so online under the 'Reporting' tab at: [Non-Discrimination & University Standards - Title IX](#). Or they may contact Student Affairs at: 248-204-4100; [Student Affairs](#). Students may also contact Campus Safety 24/7 at, 248-204-3945 or ltu_safety@ltu.edu

The Lawrence Technological University Policy and Grievance Process Manual outlines the processes involved towards identifying, reporting and resolving situations of student allegations of harassment. The policy on harassment, sexual harassment and discrimination, which applies to all LTU staff, faculty and students, can be found at [Grievance Process](#)

The Lawrence Technological University Graduate Catalog 2023-24, provides the current policies in place for the University and the Physician Assistant Program to protect students and provide knowledge for the processes required to report harassment. The Physician Assistant students will be aware of these policies and have access via the Lawrence Technological University Website.

LTU Graduate Catalog 2023-2024 link <https://www.ltu.edu/registrar/current-grad-catalog>

33. Student Employment (A3.04, A3.15e)

Students must not be required to work for the program:

LTU PA students are not allowed to work for the PA Program in any capacity. LTU PA students are not allowed to substitute or function as instructional faculty, clinical staff or administrative staff.

Students are strongly discouraged from any outside employment while enrolled in the LTU PA Program. Due to the intensity of the curriculum it is believed that employment will negatively impact course responsibilities as well as academic or clinical performance. No accommodations will be made for employment conflicts related to program responsibilities. Students should understand that they may be required to attend and participate in learning activities beyond the regularly scheduled classes or clinicals. In addition, clinical rotations may include evening, night, weekend, emergency or call requirements that may conflict with employment. LTU will not consider any student employment responsibility as an acceptable excuse for tardiness or absence during the program. Due to the potential conflict of interest, if students are employed at clinical training sites or have a personal relationship with anyone in the office or staff, they must inform the PA Program and at the earliest possible date (when assigned) prior to beginning the clinical placement and will likely be reassigned to an alternate clinical site. Clinical rotation may not overlap with employment.

34. Student and Faculty Roles (A3.05, A3.09)

PA students must not substitute for or function as instructional faculty or clinical or administrative staff:

Students of the PA Program are not permitted to assume any other role during the course of their studies at LTU. Students are not required to work for the PA Program in any capacity, including substituting for or functioning as, didactic instructional faculty or clinical or administrative staff for any portion of the PA curriculum. However, a student may volunteer to share skills that they have obtained prior to their enrollment in the program related to discrete program activities and only with student and instructor/faculty approval and having no impact on student learning opportunities and participation. During clinical rotations, students will always be under direct supervision and direction by a preceptor and are never to substitute as Clinical Faculty or staff.

Principal Faculty, the Program Director and Medical Director must not participate as healthcare providers for students in the Program except in cases of emergency:

All faculty and staff of the PA Program are precluded from participating as health care providers for students of the PA Program. In cases of emergency, faculty and staff will do whatever is required to maintain the health and safety of the student and facilitate proper care and treatment and safe transfer care to an appropriate provider at the earliest opportunity.

35. Clinical Preceptors (A3.03)

Faculty and staff of the PA Program are responsible for providing Clinical Preceptors and sites for student rotations. PA students are not required to provide or solicit clinical sites or preceptors. The PA Program has developed a procedure for clinical site procurement and preceptor evaluation prior to student attendance. In cases where PA students become aware of a potential clinical site or preceptor for the LTU PA Program, the student may inform the PA Program staff and the PA Program will assume the responsibility of vetting the site and preceptor using established program policies. The student must submit a Site Request form, including contact information, to the PA Program. The PA Program will formally contact the clinical site and preceptor and determine whether it is an appropriate and viable option for students. All required paperwork, including preceptor CV and affiliation agreements, must be completed prior to the start of the rotation. The Director of Clinical Education or the Clinical Education Assistant will assume responsibility of ensuring site acquisition and compliance. All core clinical rotations, including sites and preceptors, will be located within the United States. For additional information on clinical rotation site distance from LTU campus, please review the LTU PA Clinical Year Handbook.

For all confirmed clinical sites, students will be notified of their Clinical Preceptor, rotation times and dates. The student must contact the clinical site prior to the start of the rotation to confirm schedule details. Site specific details related to contacting the Preceptor or site will be located in Exxat. This is the system used by the program for management of clinical year information as well as health information. If the student is unable to contact the site or preceptor, they should notify the Clinical Education Assistant or the Director of Clinical Education as soon as possible and at least 5 business days prior to the beginning of the rotation. Additional clinical year information will be provided in the clinical year handbook and orientation. You will receive clinical rotation Exxat training as part of your clinical year orientation.

36. Identification and Representation (A3.06)

Students in the PA Program are issued an official LTU PA Program ID that must be worn at all times when off the LTU campus and be fully visible to others during all supervised clinical practice experiences and any other situation or facility where patient interaction may occur. Only PA Program approved IDs are allowed, must be clearly visible and should be worn on the upper part of your top, either on the right or left. Some clinical sites may require an additional identification badge to be worn during rotations. The short white lab coats that will be issued to you at the start of the program must be worn when off campus as well and when instructed by

program staff. Students must, at all times, represent themselves as Physician Assistant students of LTU during both personal interactions and any written communication during program related activities. It is especially important that students represent themselves clearly during patient interactions. ***Students of the PA Program must not represent themselves by any other title, regardless of any license, certification or profession held by the student. Students participating in activities outside of those sanctioned by the program must NOT identify themselves as LTU PA Program students at any time.***

37. Dress Code

Attire: Acceptable attire is dependent on the location and activity. You will always be expected to dress for success at all times. At no time should you wear clothing outside the specifications described below unless indicated by the program (such as for a ‘spirit day’). Please discuss with the Course Director or your advisor in advance for any foreseeable difficulties maintaining these standards/expectations (i.e., cultural or financial reasons).

Courses requiring business/ business casual attire (bring short white coat) and your LTU Program ID (wear if instructed) with appropriate footwear

- Clinical Medicine
- Healthcare Issues
- Pharmacology
- Pathophysiology
- Emergency Medicine
- Behavioral Medicine
- Special Populations
- Clinical rotations (unless instructed otherwise)**
- Interprofessional and community activities, site visits**

****Always wear your short white coat and ID with all off campus activities****

Courses requiring scrubs or business casual with short white coat, student ID & appropriate footwear

- Physical Assessment & Exploration (PAE) - lecture and lab
 - You will be required to also bring with you to each PAE lab:
 - Patient gowns
 - Patient sheets
 - Diagnostic medical equipment (stethoscope, BP cuff, otoscope, etc.)
 - Shorts and t-shirts
 - Sports bra (if applicable)

Courses requiring scrubs, short white coat, student ID (Hospital issued student ID) and appropriate footwear (Ascension Activities)

- PAE scheduled skills day
- Medical Diagnostics & Procedures
- Anatomy

- Open Labs (as required)

Lab attire is business casual or scrubs with your short white coat as the examiner. As the examinee, male students will be required to wear shorts and t-shirts while female students will be required to wear shorts and sports bras and assigned hospital gowns. When labs are held at the Ascension SIM lab site, hospital attire will be required including scrubs, your lab coat and ID and hospital appropriate footwear (clean athletic or hospital approved footwear). Students should understand that we are trying to create an environment consistent with a practicing PA environment and mutual examination of fellow students is one of the hallmarks of any medical education.

Students are expected to be dressed in business or business casual attire at all times unless notified otherwise and wearing your LTU PA Program ID (outside of activities requiring scrubs). In general terms this means a shirt with a collar for men and dress pants and dress shoes. For women, this can mean the same as the male attire with a shirt/blouse and dress pants and skirts, dresses are acceptable. Socks or hose are required. All piercings other than ears should be removed for any off-campus activities and tattoos covered as able. Clothing should not be too loose or tight, should not be revealing and skirts or dresses should fall to the knee or below. Jewelry should be minimal, hair should be clean at all times and long hair pulled back or up, makeup minimal and nails neat and trimmed (no artificial nails). Perfume and Cologne should be kept to a minimum during the program and not worn during any patient care activities. Students are expected to maintain excellent body hygiene, wear deodorant daily and shower as needed to remain body odor free.

You will be informed when your short white lab coat is required when on campus. From the first day forward, we believe that dressing for success is important and this will provide opportunities for the faculty to offer guidance as needed to assure that your presentation is as impressive as you are. This will allow you to build a professional wardrobe over time. Do not hesitate to speak with your advisor if you have any questions related to proper attire or if you have any financial concerns regarding obtaining your wardrobe. There will be times when the attire requirements will be different, based on the classes and activities you will be involved in. Please note that all didactic year activities that take place in Ascension facilities will require your LTU or hospital supplied scrubs, your short white lab coat and your LTU or Ascension student ID unless otherwise specified. Appropriate footwear would include fully enclosed professional shoes (no open toes or heel) or clean and new appearing athletic shoes. Please see your course syllabi for specific attire for PAE, Anatomy, MDP and open labs.

38. Student Health Policies (A3.07, A3.08, A3.19)

a. Immunization and Health Screening of Students (A3.07)

Students are required to provide proof that they meet all health requirements of the PA Program prior to matriculation, including proof of vaccination or proof of immunity for the conditions listed below. All students must maintain private health insurance for the duration of the program and provide proof of insurance on matriculation. Clinical rotations will also require evidence of health requirements as well as specific rotation requirements including a urine drug screen prior

to the start of rotations. Rotation specific guidelines will be discussed during the clinical year orientation. All immunization and health screenings are based on the current Center for Disease Control and Prevention recommendations for health professionals and adheres to state specific mandates. The CDC guidelines can be found at: <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Students must provide proof of all required vaccinations that are stored in the Exxat portal at the time of matriculation and with all required updates as needed such as an annual flu vaccination and current covid recommendations.

The LTU PA Program does not allow for international clinical rotations at this time. All clinical sites must be located within the USA and thus there are no additional health requirements or travel health policies required.

PA Program staff and faculty will not have access to student health records. Health records that are required by the program will be stored within Exxat and released by student permission, maintaining HIPAA standards. PA staff and faculty will have access to immunization records and TB screening and bloodborne pathogen or body fluid exposure results as they are not considered to be part of the student health record as needed to comply with clinical sites and University guidelines.

b. Infectious and Environmental Hazards (A3.08a-b)

POLICY ON UNIVERSAL PRECAUTIONS & SAFETY

Education

All students must be present for all training related to universal precautions and student safety prior to engaging in any related activities. This information will be presented during both the didactic and clinical phases of the program. Please see below for procedures and care after exposure, and information regarding financial responsibility of such events.

Universal Precautions

Students are responsible for following OSHA Guidelines for universal precautions at clinical rotation sites, including the use of protective gloves, eyewear, and clothing, the proper use and disposal of sharps, regular hand-washing/hand sanitation, and other precautionary measures. Any documented allergies to latex products should be reported to both preceptors and the appropriate course directors. Each student is responsible to supply any latex-free products they may need, if they are not otherwise available at a given clinical site and for all LTU PA program activities.

Universal Precautions Guidelines:

1. Avoid direct contact with: blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
2. Avoid injuries from all “sharps”

3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions
4. Dispose of all “sharps” promptly in special puncture-resistant containers
5. Dispose of all contaminated articles and materials in a safe manner, as prescribed by law

In Practice, using Universal Precautions also requires:

1. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions, and excretions
2. Depending on job duties and risk of exposure, use appropriate barriers*, which may include: gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, and face shields
3. Bag all specimens before transport to the laboratory

These barriers are to be used to protect:*

- Skin, especially non-intact skin (where there are cuts, chapping, abrasions, or any other break in the skin)
- Mucous membranes, especially eyes, nose and mouth

NOTE: These items of protective apparel, including gloves, are to be removed after each use and PROPERLY disposed of. Gloves, etc. are NOT to be worn from one patient or activity to another

COVID-19 Safety Guidelines and Procedures for Activities in Lab Spaces

For the protection of students, faculty, and staff, the program will follow all current guidelines as required for safe participation in learning activities taking place in the Physician Assistant lab spaces on campus. Students will not be permitted to participate in any on campus activities without following the current recommendations as determined by LTU and the PA program.

CDC Guidelines for Handwashing

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

Follow Five Steps to Wash Your Hands the Right Way: Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice
4. Rinse your hands well under clean, running water
5. Dry your hands using a clean towel or air dry them

Bloodborne Pathogens (BBP) Training

In any situation involving possible exposure to blood or potentially infectious materials, students should always practice Universal Precautions and try to minimize exposure by wearing protective barrier devices (i.e. gloves, splash goggles, gowns, pocket mouth-to-mouth resuscitation masks, etc.). Students will participate in course content during the first semester and prior to any patient exposure, that will educate them on the following: what BBP are, common modes of transmission, needle stick injuries/sharps incidents, methods of prevention, and protocol on exposure/Incidents (including incident form reporting). This is covered in PAE and you will be required to sign documentation that you have completed this coursework.

Students in the PA Program must be aware that the PA profession may expose them to certain infectious and environmental hazards which have the potential to cause bodily harm. These occurrences may happen during both the didactic and clinical portions of the program. The PA Program will forewarn students and address risk of exposure and methods of precaution and prevention prior to any potential encounter will be provided during the didactic year and in preparation for the clinical year.

In the event that the student has an exposure to any infectious or environmental hazard the student must complete the following steps. The student is to follow the protocols established by the site (within the hospital setting or rotation) or within the PA Program for treatment first and foremost. The program is to be notified immediately or as soon as is practical. Whom to notify within the program will depend on where the exposure occurred. If off campus, the student is to contact the appropriate Course Director (if during the didactic year) and their advisor. If during the clinical year, the Director of Clinical Education or Clinical Education Assistant should be notified who will in turn notify the student's advisor and the Program Director. The required documents must be completed and returned to the program (as above) as soon as possible. A step by step action plan is as follows:

1. Wash or flush the site of exposure immediately with water and soap.
2. Seek appropriate medical care, ideally within two hours. All students must first ascertain the safety of patients if involved and then immediately seek care. If exposure occurs during clinical rotations, contact the appropriate department; i.e. Occupational Health, Infection Control at the facility and follow the site-specific protocols in place. If the site does not have care provisions (i.e. a hospital setting), post exposure care and treatment will need to be provided by your personal healthcare provider or local healthcare facility within an urgent timeframe.
3. Complete an incident report form (see forms section of this handbook) and site appropriate paperwork with the Site Preceptor or Site Manager at the site of exposure if one is available. Programmatic documents will also be required in the event of an exposure. All forms will be available in an electronic format on the student's Canvas account webpages and the documents will be reviewed during the clinical year orientation.
4. Notify the PA Program at LTU as soon as reasonably possible at the PA Program number (Program Administrator/Coordinator) at 248-204-3587 or the Clinical Education Assistant

at 248-204-3655. If after hours or on weekends but during program rotations or activities, you should contact the Director of Clinical Education or PA Program Director by cell for support and guidance.

5. It is expected that the student will complete all recommended follow up and treatments prescribed by the treating clinician.
6. Understand that in the event of significant injury related to an exposure incident the student's ability to continue in the PA Program may be delayed or interrupted, resulting in leave of absence or withdrawal. All efforts will be made to accommodate the student's return to the program in a timely manner.

c. Financial Responsibility (A3.08c)

Financial responsibility for all exposure testing and treatment will be assumed by the student utilizing their private health insurance unless indicated otherwise per the clinical site at the time of exposure.

d. Student Health Insurance (A3.09, A3.10)

All students are required to have personal health insurance coverage for the duration of the program. When medical or psychiatric services are needed the student must use their personal health insurance for referrals.

LTU also has general student counseling available on campus to all students [Student Affairs](#).

Students with special needs due to physical or other disabilities have access to LTU disabilities services [Disability Services](#). Know that we are here for you and do not hesitate to reach out to any of us for help. Also remember that your Faculty Advisor is your mentor and advocate throughout the program, from your initial orientation to your graduation day and beyond.

39. Student Records (A3.17-A3.19)

LTU and the PA Program will maintain student records for admissions, financial status, performance, remediation efforts and outcomes, academic and behavioral disciplinary action, status of program progress and completion and all other records required per the University, the ARC (our accrediting body) and for program data collection purposes.

Academic records and other confidential information of students and faculty are located in administrative areas of the PA Program off limits to students and unauthorized persons. Administrative offices are locked when faculty are not present and locked file cabinets are utilized. Students and unauthorized persons do not have access to the administrative offices. Computer files containing confidential records can only be accessed by passwords held only by appropriate faculty and program staff. Students and faculty receive and review the FERPA policy from the University. Students can review their education records by making a written

request to the registrar office. For additional information regarding FERPA, please see the LTU policy at [Family Educational Rights & Privacy Act](#)

All student health records are confidential and subject to HIPAA guidelines and not accessible to or reviewed by program staff and faculty. All student health records are kept securely in Exxat or shared by student granted permission. The PA Program will have access to student immunization and titer records, TB testing results, and proof of health insurance. Records of incident reports, needle sticks, drug screening, and criminal background checks are not considered part of the student health record.

40. Liability Insurance

LTU provides liability insurance to protect students from claims made during supervised clinical practice experiences and other clinical activities. The liability policy will only cover student activities directly associated with clinical experiences as part of the LTU PA Program and does not extend to student activities outside of that domain. Additional information regarding liability insurance policy can be obtained from the PA Program.

41. Student Safety (A1.02g)

Lawrence Tech. University Campus Safety

LTU and the PA Program is dedicated to providing a safe and secure environment for faculty and students. The LTU Campus Safety Department provides a variety of 24-hour security services. Their offices are located in next to ours in Building #17. They provide security assistance, safety escorts, motorist assistance, and assistance with medical emergencies. Campus Safety services traffic and parking supervision and issues LTU parking permits. Students are able to sign up to the Rave Guardian mobile app which has several safety features which can be utilized on or off campus. Students can utilize the emergency notification system with their mobile phones which provides campus alerts for a variety of safety concerns, including accidents, power outages, threats, medical emergencies, etc. Campus safety information is shared during new student orientation. Please add all important numbers to your cell phones now. If you are leaving campus after dark or would like to request an escort, please contact campus safety at the number and email below.

In the case of a fire alarm sounding, proceed to the nearest stairwell to your current location and proceed to street level. Do not take the elevators. All evacuation routes are posted within each building, usually immediately outside of the classroom. Please make sure to review evacuation routes so you are familiar with them and ask for clarifications as needed.

Additional information on Campus Safety, including the LTU Campus Safety Guide, the annual security and fire safety report, and the LTU emergency response plan can be found at the Campus Safety webpage at [LTU - Campus Safety](#). Contact numbers for Campus Safety include 248-356-1165 for emergency and 248-204-3945 for non-emergency. The LTU weather emergency hotline

is 248-204-2222. Contact numbers for Southfield Police include 911 for emergency and 248-796-5500 for non-emergency.

Ascension Campus Safety

You will be participating in activities at both the Novi and Southfield locations during both your didactic and clinical years. Both campuses have extensive safety measures in place dedicated to providing a safe and secure environment for faculty and students. The Novi and Southfield Campus Safety Department provides a variety of 24-hour security services including security personnel, security cameras throughout the hospital and parking areas etc. They provide security assistance, safety escorts, motorist assistance, and assistance with medical emergencies. General information services can put you in touch with security if needed at 248-849-3000.

Clinical Site Safety

The PA Program is also responsible for student safety during clinical rotations. Clinical Preceptors will provide safety and security information as part of a student's orientation to the clinical rotation and ascertained initially at site approval and annually via a program site visit questionnaire. If a student feels unsafe at any time during a rotation, they are to go to a safe place and contact the program immediately for guidance and assistance. Your safety is our greatest concern. Additional information regarding student safety during the clinical rotations can be found in the Clinical Year Handbook.

42. Academic Support and Student Services (A1.04)

Financial aid: Office of Financial Aid

Although the folks at the Office of Financial Aid are the experts in all things financial aid, do not hesitate to discuss any concerns you may have during your time in the program with your advisor. We are committed to creating the best learning environment possible and financial worries, including such things as food or financial insecurity, can make learning a challenge. All conversations will be confidential and only involve those who can assist you with any concerns you may have.

LTU Library Resources: LTU Library Guides

Ascension Library Resources: Ascension E-Library

IT Resources:

eHelp Desk <https://www.ltu.edu/ehelp/>

eLearning Services <https://www.ltu.edu/elearning/>

Academic Achievement Center:

At the Academic Achievement Center (AAC), LTU students can receive tutoring, utilize testing services, meet one-on-one with an academic coach, attend academic and study skills workshops, and

study independently or with a group in a welcoming and inclusive space. Although most services are focused on the undergraduate student, they provide support to all students. Please understand that the program faculty are dedicated to supporting you throughout the program and will support your academic needs.

Academic support may be found on the LTU Campus at: 248-204-4120 or at: [Academic Achievement Center](#) or by email at: aac@ltu.edu.

Other Resources:

Horltdt Family Writing Center <https://www.ltu.edu/one-stop-center/hfwc>

Bookstore <https://lawrence-tech.bncollege.com/shop/lawrence-tech/page/find-textbooks>

Academic Advising <https://ltu.edu/advising>

Student Affairs <https://www.ltu.edu/student-affairs>

Student Counseling <https://www.ltu.edu/counseling>

Career Services https://www.ltu.edu/career_services/

Disability Services <https://www.ltu.edu/disability-services>

Registrar Office <https://www.ltu.edu/registrar>

Diversity, Equity, Inclusion <https://www.ltu.edu/dei/>

Student Accounts <https://www.ltu.edu/studentaccounts>

The Administrative staff are also always available to assist with pointing you in the right direction if you have any questions about whom to contact related to any LTU and community resource you may need. Remember that your advisor is your program mentor throughout your time in the program and is here to help and support you in any way they can.

43. Program Progression and Completion (A3.15b)

In order to graduate from the LTU Physician Assistant Program, every student must meet the following requirements:

1. Satisfactory completion of the Master of Physician Assistant Studies Curriculum (105 credit hours) with all required coursework with a passing final grade of “B-” or better in each course. One unsatisfactory course grade with documented successful remediation with approval of the Progress & Promotion Committee.
2. Demonstration of a PA Program cumulative grade point average of 2.75 or greater on the 4.0 scale at time of graduation.
3. Demonstration of an overall satisfactory rating on the Professionalism Evaluation throughout enrollment in the PA Program.
4. Demonstration of a grade of Satisfactory on any non-letter graded academic requirement for the program (ex. Clinical skills evaluations)

5. SCPEs outcomes met and completed in the following settings: emergency department, inpatient, outpatient, and operating room
6. SCPEs outcomes met and completed in the following disciplines: family medicine, internal medicine, pediatrics, surgery, emergency medicine, women's health (including prenatal and gynecologic care), behavioral and mental health care
7. SCPEs outcomes met and completed in the following areas:
 - a. preventative, emergent, acute, and chronic patient encounters
 - b. across the lifespan, to include infants, children, adolescents, adults, and the elderly
 - c. women's health (including prenatal and gynecologic care)
 - d. conditions requiring surgical management, including pre-operative, intra-operative, and post-operative care
 - e. behavioral and mental health care
8. Completion of the PAEA Comprehensive Summative Examination with a grade of 70% or higher and also successful completion of the other summative evaluations with a grade of 80% or higher.
9. Complete 2 PACKRAT exams (will not count toward course grades)
10. Payment in full of all financial obligations to the University
11. Attendance at all required events including white coat ceremonies, LTU and program graduation ceremonies and all mandatory events throughout the Program.
12. Recommendation by the PA Program Progress and Promotions Committee with final confirmation of approval by the Program Director.
13. Completion of all programmatic requirements including IPE, site visits, required community service, all program surveys etc
14. The deadline for program completion and graduation is 36 months from the date of matriculation. Most students will be able to complete the requirements within the standard 2 years. If a leave of absence is granted, the student must complete the program within 36 months after matriculation.

44. Program Forms



PA PROGRAM STUDENT HANDBOOK STUDENT AGREEMENT

I have read and understand the contents of the Lawrence Technological University PA Program Student Handbook, the Lawrence Technological University Graduate Catalog, and all of the hyperlinks and references to other Lawrence Technological University documents contained therein. I have had the opportunity to seek clarifications as needed to assure I completely understand the contents and responsibilities of an LTU PA student. All students are subject to LTU policies and practices equally. I accept all terms and agree to comply with all policies and standards. I understand that failure to comply with any of the policies may result in disciplinary action up to and including



PA Program CLINICAL ROTATION STUDENT AGREEMENT

I have read and understand the contents of the Lawrence Technological University PA Program Student Handbook, the Lawrence Technological University Graduate Catalog, and all of the hyperlinks and references to other Lawrence Technological University documents contained therein. All students are subject to LTU policies and practices equally. I accept all terms and agree to comply with all policies and standards. I understand that clinical site policies may supersede policies of LTU. I understand that failure to comply with any of the policies may result in dismissal from the PA Program in addition to any further action by Lawrence Technological University.

Student Name

Banner ID

Student Signature

Date

Adopted: *July 2022*



PA PROGRAM MEDIA RELEASE FORM

The Physician Assistant Program at Lawrence Technological University may utilize photographic images or audiovisual recording of its students for promotional material, college publications, web based material, mass media content, educational events or public relations.

Please clearly check one of the boxes below. Selecting YES gives the LTU PA Program permission to use your image. By selecting yes, you agree to release and waive LTU and staff from any liability for use of media and waive any remuneration. Note that this does not include recordings made as part of course related instruction and assessment which can be used freely for educational purposes within the program.

- ☐ Yes, I give LTU PA Program permission
- ☐ No, I do not give LTU PA Program permission

Student Name

Banner ID

Student Signature

Date

Adopted: July 2022



HIPAA/CONFIDENTIALITY POLICY STUDENT AGREEMENT

HIPAA (Health Insurance Portability and Accountability Act) allows for the security, protection, and privacy of patients' medical records. As a student of the Lawrence Technological University PA Program, I understand that I will have access to patient medical records and have an ethical and legal obligation to protect the patient's privacy and confidentiality of their information.

I understand that no patient information may be disclosed in any manner to any unauthorized person, including family or friends. Any request by the patient to release medical information must be referred to the proper authority as no student will be responsible for releasing patient information. I agree to not discuss patient information in any public place with any person. Discussions regarding medical information must only be conducted in the appropriate medical setting with authorized persons. I agree that I will not leave medical charts or any written patient information in any unauthorized area. I agree that I will not remove any patient information of any kind, personal or medical, from the healthcare facility. I am aware that each clinical site will have a confidentiality policy and I agree to its terms.

I accept all terms and agree to comply with all policies and standards. I understand that any activity that is a violation of this agreement will be reported to the Clinical Advisor and the PA Program. I understand that failure to comply with any of the policies may result in dismissal from the PA Program in addition to any further action by Lawrence Technological University and the healthcare facility where the transgression occurred.

Student Name

Banner ID

Student Signature

Date



ACADEMIC HONOR CODE

Graduate Students

In adopting this Honor Code, students of Lawrence Technological University recognize that academic honesty and integrity are fundamental values of the University community. The quality of a Lawrence Technological University education is dependent upon the community acceptance and enforcement of the Honor Code. Students who enroll at Lawrence Technological University commit to holding themselves and their peers to the high standard of academic integrity. An individual who becomes aware of a violation of the Honor Code has an obligation to report this violation.

Members of the Lawrence Technological University community pledge to hold themselves and their peers to the highest standards of academic honesty and integrity.

STUDENT PLEDGE

All graduate students at Lawrence Technological University are required to sign the student pledge when they begin graduate studies.

"I pledge that on all academic work that I submit, I will neither give nor receive unauthorized aid, nor will I present another person's work as my own."

Signature

Date

Printed Name

Banner ID

Original to: Dean of Students
Copies to: Graduate Program Director, Student
Adopted: March 2004
Revised: February 2007, October 2008

Verification of Receipt & Understanding of Clinical Student Handbook

I have read and understand the contents of both the Lawrence Technological University PA Program Student Handbook and Clinical Year Handbook included above, the Lawrence Technological University Graduate Catalog, and all of the hyperlinks and references to other Lawrence Technological University documents contained therein. All students are subject to LTU policies and practices equally. I accept all terms and agree to comply with all policies and standards. I understand that failure to comply with any of the policies as mentioned may result in disciplinary action up to and including dismissal from the PA Program in addition to any further action by Lawrence Technological University.

Student Name (please print clearly)

Student Signature

Date signed

Clinical Education Coordinator Signature

Date signed



Student Absence Form

Student Instructions: It is your responsibility to obtain and complete this form whenever you miss a class or clinical day. If it is an anticipated absence, please complete the form as much in advance of the class(es) as possible you expect to miss; if it is an unanticipated absence, you must fill out this form on the first day you return to class/rotation at the latest.

1. Notify your course director via email as soon as possible if anticipated.
2. When you have completed this form, print and sign it then submit it to the course director(s) for the didactic year, or to the clinical year faculty member for the clinical year.
3. Notify your advisor of all absences via email

Student Name	
Date completed	
Date of Absence(s)	
Course/ Activity/ Rotation affected	
Preceptor(s)/ Instructor(s)	
Advisor	

Check one: ☐ Anticipated absence ☐ Unanticipated absence

Reason for Absence: _____

Missed material remediation plans:

Student Signature

Date

For Course Director/ Faculty Use Only:

Form submitted on time: ☐ Yes ☐ No

Excused absence? ☐ Yes ☐ No

Course material missed due to absence (check all that apply):

☐ Lecture ☐ Exam ☐ Group Assignment ☐ Skills/Anatomy Lab ☐ Quiz

☐ Clinical Rotation ☐ Other:

May the student remediate the missed work? ☐ Yes ☐ No

Plan for remediation (if applicable):

Faculty Director Printed Name

Signature:

Date:



Injury/Exposure/Needlestick Report

This form is to be used to report bodily injury, exposure to bloodborne pathogens or needlestick/sharps injuries.

Student Name (PRINT) _____

Date _____

Student Phone _____

Student Email _____

Institution/Office

Preceptor/Instructor Name

Has an Incident Report been filed at the Institution/Office? Yes _____ No _____

If yes, who filed the report? _____

Date and Time of Exposure or Injury _____

Type of Exposure or Injury _____

Location of Exposure or Injury _____

Exposed or Injured Body Part _____

Was the student following standard precaution guidelines? Yes _____ No _____

Describe the incident in detail including names of other personnel present. Attach additional sheets, if necessary.

Is the source a known positive HIV, Hepatitis B or C?

Yes _____ No _____ Unsure/ NA _____

Medical treatment/ recommendations

Student Name (Signature)

Date



LAWRENCE TECHNOLOGICAL UNIVERSITY PHYSICIAN ASSISTANT PROGRAM STANDARDS AND POLICIES ACKNOWLEDGEMENT FORM

The Program Director and Faculty of Lawrence Technological University (LTU) Physician Assistant (PA) Program must be familiar with all standards and policies required for PA Program accreditation. The Program Director, faculty and staff must be familiar with the ARC-PA application requirements. The Program Director and Faculty must also be familiar with all LTU policy documents including the LTU Faculty Handbook, the PA Student Handbook, the LTU Student Code of Conduct, the LTU Graduate Catalog, and all of the hyperlinks and references to other Lawrence Technological University documents and those contained within the PA Program Shared Drive.

I agree to comply with all ARC-PA Standards and Policies and have had all of my questions answered prior to signing. I acknowledge that it is my responsibility to be aware of and review such Standards and Policies as needed and at least annually to assure compliance. I agree to comply with all LTU PA Program policies and standards.

Faculty/Staff Name

Faculty/Staff Signature

Date

I agree to adhere to all PA Program policies, standards and practices unless superseded by differing policies at a clinical site. (A3.01)

Faculty/Staff Signature

Date

I agree to apply all policies, standards and practices to all PA Program students equally. (A3.02)

Faculty/Staff Signature

Date

I understand and agree that no students of the PA Program shall be required to provide or solicit clinical sites or preceptors. (A3.03)

Faculty/Staff Signature

Date

I understand and agree that no students shall work for the PA Program or substitute for or function as instructional faculty, clinical or administrative staff. (A3.04, A3.05)

Faculty Signature

Date

I agree that I will not act as a health care provider for any student except in an emergency situation. (A3.09)

Faculty/Staff Signature

Date

I agree to provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program. (A3.10)

Faculty/Staff Signature

Date

Program Contact Information

Name/Title	Phone #	Email
Department Chair/ Program Director Charles Regan, MS, PA-C	(248) 204-3582-office (586) 215-0070-cell	cregan@ltu.edu
Medical Director: Alan Ghassan MD		alan.ghassan@ascension.org
Assistant Professor, Director of Clinical Education Rania Krayem, M. Ed. MPAS, PA-C	(248) 204-3606-office	rkrayem@ltu.edu
Assistant Professor, Director of Didactic Education Janelle Yousif, MS, PA-C	(248) 204-3604 office	jyusif@ltu.edu
Assistant Professor, Director of Data, Assessments, & Evaluations Amber Murphy, MMSs, PA-C	(248) 204-3602 office	amurphy@ltu.edu
Assistant Professor Brittany Murphy, MS, PA-C	(248) 204-3658 office	bmurphy@ltu.edu
Admin. Asst. – Program Coordinator Elizabeth Porter	(248) 204-3587 office	eporter@ltu.edu
Admin. Asst. - Clinical Education Assistant Olivia Thompson Tinsley	(248) 204-3655 office	othompson@ltu.edu
Provost, Interim Dean College of Health Sciences Dr. Richard Heist	(248) 204-4103 office	rheist@ltu.edu