

University of La Verne



STUDENT HANDBOOK

PHYSICIAN ASSISTANT PROGRAM POLICIES AND PROCEDURES

2022-2023

Last Revision: 02/01/2023 by Aaron Kan

The information contained in this Student Handbook is an extension of current policies and procedures of the PA Program and the University of La Verne. *The policies underlying this manual are subject to change without notice and supersede this manual. This manual will be revised from time to time. Revisions will be made available to students. This manual was last revised on February 1, 2023.*

COVID-19 Impact

The contents of this 2022-2023 handbook reflect standard operating conditions for the academic year.

However, the global COVID-19 pandemic has resulted in a rapidly changing environment for higher education, and University of La Verne will respond to those changes in the interest of the health and well-being of all our students, faculty, staff and administration. Changes to policy, procedure and practice may be necessary from time to time, and these changes will be published using typical communication channels, including mail, email, publication to the university web site, press releases, and other channels as deemed appropriate. These changes may supplement and supersede any inconsistent provisions found in this handbook.

Accreditation status (A3.12a):

At its **June 2022** meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) extended **Accreditation-Probation** status for the **University of La Verne Physician Assistant Program** sponsored by the **University of La Verne** until its next review in **June 2024**.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance. Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation – Provisional or Accreditation – Continued does not, in the judgment of the ARC-PA, meet the *Standards* or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional official(s).

The program's accreditation history can be viewed on the ARC-PA website at <http://www.arc-pa.org/accreditation-history-university-of-la-verne/>

Contents

Accreditation status (A3.12a):	2
INTRODUCTION & OVERVIEW	8
Introduction to the Physician Assistant Program	8
MISSION STATEMENTS	8
CONTACT INFORMATION	9
PROGRAM GOALS AND LEARNING OUTCOMES (A3.12b)	10
Program Goals (A3.12b)	10
Program Learning Outcomes	10
Important Dates: 2022 to 2023	11
GENERAL INFORMATION	12
TECHNICAL STANDARDS (A3.13e)	12
Students with disabilities	12
Technical Standards (A3.13e)	13
TUITION, FINANCIAL AID, AND SCHOLARSHIP INFORMATION (A1.02k, A3.12f)	14
Program Specific Fees	14
Estimated Tuition & Fees	14
Payment of Educational Costs	15
Tuition Credits/Refunds	16
Tuition Refund/Credit Policy	16
Refund Transactions	16
STUDENT RIGHTS	16
ACCESS TO INFORMATION	16
STUDENT RECORDS (A3.17, A3.18, A3.19)	17
REQUIRED SCPE DOCUMENTATION	17
NAME CHANGE – STUDENTS	17
STUDENT EMPLOYMENT	17
Student Employment Policy (A3.04, A3.05)	17
Employment While Enrolled Policy (A3.15e)	18
CAREER OPPORTUNITIES	18
STUDENT IDENTIFICATION (A3.06)	18
WHITE COAT CEREMONY	18
COMMUNICATION WITH FACULTY AND STAFF	18
PROGRAM OVERVIEW (B1)	19
Program Curriculum (A3.12d; A3.12e)	19
CURRICULUM SEQUENCING	21

University of La Verne

Curriculum Sequencing Map (<i>B1.04</i>)	21
STUDENT EVALUATION OF COURSES (<i>C1.02a</i>)	21
COMPUTER SKILLS	21
STUDENT LAPTOP COMPUTER REQUIREMENTS	22
LIABILITY INSURANCE	22
RELIGIOUS ACADEMIC ACCOMMODATION POLICY (<i>A1.11d</i>)	22
PRIVACY, CONFIDENTIALITY, & SAFETY	23
Confidentiality (FERPA)	23
Privacy Education (HIPAA)	24
OSHA Training (<i>A3.08</i>)	24
ACADEMIC SUPPORT	26
ACADEMIC ADVISING AND MENTORING (<i>A1.04, A2.05e</i>)	26
SELECTION OF CLASS REPRESENTATIVES	27
ACADEMIC PROGRESS POLICIES	28
PROGRAM PROGRESSION (<i>A3.15b, B4.01, B4.03</i>)	28
Academic Integrity (Academic Dishonesty Policy)	28
Safe, Ethical and Professional Behavior	29
Grading Policy	32
Didactic Phase Progression	33
COMPREHENSIVE REVIEW AND EXAMINATION (<i>B4.03</i>)	34
Summative evaluation (<i>B4.03</i>)	34
REMEDICATION (<i>A3.15c</i>)	34
PROBATION AND DISMISSAL	37
Probation	37
Dismissal Policy	40
APPEALS (<i>A3.15g</i>)	41
Appeals Process	41
GRIEVANCE (<i>A3.15g</i>)	43
Grievance Process	44
DUE PROCESS (<i>A3.15</i>)	45
ATTENDANCE POLICY	45
SCPE Attendance	46
PROFESSIONAL MEETINGS	47
LEAVE OF ABSENCE (LOA) POLICY (<i>A3.15</i>)	47
STUDENT SOLICITATION OF CLINICAL SITES AND PRECEPTORS POLICY (<i>A3.03</i>)	48
RISK FREE RIGHTS OF PATIENTS	48
RISK FREE RIGHT OF STUDENTS	49
Recording In-Class and Lab	49

University of La Verne

INFORMED CONSENT FOR LABORATORY PARTICIPATION	49	
Laboratory Assignments		50
LABORATORY AND EQUIPMENT SAFETY (A1.02g)	50	
Laboratory, Classroom and Equipment Procedures:		51
USE OF RESEARCH SUBJECTS	51	
STANDARDS OF CONDUCT	51	
Parental Notification		52
Violations of the Law		52
Mandated Reporting		52
Prohibited Conduct		53
HARASSMENT (A1.02j, A3.15)	53	
NON-DISCRIMINATION – STUDENTS (A3.15)	53	
Title IX: Sex Discrimination, Harassment, and Assault		54
CODE OF STUDENT CONDUCT	54	
Classroom Etiquette		54
Digital Etiquette in the Classroom		55
Social Media Policy		55
STUDENT APPEARANCE AND DRESS CODE	57	
DRUG AND ALCOHOL ABUSE PREVENTION POLICY (DAAPP)	58	
Drug Screening		58
Additional Policy/Procedure Information		59
Standards of Conduct		59
Disciplinary Procedures		59
Disciplinary Sanctions		59
Tobacco Use		60
CRIMINAL BACKGROUND CHECK	60	
STUDENT SAFETY (A1.02g)	61	
Student Safety at Rotation Site (SCPEs) (A1.02g)		61
STANDARD PRECAUTIONS (A3.08)	61	
COVID-19 SPECIFIC EXPECTATIONS AND PROTOCOLS	62	
LEARNING RESOURCES & STUDENT SERVICES	65	
LIBRARY RESOURCES (A1.04, A1.09)	65	
STUDENT SERVICES (A1.04, A1.09)	65	
Division of Student Affairs		65
Campus Activities Board (CAB)		65
Clubs and Organizations		65
Commencement Services		65
Dining Services		65
Emergency Student Loans		65
Greek Life		65
International Services and Engagement (OISE)		66
The Center for Multicultural Services (CMS)		66
Housing and Residential Life		66

University of La Verne

Veteran Student Success _____	66
Academic Success Center _____	66
Bookstore _____	66
Campus Safety and Transportation _____	66
Child Development Center _____	67
Office of Civic and Community Engagement (OCCE) _____	67
Office of Diversity, Equity, and Inclusion (ODEI) _____	67
Office of Religious and Spiritual Life _____	67
Sports Science and Athletics Pavilion _____	67
STUDENT HEALTH & WELLNESS _____	68
REQUIRED PHYSICAL EXAMINATION (A3.07a, A3.09, A3.17b, A3.19) _____	68
REQUIRED IMMUNIZATIONS POLICY (A3.07, A3.17b, A3.19) _____	68
HEALTH INSURANCE _____	69
HEALTH CENTER (A1.04) _____	69
EMERGENCY MEDICAL CARE _____	70
FACULTY PROVIDING HEALTHCARE POLICY _____	71
COUNSELING, TESTING, AND HEALTH EDUCATION POLICY (A1.04, A3.10) _____	71
HEALTH STATUS _____	72
HEALTH RISKS _____	72
Potential Health Risks for Students _____	73
CAMPUS SAFETY, EMERGENCIES, AND CRIME REPORTING AND PREVENTION (A1.02) _____	74
Personal Security Planning _____	74
Campus Communications and Alerts _____	74
Omnilert/ULV Alert – (855) 858-2537 _____	74
ULV Alert _____	75
Preparing for an Active Shooter _____	75
Behavioral Intervention Team _____	75
Reporting Crimes _____	75
Social Justice Incident Reporting _____	76
Sex Offender Registry and Access to Related Information _____	76
Confidential or Sensitive Reports _____	76
2018 Jeanne Clery Act (ASR) – Campus Crime Statistics _____	76
Emergency Notification Service “ULV Alert” _____	77
Emergency Evacuation Procedures _____	77
ACCIDENTAL EXPOSURE POLICY (A3.08) _____	77
Accidental Exposure Policy _____	78
Universal Precautions (aka Standard Precautions) _____	78
Procedure (Off-Campus) Exposure _____	79
Procedure (On-Campus) Exposure _____	79
Appendix A: Program Committees _____	82
APPENDIX B: Guidelines for Ethical Conduct for the PA Profession _____	84
APPENDIX C: DECLARATION STATEMENTS _____	85
APPENDIX D: EXPOSURE NOTIFICATION FORM _____	87

INTRODUCTION & OVERVIEW

Introduction to the Physician Assistant Program

This *Student Handbook* (A3.01, A3.02, A3.12) is designed to orient and guide students admitted to the physician assistant (PA) program through their educational journey at the University of La Verne. It contains information regarding the policies and procedures that govern both administrative and academic matters. Where appropriate, students may be referred to additional documents for further information on program policies and procedures. Program policies apply to all students, principal faculty, the Program Director, and Medical Director, regardless of the location, except in circumstances where discrepancies may exist between program policies and those at preceptor locations. Clinical site policies may supersede those of the program. Clarification of matters contained in this handbook may be obtained from the Program Director and/or program faculty.

Students are expected to familiarize themselves with the information in the *Student Handbook* and with other program-related documents. Students are also expected to familiarize themselves with the University of La Verne catalog. PA students should note that the policies outlined in this *Student Handbook* may be more stringent than the policies contained in the university catalog. PA students are accountable for the contents of the entire handbook; it is imperative that each student **carefully read, understand, and sign the acknowledgment** at the end of the *Student Handbook*.

The PA Program reserves the right to amend, without prior notice, the policies and/or procedures outlined in this handbook and in other associated documents, at any time. Any such changes will be duly published, whether in electronic or other form, and communicated to all students active in the program. This handbook is neither a contract nor an offer to enter into a contract.

The University of La Verne is accredited by the WASC Senior College and University Commission (WSCUC). Information about La Verne's accreditation process is available at: <https://www.wscuc.org/institutions/university-of-la-verne/>.

MISSION STATEMENTS

University Mission

The University of La Verne offers a distinctive and relevant educational experience to a diverse population of traditional-age, adult, and graduate learners preparing them for successful careers and a commitment to life-long learning across the liberal arts and professional programs.

College of Health and Community Well-Being

The College of Health and Community Well-Being will strengthen our region by educating diverse, highly competent and compassionate health professionals to meet the needs of 21st century health care and public health.

PA Program Mission

The mission of the program is to educate diverse, ethical, collaborative and holistic medical providers committed to eliminating health disparities.

CONTACT INFORMATION

The University of La Verne PA Program
College of Health and Community Well-Being
210 West Bonita Avenue, Suite 214
Pomona, CA 91767
(909) 448-1475 (Program Office)

PA Program Administration (A1.07, A2.04)

Program Director: Ann Schultz, MACM, PA-C (A2.02, A2.06)

Associate Director: J. Dante Awkward, MPH

Medical Director: James M. Lally, DO, MMM (A2.02, A2.11)

Principal Faculty (A1.07, A2.02, A2.03, A2.04)

Ann Schultz, MACM, PA-C, Professor of Practice, aschultz2@laverne.edu

J. Dante Awkward, MPH, Assistant Professor, jawkward@laverne.edu

Mario Esquivel, MSPA, PA-C, Professor of Practice, mesquivel@laverne.edu

Gary Walker, MHS, PA-C, Professor of Practice, gwalker2@laverne.edu

Aaron Kan, DMSc, PA-C, Professor of Practice, akan@laverne.edu

M. Reza Mirbolooki, MD, PHD, Professor of Practice, mmirbolooki@laverne.edu

Steven Lam, DO, Professor of Practice, slam@laverne.edu

Instructional Faculty (A1.07, A2.02a, A2.13, A2.14)

Elizabeth Soria-Palacios, MS, PA-C, esoría-palacios@laverne.edu

Rosemary Tilmon-Kellum, MSHCA, PA-C, rtilmon-kellum@laverne.edu

Joe Gilboy, PA-C, jgilboy@laverne.edu

Eric Wu, MSPA, PA-C, ewu@laverne.edu

James Zapata, jzapata@laverne.edu

Staff (A1.07, A2.18)

Alberto Nunez, BS, Admissions & Student Support Counselor, anunez4@laverne.edu

Kelsey Rogers, BS, Accreditation Coordinator, kr Rogers@laverne.edu

Gregory Turner, BS, Program Manager, gturner@laverne.edu

PROGRAM GOALS AND LEARNING OUTCOMES (A3.12b)

Program Goals (A3.12b)

The program goals integrate the medical arts and sciences to promote compassion, leadership, diversity, community service and interdisciplinary collaboration.

The Goals of the Program are to:

1. Enroll a highly qualified and experienced cohort of physician assistant students.
2. Develop intellectual curiosity and the importance of life- long learning by embracing evidence-based medicine.
3. Encourage an understanding of cultural awareness and social determinants when practicing medicine.
4. Provide experiences that embrace the community through service learning and community service.
5. Produce students who possess a solid foundation of medical knowledge and technical skills
6. Provide a quality educational experience that emphasizes critical thinking and interprofessional education.

Program Learning Outcomes

Upon completion of the course of study of the Master of Science PA Program, the program graduate will be able to:

1. Medical Knowledge
 - a. Demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in the area of practice across the lifespan of the patient to include infants, children, adolescents, adults, and the elderly. (Standards B1.01c, B1.02, B2.08)
 - b. Demonstrate an ability to elicit a detailed medical history on patient and to perform a physical exam accordingly to the reason for the visit, patient demographics and condition. (Standard B2.07)
 - c. Demonstrate an ability to formulate a differential diagnosis relevant to the findings in the history and physical exam. (Standard B2.07)
 - d. Analyze signs and symptoms of medical and surgical conditions and choose the appropriate diagnostic test. (Standard B2.05)
 - e. Develop a diagnostic management plan for common medical and behavioral conditions across the life span, taking into consideration cost, sensitivity/specificity, invasiveness and appropriate sequencing. (Standards B2.05, B2.06, B2.07, B2.011)
2. Interpersonal & Clinical communication skills

University of La Verne

- a. Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and other health professionals. (Standard B2.04)
 - b. Demonstrate the ability to work effectively with physicians and other health care professionals in interprofessional patient centered teams. (Standard B2.10)
 - c. Demonstrate accurate and adequate documentation of care, coding, and billing. (Standard B2.14)
3. Patient Care
- a. Demonstrate the ability to perform clinical procedures that are essential to the area of specialty and are based on current professional practice (Standard B2.09)
 - b. Demonstrate the ability to support patient care decisions and provide education and counseling to patients and their families (Standards B2.05, B2.04, B2.129, B 2.13)
 - c. Develop the ability to use scientific evidence and clinical judgement in order to evaluate, diagnosis, and produce a therapeutic management plan aimed at treating acute and chronic medical conditions, disease prevention, and healthcare maintenance. (Standard B2.07, B2.13)
 - d. Demonstrate the ability to collaborate effectively with other health care providers to mindfully provide care to patients from diverse populations that is holistic, ethical, and eliminates health disparities across the lifespan. (Mission statement, Standards B1.01, B2.06, B2.10, B2.08, B2.18)
4. Professionalism
- a. Demonstrate professionalism with knowledge of legal and regulatory requirements of a physician assistant, as well as laws applicable to patient confidentiality, informed consent, and business practices. (Standard B2.17)
 - b. Demonstrate an ability to understand the effects of substance abuse, mental or cognitive deficiency in practice activity of a physician assistant.(Standards B2.19, B2.17)
 - c. Demonstrate and identify the professional relationship between physician supervisors and other health care professionals. (B2.17e)
5. Practice-based learning and improvement
- a. Demonstrate an ability to utilize information technology in medical education of physician assistant for accessing and managing medical information. (B2.14b)
 - b. Develop and maintain practice-based and lifelong learning skills to identify gaps in medical knowledge in order to improve patient care with continued critical analysis of medical literature to evaluate, manage, and improve patient-centered care and outcomes (Standards B2.13, B2.14, B2.15, B2.16, B2.17, and B2.18).

Important Dates: 2022 to 2023

August 29, 2022	Classes begin (Trimester 1)
September 5, Monday	Labor Day Holiday

University of La Verne

November 24-25	Thanksgiving Observed
December 19, 2022 – January 2, 2023	Winter Break
January 3, 2023	Classes begin (Trimester 2)
January 16, Monday, 2023	Martin Luther King, Jr. Day Holiday
February 20, Monday, 2023	President’s Day Holiday
April 7, Friday, 2023	Good Friday Holiday
April 17 – April 30, 2023	Spring Break/ Break between trimesters
May 1, Monday, 2023	Classes begin (Trimester 3)
May 29, Monday, 2023	Memorial Day Holiday
July 4, Tuesday, 2023	Independence Day Holiday – observed
August 14 – 28, 2023	Break between trimesters
August 30, Monday, 2023	Classes begin (Trimester 4)
September 6, Monday, 2023	Labor Day Holiday
November 23 – 24, 2023	Thanksgiving Observed
December 18, 2023 – January 2, 2024	Winter Break
January 3, Monday	Classes begin (Trimester 5)

GENERAL INFORMATION

TECHNICAL STANDARDS (A3.13e)

The PA program is a complex and intensive course of study. It places demands on students that closely resemble the physical and intellectual challenges graduates of the program will encounter as a practicing PA. The program and curriculum are designed to prepare students to enter the profession with the skills, ability and knowledge necessary to perform the duties and functions that are expected of entry-level physician assistants. Students are to become familiar with the essential functions of their associated technical standards and determine whether or not they are able to perform the specified tasks.

Students with disabilities

Students with disabilities, who need reasonable modifications or accommodations in the program, should direct their request to the Program Director or Academic Coordinator at the time of the program orientation. Students must register with the *Accessibility Services Office* and provide documentation of their disability in order to receive services. All questions related to accommodations should be directed to the Accessibility Services Office in person at 2215 E Street, La Verne, CA 91750 or online at <https://laverne.edu/accessibility/>

Director of Accessibility Services, Dr. Leobardo Barrera III (909) 448-4938 or lbarrera@laverne.edu.

Technical Standards (A3.13e)

The technical standards are the skills and knowledge a student must possess prior to entry to the program to ensure that the PA program graduate is prepared for entry into the practice of medicine. The graduate must have the skills and knowledge to function in a broad variety of clinical situations and to render a wide spectrum of patient care. It is essential for good patient care to require minimum standards for the education of the physician assistant.

The student in the PA program must affirm that they possess the ability, aptitude and skills in the following areas:

1. Observation: The student must be able to observe demonstrations and experiments in the basic sciences, visual presentations in lectures and laboratories, laboratory evidence and microbiologic cultures, microscopic studies of microorganisms, and tissues in normal and pathologic states. A student should be able to observe a patient accurately and completely at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by a sense of smell.
2. Communication: A student should be able to speak, to hear, and to observe patients in order to elicit information, perceive non-verbal communication, describe changes in mood, activity and posture. A student should be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. Communication in oral and written form with the health care team must be effective and efficient.
3. Motor: Students should have sufficient motor function to elicit information from patients through palpation, auscultation, percussion and other diagnostic maneuvers. A student should be able to carry out basic laboratory tests, (urinalysis, CBC, wet mount, gram stain, etc.) carry out diagnostic and therapeutic procedures (phlebotomy, venipuncture, placement of catheters and tubes), and read ECGs and X-rays. A student should have motor function sufficient to execute motor movements reasonably required to provide general care and emergency treatment for patients. Examples of emergency treatment reasonably required of a physician assistant are cardiopulmonary resuscitation, the administration of intravenous medications, the application of pressure to arrest bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of simple obstetrical maneuvers. Such skills require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. Intellectual: Conceptual, Integrative and Quantitative Abilities: These abilities include, but are not limited to the following: measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of PA's requires all these abilities. The student must also be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.
5. Behavioral and Social Attributes: A student should possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Students should be able to tolerate physically

University of La Verne

taxing workloads (including 80+ hour clinical schedules), and to function effectively under stress. They should be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainty inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admission and education processes.

In accordance with University policy and as delineated by Federal and California law, the University does not discriminate in admission, educational programs or employment against any individual on the basis of that individual's handicap or disability and will make good faith efforts at providing reasonable accommodation as required.

TUITION, FINANCIAL AID, AND SCHOLARSHIP INFORMATION (A1.02k, A3.12f)

Policy: Information on financial aid, loans and scholarships is made available to all students. Students are expected to contact the Office of Financial Aid with specific questions: <https://laverne.edu/financial-aid/>. Please refer to the Financial Information pages of the Catalog for unabridged university policy: <https://catalog.laverne.edu/financial-information/>.

Procedure: Any information received by the PA Program regarding scholarship and loan opportunities will be available in the PA administration offices. If this information is received electronically, it is sent to the students via e-mail. Additional information about scholarships and loans as well as other financial aid forms may be obtained from the University's Financial Aid Office: <https://laverne.edu/financial-aid/>

Program Specific Fees

Policy: Each student will pay department programmatic fees for the use of the laboratories and equipment and for the personal laboratory supplies issued to each student.

Procedure: Every student in the PA Program will be assessed programmatic fees at the beginning of each trimester. Institutional tuition refund policy and procedures can be found in the La Verne college catalog "Refund /Tuition Credit Policies" (<https://catalog.laverne.edu/financial-information/>). All fees will be collected by the Office of Student Accounts: <https://myportal.laverne.edu/web/student-accounts>.

Estimated Tuition & Fees

Tuition (27-month program) *		\$115,640
	<i>Subtotal Tuition</i>	<i>\$115,640</i>
Program Related Costs and Fees		
BLS ACLS PALS		\$6,402

University of La Verne

Standardized Patient Fee		
OSCEs		
Clinical Lab Fees		
Malpractice Liability Insurance		
Student Logging System		
Exam Software		
End of Rotation Exams		
	<i>Subtotal Fees</i>	<i>\$6,402</i>
	Grand Total	\$122,042

* Tuition rates are for 2020-2021. Tuition subject to Board approved annual increases. There is a \$200 non-refundable enrollment deposit fee, applied to tuition.

Estimated other program related costs paid by students

- Medical equipment: \$644.70 – \$1,500
- Books and supplies: \$624.43 – \$3,000 electronic vs print
- Vaccinations and lab titers: \$500
- Laptop: \$500 – \$1,500. Must have Wi-Fi connectivity and fully charged battery.
- Lab fee for Advanced Clinical Procedures: \$1,000
- American Academy of Physician Assistants membership: \$75.00 for 2 years
- California Academy of Physician Assistants membership: \$20.00 annually
- Criminal background check and drug screening*. Upon entry to the Program
- Personal health insurance**

* Additional certified background checks, immunizations, and drug screenings may be required by clinical sites.

** All students are required to have health insurance. Insurance costs vary according to plans selected; students may purchase insurance coverage through ULV & Student Health or provide their own.

Estimated Personal Student Expenses

- Transportation (automobile expenses/travel for clinical rotation): variable
- Living expenses (housing, meals, incidentals): variable

These costs vary from student to student and may be covered through student loans, if applicable. Students are required to pay all expenses while on clinical rotations and for the associated costs to return to the University at the end of every rotation. Students should plan accordingly to cover the additional costs incurred beyond tuition.

Payment of Educational Costs

Payment of tuition and fees is due to Student Accounts on the date indicated on the student's bill. Students with outstanding financial obligations to the University will not be permitted to register for any subsequent semester or receive a transcript or diploma until the obligation is fulfilled. Students maintaining a balance

owed to the University will be assessed late fees and will be responsible for collection and/or attorney costs if such efforts should become necessary.

Tuition Credits/Refunds

To be eligible for a tuition credit(s), a student must complete a drop or withdrawal of their class(es) online before the tuition credit deadline for the semester or session. The date of withdrawal for purposes of tuition credit shall be the date on which the student withdraws or drops. Students who need assistance with the online drop or withdrawal process should contact the Office of the Registrar or their regional campus. If eligible, a refund will be generated within 14 days of the date their student account reflects a credit status. Checks are mailed to their mailing address.

Tuition Refund/Credit Policy

Withdrawal from courses seven weeks or longer: Refund eligibility shown as percentage

First week of classes – 100 %

Second week of classes – 75 %

Third week of classes – 50 %*

Beyond the third week of classes—not eligible for a refund

*Courses that are seven weeks or longer are eligible for a 50% refund, if the student withdraws during the third week of classes. Courses that are less than seven weeks are not eligible for a 50% refund.

Refund Transactions

A student who is eligible for a refund due to excess financial aid and who used a credit card to pay any and all of his or her tuition and fees will have a refund processed to his or her credit card up to the amount of the payment. This policy applies to all credit card transactions, regardless of the order of payment. Any credit over the amount paid by credit card will be processed through direct deposit or paper check.

STUDENT RIGHTS

Policy: Students in the PA program are entitled to the same right as any other student enrolled at the University of La Verne.

Procedures: Students' rights and responsibilities are communicated in writing via the current University of La Verne catalog. Rights and responsibilities unique to students enrolled in the PA program are found in the PA student policy and procedures handbook.

ACCESS TO INFORMATION

Policy: Accreditation status, admission criteria, admission rates, matriculation rates, graduation rates, licensing board pass rates, employment statistics are available to all interested parties.

Procedure: Accreditation status, admission criteria, licensing board pass rates, and employment statistics with average starting salaries are available at the program website: <https://artsci.laverne.edu/physician->

[assistant/](#). Accreditation status, admission criteria, licensing board pass rates, and employment statistics are also available on the program brochure and are available from the PA Program Director upon request.

STUDENT RECORDS (A3.17, A3.18, A3.19)

Policy: Student files are kept in the PA program office and minimally include the following information:

1. Student has met the published admission criteria.
2. Student has met the program health screening and health immunization requirements.
3. Student performance
4. Student remediation and outcomes
5. Summaries of formal academic/behavioral disciplinary action taken against the student.
6. Student has met the requirements for program completion and graduation.

Procedure: Program personnel maintain confidential access to these student records and keep the file room locked at all times when not in active use. Student health records are confidential and will not be accessible or reviewed by program, principal or instructional faculty or staff except for immunization and TB screening results which may be maintained and released with written permission from the student.

REQUIRED SCPE DOCUMENTATION

Policy: All students during their clinical year will have readily available the following items at the start of each rotation:

- Documentation of current physical exam
- Immunization record
- Background check
- Copy of the University of La Verne certificate of liability insurance

NAME CHANGE – STUDENTS

Policy: The PA Program maintains current student information.

Procedure: A change of name is to be reported promptly to the PA Administrative Assistant, the University of La Verne Registrar, Student Accounts, and the student's faculty advisor.

STUDENT EMPLOYMENT

Student Employment Policy (A3.04, A3.05)

Policy: Students will not be required to work for the program. Students with specific prior knowledge, experiences and skills may assist faculty in academic and laboratory sessions to share knowledge and skills.

Procedure: Students will not be the primary instructor of any component of the curriculum, and will not substitute for clinical or administrative staff during a SCPE. Students will not substitute for or function as instructional faculty.

Employment While Enrolled Policy (A3.15e)

Policy: The rigor of the PA education program does not allow for successful completion while gainfully employed. Students are strongly discouraged from seeking outside work during the program, and because of the intensity and academic rigor of the program, the PA faculty strongly recommend that students not be employed throughout their tenure in the program. A student may not use work as an excuse to miss any program activities. A student may not represent themselves as a PA student except during official program sponsored clinical affiliations. The professional liability coverage provided by the University of La Verne does not apply to student employment situations.

CAREER OPPORTUNITIES

Policy: Students will be made aware of all employment opportunities and will be assisted with their career planning as requested.

Procedure: Employment opportunities received by the program will be distributed via email to the final year PA students. In addition, the physician assistant faculty will assist students by providing references and critiquing résumés upon request by the student. The student may request letters of reference from faculty members for licensure, scholarships and employment applications. Because of busy schedules, please provide faculty members with sufficient time to complete these requests.

STUDENT IDENTIFICATION (A3.06)

Policy: PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students and other health profession students and graduates. Student IDs will be provided prior to the clinical year.

WHITE COAT CEREMONY

The PA Program will host a White Coat Ceremony each Fall trimester for the cohort successfully transitioning from the didactic to clinical phase of the program. All PA students and their families will be invited to attend.

COMMUNICATION WITH FACULTY AND STAFF

Students need to communicate regularly with program faculty and staff. The faculty and staff are here to assist you, but keep in mind that faculty and staff have many responsibilities and cannot always stop what they are doing to address a student's request or answer a student's question.

Unless there is an emergency, students should schedule all meetings with faculty ahead of time. Appointments can be arranged by e-mailing the instructor in advance. Students may also communicate information to faculty by telephone (voice mail message). Faculty are available during designated office hours for meetings with students.

Much of the communication on matters related to the program occurs via email. Official communications sent by the program and university will be sent only to students' La Verne email accounts. Students are required to use their La Verne email for all university and program related communication. Students are responsible for checking their email on a regular basis. Students should be prompt in responding to program personnel (within 48 hours), and should expect faculty and staff responses to email communication within 48 hours.

PROGRAM OVERVIEW (B1)

The PA Program is designed to be completed in 27 months. The program consists of a total of 118 credit hours (CH). The program requires all students to be enrolled full-time for 2 years and 3 months of coursework. This is a full-time professional program that will typically be scheduled from 8:00 a.m. to 5:00 p.m. every weekday and some weekends. Undergraduate coursework, didactic and clinical education prepares students for the physician assistant practice.

The mission of the PA program is consistent with both the University's and the College of Health and Community Well-Being's mission that it strives to provide an education that is committed to an appreciation of community and diversity; that integrates theory, research, and practice; that prepares students for life-long learning as consumers of knowledge and research; that promotes personal self-awareness; and prepares students for careers in working with people in need of culturally competent and evidence-based health care services.

The curriculum of the program is consistent with the mission and goals of the program and is divided into the academic (didactic) and clinical components that will develop the competencies necessary for current and evolving clinical practice.

Program Curriculum (A3.12d; A3.12e)

The design and sequencing of the La Verne PA curriculum is consistent with ARC-PA standards so that courses and course outcomes build upon previously achieved student learning in the program. The curriculum will contain pre-clinical didactic instruction and a clinical year where students complete supervised clinical practice experiences (SCPE) in specific medical specialties as outlined in the ARC-PA accreditation standards. During the clinical year, students experience the provision of medical care of infants, children, adolescents, adults and the elderly. Women's health, surgery and care for patients with behavioral and mental health conditions are also included.

The coursework presented in the curriculum serves as a foundation for subsequent and life-long learning and enables students to achieve the cognitive, behavioral and technical attributes necessary to be competent and compassionate physician assistants.

University of La Verne

The accreditation body has identified specific components of a PA curriculum and must include instruction in the following areas:

- PA Professional Development
- History of PA Profession
- Applied Medical Sciences
- Social and Behavioral sciences that prepare students for primary care practice
- Clinical Nutrition
- Technical Skills and procedures
- Clinical Medicine covering all organ systems across the lifespan.
- Culturally sensitive instruction in counseling and patient education.
- Medical decision making
- Principles of inter-professional practice
- Health, Medicine and Society

In addition, a graduate master's capstone project and a comprehensive review and examination will both serve a summative evaluation for the student's readiness as an entry-level PA.

The program is planned and sequenced as a continuous 27-month curriculum beginning in August of each year. A cohort model is used for each matriculating class. The tables below show the course numbers and sequencing. The preclinical year of the PA Program (didactic) is 15 months and clinical year is 12 months in length.

Courses are identified by program competencies (*B1.03*). PA course with 500 numbers indicate didactic first year and 600 course numbers indicate clinical year.

CURRICULUM SEQUENCING

Curriculum Sequencing Map (B1.04)

The sequencing enables students to develop the competencies necessary for current and evolving clinical practice.

Didactic Year

Trimester 1 (21 units)	Trimester 2 (21 units)	Trimester 3 (16 units)	Trimester 4 (14 units)
PA501 Anatomy & Physiology (3)	PA503 Anatomy & Physiology (3)	PA505 Health, Medicine, Society I (2)	PA505 Health, Medicine, Society II (3)
PA513 Pathophysiology I (2)	PA523 Pathophysiology II (2)	PA502 Genetics (2)	PA504 Research (1)
PA511/512 General Medicine I & II (6)	PA521 General Medicine III (8)	PA522 General Medicine IV (6)	PA531 General Medicine V (6)
PA514 Physical Assessment (3)	PA524 Physical Assessment (3)	PA534 Physical Assessment (3)	PA536 Intro to Clinical (2)
PA515 Pharmacology (2)	PA525 Pharmacology (2)	PA535 Pharmacology (3)	Clinical Procedures (2)
PA532 Clinical Procedures (2)	PA532 Clinical Procedures (1)		
Pediatrics (2)	Pediatrics (2)		
PA504 EBM (1)			

Clinical Year

Trimester 5 (16 Units)	Trimester 6 (14 units)	Trimester 7 (16 units)
Clinical Rotation I (4)	Clinical Rotation IV (4)	Clinical Rotation VII (4)
Clinical Rotation II (4)	Clinical Rotation V (4)	Clinical Rotation VIII (4)
Clinical Rotation III (4)	Clinical Rotation VI (4)	Clinical Rotation IX (4)
PA605 Intro to Medical Practice (2)	PA614 Masters Project II (2)	PA624 Masters Project III (2)
PA604 Masters Project I (2)		PA625 Comprehensive Review (2)

Total = 118 units in program

STUDENT EVALUATION OF COURSES (C1.02a)

Policy: Students are required to complete course and instructor evaluations at the end of each course. Students will also be required to complete additional curriculum, program and lecture evaluations as needed to assess the PA program.

Procedure: Students will be given time during class to complete evaluations each trimester to ensure program data collection is robust.

COMPUTER SKILLS

University of La Verne

Policy: Basic computer skills are required to be successful throughout the program. Examples of this include efficient use of internet-based applications such as accessing web pages and using web-based programs as well as the ability to use word processing, presentation and spreadsheet software.

Procedure: The majority of didactic and clinical courses will require basic skills regarding computer usage, and students will be expected to possess these skills upon entry into the program.

STUDENT LAPTOP COMPUTER REQUIREMENTS

All University of La Verne PA Program students are required to have or purchase a laptop computer for use in the classroom and during clinical affiliations. All laptops must at least have the following specifications:

- Windows 7 Operating System or Newer / MacOS 10.14 to 10.12, OS X 10.11 or 10.10
- Google Chrome or Mozilla Firefox, most recent version
- 2GHz Processor or Larger
- 1GB RAM or Larger
- 80 GB Hard Drive or Larger
- Microsoft Office 2010 or Newer or Office 365 (Free with Login through MyLaVerne Portal @ <https://laverne.edu/mylaverne/>)
- 802.11 b/g/n Wireless adapter

Students will utilize their laptop computers in several ways, which includes, but not limited to:

- Blackboard.com for course information, announcements, handout postings and grades
- Completion of online examinations and student assessments
- Classroom student presentations and case-based data searches
- Participation in discussion groups and file-sharing
- Completion of online surveys.

Examination software utilized by the University of La Verne PA Program (ExamSoft/Examplify) will require installation of appropriate software which will be stated during the first trimester of courses. The examination software is not compatible with Chromebooks.

LIABILITY INSURANCE

The University of La Verne provides professional liability insurance to all PA students performing official course work (SCPEs/rotations) within the supervision of the faculty/clinical preceptors approved by the school. Students are NOT covered if the activity is not officially part of the PA curriculum and approved by the University of La Verne.

RELIGIOUS ACADEMIC ACCOMMODATION POLICY (A1.11d)

University of La Verne

Consistent with our core values of diversity and inclusivity, it is the policy of the University of La Verne to provide a reasonable accommodation based on a person's sincerely held religious belief. A reasonable accommodation is one that does not conflict with reasonably necessary University goals. The person requesting the accommodation is obligated to make the University aware of the need for a religious accommodation as soon as possible and in advance of the need for the accommodation.

The most common request for academic religious accommodation concerns class attendance during the observance of major religious holy days and celebrations. It is the policy of the University to grant students excused absences from class for observance of religious holy days. Students are expected to contact faculty at the beginning of the course (within the first two weeks of class) after reviewing course syllabi for potential scheduling conflicts. Students who request an excused absence in advance shall be provided with a reasonable alternative. Examples of reasonable accommodations for student absences might include: rescheduling an exam or giving a make-up exam for the student, altering the time of a student's presentation, allowing extra credit assignments to substitute for missed class work, or arranging for an increased flexibility in assignment dates.

Students are responsible for satisfying all academic requirements as defined by the instructor. Faculty members are encouraged to avoid scheduling exams on major religious holidays (a calendar of religious holidays is maintained on the Office of Religious and Spiritual Life web site- <https://laverne.edu/chaplain/religious-holidays/>). In addition to observance of religious holidays and celebrations, other areas of practice may result in a request for accommodation based on obligations related to prayer, dietary requirements, fasting, religious attire, ablution, and theological or philosophical commitments.

Given the uniqueness of requests, they must be handled on a case by case basis and may involve reasonable accommodation of course content. The University Chaplain may be consulted as needed.

PRIVACY, CONFIDENTIALITY, & SAFETY

Confidentiality (FERPA)

Policy: The University of La Verne complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (Public Law 93-380). Students have the right to limit disclosure of their education records to third parties with some limited exceptions. These exceptions include when a written consent has been given for disclosure, directory information if the student has not provided a written refusal for disclosure and some other instances under provisions of FERPA that allow disclosure without written consent.

Procedure: All permanent PA student records including medical records are filed in a locked record room in the PA Program Office. Access to these records is limited to program personnel. Other student records are maintained in the offices of faculty advisors that are kept locked when the faculty member is not in the office. Each faculty member has access to an individual office that can be used to ensure maximum privacy in conversations with a student. Confidential information includes but is not limited to health status, student counseling and advising sessions, clinical performance and grades. Release of any medical/health information will require the written informed consent of the student for each inquiry.

Privacy Education (HIPAA)

Policy: Competency in the Health Insurance Portability and Accountability Act (HIPAA) must be demonstrated prior to a student going to a health care facility for any experiential learning activity or clinical course.

Procedure: Education on HIPAA will be provided to students prior to the start of any experiential learning activity or clinical coursework. Training is provided through the University of La Verne and Collaborative Institutional Training Initiative (CITI) and can be accessed through the La Verne Portal at <https://myportal.laverne.edu>. This training orients the student to concepts of confidentiality, appropriate access of information and appropriate release of information procedures for protected health information. Students must pass a post-test and receive a certificate of completion to meet this requirement. Students may not participate in any clinical or patient related activity unless certification is current.

Competency will be documented in the student's record annually. It is the responsibility of the Director of Clinical Education to instruct the student about HIPAA prior to the student beginning their clinical course work at the health care facility.

OSHA Training (A3.08)

The Occupational Safety and Health Administration (OSHA) has defined requirements which specify the protective measures all healthcare personnel are required to perform in order to prevent the spread of communicable disease. All students must participate in Blood-borne Pathogens Training prior to participation in clinical and/or patient-related activities. Training is provided through the University of La Verne and Collaborative Institutional Training Initiative (CITI) and can be accessed through the La Verne Portal at <https://myportal.laverne.edu> or any other online program at the students' expense. Training includes proper hand-washing, use of personal protective equipment, isolation precautions, and other information targeted at exposure risk reduction. Students must pass a post-training practical examination and receive a certificate of completion to meet this requirement and be allowed to participate in any clinical or patient-related activity.

In the event of occupational exposure to biohazard while on campus, students are to notify the instructor of record and the Program Director as soon as possible. The storage and use of any hazardous materials will be the responsibility of the Program. The Program will follow OSHA guidelines for the storage, use of any hazardous materials and the use of standard precautions.

In the event of occupational exposure to a biohazard while on clinical experience, students are to follow the clinical site's guidelines for managing, reporting, and documenting the incident. It is the student's responsibility to inform the clinical instructor of the incident and to seek their guidance in complying with all site-specific policies. If the need arises, clinical sites shall provide students with access to emergency care; however, the student shall be responsible for the cost of all emergency services rendered. The student is not being covered under any worker compensation benefit; therefore, the student is also responsible for the cost of any follow-up care as a result of exposure/injury. The Director of Clinical Education should be notified of the incident within 24 hours of occurrence.

University of La Verne

Students are expected to keep documentation of training as each clinical site reserves the right to require a student to provide proof of training at any time. Clinical sites may also require the student to participate in additional training.

The program is requiring vinyl/nitrile gloves as part of personal protective equipment (PPE) to avoid latex allergies. Latex gloves have been a foundation of disease prevention and PPE in the health care field. Visit <https://www.cdc.gov/niosh/docs/98-113/> for more information on latex allergies and prevention.

ACADEMIC SUPPORT

ACADEMIC ADVISING AND MENTORING (A1.04, A2.05e)

Policy & Procedure:

PA program students are assigned advisors, and can also reach their program director, any faculty member, or instructional faculty for advice on topics of interest. Advising is a collaborative relationship for which advisor and students share responsibility and through which students create academic, career, and personal goals. Students are encouraged to attend faculty and instructional faculty office hours and set up appointments through email requests to meet. Faculty and instructional faculty can provide advice and mentorship regarding academic coursework, the relationship of ULV PA program curriculum to careers, and provide guidance and support resources for academic and social needs. Advisors will also track students' professional requirements and program progression. Students will be required to meet with their assigned advisors every trimester. It is the student's responsibility to meet periodically with their advisor or as directed for low test score. A student on probation must meet with their faculty advisor at least once a month.

Occasionally, the student progress committee (SPC) is notified of academic issues for students that may have fallen below established academic standards for performance. If these issues do not rise to the level of academic warning, the SPC may ask the course director and/or faculty advisors to speak with the students promptly. The faculty member will need to document the meeting and place a copy in the student's file.

The advisor for each student will:

1. Maintain a program and development record for each student which may include:
 - a. Courses taken, grades and GPA
 - b. Curriculum prototype showing graduation requirements
 - c. Student professional development planning materials
 - d. Documentation related to professional behavior
 - e. Documentation of any academic remediation or failure to progress, along with any referrals made
2. Allow student access to the student's departmental record under the advisor's supervision.
3. Assist the student with course registration and evaluation of progress in the program in an effort to plan for future course work. The advisor will inform the advisee of available dates and times for conferences.
4. Confer with the student as necessary to guide and assist the student's professional growth.
5. Assist the student in identifying personal and professional objectives.

The student will:

1. Actively participate in the planning of the student's professional development and with careful consideration of the student's development as a practitioner and a person.

2. Confer with the advisor before dropping or withdrawing from a course or withdrawing from the PA Program.
3. Engage in ongoing self-evaluation of progress toward academic, clinical, and professional goals.
4. Confer with the advisor as necessary and as desired.
5. Provide the advisor and program with current contact information. Each student should update their mailing address, telephone number, and email address on an annual basis or as changes occur.
6. Arrange and keep appointments with the advisor.
7. Attend all advising sessions as scheduled with the advisor. It is the student's responsibility to know dates and locations of these sessions.

SELECTION OF CLASS REPRESENTATIVES

Policy: PA student cohorts will select class representatives who will serve as liaisons between the student cohort and PA faculty and administration. The role of the class representative will be to gather input from classmates on both academic and non-academic issues. The class representatives will represent the class.

Class officer positions are:

- President - – represents the class, organizes the class leadership
- Vice-President- assist class president, serves as academic liaison, assumes duties of president when president not available
- Student Academy Representative (AAPA)/Historian- The Student Academy Board of Directors and AOR lead student efforts to further the mission of the Academy and move toward our vision of the future. (<https://www.aapa.org/about/aapa-governance-leadership/student-academy/>)
- State Chapter Student Representative- (CAPA: <https://www.capanet.org/capa-leadership>)
- Secretary- records notes/votes/discussion
- Social Chair/outreach – organizes activities outside of the PA Program
- Treasurer- manages class finances and organizes any fundraising activities

Voting majority for any program changes is 75% of entire class. Class officers will be elected within the first 30 days of the start of the Program and remain in place for the didactic phase when class officers will be re-elected or changed, by class vote. All class officers must be in good academic standing to remain in office.

FACULTY CLASS ADVISOR

Policy: The PA program will assign a Faculty Class Advisor to each cohort who will work with the class representatives as liaisons between the students and PA faculty and administration.

ACADEMIC PROGRESS POLICIES

PROGRAM PROGRESSION (*A3.15b, B4.01, B4.03*)

The PA Program faculty makes decisions regarding a student's progression through the professional program. Successful progression through the program is dependent on the following factors:

- Demonstration of academic integrity
- Demonstration of safe, ethical and professional behavior
- Successful completion of all didactic and clinical courses

Student infractions involving any of the above areas will result in disciplinary action as recommended by the Student Progress Committee (SPC). Depending upon variables such as the frequency, nature and severity of infraction a student may (1) have to complete an individual corrective program, (2) undergo academic remediation, (3) delayed progression, (4) be dismissed from the program. These actions may occur following periodic, mid-term or end-of-semester events. Any student required to repeat a course/rotation must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Academic Integrity (Academic Dishonesty Policy)

Policy: Academic integrity is expected of all students and faculty. The program expects honest and ethical behavior on the part of all students, faculty, and staff. Honest and ethical actions are purposeful and not accidental, and neither is cheating. Students are expected to abide by the University's policies as stated in the university catalog. Actions that are dishonest will result in dismissal from the program.

Sharing of memorized or recalled questions from any examination constitutes cheating, unless the faculty member allows students to retain copies of examinations. Following an examination, discussing specific questions with classmates or writing down questions from the examination is not permitted. Receiving or distributing to anyone else a copy of previous examination items is also considered cheating. Utilizing unauthorized electronic resources on an exam is cheating, including leaving an electronic test to go to any other website.

Additionally, you may not share any details regarding your experience during a practical examination. Consult the course instructor if you have questions as to whether a behavior constitutes illegal or unethical conduct. If you question the behavior, it is likely that you should not engage in the behavior.

Plagiarism is defined as representing another person's intellectual property, e.g., words, ideas, data, or work, as one's own. Plagiarism includes but is not limited to the exact duplication of another's work and the

incorporation of a substantial or essential portion thereof. A sequence of five or more words taken verbatim without quotes may be considered plagiarism. This includes work found in any medium including those from electronic resources, i.e., internet, compact disks, and thumb drives. Materials found in course manuals, including examples of case documentation, should be considered the intellectual property of the instructor(s) or the source cited by the instructor. Paraphrasing another's work without attributing the ideas to the original author is also considered plagiarism.

All work submitted must be properly credited to the original source(s) of the information. Direct quotations, statements which are paraphrased, summarizations of another's work, and other information which is not considered common knowledge must be cited or acknowledged. Students may not submit work previously submitted to fulfill requirements in another course unless approved by the instructor. All assignments must be completed independently unless explicitly designated as group work by the instructor. Students are expected to provide accepted forms of acknowledgement for all written assignments and presentations in the classroom as well as in the clinic. Any breach of the preceding criteria will be subject to disciplinary action in accordance with the university's policies.

Disciplinary actions may include, but are not limited to counseling, grade deductions, course failure, and dismissal from the professional program, and expulsion from the university.

Procedure: Program faculty will discuss with the involved student any suspected incident of cheating, plagiarism or other form of academic dishonesty and bring their findings to the entire program faculty and program director. Students who are determined to have violated the academic dishonesty policy, will be referred to the Student Progress Committee (SPC) for further investigation and recommendation of appropriate action which may include academic warning, probation or dismissal. If the student accepts responsibility for the alleged violation, a document outlining the occurrence and the disciplinary action taken will be placed in the student's personal file with a copy sent to the Program Director. If the student does not accept responsibility for the occurrence and the faculty member continues to believe that an infraction took place, the faculty member will report the incident in writing to the Program Director and the Provost or designee. Formal investigation will occur in accordance with the university's academic dishonesty policy found in the university catalog.

Safe, Ethical and Professional Behavior

Policy: Students must demonstrate appropriate safe, ethical, and professional behavior as well as didactic course competence to progress through the PA Program. Students are also expected to adhere to the university policies for conduct. See the general campus code of student conduct at: <https://laverne.edu/student-affairs/student-conduct> for additional details.

Professional behavior is an important aspect of Physician Assistant education. The Physician Assistant program plans to prepare its graduates to be clinically competent professionals as well as respected professionals within the medical community. Throughout the program, students are expected to always exhibit professional behavior in all settings. PA students' professional conduct and attitude should reflect an understanding of professional ethics codes, such as those set forth by the American Academy of PA's guideline for ethical conduct for the PA profession <https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

University of La Verne

Unsafe, unethical or unprofessional behavior may prevent a student from successfully completing a didactic or clinical course even if the student successfully completes other course requirements. Breaches in conduct resulting in course failure may require repetition of the course with delayed progression through the program and/or other disciplinary actions, including dismissal from the program.

Procedure: Each student should schedule a meeting with his/her advisor at least one time during each semester to discuss the student's professional development plan.

Any student who demonstrates inappropriate professional behaviors in either the university or clinical setting must specifically address those behaviors. Failure to do so may result in dismissal from the program.

Any student who demonstrates unethical, unprofessional or unsafe behavior will meet initially with the faculty member who is first aware of the behavior.

1. The faculty member should complete a student encounter form when a student displays unprofessional conduct that is considered inappropriate and referred to the student progress committee (examples provided in policy.) In the case of relatively minor infractions, (e.g., tardiness, sleeping in class, failure to respond to a faculty email message), the faculty member is encouraged to engage in a face-to-face discussion with the student regarding his/her behavior prior to completion of the form. Completion of a student encounter form should represent consistently inappropriate behavior. However, the nature of some behaviors, such as use of unauthorized aid and failure to maintain patient/client safety or confidentiality, dictates submission of formal notification after a single occurrence.
2. The faculty member and student should meet to discuss the occurrence. The academic advisor, Program Director or other faculty designee may be present, dependent upon the nature of the situation or at the request of the faculty member or student.
3. An intervention plan is formulated during the formal discussion, documented on the original form, signed by the involved persons and placed in the student's permanent file.
4. When the planned intervention is completed, the components and outcome of the intervention are entered on the original form. The form is then signed by the involved persons and returned to the student's departmental file.

If the stated occurrence is the student's first documented case of misconduct, the faculty member initiating the process informs the department chair and other involved persons of the completion of the intervention. If a second breach occurs, the student will be referred to SPC for further action. A formal written letter from the Program Director will be sent to the student, signed and included in the student's program file. This action may affect student's clinical placements and ability to become credentialed when licensed.

5. If a student disagrees with the intervention plan, he/she may lodge a formal complaint and follow the steps outlined in the PA Program grievance policy.
6. If there is a third documented case of misconduct, the student may be dismissed from the professional program.

University of La Verne

Examples of unprofessional behavior include but are not limited to the following:

- Inappropriate communication, by any means, with academic and clinical faculty, staff, patients, classmates and colleagues. This includes contacting clinical facilities in an attempt to arrange clinical course placements.
- Disrespectful/disparaging comments to academic and clinical faculty, staff, patients, classmates and colleagues.
- Consistent late arrival for or early departure from class, experiential activities, clinical courses, scheduled individual or group meetings or any other required event.
- Violation of the student code of conduct.
- Late completion of course requirements including but not limited to health documents, HIPAA and assigned training programs, criminal background checks, written assignments and out of class experiences.
- Lack of preparation or participation in academic or clinical courses, including but not limited to sleeping in class, not being prepared to participate in class discussions or demonstrations, or not providing clinical faculty with the appropriate forms/documentation on the first day of the clinical experience.
- Failure to forward clinical documents to the appropriate faculty member, including required clinical forms.
- Consistent lack of initiation/responsibility in communication about academic and clinical issues.
- Consistent disruption of class or experiential or clinical courses by use of electronic and non-electronic devices.
- Inappropriate touching during laboratory or practical experiences (e.g., unnecessary palpation near genitals or breasts).
- Offensive jokes or comments (e.g., those based on ethnic background, gender, religion and scatological jokes/comments).
- Inappropriate or disruptive use of laptop computer in class.

Examples of unsafe behavior include but are not limited to:

- Failure of practical exams twice for safety violations.
- Safety concerns being flagged in clinical performance
- Improper use of electrical equipment.
- Leaving a patient or simulated patient unsupervised while temporarily leaving the area.
- Violation of laboratory policies.

Any violation of professionalism may be subject to disciplinary action and/or referral to the Student Progress Committee (SPC) for a comprehensive review and assessment. Recommendations may include non-academic; advisement, warning, remediation, probation, and dismissal.

Grading Policy

Grade	Quality Points	Numerical Score
A	4.0	90-100%
B	3.0	80-89.9%
B-	2.7	77-79.9%
C	2.0	70-76.9%
F	0	<70%
Credit (CR)	Equiv 3.0	
No Credit (NCR)	0	
Withdraw NO Credit (WNC)		
In Progress (IP)		
Incomplete (INC)		

Students are expected to complete all program courses with a grade of B- (2.7) or better and must maintain a per trimester/cumulative GPA of 3.0 or better to progress in the program. Students who receive a final grade of "C" in any course should be referred to SPC. Any student with a second final grade of "C" at any point of the program must be referred to SPC and are subject to deceleration or dismissal.

Procedure: Each course instructor determines the means for achieving competence in professional course work. These criteria are articulated in the course syllabus that is provided to the student in written or electronic form. Every student is responsible for reviewing these criteria, including the methods of evaluation and grading.

Student performance is routinely reviewed between faculty, PA program director and staff. The intent is to provide support for students who are struggling to perform, at the earliest possible point of intervention.

Individual faculty members decide whether to round fractional percentages and are consistent about doing this within a course. Students are made aware of all grading policies via the *Student Handbook*, individual syllabi, and verbally from the faculty member teaching the course. Each syllabus also contains the methods of evaluation for that particular course.

In the event of delayed progression, conditions for the student's progression through the professional program will be determined by the faculty on a case-by-case basis. These conditions will be conveyed in writing to the student, his/her advisor, Dean of the College of Health and Community Well-Being, Provost, Office of Financial Aid and the Registrar. The student's failure to meet the conditions for progression will result in dismissal from the professional program.

Didactic Phase Progression

Requirements for progression within the didactic phase:

1. Students are expected to complete all program courses with a grade of B- (2.7) or better **and must** maintain a per trimester/cumulative GPA of 3.0 or better to progress in the program.
2. Students whose trimester/cumulative GPA of 3.0 or less are not eligible for further registration.
3. Students who receive a final grade of "C" in any course should be referred to SPC. Any student with a second final grade of "C" must be referred to SPC and are subject to deceleration or dismissal. While Program expectations are that students maintain a grade point average of 3.0/B with all coursework, it is understood that this standard can be met with a final course grade of "C" included in the overall average. Continued performance below the standard of a 3.0 GPA indicates a student's inability to consistently meet the required standard, and will be handled as stated above.
4. Students who receive a final course grade of <2.0 will be referred to SPC and subject to deceleration or dismissal.
5. Students will not be allowed to advance to clinical year until all deficient grades are remediated.
6. Adequate demonstration of required skills necessary for clinical practice as determined by the Physician Assistant Program.
7. Progression in the Program is based on scholastic and professional performance, and the ability to meet all the requirements of the Program.
8. Compliance with the policies of University of La Verne and the Master of Science Physician Assistant Practice Program.
9. Compliance with the Behavioral Standards and Professional Performance Standards contained in this section and Standards of Conduct for the Physician Assistant Student located in this Handbook.

COMPREHENSIVE REVIEW AND EXAMINATION (B4.03)

Summative evaluation (B4.03)

Policy: The PA Program will conduct and document a summative evaluation of each student within the final four months of the program to verify that each student meets the program competencies required to enter clinical practice.

Procedure: The requirement is primarily assessed through the PA 625 Comprehensive Review and Examination. However, there may be items in addition to this course that will be used to satisfy this policy.

REMEDICATION (A3.15c)

Policy: *The ARC-PA 5th Edition Standards of Accreditation* defines remediation as: “The program defined and applied process for addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented”

The PA Program will provide remediation for students in the program who either have not met an academic standard and are still active within the program. Remediation is to be regarded as a privilege that must be earned by a student through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to the student. ULV PA program considers the purpose of remediation to allow the students to show competency in areas of deficiency.

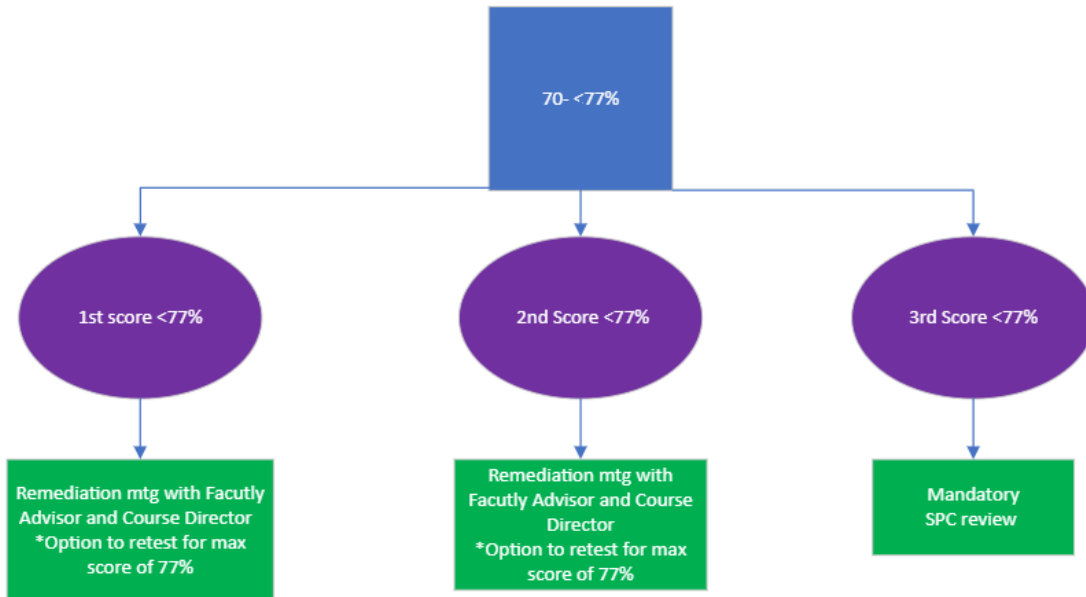
Procedures: Students are expected to complete all program courses with a grade of B- (2.7) or better and must maintain a per trimester/cumulative GPA of 3.0 or better to progress in the program. Any written exams including physical exam skills, OSCE assessment score under 77% requires remediation. Repeated performance below expected academic performance standards or across multiple courses may be considered for academic intervention beyond remediation. The remediation procedures are listed below:

1. Exam scores between 70% to less than 77% will require remediation and may be eligible for reassessment.
 - 1.1. Students who score less than 77% on an exam are required to participate in exam review.
 - 1.2. Students who score less than 77% on an exam are responsible for meeting with course director or faculty advisor within one week following that exam.
 - 1.3. Students are required to fill out the Pre-Remediation Self-Reflection form prior to the meeting with faculty.
2. Exam scores <70% require remediation and reassessment.
 - 2.1. Exam failure (<70%) cannot exceed 2 exams per trimester over the total course load or be more than 50% of the course assessment without intervention.

University of La Verne

- 2.2. Exam failure of two or more exams across the trimester will trigger a meeting with Student Progress Committee and the student is subject to academic probation, deceleration or dismissal.
3. If a student requires remediation intervention in two or more courses within a trimester, their program performance will require review by the Student Progress Committee.
 4. Any reassessment score $> 77\%$ will post as 77% as the final score for the assessment. Any repeat assessment score $< 77\%$ will be recorded as the final score for the assessment.
 5. A student cannot reassess more than 2 exams per trimester (whether required OR elected), across the total course load. Any exam score under 77% after use of the maximum number of reassessments (2) will be the score of record and is not eligible for continued reassessment.
 6. It is the responsibility of each student to remain aware of their current standing in any course.
 7. Remediation may delay the student's academic progress and extend the program completion date; additional tuition will be charged for remediation.
 8. Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances in each case. The decision will be made by the Program Director (or their designee), based upon the recommendation of the PA faculty and review, if indicated, by the Student Progress Committee.
 9. Students are expected to complete all program courses with a grade of B- (2.7) or better **and must** maintain a per trimester/cumulative GPA of 3.0 or better to progress in the program.
 10. Students who receive a final grade of "C" in any course will be referred to SPC. Any student with a second final grade of "C" at any point in the program will be referred to SPC and are subject to deceleration or dismissal.
 11. Any need for remediation that falls outside these scenarios will be reviewed by the Student Progress Committee.

Remediation assessment flow Chart
Didactic Phase (per trimester)
Exam Score (70 - less than 77%)

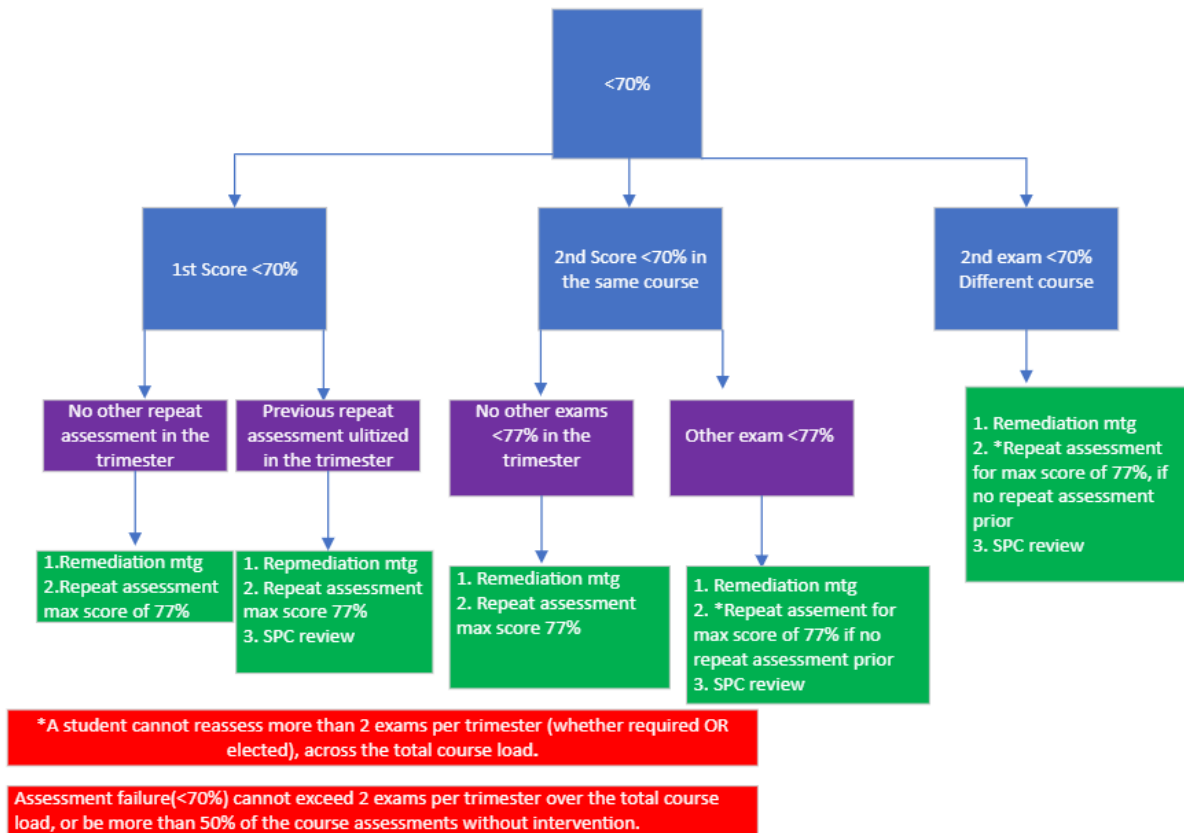


Students are expected to complete all program courses with a grade of B- (2.7) or better and must maintain a per trimester/ cumulative GPA of 3.0 or better to progress in the program. Students who receive a final grade of "C" in any course should be referred to SPC. Any student with a second final grade of "C" at any point of the program must be referred to SPC and are subject to deceleration or dismissal.

*A student cannot reassess more than 2 exams per trimester (whether required OR elected), across the total course load.

Any assessment result outside of this protocol will be reviewed by the SPC to determine appropriate recommendation for remediation

Remediation assessment flow chart
Didactic Phase (Per Trimester)
Exam Score (<70%)



PROBATION AND DISMISSAL

Probation

Policy: Students could be placed on probation under the following circumstances:

- Failure to maintain academic standards.** PA students must maintain a minimum GPA of 3.00 each trimester and cumulatively throughout the program. The SPC may consider placing a PA student whose GPA falls below 3.00 on probation. Failure of a course during any semester will also result in a student being placed on probation. Students on probation may be prohibited from

beginning or continuing a clinical practicum or other program milestones at the discretion of the SPC.

2. **Probation related to professional standards.** Students may also be placed on probation at the discretion of the SPC for failure to meet professional standards regarding their academic, personal, or professional activities within the PA program. A violation of the PA profession Ethical Code of Conduct could also result in a student being placed on probation. Probation for failure to meet professional standards can include a wide range of restrictions and/or additional requirements, at the discretion of the SPC. Such restrictions may include, but are not limited to, administrative leave for a period up to one year, as well as additional assignments designed to remediate the student's professionalism.

A student on academic probation is subject to the following terms and conditions for continued study:

1. A student on probation may not serve as an officer of any official University club or organization and shall not engage in time-consuming extracurricular activities.
2. The student must meet in person or via video call with their faculty advisor weekly to monitor progress.
3. A 1st student on probation must visit the Academic Support Center for a Learning Assessment and obtain a tutor for the necessary areas of study to help ensure program success.
4. The student shall not represent the program in any extramural competition.

Procedures: When the Student Progress Committee (SPC) deems that probation is warranted, they will share the content of the recommendation with the program director. The program director will ultimately make the final decision. The recommendation for probation is a minimum of one trimester. As the result of academic probation, the following terms and conditions may apply:

- a. When a student is placed on probation, they will be notified in writing by the Program Director and the reasons will be stated. The department is responsible for conducting an immediate academic review involving at least the program director and the student's advisor. A statement regarding the academic future of the student must be formulated by the department and signed by the student, with a copy given to the school's Office of Academic Records. The statement must indicate the following:
 - i. A Statement outlining the area of deficiency
 - ii. A Statement reiterating the school's dismissal policy
 - iii. The terms and conditions for returning to non-probationary status
- b. The Student Progress Committee will develop a Probationary Corrective Action Plan with the student. The time frame for the corrective plan will be determined based upon the nature of the situation. It will be approved by the program director. After receiving notification of the

University of La Verne

recommendation for academic probation the student will be provided with a copy of Probationary Corrective Action Plan, including the time frame for completion of the identified issues. The program director will meet with the student to assure that the student understands the Corrective Action Plan and is aware of their rights to grieve if they do not agree with the recommendation for probation. Delays in processing Corrective Action Plans that result from the student's failure to communicate with their program add to the response time may result in further corrective and/or administrative action by the program and school.

- c. Depending on the nature of the academic and professional performance issues, the program's Student Progress Committee may recommend to the program director that the student's probationary status be continued for subsequent trimester if the student's progress toward amelioration of the identified concerns(s) as outlined in the Probationary Corrective Action Plan is insufficient, and /or additional concerns have been identified. When this occurs, the department/program's Student Progress Committee must clearly communicate with the student in writing the reasons for their recommendation and once again assure that students has been given an opportunity to provide additional explanations and have been informed of their right to grieve.
- d. Closure of a Probationary Corrective Action Plan is processed by the Student Progress Committee on or before the end dates specified in the Probation Corrective Action Plan form. The Student Progress Committee reviews the student's progress to determine whether the identified issue(s) has (have) been resolved. The committee's decision should first be shared with department leadership for confirmation or modification. The final written decision is then provided to the student. A copy of the updated Probation Corrective Action Plan form that articulates closure of the issues is placed in the student's academic file.
- e. The Program Director may render a written recommendation or invoke the Student Progress Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct issues include, but are not limited to, attendance, cooperation with faculty, interest shown in assigned work, attitude toward fellow students and associates and toward personnel of hospitals/outpatient clinics, approach to, and interaction with patients, as well as personal appearance appropriate to the circumstances.
- f. The Program Director will ascertain when the terms of the probation have been satisfied and probation can be rescinded.
- g. Failure to comply with any of the above terms and conditions will result in loss of good standing, and subject to the discretion of the program director and/or the Dean, the student will not be permitted to continue the program.

Dismissal Policy

Passing grades for graduate level education and the ULV PA Program is a "B". Students who receive a final grade of "C" in any course will be referred to SPC. Any student with a second final grade of "C" will be referred to SPC and are subject to deceleration or dismissal.

The program faculty continually reviews students' progress and may on occasion present a student to the SPC for dismissal from the program. Students have the option to submit any information they believe relevant to their dismissal prior to the meeting of the SPC. The SPC will make a recommendation to the PA Program Director if it is felt that a student should be dismissed. A decision to dismiss represents the SPC's determination that the student has not demonstrated an expected level of academic performance (including clinical work) or professional conduct, and that the student should not be given the opportunity (or additional opportunity) to remediate the deficiency. Dismissal may follow a period of probation but this step is not required.

Following are circumstances that are basis for dismissal from the program:

1. **Academic dishonesty.** The PA program expects honest and ethical behavior on the part of all students, faculty, and staff. Honest and ethical actions are purposeful and not accidental, and neither is cheating. Students are expected to abide by the University's policies as stated in the university catalog. Actions that are dishonest will result in dismissal from the program.
2. **Academic disqualification.** The university will academically disqualify students who are on academic probation and have not achieved a cumulative GPA of 3.00 by the conclusion of the next semester. Any student academically disqualified by the university is automatically dismissed from the PA program.
3. **Failure to maintain minimum academic standards.** A final grade lower than a B- in a letter grade course or "no credit" in a CR/NCR course is considered failing and the course must be re-taken for credit to be obtained. PA students may re-take a course for course credit only once. Any student failing any course in the program twice will be dismissed from the program. In addition, any student failing two or more courses during any semester of the program will be dismissed from the program.
4. **Failure to meet program competencies.** Students must meet program competencies. Failure to meet any of these competencies will result in dismissal from the program.
5. **Unethical or unprofessional conduct.** Students who do not maintain the ethical or professional standards outlined in this handbook, in the university catalog, or in external sources such as the *Guidelines for Ethical Conduct of the PA profession* will be dismissed from the program.
6. **Circumstances interfering with training or well-being of others.** Student engaging in conduct that, in the opinion of the SPC, obstructs or threatens either the training of fellow students or the well-being of patients, fellow students, faculty, program staff, or supervisors will be dismissed from the program.

7. **Felony conviction.** Students whose conduct, within or outside the program, has resulted in a felony conviction that would preclude licensure will be dismissed from the program.

Any student who is dismissed from the program will be informed of this decision in writing by the Program Director. The student's dismissal from the program will be effective as of the date of this letter. The Dean of the College of Health and Community Well-Being will also be made aware of the program's decision. The student may appeal this decision to the Dean consistent with section below.

APPEALS (A3.15g)

Occasionally, students might disagree with the application of a program or university policy in a particular instance affecting them. In these situations, students have the option of appealing that policy. At other times, there are situations where students believe their rights have been violated or where they believe policies are not being evenly applied. Students have the option of filing a formal grievance in these instances. Listed below are the options for students in filing appeals and/or grievances.

Appeals Process

Appeals may be made in four (4) general areas listed below. All appeals must progress through the processes described in each of the four (4) areas listed. If a specific form is required for an appeal, that form can be found through the Graduate Academic Services webpage.

1. **Appeal of PA program policies:** Students may appeal the application of any program policy described in any of the program's handbooks or manuals (i.e. *Clinical Curriculum Handbook*, or *Student Handbook*) if they believe and can document that a program policy has been unfairly applied to them. Each program handbook/manual contains policies and procedures unique to that handbook/manual. For example, the *Clinical Curriculum Handbook* contains policies and procedures unique to practicum and clinical experiences. The process for appealing program policies is the same, however, for all program policies described in any of the program's handbooks or manuals. That process is detailed below.

Appeals of any program policy must first be submitted in writing to the Program Director within two weeks of the application of the policy. The Program Director will present the student's appeal to the PA Program Student Progress Committee (SPC) at the next regularly scheduled PA program meeting. In extraordinary situations, a special meeting of the SPC may be convened to consider a student's appeal, or a student's appeal may be considered. The SPC will vote on the student's appeal and the Program Director will communicate the outcome of that decision, in writing, to the student making the appeal within 10 business days of the decision. Students may subsequently appeal decisions rendered by the SPC as described below.

Decisions rendered by the SPC may be appealed to the Dean of the College of Health and Community Well-Being. Appeals to the Dean must be received, in writing, within two weeks of the date of the SPC's decision. Appeals will generally not be considered unless the student can demonstrate the SPC made an error in the process of rendering the decision or erred in the application of a program policy. Merely disagreeing with the decision does not represent sufficient grounds for an appeal to the Dean. The Dean will evaluate valid appeals and decide on their outcome. There is no set timeframe for the Dean to make a decision on the appeal, but the Dean will attempt to make a decision on the student's

University of La Verne

appeal in a timely manner. Students may subsequently appeal decisions rendered by the Dean to the Provost as described below.

Appeals to the Provost must be received, in writing, within two weeks of the date of the Dean's decision. Appeals will generally not be considered unless the student can demonstrate the Dean made an error in the process of rendering the decision or erred in the application of a program policy. Merely disagreeing with the decision does not represent sufficient grounds for an appeal to the Provost. The Provost will evaluate valid appeals and decide on their outcome. The Provost's decision is final and no further appeals may be made.

2. **Appeal of final grades**: A student who feels that an incorrect grade has been given must consult with the instructor first and must submit an appeal in writing within four weeks after grades are issued. A student dissatisfied with the instructor's response may appeal to the Program Director. Appeals will generally not be considered unless the student can demonstrate the instructor erred in the grade awarded the student. Merely disagreeing with the grade does not represent sufficient grounds for an appeal to the Program Director.

The Program Director will evaluate valid appeals and decide on their outcome. There is no set timeframe for the Program Director to make a decision on the appeal, but the Program Director will attempt to make a decision on the student's appeal in a timely manner. The Program Director will communicate the decision, in writing, to the student making the appeal. Decisions rendered by the Program Director may be appealed to the Dean of the College of Health and Community Well-Being.

The Dean will evaluate valid appeals and decide on their outcome. There is no set timeframe for the Dean to make a decision on the appeal, but the Dean will attempt to make a decision on the student's appeal in a timely manner. The Dean will communicate the decision, in writing, to the student making the appeal. Decisions rendered by the Dean may be appealed to the Provost.

Appeals to the Provost of the Dean's decision must be received, in writing, within two weeks of the date of the decision. Appeals will generally not be considered, however, unless the student can demonstrate the Dean made an error in the process of rendering the decision. Merely disagreeing with the decision does not represent sufficient grounds for an appeal to the Provost. The Provost will evaluate valid appeals and decide on their outcome. The Provost's decision is final and no further appeals may be made.

3. **Appeal of university policies**: University policies, late registrations or withdrawals, etc., may be appealed to the University's Graduate Appeals Committee. This committee meets monthly. Students must complete the committee's *request for waiver of university policy* form and submit the form to the Program Director for program review at least one week prior to the meeting date of the month in which the appeal will be reviewed. The Graduate Appeals Committee notifies the student and the Program Director about its decision. Students dissatisfied with the Graduate Appeals Committee decision may appeal to the Provost. The Provost will evaluate valid appeals and decide on their outcome. The Provost's decision is final and no further appeals may be made.
4. **Appeal of dismissal**: Students may appeal their dismissal from the PA program to the Dean of the College of Health and Community Well-Being. Appeals to the Dean must be received in writing within

two weeks of the date of the SPC's decision. The Dean will evaluate the student's appeal and decide whether to uphold the SPC's decision or to overturn it. There is no set timeframe for the Dean to make a decision on the appeal, but the Dean will attempt to make a decision on the student's appeal in a timely manner. The Dean will communicate the decision, in writing, to the student making the appeal. In cases where the Dean upholds the SPC's decision, the student may appeal to the Provost.

Appeals to the Provost of the Dean's decision must be received, in writing, within two weeks of the date of the decision. The Provost will evaluate the student's appeal and decide whether to uphold the SPC and Dean's decision or overturn it. The Provost's decision is final and no further appeals may be made.

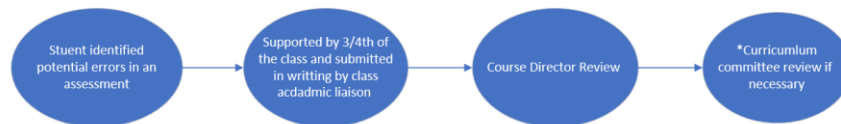
Exam item challenge process

Exam review is an important part of the student's learning process. Knowledge/skill assessment and test taking skills play an important role in the successful completion of the PA Program and the ability to take and pass the PANCE.

Exams will be made available for student review on a routine basis. If there is a question or concern about test items the process for challenge is:

1. A majority (75% of the total members of the class) of the class must support the concern about the validity of the item in question.
2. The class vice-president, who acts as the academic liaison between the Program and students, will bring the item in question to the attention of the course director responsible for the exam, for reconsideration.
3. If this does not result in resolution, any further discussion will be taken to the Program Director and faculty for further consideration.

Exam Item Challenge Process



*curriculum committee may include course director, instructors, director of didactic/clinical education, faculty advisors, and program director.

GRIEVANCE (A3.15g)

University of La Verne

Policy: A student may present a complaint, perceived injustice, student mistreatment, or unresolved conflict regarding an individual course or the program as a whole at any time.

Procedure: Students are encouraged to attempt to resolve a grievance as soon as possible. The initial step in the grievance process is to contact the individual instructor responsible for the course or issue. If the issue is not resolved to the student's satisfaction with a conversation, the student should present the issue to the instructor in written form. If resolution is not achieved by this manner, the issue enters "due process," in accordance with University of La Verne Student Rights and Responsibilities.

Any questions, concerns, or complaints related to clinical course work should first be discussed with the Director of Clinical Education. If resolution is not achieved through this discussion, the issue enters "due process."

The first step in due process is for the student to meet with the Program Director. The meeting may include the instructor or Director of Clinical Education to whom the issue was initially addressed.

Grievance Process

Students who believe their rights have been violated, that their learning has been compromised, or who believe program or university policies are not evenly applied may file a formal grievance. Grievances may be filed against faculty, staff, or other students in the program. Many issues can be resolved through discussion with the parties involved, and in these cases, students are encouraged to first attempt this form of resolution. In instances where informal discussion has not resolved the issue, or where students believe the issue is sufficiently serious to not first attempt an informal resolution, students have the option of filing a formal grievance. Formal grievances against any student, staff, or faculty member of the PA program must be submitted in writing to the Program Director unless the grievance is against the Program Director in which case the grievance must be submitted in writing to the Dean of the College of Health and Community Well-Being.

A student submitting a formal written grievance will receive an initial written response to that grievance by the Program Director within 10 business days. The response could either indicate a proposed resolution to the grievance, or could serve to notify the student that the grievance will be heard by the Student Progress Committee (SPC). If the grievance is to be heard by the SPC, it will be placed on the agenda of the next regularly scheduled meeting of the SPC and will be considered at that time. Should a grievance be against a member of the SPC, that individual is expected to recuse himself/herself from the meeting. The SPC schedules meetings once each month.

A grievance considered by the SPC, will result in a written response to the student from the Program Director (or by the Dean of the College of Health and Community Well-Being) within 10 business days after the meeting at which it is considered. This response may either propose a resolution to the issue, or may indicate further actions or discussions needed for an acceptable resolution. Decisions of the SPC may be appealed to the Dean of the College of Health and Community Well-Being. Appeals to the Dean must be received, in writing, within two weeks of the date of the SPC's decision. The Dean will evaluate the student's appeal and decide whether to uphold the SPC's decision or to overturn it. There is no set timeframe for the Dean to make a decision on the appeal, but the Dean will attempt to make a decision on

the student's appeal in a timely manner. The Dean will communicate the decision, in writing, to the student making the appeal. In cases where the Dean upholds the SPC's decision, the student may appeal to the Provost.

Appeals to the Provost or the Dean's decision must be received, in writing, within two weeks of the date of the decision the Provost will evaluate the student's appeal and decide whether to uphold the Dean's decision or overturn it. The Provost's decision is final and no further appeals may be made.

DUE PROCESS (A3.15)

Policy: Institutional policies regarding due process have been established for students at the University of La Verne.

Procedure: Policies and procedures related to due process are found in the University catalog 'Rights and Responsibilities'.

ATTENDANCE POLICY

Policy: Lecture and laboratory attendance is required of professional students. Some class sessions may be scheduled at times other than those noted on the registration printout. This is necessary to accommodate guest speakers and experiential learning activities. Students should not finalize schedules outside of class time until course syllabi and schedules are provided. It is the student's responsibility to be aware of attendance policies for each class and potential consequences for unexcused absences until course syllabi and schedules are provided. It is the student's responsibility to be aware of attendance policies for each class and potential consequences for unexcused absences.

Procedure: The department expects regular class attendance from all students. This is a full-time professional program that will typically be scheduled from 8:00 a.m. to 5:00 p.m. every weekday and some weekends. Students are considered sufficiently mature to be able to accept personal responsibility for attendance and to accept the consequences of failure to attend. It is also required of the student to remind the faculty of scheduled absences in advance of the class that will be missed. Any student who will miss a class or lab for any other University sanctioned activity must inform the involved faculty member in advance about the proposed absence. Missed class time for these events is considered an excused absence. If a student plans to miss a class or lab for an activity that is not sanctioned by the University, the student must read the attendance policy associated with an unexcused absence.

If a student is ill and unable to attend class, the student must contact the appropriate faculty and the PA program manager prior to class time. The student may be required to be seen at the Health Center or by a health care provider and provide the faculty with documentation of the illness. If the student provides adequate and sufficient documentation, the absence will be considered excused. A student who is absent from class and does not give prior notice will receive an unexcused absence for the class. All coursework must be successfully completed.

University of La Verne

Please read the following detailed attendance policies for the didactic year carefully. It is essential that the student adhere to these policies as written in order for the student to achieve satisfactory progress:

1. Full attendance is mandatory for every trimester. Students **MUST** report to the classroom on time and remain in class for the full assigned class time every day class is held.
2. Students must notify the Instructor of Record and the Program Manager of an absence, tardy arrival or early departure prior to the beginning of the class.
3. Anticipated absences, tardy arrivals, or early departures **MUST** be communicated via email at least one week in advance with the Instructor of Record and Program Manager if possible. Students should be aware that all days that are taken as a result of the time-off request will count as an absence.
4. Students who arrive late to class (over 15 minutes tardy) or leave early (15 minutes or more) without prior approval will count as one-half day unexcused absence.
5. **Bereavement:** Three days' absence without required make-up will be allowed for bereavement of the death of an immediate family member. Immediate family is defined as: spouse, child, mother, father, mother-in-law, father-in-law, sibling, or partner. Additional time-off for bereavement will be taken under consideration, but the additional loss of time must be made up. Bereavement greater than eight (8) days will result in a Leave of Absence (LOA) from the program. The LOA Policy is detailed below.
6. **Excused Absences:**
 - a) An excused absence is an absence due to: personal emergency or illness of the student or a student's dependent (with a physician, PA or NP note); bereavement; religious observances; participation in approved university-sponsored activities (with verification); or government required activities (with verification).
 - b) With the exception of illness, arrangements to have an absence, tardy, or early departure must be made at least one week in advance in writing with the Program Manager and Instructor of Record.
 - c) In the case of illness, the Program Manager and Instructor of Record must be notified via email **within 24 hours** of the absence.
7. **Unexcused Absences:**
 - a) An unexcused absence is defined as every absence that is not excused. Absences from classes for job interviews are not considered an excusable absence.
 - b) The Instructor of Record or Program Manager must be notified via email **within 24 hours** of the absence.
8. **Absence Maximums:**
 - a) A cumulative **total of eight excused/unexcused absences is permitted over the entire didactic year**. Exceeding the maximum number of absences may result in dismissal from the PA program. Extenuating circumstances will be at the discretion of the PA Program.
 - b) The Instructor of Record will arrange for make-up assignments, if necessary.

SCPE Attendance

Policy: Clinical attendance is required per the clinical faculty's work schedule. Absence or repeated tardiness may result in grade deduction or course failure.

Procedure: The student will be expected to assume the work schedule as assigned by the clinical preceptor. In the event of illness, the student is responsible for notifying supervising clinical preceptor and

the PA program (Director of Clinical Education) prior to the start of the workday. Any absence during a clinical course will require make-up time scheduled at the discretion of the clinical preceptor and PA program. **Three unexcused absences** will result in failure of the rotation and violation of professionalism standards. For detailed procedures regarding clinical year attendance please refer to the *Clinical Curriculum Handbook*.

PROFESSIONAL MEETINGS

Policy: A student attending state and national professional association meetings may be excused from class and clinical rotations upon written request.

Procedure: The student will request from each of his or her academic and clinical faculty of the proposed attendance at a professional meeting one week in advance by providing a written request for an excused absence from classroom or clinical activity. Attendance at professional meetings will be considered an excused absence from didactic courses with prior notification of faculty. The faculty may request additional means for the student to demonstrate understanding of the missed course content. Absence from clinical courses will require the student to make-up missed clinical hours at the convenience of the clinical faculty.

LEAVE OF ABSENCE (LOA) POLICY (A3.15)

PA students who are in good academic standing may request a leave of absence from the program for personal, medical, religious or financial reasons, or for military service. A leave of absence is a temporary leave from the PA program for no more than one year in length. Only one (1) LOA is allowed during the didactic year. The didactic year is defined as Trimester 1 – Trimester 4. The clinical year is defined as Trimester 5 – 7; please refer to the *Clinical Curriculum Handbook* for what is allowed during the clinical year.

The following policies and procedures must be followed for a leave to be granted and for the student's return to the program:

1. Students requesting a leave of absence must first notify his/her faculty advisor, SPC, and Program Director to identify a plan for their return to the program. Students who do not first notify the Program and simply leave the program will be considered to have abandoned their program of study and will be dismissed from the program.
2. Students with greater than eight (8) days of absences in the didactic year will be considered on a Leave of Absence and will be required to follow LOA Policy.
3. After consulting with the faculty advisor, SPC, and Program Director, students must complete the *Request for Leave of Absence Form* from the Registrar's office. If a student is requesting the leave during the trimester in which the student is enrolled, the student must complete the request form as soon as possible. If the student is requesting a leave for the subsequent trimester, they must submit the form at least 30 days prior to the first day of classes in the subsequent trimester.

University of La Verne

4. Students receiving financial aid are responsible for contacting the financial aid office about their leave and for determining any possible consequences of the leave on their financial aid status.
 - a. Students granted a Leave of Absence must contact Student Accounts to inform them he/she is no longer enrolled in classes. Tuition credit is determined by the academic calendar and will be granted based on the date the student officially drops or withdraw from courses.
 - b. Return the parking permit and clear any parking fines.
 - c. Return all library books and clear any outstanding fines.
 - d. Financial holds on the student's record will be placed if he/she fails to clear their account of any outstanding balances. Any holds on their record will prevent the student from registering in future semesters, delaying their return to campus after the leave of absence has expired.
5. Return to the program is not automatic. Any student granted a leave of absence lasting under 12 months must notify and meet with the Program Director and his/her faculty advisor at least 60 days in advance of his/her return. In such instances, the student should be able to demonstrate how the situation necessitating the leave of absence has changed for that student. If approved to return, the student must complete the *Request to Re-enter* form from the Registrar's Office at least 60 days prior to the trimester in which they plan to return.
6. Students on a leave of absence may not receive any services from the university.
7. LOA in the didactic year will require that the student audit courses already passed with a "B" or better, complete remediation before returning to the program, or experience a delay in starting the clinical year. For the LOA policy during the clinical year, refer to the *Clinical Curriculum Handbook*.
8. Students on a leave of absence might experience a delay in their graduation date. Depending on the length of the LOA the student might matriculate with a different cohort than when the student first enrolled.
9. After 1 (one) week of the student's return to the program, he/she will schedule an appointment with his/her faculty advisor to review his/her progress or concerns after the start of coursework. If additional appointments are required, the faculty advisor will provide recommendations at that time.

STUDENT SOLICITATION OF CLINICAL SITES AND PRECEPTORS POLICY (A3.03)

Policy: Students will not solicit clinical sites or preceptors. The program coordinates clinical sites and preceptors for program required rotations. If the student has a recommendation for a clinical site/preceptor, the student can contact the Director of Clinical Education.

RISK FREE RIGHTS OF PATIENTS

Risk-Free right of patients to refuse to participate in clinical education

Policy: Patients have a risk-free right to refuse to participate in clinical education.

Procedure: Each student is required to purchase and wear a name badge during experiential and clinical course work that includes: University of La Verne, PA Program, and his/her given and surname (A3.06). Students are required to introduce themselves to patients as PA students, wear their short white coat that indicates they are a PA student, and are required to ask each patient for permission to treat prior to initiating treatment.

RISK FREE RIGHT OF STUDENTS

Risk-Free right of students to refuse to participate in specific clinical education experiences

Policy: Students have a risk-free right to refuse to participate/prescribe anything that violates their religious or cultural beliefs.

Procedure: When possible, a student should inform the Director of Clinical Education of any clinical procedures or potential situation that may arise that would violate their religious or cultural beliefs. The Director of Clinical Education will work with the clinical site/preceptor to accommodate the situation. If a situation arises, the student must communicate with the preceptor in a professional manner indicating their desire to be excused from the clinical activity due to personal beliefs. The student should notify the Director of Clinical Education of the event.

Recording In-Class and Lab

Recording of faculty and students by video, audio, or still photography methods is not permitted without explicit permission of the instructor granted prior to the class or lab. If an instructor grants permission, it may be a blanket approval for the entire semester, or for only one session. It is the responsibility of the student to verify whether the permission is one-time or for the semester. Individual instructors may require written approval for recording.

All recordings are to be used for educational purposes only, and post-recording editing of the material is not allowed. Recordings may be made available only to other students in the course; distribution via social media sites is not permitted. Instructors retain the right to review any recording material, and if asked to destroy the recording, students will comply.

No recording of any type is ever permitted in any laboratory or physical diagnosis classroom. Any violation of the policy on recording in-class and lab constitutes a violation of professional behavior and is grounds for a breach of professional conduct.

INFORMED CONSENT FOR LABORATORY PARTICIPATION

Policy: Each student is expected to participate in laboratory experiences as a student PA and as a patient-simulator. These laboratory activities may include but are not limited to: examination, manual palpation, visual inspection, mobilization, manipulation, therapeutic exercises, and application of physical

agents. Each student is required to sign an informed consent for these experiences. A student has the right to refuse to be a subject in lab activities, with legitimate reason. Legitimate reasons include but are not limited to medical conditions and religious beliefs. Each student signs an informed consent for being videotaped, audio recorded and photographed as part of the educational experience and for student recruitment purposes.

Procedure: Each student is expected to dress suitably for laboratory experiences. Laboratory attire usually consists of shorts, tee shirts, closed toed shoes, and can include a sports bra for comfort of student. Additional requirements may be found in the syllabus of each class. These items will be required to be purchased at La Verne's Bookstore. The student must be respectful of the person acting as the patient simulator and protect their modesty at all times by utilizing appropriate draping procedures. Each student will be encouraged, but not required, to work with fellow students of any gender. A student not willing to have a lab partner of any gender should submit a written request to the Program Director or Faculty member at the beginning of their first year in the program. A student who wishes to decline to be a patient simulator for any lab activity must also request this in writing to the Program Director as soon as possible.

Any student who does not demonstrate appropriate respect, language and behavior to a patient-simulator will be counseled initially by the appropriate faculty member. If the problem is not resolved, and additional episodes are noted, the student will be removed from the laboratory and referred to their advisor, the Program Director and to the Counseling Center if necessary.

The student will utilize the laboratory equipment in a safe manner. The student will follow guidelines for use of equipment given in the appropriate textbooks, course manual and faculty instructions to ensure the safety of the patient-simulator. The appropriate faculty member will counsel any student using equipment in an unsafe manner. If the student continues to utilize equipment in an unsafe manner, they will be removed from the laboratory situation and referred to their advisor and then to the Program Director.

Any student who is aware of another student who does not follow these guidelines for respectful and safe behavior in a laboratory situation should report the incident to the appropriate faculty member or to their advisor or the Program Director. The situation may be described verbally or in writing.

Laboratory Assignments

Policy: PA faculty and administrative staff may need to make changes to individual student lab assignment.

Procedure: Students may be reassigned at the discretion of PA faculty or staff in order to match lab groups based on variables such as number of students.

LABORATORY AND EQUIPMENT SAFETY (A1.02g)

Policy: Student safety during laboratory experiences is the responsibility of the student and the faculty involved in the educational experience. Proper storage of all equipment is the responsibility of faculty and students. Equipment will be kept in good safe working order to decrease the risk of personal injury.

Laboratory, Classroom and Equipment Procedures:

1. All laboratories are kept locked except when in use for scheduled class sessions.
2. Under no circumstances is a student to use laboratory equipment for self-treatment.
3. Students participate in role-playing as both a patient and a therapist as part of course requirements. The safety of the students during these simulations is the responsibility of the students and course instructors.
4. Students are required to wear face shields, gloves, and closed toe shoes when performing or observing dissection or when in physical diagnosis and skills lab. An eyewash station is in place should there be accidental exposure to hazardous material or body substances.
5. When practicing in a laboratory after dark, an escort service is available to the student through the Campus Safety office at 909-448-4950.
6. Emergency numbers are posted in all classrooms and labs available for independent practice.
7. Safety data sheets can be found in the laboratories where material is used. Follow the directions if exposed to a hazardous material.
8. First aid kit is located in the Program Office. Automated External Defibrillator (AED) and fire extinguishers are located in the hallway.
9. All laboratory equipment/task trainers and equipment are to be checked by the instructor prior to student use. Any equipment not typically housed in one classroom may be requested to be moved to another classroom.
10. Any damaged equipment is to be reported immediately to the laboratory supervisor or to the course instructor who will inform the laboratory supervisor.
11. Preventive equipment maintenance, including any necessary or indicated equipment calibration, is done annually.

USE OF RESEARCH SUBJECTS

Policy: All research using human or animal subjects requires approval by the Institutional Review Board (IRB). All research in the PA Program will comply with the policies of the U.S. Department of Health and Human Services and the University of La Verne.

Procedure: Research proposals involving human or animal subjects must be submitted to the Institutional Review Board of the University of La Verne.

STANDARDS OF CONDUCT

The University of La Verne community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of the Dean of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the University of La Verne community.

University of La Verne

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the University will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk.

The University also reserves the right to designate which university officials have a need to know about incidents that fall University of La Verne within this policy, pursuant to the Family Educational Rights and Privacy Act.

Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the University of La Verne has jurisdiction, the University of La Verne conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University of La Verne reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until an administrative review can be held, typically within two weeks. The interim suspension may be continued if it is reasonable to believe that a danger is posed to the community and the University of La Verne may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process.

Mandated Reporting

Per AB 1433, the University of La Verne is mandated to report to local law enforcement any report of a violent crime (i.e. willful homicide, forcible rape, robbery, or aggravated assault); hate crime (acts committed because of an actual or perceived characteristic as described in section 422.55 of the Penal Code); or sexual assault. While reporting of acts of violence is mandated, reporting of a victim's identity is not, unless the victim consents.

If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity may not be disclosed either.

Prohibited Conduct

The University of La Verne considers the behavior described at <https://laverne.edu/policies/> as inappropriate for the University of La Verne community and in opposition to its core values. These expectations and policies apply to all students, whether undergraduate, graduate, doctoral, or professional. The University of La Verne encourages community members to report to University of La Verne officials all incidents that involve the violation of the policies listed. Any student found to have committed or to have attempted to commit misconduct as outlined in <https://laverne.edu/policies/> is subject to University sanctions

HARASSMENT (A1.02j, A3.15)

Policy: Harassment of any kind is unacceptable in the PA Program. The PA Program strives to maintain a non-discriminatory environment that is free of any type of harassment. The program believes that every individual has a right to be treated with respect, dignity and impartiality. Students may also be required to comply with University policies related to harassment which may require annual competency. Information can also be found at the university website: <https://laverne.edu/title-ix/> and the university catalog.

Procedure: A student who believes that he/she is being subjected to harassment of some kind by a fellow student or a faculty member may initially decide to try to resolve the issue informally. This may be done by asking the individual to stop the undesired behavior, either verbally or in writing, with another person present if desired. If the student is uncomfortable with this process or if this process is unsuccessful in stopping the perceived harassing behavior, the student should take the complaint to any one of the following persons:

- Program Director
- Dean of the College of Health and Community Well-Being
- Dean of Student Affairs
- Office of Human Resources
- Provost

A formal complaint must be made within one year of the alleged act of discrimination or harassment. The complaint shall be referred to the Dean of Student Affairs. If the complainant is not a student, the Office of Human Resources will coordinate the complaint procedure. Students are requested to read the policies on Harassment and Sexual Harassment in the University Catalog and follow the procedures outlined.

NON-DISCRIMINATION – STUDENTS (A3.15)

Policy: The PA Program operates under a non-discriminatory policy with regard to race, color, age, religion, disability, gender, sexual orientation, gender identity, ethnicity, and national origin. The program strives to provide an environment that encourages tolerance and diversity. The program reserves the right to exercise judgment in the selection process for the PA Program. All students will be treated in a non-discriminatory manner before, during and after selection into the program. The university and the PA

University of La Verne

Program comply with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 with regard to the admission of students into the program and providing assistance once in the program. This assistance may include but is not limited to allowing additional time for examinations and tests, recording of lectures, extra study sessions and other necessary aids to ensure successful completion of the academic program in which the student is enrolled.

Procedure: Any student who feels that he/she has experienced discrimination while in the PA Program should follow the Grievance Procedure outlined in the PA Student Handbook and the university catalog. Information with regard to the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 can be found at: <https://laverne.edu/accessibility/>.

The non-discrimination policy is made available to students on the university and program website and in the PA Program brochure.

Title IX: Sex Discrimination, Harassment, and Assault

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment, sexual assault and sexual exploitation. The University of La Verne has a designated Employee Relations and Title IX Manager to serve as the Title IX Coordinator/Manager. The Title IX Coordinator/Manager is available to receive reports of sex discrimination at the University of La Verne, including sexual harassment, sexual assault, and sexual exploitation, to discuss questions or concerns relating to the investigation of complaints received, reporting and complaint procedures, and education and training opportunities across campus.

For more information concerning the University's Title IX policy, resources, complaint procedures and other related information please visit the website at: <https://laverne.edu/title-ix/>.

CODE OF STUDENT CONDUCT

Classroom Etiquette

The student should adhere to professional standards for behavior when communicating with faculty and fellow students in the classroom:

1. Always address the faculty member by title: "Professor" or "Doctor".
2. Be respectful in all communications to fellow students and faculty.
3. Arrive at least 10 minutes before the start of class.
4. Call and email the faculty member and leave a voice mail/phone message in the event of tardiness or absence from any class.
5. The faculty reserves the right to prevent students who are late from entering the class until the official class break.
6. Consuming food and beverages in the classrooms is permitted, the expectation is that food is contained and areas are kept clean.(closed lid drinks, containers for food)
7. Students are not permitted to bring guests or children to class.

8. Please be courteous to your instructor and your fellow classmates and turn off all electronic devices and store them properly in your book bags or purses.
9. Except for program-approved laptops, students are prohibited from having cell phones or other electronic devices with them during examinations. During examinations, all electronic devices should be properly stored in book bags or purses at the front of the room or in their lockers.

Digital Etiquette in the Classroom

The University of La Verne's PA Program is committed to providing an optimal learning environment for all students. Electronic devices serve professional needs. However, they are also commonly used for personal needs. During formal learning experiences: lectures, workshops, standardized patient (SP) encounters, small groups, SCPEs, it is expected that students will only use electronic devices for context specific for professional learning purposes. In order to mitigate potential distractions, and to facilitate increased individual participation and overall class engagement, the use of electronic devices for the following purposes is prohibited during formal learning experiences:

- Conducting personal business (email, text messaging, banking)
- Engaging in social media and/or playing online games.
- Any other activities that may serve to interfere or distract students in an optimal learning environment.

Mobile Devices: Mobile devices should remain off or be placed on silent mode. Students should only use these devices with permission of the course instructor. For those rare occasions where phone access is necessary, students will advise the lecturer / faculty for permission to receive call(s).

Computers/Tablets/iPads, etc.: These devices will be used in class, particularly during team-based learning experiences and for taking examinations and quizzes. Students should ensure these devices are in working order before each class.

Social Media Policy

Social media offers unique opportunities to connect and communicate with people across the globe. The University of La Verne supports the use of social media initiatives that seek to share and support its educational, research and clinical missions.

Members of the La Verne community are asked to be professional, confidential and technically secure, and transparent of their identity in all communications on behalf of the University of La Verne and the College of Health and Community Well-Being.

Physician Assistant students have a duty to represent the profession of medicine in all interactions with the public. Social media have become important aspects of that professional development: networking, gathering information, and public image. This document is intended to provide students with guidance in their use of social media. Such media, include but are not limited to YouTube, Vimeo, Facebook, blogs, web feeds (such as RSS and Twitter), Instagram, LinkedIn, Flickr, community forums, chat rooms, listservs, social bookmarking sites and other forums.

These guidelines apply to all students of the University of La Verne when engaging in any online conversation, professional or otherwise. It is important to recognize that social media platforms are

University of La Verne

among new and evolving technologies and discretion should be used to adhere to professional behavior in all social media interactions if not explicitly stated in this policy.

1. Follow all existing La Verne policies and guidelines, including HIPAA, Conflict of Interest Policy, Intellectual Property and general civil behavior guidelines cited above.
2. Respect copyrights, trademarks and intellectual property of the University, La Verne and others.
3. Protect others' privacy and their proprietary financial, patient care or similar sensitive or private content.
4. No identifiable patient information is to be communicated on any social media site.
5. Be professional and respectful in all postings. Be mindful that all communications in the online environment can be visible to patients, co-workers, managers, competitors and others. Remember that nearly all content contributed on all social media platforms becomes immediately searchable and can be immediately shared.
6. When representing La Verne, identify yourself and your role with the organization in all posts. Use good judgment and strive for accuracy. Errors and omissions could result in liability for you or for La Verne.
7. When you are expressing personal views, and when your association with La Verne is shared, implied or apparent, make it clear that your opinions are personal and do not represent the views or opinion of La Verne or the PA program.
8. The University of La Verne is committed to a work environment free of harassment and disruptive behavior, and to providing an equal opportunity work environment where every member of the University community is treated with fairness, dignity and respect. No one shall discriminate against any individual on the grounds of race, color, religion, gender, gender identity, age, disability, sexual orientation, national origin, or any other factor prohibited by law.
9. Your personal online social networking activities should be kept separate from your professional online activities to help maintain appropriate boundaries when interacting with patients online and to ensure patient privacy and confidentiality.
10. Use privacy settings to safeguard personal information on non-work related activities as appropriate. The practice of accepting patients as friends on personal, non-La Verne accounts is strongly discouraged. Monitor your Internet presence to ensure accuracy and appropriateness of content posted about you. Please also review the American Medical Association (AMA) guidelines for social media use.
11. Always adhere to the site's user terms and conditions.

12. Make sure your online activities do not interfere with the completion of your academic responsibilities.
13. If someone or some group offers to pay you for participating in an online forum in your La Verne role, this could constitute conflict of interest and La Verne policies and guidelines apply.
14. If anyone from media outlets contacts you about posts you have made in online forums that relate to La Verne in any way, you must alert the La Verne Office of Student Affairs immediately.
15. If one should wish to write about other Universities, the Health System, faculty or healthcare providers, information should be respectful and factually accurate.

STUDENT APPEARANCE AND DRESS CODE

Policy: Each student will maintain a professional appearance when they are involved in off-campus experiential, service-learning activities, and clinical courses. For dress code policies for the clinical year, please refer to the *Clinical Curriculum Handbook*. It is important to note that the didactic and clinical year have DIFFERENT dress code policies.

Procedure: Each student in the PA Program must follow the program established dress code guideline for the didactic year, as listed below. This is a professional program and students are expected to maintain a professional appearance in the classroom.

Students are expected to appear professional at all times.

1. Students will be allowed to dress comfortably while remaining appropriate for most classroom activities. . Denim will be allowed provided it is in good condition and no cut-offs. At times there will be guest lecturers or visitors; on those days business casual attire for students is required in the classroom; slacks, capris, dresses, or skirts (provided they are no more than 2 inches above the knee) will be required, White coats will be worn when guest lecturers and visitors are presenting or on campus for events. Either a collared or professional style shirt (no sleeveless shirts) with appropriate coverage (no midriff skin or cleavage showing).
2. Hats are prohibited indoors unless in observance of religious practices.
3. Clothing should be clean and neat. Undergarments should not be visible. Examples include wearing tank tops with brassieres visible, and low-slung pants with underwear visible above the waistband.
4. Clothing with offensive messages /drawings are not permitted.
5. Gym shorts and tank tops available in the University of La Verne campus store will be required for lab activities and should not be worn outside of the lab area except for the hallway directly outside of the labs, restrooms, lockers, and the student lounge. Clothing must allow for visualization of body parts and permit freedom of movement.

6. Nails must be trimmed so as to not expose any nail beyond the fingertips prior to labs where long nails could cause discomfort to a lab partner. Nail polish should be clean, not chipped and light in color. The University of La Verne PA Program will follow the guidelines established by the CDC for hand-hygiene including for nail care: <https://www.cdc.gov/handhygiene/providers/index.html>
7. Students must wear closed toed shoes for all laboratory and clinical training activities.
8. Any visible piercing and visible body art that could be offensive to reasonable persons should be covered, questions about compliance should be discussed with your faculty advisor. Heavy perfumes and/or aftershave should be avoided.

This list is not exhaustive, and it is impossible to continually update with every change in contemporary fashion. Therefore, if in doubt, err on the conservative side and discuss with faculty advisors. Students who are in violation of the dress code will be sent home to change. If the student does not return they will be given an unexcused absence.

Name badges with photo identification as a PA student must be worn and visible at all times for the entire length of enrollment in the PA Program for all on and off-campus program related activities.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY (DAAPP)

The Drug and Alcohol Abuse Prevention Policy (DAAPP) for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

This report is submitted to comply with the regulations of the Drug-Free Schools and Community Act. The program recognizes the importance of the review and has formed a team of personnel to conduct the review. Information within this review was gathered from various work units throughout the university, including but not limited to:

- Program Director
- Medical Director
- Principal Faculties

Drug Screening

The PA program conducts drug screening prior to entry to the program, before the start of clinical rotations, or at any time during didactic or clinical curriculum at the discretion of program faculty or preceptors based on student behavior and/or conduct. Although alcohol and recreational use of marijuana is legal in the state of California, there is a no tolerance policy for most clinical sites. Prop 64 does not extend protections at the work place (this includes any university facilities and clinical sites). The PA program and clinical sites may still enforce “drug-free” policies that include marijuana screening. The PA program administration and/or clinical preceptors can still choose not to enroll an individual over a failed drug test or take action if marijuana is affecting the quality of their work or the safety of themselves and/or others. Student that do not

pass a required drug screen may face disciplinary actions, including but not limited to, rescission of acceptance to the PA program, administrative withdrawal from courses, placement on leave of absence, or dismissal from the program. Students may be referred for evaluation and treatment through DAAPP or another designated program as a condition for remaining in the PA program. Any treatment recommended or required to remain in the program will be at the expense of the student.

Additional Policy/Procedure Information

The PA program takes the safety of patients, students, and employees very seriously. The technical standards for student require that all students be able to meet the physical and cognitive demands of the clinical setting as well as exhibit sound judgement at all times. Students who are seriously ill, injured or taking medication that impairs judgment (including, but not limited to, lawfully prescribed medications and medical marijuana) may not be able to meet the technical standards, and therefore may not be suitable for the clinical environment where patient safety is the topmost concern. A determination of any conditions on a student's ability to participate in clinical experiences or to otherwise proceed in the program will be handled through a committee as determined by the PA program.

Standards of Conduct

The PA program complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on University premises and the sale or use of alcoholic beverages on PA program premises and/or clinical rotation sites. The campus has been designated "Drug and Alcohol Free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal.

Disciplinary Procedures

The PA program believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug and Substance Abuse Policy of the PA program, the University will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by a University of La Verne PA Program student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

Disciplinary Sanctions

Penalties: Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. A summary of federal penalties for drug related offenses can be found at:

<https://www.ussc.gov/research/research-reports/mandatory-minimum-penalties-drug-offenses-federal-system> or <https://fas.org/sgp/crs/misc/R45075.pdf>.

In addition to criminal prosecution, violators are also subject to disciplinary action by the PA Program. Student discipline actions may include, but not limited to, rescission of acceptance to the PA program,

reprimand (verbal and written), temporary suspension by instructor, disciplinary probation, restitution, administrative withdrawal from courses, suspension, placement on leave of absence, and/or expulsion/dismissal from the program.

Health Risks: Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities.

Drug and Alcohol Prevention Programs: The PA program offers a variety of resources designed to promote student success. The PA program uses referral services for Drug and Alcohol prevention and treatment programs. A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs are provided upon request through the PA Program.

Tobacco Use

Policy: The University of La Verne has a Tobacco-Free Policy with designated smoking areas. The PA Program's facility has a Tobacco-Free Policy with designated smoking areas.

CRIMINAL BACKGROUND CHECK

Policy: All PA students are required to have a background check prior to the first trimester of course work and annually thereafter in order to ensure a safe clinical environment for both students and the public. This background check is also required to comply with the clinical education agreements between the University of La Verne PA Program and clinical sites which stipulate background checks be conducted prior to approval of clinical course assignments.

Procedure: The student is responsible for the financial cost associated with this record check. The student will be provided with relevant details to initiate this background check through a University-approved third-party vendor. The student will be notified and have access to the results of the background check. Positive findings will be presented to the Program Director, Advisor and Director of Clinical Education and discussed with the student. If findings are deemed accurate as reported, the Program Director, Director of Clinical Education and student will discuss potential consequence and recommended action.

If new legal charges arise at any point in the program, the student is required to disclose information relevant to new legal charges to the Program Director. Failure to report these behaviors will be considered a breach of professional conduct and may result in student dismissal from the program. Appeals regarding student progression/dismissal decisions related to verified criminal activity may be made to the Program Director, who, under consultation with appropriate senior University officials including the Chief of Campus Safety may choose to admit a candidate or place a current student on academic probation with or without stipulations and conditions, i.e. mentoring or counseling.

STUDENT SAFETY (A1.02g)

Policy: The University and the PA Program seeks to ensure student safety at all times while the student is on and off campus. Students are expected to adhere to all general campus policies dealing with safety. The University is not responsible for any injuries incurred by a student while traveling to or from a clinical site or off-campus educational or volunteer experiences.

Procedure: A document on campus security is available on the University website at <https://myportal.laverne.edu/web/campus-safety>.

Campus security will provide an escort after dark upon request.

Should a student be involved in a motor vehicle accident on the way to or from a clinical site or experiential learning opportunity, the student should notify the appropriate authorities. The student should also notify the Director of Clinical Education and the clinical faculty, if appropriate.

Students participate in a variety of off-campus educational experiences including laboratories, experiential opportunities, and clinical course work. During these experiences, student safety is enhanced through supervision by an academic faculty member or a clinical faculty member.

Student Safety at Rotation Site (SCPEs) (A1.02g)

Policy: The PA Program will provide appropriate training to students regarding Occupational Safety and Health Administration (OSHA) standards prior to being at clinical sites. Training is provided through the University of La Verne and Collaborative Institutional Training Initiative (CITI) and can be accessed through the La Verne Portal at <https://myportal.laverne.edu>.

The facility at which the clerkship takes place shall provide students access to the facility's rules, regulations, policies and procedures with which the PA students are expected to comply, including, the facility's OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all PA students and any instructors on site.

The Director of Clinical Education /faculty will evaluate a clinical site for student safety prior to allowing a student to be assigned to that location. It is the preceptor's responsibility to take reasonable steps to ensure personal safety and security of students during the clerkship.

Procedure: The Director of Clinical Education or faculty member assigned to that rotation/SCPE will review available safety/security documents for each clinical facility and/or talk with the clinical preceptor on student safety and security. The preceptor/clinical site is responsible for distributing all safety/security information.

STANDARD PRECAUTIONS (A3.08)

Policy: Each student will demonstrate annual competence in aseptic technique, blood borne pathogens, and standard precautions prior to going to a health care facility for any experiential learning activity. Students are responsible for reviewing and complying with facility specific policies and procedures associated with clinical course work.

Procedure: Education on standard precautions will be provided to the students in the PA program prior to the start of any clinical experiential learning. If a student is unable to attend the mandatory class, the student must acquire the necessary information from a source that is approved in advance by the instructor of the class.

Each student is required to review this information independently on an annual basis prior to his/her clinical coursework. HIPAA, Standard Precautions and OSHA Blood Borne Pathogens Training are provided through the University of La Verne and Collaborative Institutional Training Initiative (CITI) and can be accessed through the La Verne Portal at <https://myportal.laverne.edu>.

COVID-19 SPECIFIC EXPECTATIONS AND PROTOCOLS *(revised 10/10/2020)*

COVID-19 has fundamentally changed our lives, personally and professionally. New and returning students are being introduced to policies and procedures designed to promote public health and safety for all on campus and off campus. The University of La Verne has designed these policies to work in tandem with the Centers for Disease Control, California's Roadmap to Recovery, and Los Angeles County's Department of Public Health.

The state's mandate to educate healthcare professionals means that the University of La Verne is allowing essential labs to students in the PA Program.

It is vitally important that each of you reads, understands, and accepts the following important information. This communication is based on collaborative and careful planning by the University of La Verne, Novel Coronavirus Monitoring Committee, Academic Affairs Coronavirus Committee, the Deans of the Colleges, department chairs, faculty, and staff.

1. All graduate students in the PA Program are expected to be available to participate in on-campus essential labs, learning experiences, and clinical rotations beginning Fall 2020. You must be available to participate. If a student has moved away from the area to take spring and summer courses remotely, they must be in the area for Fall.
2. Lockers, study rooms, student lounge space, and conference rooms will NOT be available in Fall 2020. Classrooms and exam rooms will only be assigned by the Instructor of Record for essential on campus lab activities.
3. Club meetings, group studying, advising, and mentoring will be held remotely. There will be no on campus meetings or events.
4. All students are expected to practice the following behaviors:
 - a. Each day before coming to campus you will take your temperature. If you have a temperature above 100.3 degrees or feel sick (cough, difficulty breathing, and runny nose) please stay home

and inform your academic advisor or Director of Clinical Education, and program director. A Temperature Tracking Log, Exposure Tracking Log, Symptom Tracking Log, and Travel Tracking Log will be provided to each student to use as needed. You will be notified when to use these forms and when to upload them to EXXAT.

- b. The minimum standard personal protective equipment (PPE) required for on campus labs is a face shield and mask. If you do not have a mask or face shield one will be provided. These must be worn correctly and at all times while on campus, including parking lots and parking structures, unless you are in a lab where PPE is different. Your instructor will inform you if different PPE is necessary.
- c. You will be expected to maintain physical distancing at all times. Six (6) feet is the physical distance needed to help prevent the spread of COVID-19.
- d. These unprecedented times have demanded that we create these policies and safety measures to keep all faculty, staff, students, and members of the community safe, as well as family members back home once we are back in contact with them after on campus activities. These unprecedented times also call for each one of us to be personally responsible for our actions. Wearing a mask and practicing social distancing will help prevent the spread of COVID-19. If we all do our part and help ourselves and each other, this too shall pass and we will all be strong, safe, and healthy together.

Student Communication of COVID Specific Expectations and Protocols:

- Students will receive written COVID specific expectations and protocols outlined in this document. Students will be required to acknowledge receipt of this document and attest that they have read it and understand it via email.
- Students may be required to attend an information session with Q&A prior to the start of their clinical rotations. This will be presented by the Program Director.

Preceptor Communication of COVID Specific Expectations and Protocols:

For students enrolled in the Clinical Year, preceptors will be provided with written COVID specific expectations and protocols via email by the Director of Clinical Education prior to the start of student rotations. Students should keep a 'hard copy' of these expectations and protocols to be shared with their preceptor of record.

Exposure Protocol:

If a student is exposed to COVID-19, the student must notify the program: Director of Clinical Education for students in the clinical year and Academic Coordinator for students in the preclinical (didactic) year, and academic advisor as soon as possible. Once notified, the student should make an appointment with their PCP and begin self-isolation. The Director of Clinical Education will update the preceptor and the Program Director as to the status of the student's future rotation dates depending on the outcome of their PCP visit and the Academic Coordinator will update the Program Director as to the outcome of the student's status.

Personal Protective Equipment and hygiene

- All students, faculty, and staff will be required to wear face coverings that properly cover your nose and mouth (valve masks and neck gaiters are not allowed) at all times which includes prior to entering and leaving the building, and inside the building (i.e. program/faculty offices, classrooms, lab spaces, restrooms, and hallways).

University of La Verne

- Students, Faculty, and Staff should frequently wash their hands for at least 20 seconds with warm water and soap rubbing both hands thoroughly.
- Students, Faculty, and Staff should use hand sanitizer when washing hands is not feasible.
- Students assigned to the clinical year will adhere to current PPE protocol set by either their institution or the local, regional, state or federal public health department
- Faculty, Students, and Staff will be required to wipe down their personal work or desk or lab stations prior to leaving the space. The program will provide disinfectants that do not have asthma triggers.
- Students will not be allowed to enter the classroom or lab spaces until their assigned meeting time. The study rooms, classrooms and student lounge will not be accessible to students.
- Use of drinking fountains is prohibited. Please bring your own pre-filled water bottle or container and do not share with others.

COVID testing/exposures and Quarantine Recommendations:

- Pre-rotation COVID testing: Clinical rotations sites are being surveyed to determine if any site will require students to be tested for COVID prior to beginning the rotation. If a site requires COVID testing prior to starting the rotation, students will be notified and must get testing on their own. The student must share the results with program administration.
- Symptomatic COVID testing: Students who are experiencing respiratory or COVID related symptoms should make an appointment with their health care provider and submit a health clearance note to return to school. As per program policies, students must notify the program if they are going to be absent from program activities due to illness or exposure.
- Students who are awaiting test results: Students who have been COVID tested should self-isolate pending test results. If the result is negative, and the asymptomatic student was tested due to potential exposure, the student may return to regularly scheduled program activities after submitting a health clearance note from their health care provider.
- Students who test positive for COVID: Students who tested positive for COVID should contact the Program immediately (Program Director, Director of Clinical Education, Academic Coordinator). Students who are instructed by their health care provider to self-quarantine for at least 14 days may be required to take a Temporary Leave of Absence. Contact tracing will be performed and managed by the health care provider and/or the local public health department. Faculty, Staff and Students will not be able to return to classroom/lab/clinic until they have met CDC criteria to discontinue home isolation including 24 hours with no fever reducing medications, symptom improvement and 10 days since symptoms first appeared since testing.
- All students will be required to take their temperatures daily before reporting to on-campus program activities. If you are experiencing a temperature beyond normal and/or symptoms or have been exposed to COVID, please self-isolate and notify the program immediately and the instructor for the course(s) of your current condition.

This policy is subject to change based on current local, regional, state or federal guidelines or mandates. All Faculty, Students and Staff will be informed of changes and will be provided an updated policy and protocol based on those changes. For up to date University of La Verne information, please visit <https://laverne.edu/health/coronavirus/>.

References: California Department of Public Health (August 7, 2020). COVID-19 Industry Guidance: Institutions of Higher Education. Accessed August 10, 2020 from www.covid19.ca.gov.

LEARNING RESOURCES & STUDENT SERVICES

LIBRARY RESOURCES (A1.04, A1.09)

Policy: The Library provides books, CDs, DVDs, videotapes, and journals of interest to students within the PA Program. In addition, extensive online databases are available. LINK+ and Interlibrary Loan (ILL) are available and assists scholarly research by obtaining library materials unavailable at the University's Library.

Procedure: A complete list of books, journals, online databases, and other resources are available on the Library website: <http://library.laverne.edu/>

STUDENT SERVICES (A1.04, A1.09)

Division of Student Affairs

Ruby Montañó-Cordova, Deputy Chief Student Affairs Officer

<https://laverne.edu/student-affairs/>

Campus Activities Board (CAB)

CAB, the Campus Activities Board, coordinates a variety of social activities throughout the academic year. Activities include concerts, movie nights, multicultural events, and other major social events on campus for both residential and commuter students.

<https://laverne.edu/student-life/campus-activities-board/>

Clubs and Organizations

The Office of Student Life recognizes a range of academic, religious, cultural, and special interest clubs and organizations that are active at the La Verne Campus.

<https://laverne.edu/student-life/student-organizations/>

Commencement Services

The Office of Commencement Services provides information on the Winter and Spring ceremonies.

<https://laverne.edu/commencement/>

Dining Services

The Spot Dining Hall is located on the La Verne Campus for resident students and all faculty, staff, and commuter students. Barbara's Place is located in the Abraham Campus Center.

<https://laverne.edu/housing/resident-information/dining-services/>

Emergency Student Loans

Emergency Student Loans are available to eligible students in the Financial Aid Office.

<https://laverne.edu/financial-aid/emergency-loan-program/>

Greek Life

The University has national and local fraternities and sororities. Although distinct and unique organizations, the fraternities and sororities are centered around the core principles of sisterhood and brotherhood,

leadership, philanthropy and community service, scholarship, and social activities and events.

<https://laverne.edu/student-life/greek-life/>

International Services and Engagement (OISE)

The OISE supports international students by providing semester and term orientations, immigration advising, OPT workshops and social-cultural activities.

<https://laverne.edu/oise/>

The Center for Multicultural Services (CMS)

CMS creates opportunities for learning, exploring, deconstructing and celebrating diversity and inclusion as it impacts students and the global community. The CMS supports the First Generation Student Success Program, cultural graduation celebrations, cultural clubs and organizations, student diversity related training and initiatives, and a host of other diversity initiatives on campus.

<https://laverne.edu/multicultural/>

Housing and Residential Life

On-campus housing is available for all students at the main campus (undergraduate, graduate, campus accelerated program for adults) in four residence halls. The mission of the Housing and Residential Life office is to partner with students living on-campus to create a learning environment where students feel they are part of the university, are engaged in productive citizenship, and expand their potential. For more information on the on-campus experience, including how to apply, please visit: <https://laverne.edu/housing/>

Veteran Student Success

The Office of Veteran Student Success serves as an advocate liaison that connects all veteran students with services, resources, programs and events designed to assist in their efforts-academically, financially, emotionally, socially, and physically to achieve their educational goals. The Office of Veteran Students Success is located on the 2nd Floor of the Abraham Campus Center.

<https://laverne.edu/military/>

Academic Success Center

The Academic Success Center (ASC) provides academic support for La Verne undergraduates, including campus accelerated program for adults and La Verne Online students, and graduate students through one-on-one, online, and group tutoring, supplemental instruction, and academic skills workshops. The ASC can be reached at 909-448-4342.

<https://laverne.edu/asc/>

Bookstore

The University Bookstore offers books, supplies, gift items, and other merchandise to the campus and community. <https://www.bkstr.com/lavernestore>

Campus Safety and Transportation

The University maintains its own security department to patrol the campus 24 hours a day, seven days a week. It is the central repository for all lost and found property.

<https://myportal.laverne.edu/web/campus-safety>

Child Development Center

The Child Development Center is located two miles south of the Central Campus.

<https://education.laverne.edu/fairplex/>

Office of Civic and Community Engagement (OCCE)

This office promotes the University's core value of community and civic engagement by developing mutually beneficial and sustainable relationships between the university and community partners. The office develops and supports service learning courses and the UVCS-CS 305: Learning through Community Service requirement. OCCE coordinates co-curricular community engagement activities such as the Martin Luther King, Jr. Day of Service and the Federal Work Study Community Service Program.

<https://laverne.edu/engagement/>

Office of Diversity, Equity, and Inclusion (ODEI)

The Office of Diversity, Equity, and Inclusion (ODEI) leads and supports initiatives that promote equity and inclusion, develops and improves collaborative relationships, cultivates a community that encourages and supports a climate that affirms diverse cultures, and advocates for equitable policies, procedures and opportunities for the University of La Verne campus community. The ODEI is dedicated to supporting a diverse community and inclusive environment where students, faculty, and staff respect each other and value the life experiences and viewpoints of others.

<https://laverne.edu/diversity/>

Office of Religious and Spiritual Life

This office fosters a vibrant university community of spiritual reflection and free inquiry. The office sponsors programs that engage aspects of religion, spirituality, interfaith cooperation, ethics, and meaning, and encourages people to explore and deepen their own spirituality, develop an appreciation for religious diversity, integrate the spiritual and intellectual dimensions of life, engage in ethical reflection, and construct a vision of what they can contribute to the common good. The office is dedicated to promoting religious and philosophical diversity in a spirit of mutual respect and dignity.

<https://laverne.edu/chaplain/>

Sports Science and Athletics Pavilion

The Sports Science and Athletic Pavilion hosts indoor intercollegiate athletics, intramurals, and recreational sporting events and other University events, as well as providing a Fitness Center for student use. Fitness Center users must have a current University of La Verne ID.

STUDENT HEALTH & WELLNESS

REQUIRED PHYSICAL EXAMINATION (A3.07a, A3.09, A3.17b, A3.19)

Policy: PA students are required to have a physical exam prior to matriculation in the program.

Procedure: The Health Clearance Form will be provided to the student via the new student packet and online through our online management system, EXXAT. The form must be submitted through EXXAT by the required deadline. Health information will not be accessible by PA program faculty. PA program faculty cannot and will not serve as health care providers for students and provide health care advice or fill out health information forms.

REQUIRED IMMUNIZATIONS POLICY (A3.07, A3.17b, A3.19)

Policy: PA students are required to have proof of immunization submitted prior to matriculation. Immunization guidelines are based on the current Center for Disease Control Recommendations for health professionals. Additionally, Tb and the Flu Shot are required to be renewed annually by October 15th.

Procedure: Students will submit completed immunization records through their EXXAT portal. The current required vaccinations are listed below; for more information visit <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Students are responsible for any expenses related to required immunizations or testing:

1. Tetanus and Diphtheria Vaccine (TdaP or Td): One dose of TdaP then a Td booster 10 years.
2. Hepatitis B Vaccine: Must receive three doses or provide titer report indicating positive immunity. If student is able to provide proof of the 3 doses then a titer is not needed. A titer is only needed if patient cannot provide proof. If the student still needs the series prior to matriculation and cannot complete all 3 doses, then the student must provide proof of any doses received and update their EXXAT portal once the entire series is completed.
3. Two MMR Vaccines (Measles, Mumps, Rubella): – Administered after your first birthday AND after 1957, – or two measles vaccines, one rubella, and one mumps vaccine; all must have been administered after your first birthday and after 1957; – or titer report indicating MMR immunity is acceptable in place of vaccine documentation.
4. Meningococcal vaccines: One or two doses depending on indication or per current CDC guidelines. Second dose must be at least 8 weeks apart. Revaccinate with 1 dose every 5 years only for the following indications: HIV infection, anatomical or functional asplenia, persistent complement component deficiency, and Eculizumab use.
5. Two varicella vaccines or positive blood test showing immunity. Tests indicating no immunity will require a two-stage booster vaccination.
6. Tuberculosis screening (see additional information below for clarifications): – Must have risk assessment screening and, if positive screening, Tuberculin skin test x 2. – Chest x-ray required if test results are positive. Two PPD skin tests administered 7 days apart within the 3 months preceding entry into school; OR documentation of a PPD skin test completed within the 3 months preceding entry into

school plus documentation of a second PPD skin test completed within one year of the recent test. For skin test, induration measurement is required.

Note: A PPD skin test must be placed the same day as a live virus vaccine or at least 30 days after the administration of a live virus vaccine to be considered valid. This test will need to be done annually.

7. Influenza. Students will be required to obtain influenza immunization annually while enrolled in the program. If the student declines the flu shot, then they must fill out the declination form and upload to EXXAT.

A health history, physical examination, and immunization form, with attached laboratory verification as indicated must be completed and returned directly to EXXAT.

Once completed, students must maintain compliance with all CDC recommended immunizations throughout the program or they will not be allowed to participate in patient care in clinical settings. EXXAT staff will review the health and immunization form to ensure that each student meets the program requirements. A copy of the student's immunization record including the tuberculosis screening results, required for supervised clinical experiences, will be provided to the program for the student file. Students will sign a release form to allow the program to release this information to clinical sites. All other student health records are confidential and will not be accessible to program faculty or staff.

Additional Immunizations for Clinical year

Policy: PA students will be required to have either a two-step TB skin test OR a QuantiFERON-TB Gold (QFT-G) blood test prior to clinical rotations, followed by annual screening. Students will be required to have a Flu Shot annually during clinical rotations. Students may be required to have a serum titer to check immune status for Varicella, Rubella, Mumps and Hepatitis B and Hepatitis C antibodies prior to clinical rotations. (A3.19)

HEALTH INSURANCE

Policy: Students are required to have health insurance while enrolled in a health professional program at the University. Students can enroll in a health plan through any available provider, including Covered California or Medi-Cal.

Procedure: Each student must demonstrate proof of health insurance coverage throughout the professional program. A copy of your health insurance card must be submitted annually through the student's EXXAT portal.

HEALTH CENTER (A1.04)

Policy: Student access to the Health Center during the traditional academic year (Start of Fall thru the end of May): Monday - Friday, 8:00 a.m. - 4:30 p.m.; Saturday, closed; Sunday, closed. If services cannot be offered, the Student Health Center will work with students for medical consultations or referrals to local treatment centers.

University of La Verne

The Health Center is staffed by registered nurses and a medical provider. For services available and the cost for services, please visit the Health Center at 2147 “E” Street, La Verne, CA 91750, (909) 448-4619.

Procedure: If an urgent medical problem occurs after your primary care physician’s office has closed for the day, students should report to the nearest urgent care or emergency department for care. Please see below for contact information and addresses.

Emergency Phone Numbers	
Emergency Medical Service	911
Campus Safety (From Campus Telephones – Extension 4950)	(909) 448-4950
Pomona Valley Health Centers Urgent Care 1601 N. Monte Vista Ave. Claremont, CA 91711 Please call for specific hours of operation	(909) 865-9977
La Verne Medical Urgent Care 1234 Foothill Blvd. La Verne, CA 91750 Please call for specific hours of operation	(909) 971-4808
Pomona Valley Hospital Medical Center 1798 N. Garey Ave. Pomona, CA 91767	(909) 865-9500
University Counseling Center (From Campus Telephones – Extension 4105)	(909) 448-4105

EMERGENCY MEDICAL CARE

Policy: Students participating in scheduled off-campus educational experiences will be provided access to emergency medical care when indicated. The student assumes responsibility for the financial costs associated with these services.

Procedure: Written agreements exist between the University’s PA Program and all clinical centers providing approved off-campus educational experiences for students. This agreement states the clinical

center will provide the student access to emergency medical care in the event the student becomes ill or impaired while participating in sanctioned educational experiences. The student assumes the financial costs associated with medical services provided.

FACULTY PROVIDING HEALTHCARE POLICY (A3.09)

Policy: All program faculty, Program Director and the Medical Director must not participate as health care providers for students in the program, except in an emergency situation.

COUNSELING, TESTING, AND HEALTH EDUCATION POLICY (A1.04, A3.10)

Students Experiencing Personal Issues Policy: Counseling and testing services are available to students experiencing concerns related to personal adjustment, difficulty with academic course work or examinations, or psychological problems that require professional attention. Health education and wellness programs are offered to assist students to make healthy lifestyle choices.

Every student has a right to achieve their full human potential. If you need help, please call or visit to set an appointment; Counseling and Psychological Services (CAPS) is located at 2215 E Street, through the door on the left. The phone number is (909) 448-4145.

If your situation is not life-threatening and you would like to contact CAPS after hours or on the weekends regarding a psychological emergency, please call the After Hours Line at **(909) 448-4650** and leave your name, phone number, and a brief message about the nature of your crisis.

Procedure: Individual sessions are available for a nominal fee for CAPA, College of Law, regional and online campuses, and graduate students who do not have school insurance. For more information please visit <https://laverne.edu/counseling/>.

If you or someone you know is currently experiencing a life-threatening situation that is both a psychological and medical emergency, call 9-1-1 immediately.

For more community resources, please visit <https://laverne.edu/counseling/resources/>. The University is not affiliated with the organizations listed, but the resources might help someone in need.

Life-Threatening Situations

You may also contact the following 24-hour local hotlines.

[Aurora Charter Oak
Hospital](#)

(800) 654-2673

Help Line in Covina

University of La Verne

Tri-City Supplemental Crisis Services	(909) 623-6131	After hours services for this in Pomona, Claremont, and La Verne
National Suicide Prevention Lifeline	(800) 273-8255	Crisis and Access Line
Crisis Text Line	Text JASON To 741741	

HEALTH STATUS

Policy: The PA Program has in place health requirements that ensure the safety of both the student and the patient. Students must demonstrate overall physical and mental health and maintain their personal appearance and hygiene to safely participate in classroom and clinical courses to avoid presenting health hazards to themselves, their classmates and patients. Students have a responsibility to inform the Program Director in writing of any condition that could impact their ability to perform the essential functions for the PA student, with or without accommodations.

Procedure: Each student will submit documentation of a physical exam upon entrance to the University. A student who becomes aware of any health condition that may impair or impede the ability to participate in any aspect of the PA Program must inform all instructors and their academic advisor immediately. Students should report emergency surgeries or medical procedures to their academic advisors as soon as possible.

Discussion with course instructors and the student's academic advisor is strongly encouraged prior to a planned surgical or medical procedure. In the case of emergency procedure, a meeting with program faculty should be made prior to resumption of classroom or lab activities or clinical course work. Following a change in health status, a letter from the student's surgeon or physician giving medical clearance to return to activity or specific activity or lifting limitations must be submitted to the instructor before the student will be allowed to participate in laboratory sessions or clinical assignments. The course instructor and the academic advisor will determine what impact if any there will be on participation in class, lab, or clinical experiences. If a student has a question as to whether lab activities are contraindicated in certain conditions, please consult with the appropriate lab instructor.

Pregnancy – A pregnancy is to be reported to the Program Director immediately upon medical confirmation. Learning experiences will be modified to ensure maximum safety to mother and baby. Medical clearance is necessary to resume activity following a delivery.

Surgery/Other Medical Conditions – Students who have had or are anticipating having surgery or a medical procedure must inform all instructors and their academic advisor before the surgery.

HEALTH RISKS

Potential Health Risks for Students

Being a student in a PA Program does not markedly elevate the risk of illness or injury above the background rate, but certain activities that are required do pose unique risks. The faculty endeavors to minimize these risks by incorporating safeguards into the activities, advising students of the potential for injury or illness, and providing students with the cognitive information necessary to be safe. Students are responsible for protecting themselves by following directions, using standard precautions, asking for help if uncertain as to the safest manner of accomplishing a task, and being aware of hazards.

Some examples of activities that may pose increased risk include use of electrical equipment during the skills portion of the curriculum, patient transfers, patient evaluation, and the transfer of communicable diseases in both academic and clinical environments. Prudent actions during these activities include wearing all appropriate safety equipment in the lab, checking electrical equipment prior to use, using appropriate body mechanics and assistance when lifting, and following relevant policies and procedures.

Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in areas where there is a reasonable likelihood of exposure to Bloodborne pathogens.

During laboratory practice using other students as the simulated patient, students must self-screen for possible contraindications to the procedures (e.g., joint hyperextensibility, musculoskeletal injuries, and cardiovascular disease). Students are responsible for the information related to laboratory and equipment safety in the PA Student Handbook, as well as facility-specific policies and procedures. The most important action to take is to focus on the task at hand. Any questions about safety and risk avoidance should be directed to the appropriate member of the faculty or the Program Director or clinical faculty.

CAMPUS SAFETY, EMERGENCIES, AND CRIME REPORTING AND PREVENTION (AI.02)

Personal Security Planning

Campus safety is the entire community's responsibility, a big part of what we call "Leos Caring 4 Leos". By doing these suggested steps, you help us all. Here's our "Top 9" Security Planning recommendations—

- Campus Safety phone number is (909) 448-4950 or 911. Store it in your cell phone.
- Report all crimes, suspicious persons or activities to Campus Safety immediately. Stay alert, be aware of your surroundings and follow your instincts. If something doesn't feel right or look right, call us and report it.
- Verify your Emergency Notification System (ENS) information is correct at your My La Verne account.
- When walking on campus, take the route that you feel is best, not simply the fastest route. Use sidewalks and crosswalks, and for longer distances or late evening departures, use Campus Shuttles or call Campus Safety for CSO Escorts after dark.
- Do not leave your belongings unattended, even for a few minutes.
- Protect your personal information, share only what is required for official University business. This includes your cell phone number!
- Register your bicycle with Campus Safety and/or the La Verne Police Department and use a U-lock. Cable and chain locks can be easily defeated.
- Learn where the emergency phones are located on common routes you walk and inside the buildings where you attend classes.

Share schedule and evening plans with friends/family. Tell them where you are going, who you will be with and when you are expected to return.

Thank you for helping make the University of La Verne a safer campus!

Campus Communications and Alerts

The University of La Verne is committed to keeping its campus community informed and updated on important safety and security issues, events and incidents. As part of this process, the Campus Safety & Transportation Department of the University of La Verne will also post important announcements on our website and other campus-wide distributions in an effort to continue to inform our campus community.

Omnilert/ULV Alert - (855) 858-2537

The University of La Verne is dedicated to keeping its campus community and neighbors informed during times of emergency conditions, training with and reviewing emergency preparedness exercises with our local and regional partners, and assisting users with important information regarding significant events that may affect University operations.

The University maintains a notification service through Omnilert. If you are a student, staff or faculty member of the University of La Verne, including at all regional campuses, you are automatically enrolled in the email notification system. We encourage you to log in to your account to make sure your information is current, or to add an additional source from which to receive your notifications by following the below instructions.

Log in to your LaVerne Portal:

1. Under Quick links, click on MyLaVerne
2. Click on the Personal Information tab
3. Under Personal Information click on view/update/add address (es) and/or Phone (s)
4. Under Phones click on Primary. Then add all the phone numbers you would like to receive the emergency alert notifications. Your cellphone must be your first primary phone number under Cellular phone number.
5. Scroll down to the bottom left corner and click submit
6. Then Exit.

ULV Alert

The ULV Alert Status Number is an additional feature that allows users to receive the latest information concerning emergencies on campus. Call (855) 858-2537 for timely status updates.

Preparing for an Active Shooter

Campus Safety would like to share with every member of our campus community an informative and instructive video that may help prepare for an active shooter event, should one take place on our campus.

While Campus Safety Department and our partners at the La Verne Police Department have taken several measures to be highly prepared to respond in the event of an active shooter, your awareness of what actions you can take may be instrumental in not only your survival but the survival of those around you.

Please be aware that due to the nature and content of this video, there are simulated acts of violence which may be disturbing and not suitable for all viewers. However, it is believed the instructional nature of this video is important enough to encourage everyone to take the time to view this video.

The video can be found at <https://myportal.laverne.edu/web/campus-safety/emergency/active-shooter>

Behavioral Intervention Team

The mission of the Behavioral Intervention Team (BIT) at the University of La Verne is to promote student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive and/or violent behavior and intervene at the earliest point possible.

The focus of BIT is care and concern for students, faculty members and/or staff members who may be in distress. BIT members determine appropriate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the La Verne community healthy and safe. Please refer to the University of La Verne BIT website at: <https://laverne.edu/student-outreach/behavioral-intervention-team/> for additional information on how to identify a person of concern and/or file a report.

Reporting Crimes

At all times, **if you see something, say something**. Call Campus Safety right away if you see someone or something suspicious. Call Campus Safety at 909-448-4950, or if it's an emergency, call 9-1-1.

University of La Verne

The University encourages students to report all criminal activity and all suspicious incidents to the Campus Safety Department at 909-448-4950 or 909-208-4903 as soon as possible, regardless of how insignificant the incident may appear. Reports of in-progress crimes may be made directly to the La Verne Police Department by dialing 911. Reports of fire or medical emergencies may be made directly to the Pomona Fire Department by dialing 911.

All calls to 911 from a campus extension must dial a “9” first. If callers report the incident directly to the Police or Fire Departments, it is imperative that a call be made to the Campus Safety Department so that we can direct the emergency crews to the proper location and so the incident can be documented.

Social Justice Incident Reporting

The Social Justice Incident Report Form is available to any University of La Verne community member wishing to report an incident of social injustice or discrimination (these may be acts that promote hate, fear, intimidation, unfair treatment, or oppression against an individual or a group). Please note that reports can be submitted anonymously. This form is available through Campus Safety’s website in the MyLaVerne Portal or through the ODEI at <https://laverne.edu/diversity/>.

The incident may be a non-emergency or emergency incident that was reported to an agency (e.g. 911, La Verne Police Department, or University of La Verne Campus Safety Office). Upon receipt of a report, a staff member from the Office of Diversity, Equity, and Inclusion will review and respond (when applicable) to reports submitted.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 became effective October 28, 2002. The law requires registered sex offenders who are employed by or students of a university to register with the local agency that has law enforcement authority over the university, in addition to registering with the law enforcement agency where they reside. In the case of the University of La Verne, that agency is the La Verne Police Department. The La Verne PD also maintains a database where persons may access information on the registration status of individuals.

Confidential or Sensitive Reports

It is the policy of the Dean of Student Affairs, The Campus Safety Department, and the Office of Housing and Residence Life to provide prompt, sensitive and confidential service to all members of the campus community who may require their assistance. Due to the nature of their duties, these staff members must treat all crimes reported to them as official matters and investigate them accordingly. Anyone desiring to discuss such matters in a less official, non-investigative setting with ULV staff who have counseling duties may contact Campus Ministry at ext. 4320/4322, the Counseling Center at ext. 4831/4650, or the Director of Health Services at ext. 4254.

2018 Jeanne Clery Act (ASR) – Campus Crime Statistics

The University of La Verne is dedicated to providing all campus community members and guests timely and important information. The Annual Security Report & Annual Fire Safety Report to the Campus for Calendar Year 2017 is provided pursuant to 20 United States code section 1092 (f), The "Jeanne Clery and Annual Fire Report Disclosure of Campus Security Policy and Campus Crime Statistics Act".

To download a copy of the Annual Security and Fire Safety Report, or the 2021 Campus Safety Plan, visit <https://myportal.laverne.edu/web/campus-safety/statistics>.

Emergency Notification Service "ULV Alert"

The University of La Verne is dedicated to keeping its campus community and neighbors informed during times of emergency conditions, training and emergency preparedness exercises with our local and regional partners, and to assist persons with important information regarding significant events that may affect University operations.

The University maintains an "opt-out" subscription service through Omniaalert/e2Campus. If you are a student, staff or faculty member of the University of La Verne, including its regional campuses, we encourage you to log in to your account to make sure your information is current, or to add an additional source to receive your notifications.

Emergency Evacuation Procedures

- Fire alarms or verbal notice will be used to sound the evacuation.
- Remain calm, walk quickly but do not run.
- Exit via stairway, **DO NOT USE ELEVATORS**.
- Follow instructions of the Building, Floor Safety Representatives and Campus Security Department or other emergency personnel.
- Seek out and give assistance as needed to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Go to the designated Evacuation Assembly Area for your building. The PA Program's evacuation area is the bench area and sidewalk in the middle of the parking lot in the Bonita Medical Plaza. These are located outside away from the building. Keep roadways and walkways clear for emergency vehicles.
- **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by the Campus Security Department or other emergency personnel.

For more detailed information on emergency procedures, please visit <https://sites.laverne.edu/campus-safety/emergency-procedures/>.

La Verne's Campus Safety website cannot possibly cover every situation that might occur, but it is a training tool with a lot of information that can reduce the number of injuries or deaths when put into action the moment a situation develops.

ACCIDENTAL EXPOSURE POLICY (A3.08)

The PA Program developed the blood or body fluid exposure policy to safeguard your health and ensure timely medical care is delivered when an injury or accident which involves body fluid exposure and needle sticks occurs. Information regarding exposure policies will be provided to students during Program

orientation, prior to any course where exposure may occur, and prior to beginning the clinical phase of the program.

DEFINITIONS

- **Body fluid exposure** is defined as exposure to blood, blood products, or body fluids. This may occur by coming in contact with wound secretions, mucus membrane secretions, and/or contaminated inanimate objects.
- **Needle stick** is defined as a puncture wound through the integument. Needle stick injuries can occur by inappropriately recapping needles, administration of parental injections, suturing, inappropriate disposal of needles, and by direct contact by another individual.

BBPE: Blood-borne Pathogen Exposure

CDC: Center for Disease Control and Prevention

IPPE: Injury Prevention and Personal Protective Equipment

OSHA: Occupational Safety and Health Administration

EHCS: Exposed Health Care Student

THCP: Treating Health Care Provider

Accidental Exposure Policy

Policy: The Program, College and University will provide all students appropriate training in Universal/standard precautions and other risk reduction behaviors prior to any educational activities that poses a risk of exposure. This is mitigated by students following the required CDC immunization policy found in this document. All students will pass a Workplace Blood borne Pathogens Safety Training Program prior to exposures. In accordance with the CDC recommendations and guidelines students should be evaluated and treated within 2 hours of the exposure.

CDC website for BBPE: <https://www.cdc.gov/niosh/topics/bbp/>

OSHA website for IPPE: <https://www.osha.gov/SLTC/personalprotectiveequipment/>

Universal Precautions (aka Standard Precautions)

Universal/Standard precautions require that all blood and body fluids be treated as if they are infected with HBV, HCV, HIV or other pathogens. If the nature of the task requires direct contact with potentially infectious materials, PPE will be available and must be worn. If an activity is performed without blood exposure, but exposure could occur in an emergency, the PPE shall be available for students use.

Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible.

University of La Verne

1. Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to Blood borne pathogens.
2. Remove all personal protective equipment before leaving the area.
3. Place all garments in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

Procedure (Off-Campus) Exposure: If student experiences a needle stick or biohazard exposure during his/her rotation, the following steps shall be taken:

1. Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
2. Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle sticks/biohazard situations
3. Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol for needle sticks/biohazard exposure. Otherwise, follow appropriate blood screening.
4. The student will be responsible for any cost associated with testing provided by the site.
5. If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 2 hours of exposure.
6. Students must submit an exposure incidence form within 48 hours.
7. Student must report incident to PA Program Director of Clinical Education or Program Director within 48 hours.

Procedure (On-Campus) Exposure: If student experiences a needle stick or biohazard exposure on a University of La Verne campus location, the following steps shall be taken:

1. Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water
2. Notify the instructor immediately.
3. The student and instructor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 2 hours of exposure.
4. The student will be responsible for any cost associated with testing provided by the site.

5. Students must submit an exposure incidence form within 48 hours to the program. (Exposure & Injury form are available at the end of this handbook). **DO NOT DELAY TREATMENT FOR PAPERWORK.**
6. Students can use the Student Health Center for treatment of all non-critical injuries.
7. For injuries/exposure that occurs outside of the Student Health Center hours, report to the nearest Emergency Room. An exposure should be viewed as an emergency pending evaluation; thus, this evaluation must be done immediately.
8. At the time of evaluation, it will be determined if post-exposure prophylaxis (PEP) is indicated. If PEP is offered, the EHCS and the TCHP will discuss the potential risks and benefits associated with PEP. If the EHCS chooses to undergo prophylaxis, the EHCS will be started immediately on PEP, (preferably within two hours of exposure). Students will be responsible for the cost of their laboratory studies and medications.

REPORTING ADVERSE OCCURRENCES

DEFINITION: Adverse occurrence is an unplanned or unexpected event causing injury or potential injury to a patient or visitor.

GUIDELINES FOR REPORTING ADVERSE OCCURRENCES

1. Reporting adverse occurrence is important for several reasons:
 - Monitoring “incidents” helps prevent reoccurrence of the same incident.
 - Prompt reporting may help expedite arrangements for further patient care or treatment, if necessary.
 - Prompt reporting allows Risk Management staff to promptly assess situations from a liability standpoint.
2. The student should notify the supervising physician and the PA Program Director of Clinical Education, faculty representative or Program Director immediately at the time of occurrence.
3. The student should follow hospital or clinical procedures regarding reporting Adverse Occurrences related to patient care when off-campus.
4. Information shall be recorded and maintained in such manner as to protect the confidentiality of the injured student.

Reporting Protocols: All patient-related incidences, including patient neglect, patient malpractice issues, unfavorable encounters with the patient or patient family members, medication errors, injury or death to the patient, must be reported to the Program immediately.

The student **must** adhere to the following protocol:

- First, notify the supervising physician immediately.
- Then immediately notify the PA Program’s Director of Clinical Education, designated faculty or Program Director before discussing the situation with anyone other than the attending physician

University of La Verne

- Contact the Director of Clinical Education
- If the Director of Clinical Education is not available, the student should contact the Program Director immediately
- Report all adverse occurrences whether directly or indirectly involved.

Risk Management will be notified as soon as possible of the following:

- Surgical complications/injuries or deaths
- Newborn/Infant injury or death
- Other patient injury or death
- Transfusion or medication problems
- Patient dissatisfaction or procedural problems

*** Please report anything that makes you uncomfortable with any aspect of a patient's care, even if it does not involve any of the preceding situations.**

Appendix A: Program Committees

The PA Program's governance and ongoing self-assessment is conducted by the following Committees:

1. Principal Faculty/Staff Committee

The principal faculty/staff committee is chaired by the Program Director. It meets monthly to review issues of day-to-day Program operation, and long term planning and Program development. Issues that require analysis and recommendations for action are referred to one of the other standing committees described below. Most actions regarding admissions, students and curriculum are made by the Principal Faculty/Staff Committee, based on recommendations of other standing committees. The Program Director and/or institutional administration are responsible for actions regarding faculty and staff evaluation and budget-related resource issues.

The Principal Faculty/Staff Committee conducts an annual retreat to analyze graduate outcomes and the Program's educational effectiveness. Retreat agendas are set by the Program Director to assure that the Program meets the minimum standards for accreditation and to pursue the Program's goal of educational excellence.

2. Curriculum Committee (A2.05)

The Curriculum Committee evaluates all courses, utilizing student evaluations, instructor observations and student performance as criteria. The committee makes recommendations to Principal Faculty/Staff Committee for course and/or curricular modifications.

The Curriculum Committee analyzes student course and instructor evaluations, student performance, preceptor surveys, exit surveys, graduate surveys, PACKRAT (Physician Assistant Clinical Knowledge Rating Assessment Test) and PANCE (Physician Assistant National Certification Exam) data, and graduate outcomes to monitor the curriculum for educational effectiveness. The committee utilizes national benchmarks for comparison with the Program's curricular content and sequence. The Curriculum Committee is chaired by the Academic Coordinator; it includes the Medical Director and principal faculty. Adjunct faculty and site visitors attend when possible, and their input is sought as pertinent to the issues.

The Testing Committee is a sub-committee of the Curriculum Committee in charge of evaluating testing modalities and reviewing test tools for the various courses.

3. Student Progress Committee (SPC) (A3.15)

The Student Progress Committee serves four main functions:

- To assess each student's progress and readiness for advancement.

University of La Verne

- To assess and direct remediation of students who develop difficulty in maintaining satisfactory academic progress.
- To assess and direct resolution of issues of student conduct.
- To assess and direct resolution of issues regarding student ability to fulfill technical standards.

The SPC reviews each student's performance throughout each trimester to determine the student's eligibility for progress to the next trimester and makes recommendations to the Program Director regarding approving or delaying each student's progress. The Student Progress Committee oversees implementation of individual educational plans for those students who are remediating or on leave of absence. At the end of the Program, the Student Progress Committee recommends eligible students to the Program Director for graduation, based on successful completion of graduation requirements.

The SPC analyzes aggregate student data related to attrition, remediation and performance in all Program courses. The Committee utilizes national/regional benchmarks and analyzes trends in student data in the context of admissions demographics and curricular changes.

The SPC draws members from principal faculty who oversee major course content (didactic, pre-clinical, preceptorship). The duties of chair of the committee rotate annually among members.

SPC meeting can be recommended by Program Director and/or Program faculty. A student will be asked to attend the SPC meeting for any of (but not limited to) the following reasons:

- When a student who has not attended to the self-imposed conditions of an academic warning or for whom a serious situation or problem is identified that has violated the Academic Progress Policies.
- For first year students, achieving a cumulative score of less than 80% in two (2) or more courses at the end of the first nine weeks of the curriculum.
- A trimester and/or cumulative grade point average of 3.0 or less. A SPC meeting can be requested by the program faculty or the student
- When directed to repeat a year for academic reasons.
- Seriously deficient ethical, professional, or personal conduct.

4. Admissions Committee

While all of the PA faculty are involved with the admissions process, the Admissions Committee is responsible for setting policy for the Program's admissions process, including screening of applicants, the validation process and student selection. The Admissions Committee reviews admissions policies and procedures, and assures the accuracy and consistency of admissions publications (web site, outreach material, information sessions and applications). The Committee reviews and evaluates admissions requirements, including prerequisite courses, to assure adequate applicant preparation for the Program's curriculum. The Committee analyzes trends in the applicant pool and student enrollment, using national and/or regional benchmarks.

5. Program Governance

The standing committees outlined above form the governance structure of the program. Matters related to finance and personnel are reserved for the Program Director and/or upper administration. The institutional leadership provides the Program Director with advice on strategic planning issues.

APPENDIX B: Guidelines for Ethical Conduct for the PA Profession

Statement of Values of the PA Profession*

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

**Guidelines for Ethical Conduct for the PA Profession*. Policy of the American Academy of PAs, adopted May 2000, Reaffirmed 2013.

<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

APPENDIX C: DECLARATION STATEMENTS

Students are provided a copy of the *Declaration Statement* below at the New Student Orientation prior to beginning the program. Students must sign and return the *Declaration Statement* to the PA Program Director within one week of receiving it.

I, _____, hereby certify that I have read and understand the information contained in this Student Handbook. I hereby agree to abide by the policies, procedures, and guidelines outlined in this handbook. I understand that failure to do so could result in dismissal from the PA program at the University of La Verne.

Student signature

Date

I give my permission to University of La Verne personnel to disclose personal information needed for references, clinical affiliations, honors, awards, financial aid, continuing education, transferring to another school, employment, and licensure.

Student signature

Date

I grant permission to the University of La Verne's PA Program to videotape, audiotape or photograph me and to use these materials for recruitment or educational purposes.

Student signature

Date

Witness signature

Date

This document to be signed in person in the presence of PA Program faculty or designee ONLY.

University of La Verne

I, _____, grant the University of La Verne's PA faculty permission to use academic materials I have produced (examinations, papers, projects) for faculty evaluations including promotion and tenure and accreditation activities, and to assist other students in their academic pursuits. I understand that my name will either be removed or proper attribution will be given for any material used.

Student signature

Date

I consent to participating in laboratory sessions with my classmates as both a patient-simulator as well as a student PA. These laboratory activities may include but are not limited to: examination, manual palpation, massage, visual inspection, mobilization, manual therapy/manipulation, therapeutic exercises, and application of physical agents. I agree to dress suitably for laboratory experiences. I understand that as a patient simulator, I have the right to be treated with respect at all times and that the student PA will protect my modesty by utilizing appropriate draping procedures. I also agree to behave with respect toward my fellow students when acting in the role of student PA.

I agree to be responsible for reporting any actual or perceived medical conditions, as well as any religious accommodations needed, to the laboratory instructor that may interfere with my ability to participate in a laboratory experience as either the patient-simulator or as the student PA.

Student signature

Date

Witness signature

Date

This document to be signed in person in the presence of PA Program faculty or designee ONLY.

APPENDIX D: EXPOSURE NOTIFICATION FORM

Person completing form _____ Signature _____ Date/Time _____
Name _____
Dept/School _____
Supervisor/Faculty _____
Home # _____ Work # _____ Pager # _____ Student
ID _____ Date of Exposure _____ / _____ / _____ Time _____ am _____ pm _____ Location where
exposure occurred (*Building, Floor, Rm*) _____
Personal Protective Equipment Used: Gloves Goggles/Mask/Faceshield Gown Other
Was a safety device being used? Yes No If so, did it work? Yes No
Type & Brand of safety device _____
Body part exposed (*circle one*) hand, eye, mouth, other (*please identify*) _____ Describe
how exposure occurred. _____

Type of body substance exposed to: blood body fluid contaminated by blood semen, vaginal secretions and
cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic
fluids and unfixed human tissue Type of exposure: needlestick.....Depth of
injury _____

(check all that apply) cut.....Depth of injury _____
Fluid injected Yes No – Estimated volume: _____

Mucous membranes
Non-intact skin (e.g., chapped, abraded, or otherwise non-intact)

Did this exposure occur during the student's normal work activities? Yes No

Is patient source known? Yes No Was source consent obtained? Yes No Source lab testing
done? Yes No Source on antiretroviral therapy? Yes No

List Drugs _____

Was source blood sent to lab? Yes No
Source name _____ MR# _____ Location _____ Exposed
student lab testing done? Yes No

(For Females)- Pregnancy test result _____

Was prophylaxis initiated? Yes No Date/Time of 1st dose _____ / _____ / _____ Time _____ am _____ pm _____

Have you had training on Standard Precautions within the last 12 months? Yes No

Scan and upload this form to your EXXAT student portal.
For questions call the PA Program's Clinical Coordinator at (909) 448-1467.