

2010 - 2011

# Physician Assistant Program



# Student Handbook

Texas Tech University Health Sciences Center

School of Allied Health Sciences

**Texas Tech University Health Sciences Center  
School of Allied Health Sciences  
Physician Assistant Program**

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**Texas Tech University Health Sciences Center  
School of Allied Health Sciences  
Physician Assistant Program**

**Welcome**

We welcome you to the Texas Tech University Health Sciences Center (TTUHSC), School of Allied Health Sciences (SOAHS), Department of Laboratory Sciences and Primary Care, Physician Assistant Program, and we congratulate you on your selection. Although the PA Program is located on the Midland College Campus, please remember that this is a TTUHSC program and that administrators and faculty are TTUHSC, SOAHS employees. You will matriculate from and receive your diploma from TTUHSC.

This handbook is designed to be your guide through the twenty-seven months of the TTUHSC PA Program. Please do not file it and forget it. You are responsible for knowing it's content. If you have any questions about the policies of the program, refer to the handbook first. The purpose of the student handbook is to assist you in your orientation with the TTUHSC system, the SOAHS and the PA Program and to help you become familiar and comply with the program's academic policies. You will also be introduced to your rights as a student and to our expectations concerning your professional development.

In order to meet the dynamic and complex demands of the physician assistant profession, your education will be comprised of didactic and clinical coursework that will be more rigorous than your previous undergraduate college experience. Upon entering the TTUHSC PA Program, you will become a professional graduate student. It will be your responsibility and you will be expected to develop professional attitudes and clinical judgment. The faculty and staff are completely committed to supporting you in your academic, professional growth and clinical endeavors. We are available to help you in your commitment to becoming a physician assistant.

Sincerely,

The Faculty and Staff of the TTUHSC, SOAHS, Physician Assistant Program

## **Important Contacts**

School of Allied Health Sciences  
Office of the Dean  
3601 4<sup>th</sup> Street, Stop 6284  
Lubbock, TX 79430  
(806) 743-3223  
(806) 743-3249 fax

Paul P. Brooke, Jr., Ph.D., FACHE, Dean  
Hal S. Larsen, Ph.D., Dept. Chair & Associate Dean

[paul.brooke@ttuhsc.edu](mailto:paul.brooke@ttuhsc.edu)  
[hal.larsen@ttuhsc.edu](mailto:hal.larsen@ttuhsc.edu)

School of Allied Health Sciences  
Office of Admissions and Student Affairs  
3601 4<sup>th</sup> Street, Stop 6294  
Lubbock, TX 79430  
(806) 743-3220  
(806) 743-3249 fax

Lindsay Johnson, M.Ed.,  
Assistant Dean for Admissions and Student Affairs  
Jeri Moravcik, Assistant Director  
Karin Fritz, Lead Advisor  
Amanda Hothan, Lead Advisor  
Melinda Turner, Unit Coordinator  
Jenna Carson, Section Coordinator  
Amy Hatcher, Administrative Assistant

[lindsay.johnson@ttuhsc.edu](mailto:lindsay.johnson@ttuhsc.edu)  
[jeri.moravcik@ttuhsc.edu](mailto:jeri.moravcik@ttuhsc.edu)  
[karin.k.fritz@ttuhsc.edu](mailto:karin.k.fritz@ttuhsc.edu)  
[amanda.hothan@ttuhsc.edu](mailto:amanda.hothan@ttuhsc.edu)  
[melinda.turner@ttuhsc.edu](mailto:melinda.turner@ttuhsc.edu)  
[jenna.carson@ttuhsc.edu](mailto:jenna.carson@ttuhsc.edu)  
[amy.hatcher@ttuhsc.edu](mailto:amy.hatcher@ttuhsc.edu)

### **TTUHSC**

Bursar's Office (LBK)	(806) 743-1880
Computer Services (OD)	(432) 335-5108
Financial Aid (LBK)	(806) 743-3025
Family Medicine Clinic (OD)	(432) 335-5333
Library (OD)	(432) 335-5172
Registrar's Office (LBK)	(806) 743-2300
Student Services (LBK)	(806) 743-2300

Physician Assistant Program  
3600 N Garfield  
Midland, TX 79705  
(432) 620-9905  
(432) 620-8605 fax

Elvin E. Maxwell, MA, MPAS, PA-C  
Program Director  
Associate Professor

ed.maxwell@ttuhsc.edu  
ext. 233

Donald Diemer, MPAS, PA-C  
Associate Program Director  
Assistant Professor  
Coordinator of Clinical Education

donald.diemer@ttuhsc.edu  
ext. 222

George Manning, MD  
Medical Director

george.manning@ttuhsc.edu

Michael Taylor, MPAS, PA-C  
Associate Professor  
Academic Coordinator  
Clinical Coordinator

mike.taylor@ttuhsc.edu  
ext. 231

James Jankowski, MPAS, PA-C  
Assistant Professor  
Clinical Coordinator

jim.jankowski@ttuhsc.edu  
ext. 227

Lucille O'Brien, MPAS, PA-C  
Assistant Professor  
Clinical Coordinator

lucille.obrien@ttuhsc.edu  
ext. 229

Bruce Christensen, MPAS, PA-C  
Assistant Professor  
Clinical Coordinator

bruce.christensen@ttuhsc.edu  
ext. 230

Tina Butler, MPAS, PA-C  
Assistant Professor  
Clinical Coordinator

tina.butler@ttuhsc.edu  
ext. 237

Melissa Kemp, MPAS, PA-C  
Assistant Professor  
Clinical Coordinator

melissa.kemp@ttuhsc.edu  
ext. 228

Dawn Jankowski  
Coordinator of Faculty and Academic Support  
Sr. Administrative Assistant

dawn.jankowski@ttuhsc.edu  
ext. 232

Debbie Christensen  
Assistant Clinical Coordinator

deborah.christensen@ttuhsc.edu  
ext. 223

Donna Chancellor  
Sr. Business Assistant

donna.chancellor@ttuhsc.edu  
ext. 221

## **School of Allied Health Sciences Mission**

The SOAHS mission statement can be found at the following Website:  
<http://www.ttuhschool.edu/sah/current>

## **Physician Assistant Program Mission, Educational Philosophy & Goals**

### **Mission**

The mission of the Texas Tech University Health Sciences Center Physician Assistant Program is to offer the primary care physician assistant student the finest medical education in the best learning environment available and to uphold the TTUHSC mission of educating quality medical professionals to provide compassionate health care to the underserved regions of West Texas and beyond.

### **Educational Philosophy**

The TTUHSC PA Program is dedicated to providing the highest quality education, instruction, research and service to all constituents including students, faculty, staff, administration, alumni, parents, patients and members of the greater community.

### **Goals**

The goals of the TTUHSC PA Program are to:

- prepare physician assistant graduates who are qualified through academic and clinical training to provide primary patient care services under the appropriate supervision of a licensed physician,
- provide didactic and clinical educational experiences that prepare the graduate with the knowledge, techniques and judgment essential to perform as a competent primary care physician assistant,
- furnish a curriculum of professional study that imparts an understanding of physical or mental disease and the skills to reliably render the range of health care procedures that are regularly ascribed to the primary care physician assistant,
- emphasize the role of the physician assistant in health maintenance and preventive medicine while considering the social, economic, spiritual and ethical aspects of health care delivery,
- foster the development of a set of intellectual, ethical and professional behaviors that generates trust and respect from the patient population served by the physician assistant,
- promote an understanding of the interdependence of health care professionals that fosters participation of the physician assistant in an interdisciplinary team approach to the delivery of primary health care,

- stimulate active learning in the science and art of medicine that cultivates a desire for continual learning as practicing physician assistant,
- familiarize the physician assistant graduate with the application of contemporary electronic tools, such as telemedicine and computer technology, in the delivery of health care, research and medical literature,
- recruit and place physician assistant graduates in the medically underserved regions of West Texas. This objective is primary to the mission of the PA Program and the institution.

## **AAPA Guidelines for Ethical Conduct**

(Taken from American Academy of Physician Assistants', *From Program to Practice*)

### **Introduction**

The physician assistant profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. Economic pressures of the health care system, social pressures of church and state, technological advances, and changing patient demographics continually transform the landscape in which PAs practice.

Physician assistants are expected to behave both legally and morally. They should know and understand the laws governing their practice. Likewise, they should understand the ethical responsibilities of being a health care professional. Legal requirements and ethical expectations will not always be in agreement. Generally speaking, the law describes minimum standards of acceptable behavior, and ethical principles delineate the highest moral standards of behavior.

### **Statement of Values of the Physician Assistant Profession**

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

## **Physician Assistant Program General Information**

### **ACLS, BLS & PALS Certification**

Students will be required to complete ACLS, BLS & PALS certification as a part of didactic training.

### **Address/Telephone Changes**

It is the responsibility of each student to maintain a current local address, telephone number with the academic program and the Office of Admissions and Student Affairs.

Students must provide the Registrar's office with the address of choice to receive notice of grades, semester bills, and all other correspondence sent by this office and the Bursar's office.

The School of Allied Health Sciences will not be held responsible for consequences incurred due to address changes that are not reported.

### **Background Check/Drug Screening**

Clinical training facilities may require background checks prior to allowing students on site. The cost of the required background check is the students' responsibility.

### **Cellular Telephones and Pagers, Laptops, other electronic and entertainment devices, and non-electronic communication**

Cellular telephones and pagers are disruptive during class. Cellular telephones must be turned off or turned on silent during class time, and pagers must either be turned off or set on vibrate during class time. If you have an emergency and have to take a phone call, you must step out of the room. During class time personal laptops, hand held computers, telephones and all other means of communication will be used only for classroom activities and not for personal use. A list of activities that are not allowed include, but are not limited to; "facebooking", "myspace", "surfing" the "internet", instant messaging, text messaging, and passing notes. Participation in these activities during class or laboratory time is a violation of this policy. Additionally, participation in these activities during class or laboratory time is considered unprofessional behavior, disruptive to the learning environment and not in compliance with program standards. Non-adherence to this policy will result in counseling and a recommendation for disciplinary action. This recommendation could include dismissal from the program.

## **Classrooms, Laboratories, and Program Equipment**

Due to the sensitive nature of the electronic equipment, it is important to maintain the organization and cleanliness of all classrooms and labs. Food and drinks including bottled water are not allowed in the classrooms or laboratory. Adequate breaks are scheduled in the curriculum and the student lounge is available.

Faculty members will determine and implement the proper procedures for the use of all equipment and supplies in the classrooms and laboratories. Students will use only equipment and supplies entrusted to them, and those needed for class assignments, or clinical practice. Any equipment used must be returned to its designated location in clean, sanitary, and in good working condition. It is the student's responsibility to learn the proper use of the equipment and take the initiative to report equipment malfunctions. Loss, abuse, or suspected theft of equipment or supplies should be reported to the faculty immediately.

Use of program equipment by students is confined to TTUHSC, with one exception. The removal of departmental equipment by a student may be allowed when the removal is related to official class operations and approval is granted by the Program Director, and is in accordance with the TTUHSC Operating Policy (HSC OP 61.01). With this stated removal of departmental equipment, the student will be financially responsible for the entire replacement cost of the item(s) in the event of damage, loss or theft.

Students are not permitted to remove any departmental equipment from university facilities for personal use.

### **Classroom Seating**

Due to the high number of students enrolled in the program students will be assigned seating. It is necessary for students to sit in the same seat for every course. The program will make a seating chart in order to aid instructor.

### **Copier**

A copier is available in the student workroom for student use. Each student will be assigned a code which should not be shared with other students. The use of the copier is for school-related business only and each student will be given a maximum number of copies. Misuse of the copier will result in the cancellation of the student's code. Any copier malfunction should be reported to program staff.

## **Counseling**

The University Counseling Center offers a number of services to TTUHSC students relating to personal problems, crisis intervention, marital or premarital counseling, assertion training, and relaxation training. Contact the Office of Student Services or program administration for further information.

## **Dress Code**

Students, as well as members of the faculty and staff, have the responsibility to maintain responsible standards of dress and grooming. Appropriate dress is a part of professional development. Standards of dress should reflect good judgment. Clothing should be appropriate, comfortable, professional and particularly in the laboratory area, meets safety standards. Professional dress is expected of students at all times. Casual professional dress would be the best way to define this. No hats of any type are permitted in the classrooms or laboratory areas. More specific details concerning the Dress Code will be presented by the program director at orientation.

Specific clothing requirements for clerkships are discussed in the Clinical Clerkship Manual.

## **E-mail**

All official e-mail communication to TTUHSC students is sent to their e-mail address provided by TTUHSC. This includes communication and important information from faculty members. It is the student's responsibility to check this account on a daily basis to ensure that they do not miss important communications.

Students are encouraged to communicate with faculty and other students through e-mail. Students should be aware that faculty may utilize e-mail for class assignments.

The School of Allied Health Sciences will not be held responsible for consequences related to unheeded e-mail correspondence.

## **Employment**

The PA Program curriculum is time intensive and concentrated. Students are strongly discouraged from obtaining employment during their term as PA students. If employment is necessary, the student must inform their academic advisor, although permission to work is not necessary. Work hours must not conflict with classroom or clerkship obligations. Students may not work for the PA program in any capacity.

## **Financial Aid**

Financial aid information can be obtained by contacting the TTUHSC Financial Aid Office, (806) 743-3025.

An emergency loan fund for students enrolled in the School of Allied Health Sciences is available. Contact the Student Financial Aid office for more information.

Students are encouraged to obtain financial aid, if needed, rather than seek employment during their professional education because of the academic, clinical, and time demands of the curriculum.

## **Convocation & Commencement**

The School of Allied Health Sciences convocation and commencement ceremony is held in Lubbock, Texas on the campus of Texas Tech University. Although the PA students take part in this ceremony held sometime in May, they do not officially graduate or receive their diplomas until the following August. Each student is highly encouraged to attend the ceremony. Graduation regalia is paid for by the student in a student services fee.

## **HIPAA**

All students are required to attend training on the Health Insurance Portability and Accountability Act. This training will be given by TTUHSC to the PA students prior to the clinical portion of the curriculum.

## **Immunizations**

Students in the SOAHS must have had the following immunizations: Tetanus-diphtheria (within 10 years of matriculation date), oral trivalent polio or inactivated polio vaccine-IPV (anytime in the past), MMR (since 1980), Hepatitis B series, and PPD – TB skin test (within 1 year of matriculation date; must be renewed annually; Tine test is not sufficient). Additional immunizations may be required by the clinical training facilities.

It is the student's sole responsibility to obtain these immunizations and maintain proof of all required immunizations. The cost of all immunizations is the student's responsibility.

The TTUHSC School of Allied Health Sciences assumes no responsibility for injuries, damages or consequences of any kind for students' failure to comply with obtaining required immunizations and maintaining proof of the same.

Each student is required to sign an Immunization Verification form at orientation.

## **Legal Services**

The Office of Student Services provides legal services to School of Allied Health Sciences students. For more information please contact the Office of Student Services, (806) 743-2300. Services are included in the student services fee.

## **Library**

The Libraries of the Health Sciences, located in Amarillo, El Paso, Lubbock, and Odessa, serve the Schools of Allied Health Sciences, Medicine, Nursing, and Pharmacy, as well as health professionals throughout the 108-county West Texas region. On-site use of the collection is available to the public. For summer and Holiday hours check with the individual library

**Amarillo:** 1400 Wallace Blvd. • Amarillo, TX 79106

Phone: (806) 354-5448

Fax: (806) 354-5430

Monday - Thursday 7:30am - 11:00pm

Friday 7:30am - 8:00pm

Saturday 9:00am - 5:00pm

Sunday 2:00pm-10:00pm

**El Paso:** Delia Montes-Gallo Library of the Health Sciences

4800 Alberta Ave. • El Paso, TX 79905 (HSC);

5001 El Paso Drive, 2<sup>nd</sup> Floor-MEB, El Paso, TX 79905 (MEB)

Phone: (915) 545-6650-(HSC); (915) 783-5630-(MEB)

Fax: (915) 545-6656

Monday - Friday 7:30am – 10:00pm

Saturday 10:00am – 10:00pm

Sunday 1:00pm-10:00pm

**Lubbock:** 3601 4th Street • Lubbock, TX 79430

Phone: (806) 743-2200

Fax: (806) 743-2218

Document Delivery Fax: (806) 743-2186

Monday - Thursday 7:30am - Midnight

Friday 7:30am - 10:00pm

Saturday 9:00am – 10:00pm

Sunday 1:00pm - Midnight

**Odessa:** 800 W. 4th Street • Odessa TX 79763

Phone: (432) 335-5172

Fax: (432) 335-5170

Monday - Thursday 7:30am - 9:00pm

Friday 7:30am - 6:00pm

Saturday 10:00am - 5:00pm

Sunday 1:00pm - 5:00pm

## **Circulation**

1. Books circulate for two weeks and may be renewed twice, in person or by phone.
2. Renewals are not permitted if the item is overdue or if a hold is placed on the item.
3. Renewed items may be recalled by library staff at any time. The item must be returned immediately.
4. Journals and reference materials do not circulate.
5. Reserve items are available at the Circulation Counter.
6. Fines accrue for overdue items at the rate of \$0.50/day and \$0.50/hour for Class Reserve materials. Service will be suspended until charges are cleared.
7. All completed requests for information or assistance, including online searches and document delivery, are available for pick-up at the Circulation Counter; if available electronically they will be sent to your ttuhsc.edu email address.
8. Requests for interlibrary loans may be made on an electronic form: <http://www.ttuhsc.edu/libraries/ill/agree.aspx>
9. Laser cards for photocopying, CD-ROMs, and discs may be purchased at the Circulation Counter.

## **Library Card**

Students are responsible for applying for a library card. On-campus students will receive an application in their orientation packets.

## **Off-Campus Access**

A TTUHSC e-mail account must be established to gain off-campus access, regardless of other e-mail addresses the student may hold.

TTUHSC students have off-campus access to a large percentage of the library's resources. When using these resources, a TTUHSC window will pop up. Enter your e-Raider ID and password; choose the appropriate campus. This validates your affiliation and allows you to gain access to the electronic resources.

## **The Catalog, Indexes, & Databases**

The online catalog of the library's collection is available at the library's main webpage: [www.lib.ttuhsc.edu](http://www.lib.ttuhsc.edu), right-hand column, top. The items identified are available in all four library locations: you must click on the item to see where it is located. Please don't make the assumption the item is available in Odessa.

Databases available to the public are:

- PubMed
- NLM Gateway

- TexShare

Other databases are restricted to TTUHSC students, staff, and faculty who have an ID and password:

- Ovid
- ACPs PIER
- DynaMed
- FIRSTConsult
- InfoPOEMs – InfoRetriever
- TRIP Database
- AccessMedicine
- Anatomy.tv
- ERIC
- EXAM Master OnLine
- Images.MD
- Medical Letter on Drugs and Therapeutics
- MedlinePlus
- Micromedex
- MD Consult: Register privately t
- Natural Medicines
- IPA –International Pharmaceutical Journals
- Psychiatry Online

### **The Collection**

Over 289,700 bound volumes comprise the combined collections of the TTUHSC libraries. Over 60,000 of this number are books. The automated catalog lists materials in the whole library system, identifying specific locations and availability of items. Please check with a Reference Librarian or Circulation staff member if you have a problem locating any material. Oversized books are designed in the catalog as “OVERSIZ” and are shelved at the end of the books section.

The TTUHSC libraries subscribe to approximately 2,100 journal titles, all either shelved alphabetically by title or available electronically from the home page: [www.lib.ttuhs.edu](http://www.lib.ttuhs.edu). Use the catalog to determine specific journal hardcopy location: Amarillo (AM), El Paso (EP), Lubbock (LU), Odessa (OD).

### **Interlibrary Loan (ILL)**

Items shared within the TTUHSC library system are received within 2-5 days. Materials requested from libraries outside the system take approximately 5-10

working days to receive. A rush request option will speed delivery time. An extra fee is charged for books or audio-visuals sent by express mail.

Fees for items borrowed from within the TTUHSC System:

- Books – free
- Journal articles
  - Routine requests: \$.25 per page (\$4.00 maximum fee)
  - Rush requests: \$.50 per page (\$10.00 maximum fee)
- Audiovisuals: \$2.00 per item
- Shipping costs are paid by the sending Library.

Fees for items borrowed from outside the TTUHSC System:

- \$4.00 per item, including mail delivery
- Audiovisuals: \$4.00 per item

### **Interlibrary Loan (ILL) Form**

An Interlibrary Loan form is available at  
<http://www.ttuhsc.edu/libraries/ill/agree.aspx>

on the homepage of the Libraries: [www.ttuhsc.edu/libraries/](http://www.ttuhsc.edu/libraries/)

The completed form is sent by clicking on the SEND button. Or it may be printed and faxed (432-335-5170), sent via email, or hand delivered. The downloaded form may be faxed to your library of registration. A form must be completed for each item requested.

The loan period for a returnable item (book, audiovisual) is four weeks with one telephone renewal period of two weeks. The request must take place before the item is overdue. Distance learners may request an extended loan not to exceed 30 days.

### **Loansome Doc**

This service requires a current, signed agreement remain on file with the ILL Department of your TTUHSC Library. Please contact Barbara Ballew (806-743-2206) for further explanation. There is no cost to borrow books available in the TTUHSC system. Photocopied articles from within the system are \$.25/page or \$.50/page rush.

There is no cost to establish this service. Students unable to come to the library to retrieve the material will fax a completed ILL form to their library of choice.

## **Circulation Loan Periods**

The traditional check out period for material is two weeks. Two 2-week telephone renewals are available. All renewals must be completed BEFORE the due date.

## **Patron Ethics & Responsibilities**

1. Those persons using the collections and services of the Library of the Health Sciences are reminded that violations of Copyright law (Title 17, United States Code) are criminal activities. This includes the "pirating," or illegal copying of software. Violators run the risk of arrest, substantial fine, and perhaps incarceration. Students discovered in such activities will be reported to their Deans and will be denied library privileges.
2. Attempts by patrons to coerce or otherwise force library staff to violate copyright law are similarly criminal activities, and will result in the suspension of library privileges for those involved. This library system strictly adheres to copyright guidelines and is a member of the CCC (Copyright Clearance Center, Inc.)
3. Failure to cooperate with Library policies regarding circulation, overdues, payment for library services, and recalled materials will result in suspension or cancellation of all library privileges.

## **Lockers**

The program offers lockers to students on a first come, first serve basis. Lockers must be checked out with the front receptionist. Lockers may be kept during the didactic phase of the program only and students are highly encouraged to place a lock on their locker. The program is not responsible for theft of any personal items placed in the lockers.

## **Logos**

Departments and other TTUHSC organizations may use the official TTUHSC logos. However, TTUHSC logos are legally protected trademarks, and restrictions apply. TTUHSC student organizations that wish to use any of the TTUHSC logos must contact PA Program Administration for further instructions.

## **Mailboxes**

Mailboxes are assigned to students to enable them to receive written messages from the program, faculty members and other students. Students should check their mailboxes regularly to ensure timely communication. Mailboxes should not be used for storage which may block mail access.

## **Medical/Hospitalization Insurance**

All students enrolled in the TTUHSC School of Allied Health Sciences are strongly recommended to have health insurance.

The Office of Student Services provides students the opportunity to purchase health insurance. Students may contact the Office of Student Services, (806) 743-2300, for more information.

Each student is required to sign an Insurance Verification Form at orientation.

## **Name Badge**

All TTUHSC personnel (faculty, staff and students) are required to visibly wear an official TTUHSC identification badge at all times while on a TTUHSC campus.

## **Professional Liability Insurance**

All clinical facilities require that the students have professional liability insurance. Professional liability insurance is provided by the School of Allied Health Sciences, and information regarding provision of liability insurance is described in the affiliation agreement between TTUHSC and the facility. All questions regarding professional liability insurance addressed to the students should be referred to the Clinical Coordinator assigned to your area. Students are covered by this liability insurance only while they are in a clinical setting, lab or classroom approved by the TTUHSC PA Program administration.

## **Random Number**

The PA Program will assign a random, 5-digit number to each student. This number will be used for grade posting and record keeping. It is the student's responsibility to keep this number confidential. Each student's number will be kept throughout the didactic and clerkship curriculum and will not be changed.

## **Registration**

The PA Program informs students of registration dates and times. Tuition and fees are due at the time of registration. For further information concerning registration procedures, contact the Office of the Registrar at (806) 743-2300 or the PA Program Coordinator.

## **Scholarships**

Scholarship information is available through the Office of Admissions and Student Affairs at (806) 743-3220. Many scholarships will be emailed to the enrolled students or posted on the SOAHS Website: [www.ttuhs.edu/sah](http://www.ttuhs.edu/sah).

## **Student Health Services**

### Eligibility

- The Texas Tech Physicians Family Medicine clinic provides health services to TTUHSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. To receive health services, you must present a Student I.D. card at the time of the appointment.
- The Student Health Fee covers only those services provided by the Family & Community Medicine clinic and specific laboratory and radiology service performed at cooperating locations. All other charges incurred are your responsibility.

### Clinic Procedures

- Please call to make an appointment. If you need to be seen for a sudden illness, please call that day as early as possible.
- If you need to be seen after clinic hours, call your campus's clinic phone number and ask to leave a message for the on-call physician.
- When you check in, please inform the receptionist that you are a TTUHSC student. If you come to the clinic without an appointment, it may be necessary for you to wait for a physician.
- Immunizations, paperwork, and routine procedures are not ordinarily considered urgent care, and may not be taken care of the same day as requested.

### Emergencies

- If you have a health emergency that requires you to be seen at a hospital emergency room, go to the hospital listed for your campus under "Clinic Locations".
- Visits to an emergency room that generate a charge from either TTUHSC or the hospital are your responsibility.

### Services Covered

Routine Office Visits  
Pap Smears  
Selected Laboratory  
Selected Radiology

### Services Not Covered

Emergency Room Visits  
Hospitalizations  
Laboratory (other than selected)  
Radiology (other than selected)  
Immunizations  
TB & AIDS Tests  
Titers

## **Student Health Services (continued)**

### Immunizations

- If you require a polio, diphtheria/tetanus or MMR immunization, you will be required to pay a fee. TB tests cannot be given on Thursdays to allow time for reading.
- For an immunization, it is not necessary to be seen by a physician, but a nurse appointment is required. Female students must have a nurse appointment for a pregnancy test prior to an MMR immunization.
- You must bring your immunization records with you at the time of your first visit.

### Clinic Location

Texas Tech Physicians of Odessa, Family & Community Medicine  
Health Center, 1<sup>st</sup> Floor  
701 W. 5<sup>th</sup> Street  
Odessa, TX 79763  
8-5, M-F  
Emergencies: Medical Center Hospital

## **Tobacco-Free Environment**

As a health care institution, TTUHSC is committed to the establishment of a healthier tobacco-free environment. Tobacco use of any kind is prohibited in the building or on school grounds. Failure to comply is considered misconduct as noted in the TTUHSC Student Affairs Handbook. For more information, please refer to HSC OP 10.19.

## **TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER POLICIES & PROCEDURES**

You are responsible for the following TTUHSC policies and procedures. Information for each can be found at the following web address using the HSC OP code following each heading.

[www.ttuhscc.edu/hsc/op/subject.aspx](http://www.ttuhscc.edu/hsc/op/subject.aspx)

Alcohol and Illegal Drugs	HSC OP 10.03
Americans with Disability Act	HSC OP 10.15
Cancellation of Students for Non-Payment of Tuition and Fees	HSC OP 77.09
Bomb Threat Procedures	HSC OP 76.17
Cardio-Pulmonary Arrest Response (Code Blue)	HSC OP 75.08
Emergency Management Guidelines	HSC OP 76.01
Hazardous Material Incidents	HSC OP 75.03
Identification Badges	HSC OP 76.02
Inclement Weather	HSC OP 10.02
Information Privacy and Confidentiality Statements	HSC OP 10.05
Non-Employee Incident/Injury Procedures & Reporting	HSC OP 75.14
Permanent Student Record	HSC OP 77.11
Severe Weather Warning	HSC OP 76.15
Sexual Harassment	HSC OP 70.14
Student Payment Agreement	HSC OP 77.10
Suspension and Retention	HSC OP 77.05
Suspension of Classes and Closing of Offices in Emergency Situations	HSC OP 10.02
Tobacco-Free Environment Policy	HSC OP 10.19
TTUHSC Safety Programs	HSC OP 75.01
Use of Information Technology Resources	HSC OP 56.01
Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited	HSC OP 61.01

A binder containing each of these policies can be viewed in the Coordinator's office.

## **SCHOOL OF ALLIED HEALTH SCIENCES POLICIES & PROCEDURES**

Please visit the following Website for complete access to all SAHS policies and procedures: [www.ttuhscc.edu/sah/current/policies.aspx](http://www.ttuhscc.edu/sah/current/policies.aspx)

# Physician Assistant Program Policies and Student Responsibilities

## Academic Didactic Policies

### Academic Evaluation

Each student is responsible for maintaining the academic standards established by the TTUHSC Physician Assistant Program for successful progression and completion of the program professional curriculum. Each student will have scheduled evaluations to determine if the student is satisfactorily achieving the academic standards for each course.

### Didactic Evaluation

During the didactic phase, each student will be evaluated by the instructor of each course for review of student progress and academic standing. Students are informed of their progress and any concerns. Immediate academic or professional concerns are brought to the attention of the student as soon as possible.

The following are standards each student must satisfactorily achieve:

1. Must maintain an overall didactic GPA of 2.7
2. Must maintain an overall grade of at least 75% in each didactic course. Additionally in courses where multiple medical specialty blocks are taught and tested by medical specialty, students must achieve at least 75% in that specialty. Example: Clinical Medicine I consists of Pulmonary and Gastroenterology. Students must achieve at least 75% in both the Pulmonary and Gastroenterology blocks. Course syllabi will reflect specific performance standards for each course.
3. Must satisfactorily complete all requirements for all courses.
4. A grade less than 75% in any course or medical specialty block is considered to be a failing grade and is unsatisfactory for continuation in the PA professional curriculum.
5. An ***incomplete*** final grade in any didactic course is unacceptable for progression in the professional curriculum.
6. Must achieve at least 75% on any practical examination or term paper.
7. Must successfully complete each didactic semester in order to progress to the next didactic semester.
8. Must successfully complete the didactic summative evaluation requirements in order to proceed to the clinical phase.

Master Project:

1. Must achieve an overall grade of at least 80% on the Master Project
2. A grade below 80% on the Master Project will be considered failing and unsatisfactory for completion of the professional curriculum.

Any student who does not satisfactorily meet the preceding standards will be referred to the Academic Review Committee (ARC) who will evaluate the student's performance and make recommendations which may include dismissal from the program.

As outlined in each course syllabi, it is each instructor's responsibility to assign weight to assignments, exams and laboratory exercises to determine that the level of mastery of the subject indicates the specified number of percentage points out of 100.

### **Clinical Clerkship Policies**

Each student receives a practicum evaluation at the end of each clinical clerkship. This evaluation consists of the overall evaluation from the practicum faculty proctor and a preceptor(s) evaluation. Any immediate concern will be brought to the attention of the PA student as soon as possible.

The following are the standards a student must achieve:

1. Must maintain an overall clerkship GPA of 2.7 in each semester.
2. Must achieve an overall grade of at least 75% in each clerkship.
3. Must achieve at least 75% on each end of rotation examination.
4. Must satisfactorily complete all requirements of each clerkship.
5. Must achieve 75% on any practical examinations.
6. Must achieve a 75% on final preceptor evaluation.
7. A grade below 75% in any course is considered to be a failing grade and is unsatisfactory for continuation in the PA professional curriculum.
8. Must access Med Challenger and complete the assigned blocks of instruction.
9. Must successfully complete the clinical summative evaluation requirements.

Refer to clinical clerkship student manual for further clarification.

A student will automatically receive a grade of F (failure) for a clinical experience for failing to maintain and present the appropriate documentation to clinical sites when requested if the failure to present the documentation leads to incompleteness of the clinical experience. This documentation includes:

1. evidence of current immunizations as required by TTUHSC and individual clinical sites
2. annual TB (tuberculosis) test result
3. personal medical/health insurance
4. criminal background check
5. other requirements of the site

Any student who does not satisfactorily meet the preceding standards will be referred to the Academic Review Committee (ARC) who will evaluate the student's

performance and make recommendations which may include dismissal from the program.

### **Successful Completion of the Program Professional Curriculum**

At the end of the program professional curriculum, each student record will be reviewed by the faculty and Program Director to determine if the student has satisfactorily completed and achieved the standards and requirements of the PA program and each course. If the student has met all requirements for completion of the professional curriculum, he/she is then recommended for graduation from the PA program. The Program Director submits these names to the Dean, School of Allied Health Sciences and the TTUHSC Registrar for graduation and the granting of a degree.

### **Academic Advising**

Each student is required to meet with his/her academic advisor at the midterm of each semester. Additional meetings with a student's academic advisor will be scheduled on an as needed basis. If the student fails a written or practical examination, it is the student's responsibility to meet with the course instructor and academic advisor. Each counseling session is documented and placed in the student's file.

### **Probation/Remediation**

In accordance with TTUHSC School of Allied Health Sciences Policy and the Standards established by the Accreditation Review Commission for the Education of Physician Assistants, the Physician Assistant Program recognizes certain didactic coursework and clerkships as fundamental for competency in clinical practice. Students who do not successfully complete all of the requirements of a didactic course or clinical clerkship as listed in this handbook under **Professional Curriculum** are subject to **Academic Dismissal** in compliance with School of Allied Health Sciences Policy.

In accordance with the TTUHSC School of Allied Health Sciences regarding academic probation and the Standards established by the Accreditation Review Commission for the Education of Physician Assistants, the Physician Assistant Program has established the following policy regarding:

#### Academic or Clinical Probation

A student may be placed on academic probation for:

- Not maintaining a minimum GPA of 2.7 in any one semester.
- Receiving a grade of less than 75% in a didactic course, medical specialty block, clerkship evaluation, clerkship end-of-rotation examination, term paper or practical exam.

The student on academic probation due to GPA may continue in the professional curriculum if so determined by the program director in accordance with the remediation strategy, but must improve the following semester's GPA to a minimum 2.7. Those students who have been referred to the academic review committee due to failure of a course or medical specialty block and continued in the program by recommendation of the ARC will need remediation in the failed courses/medical specialty blocks. A remediation strategy will be proposed by the ARC and agreed upon with the student. The student must satisfy remediation requirements for a failing grade within the time frame set in the remediation strategy.

The student on academic probation due to a specific grade may continue if so determined by the program director and consultation with the ARC, but must pass each course the following semester with a minimum of 75% in each didactic course, medical specialty block, clerkship evaluation, clerkship end-of-rotation exam, practical examination or term paper and a 2.7 semester GPA. If a student on probation fails again, the student will be referred to the ARC. The procedure for notification of the student on academic probation will follow current TTUHSC School of Allied Health Sciences Policy.

#### Academic or Clinical Remediation

1. Upon enrollment, each student is assigned a faculty advisor to assist in understanding and abiding by PA Program policy and practice. Advisors must provide timely access for assistance and counseling regarding academic, professional or behavioral concerns or problems.
2. The course instructor/proctor will identify the student at risk for failing a course or for whom there are any academic, behavioral or professional concerns. All efforts should be made by the course instructor/proctor to counsel the student and devise a remediation plan for academic concerns. If remediation efforts with the course instructor/proctor are unsuccessful, the student is referred to the ARC for recommendations. Behavioral or professional concerns that cannot be resolved will be referred to the Program Director for action.
3. The course instructor, faculty advisor, or the Program Director may submit a student's name for discussion to the ARC for academic performance issues. The ARC determines if further remediation is possible. Any student who the ARC and Program Director determine cannot be remediated for academic, behavioral or professional concerns will be recommended for dismissal in accordance with program and SAHS policies.
4. Remediation plans will be presented to the student in writing, as a contract. The student must sign the agreement or exercise the option to refuse the remediation plan. The student will be given a copy of the remediation plan and a copy will be placed in the student's academic file.

5. Options for remediation as determined by the Program Director can include, but are not limited to:
  - Individual review of the material with the course instructor/proctor or another program faculty member. Instructors must be satisfied that the student has achieved at least a 75% performance/competency level.
  - Faculty-directed group study that satisfies a 75% performance level.
  - Retesting of the appropriate material. If retesting is used, students must achieve at least 75% on the exam. Additionally, the student will receive a maximum score of 75% for that course, block, clerkship evaluation, or clerkship exam regardless of remediation/actual score.
  - Deceleration, which encompasses the student's discontinuing current enrollment and reenrolling with the next year's entering class.
  
6. All meetings with the student regarding remediation must be documented in the student's file to include the student's understanding of the problem, willingness to cooperate and compliance with the plan. Routine follow-up counseling with the student is scheduled to assess and document the progress and outcome of the remediation plan.

### **Dismissal from the Program**

A student may be dismissed from the program for:

1. Non-compliance with the program standards.
2. Failure to successfully complete remediation strategies.
3. Violation of the academic and non-academic policies of the School of Allied Health Sciences. Dismissal procedures will occur in compliance with the dismissal policy established by the School of Allied Health Sciences.

### **Attendance and Exams**

Students are expected to attend all lectures, laboratory exercises and exams. Excessive tardiness or absences from scheduled courses will be considered unprofessional behavior. Students should arrive 10 minutes prior to class/exam start time to allow time to set up computers.

If an exam is missed due to an excused absence, the student must notify the **course instructor** prior to the beginning of the scheduled test time in order to be allowed to make up the exam. Students missing an exam due to an unexcused absence may **not** be allowed to make up the exam.

Excused absences include illness or crisis situation involving the student or the student's immediate family. Written documentation, as evidence of the illness or crisis may be required.

Students must receive prior approval from the course instructor to attend class at a campus other than the student's home campus.

## **Clinical Experiences**

### Clerkship Assignments

There are seven geographic clerkship regions available. During the didactic year, the clinical coordinators will discuss clerkship sites available for the pending clinical year. Student preferences are considered when regional assignments are made. However students may be assigned to an area other than the requested preference. Students are advised not to make plans for moving, commit to housing arrangements, et cetera until final regional assignments are made. Regional assignments will not be changed without Program Director approval.

The student is responsible for all costs associated with clinical experiences, including transportation, housing, meals, uniforms, and other incidental expenses. The faculty reserves the right to place the student at any specific clinical site as the faculty deems necessary. Since many clinical rotation sites are away from the Midland-Odessa area, all students must expect to be assigned to these away sites and should anticipate the need to find housing in these areas during the clinical portion of the program. Facilities throughout West Texas and Eastern New Mexico are used for clinical experiences. Detailed information for the selection procedures is provided during the didactic year.

### Participation

All students must participate as directed in clinical clerkships, and all students must attend rotational assignments as specified by the PA Program. Students are required to comply with all procedures outlined in the Clerkship Manual. Each clinical rotation requires a minimum of 40 hours per week of participation. All missed clinical days must be recovered on a day-for-day basis. Missed clinical days may be recovered during the rotation if time allows or at other times as approved by the clinical coordinator or program director. In order to successfully complete the professional curriculum on time, rotations must be started and completed as scheduled. Any absences must be brought to the attention of the clinical coordinator as soon as possible. All anticipated absences must be approved by the preceptor and clinical coordinator a minimum of four weeks in advance, and illnesses must be reported immediately.

Prior approval by the PA program administration must be obtained for all on campus and off campus activities while students are currently enrolled in the PA program. These activities include, but are not limited to, rotation sites, shadowing sites and health fairs.

## **Technical Standards**

A student admitted into the TTUHSC Physician Assistant Program must meet basic and essential requirements that are necessary for obtaining employment and performing as a Physician Assistant. The technical standards each student must master include cognitive, physical and behavioral characteristics that are identified in the following:

1. Must be able to communicate effectively and efficiently in the written and verbal forms of English with supervising or consulting physicians, program professors, colleagues, instructors, patients and other members of the health care team.
2. Must possess physical and motor skills for use in areas such as auscultation, palpation, percussion, medical procedures (i.e., suturing, venipuncture, intravenous therapy, thoracentesis, endotracheal intubation, etc.) and other diagnostic maneuvers.
3. Must possess and appropriately utilize sensory skills in areas such as viewing demonstrations, obtaining a medical history directly from a patient, observing a patient's medical condition and non-verbal behavior.
4. Must have intellectual, conceptual, integrative and quantitative abilities necessary for problem solving and diagnosis.
5. Must be able to conduct activities that have an appropriate behavioral and social context to include expressing professional responsibility and compassion to patients, managing typical daily workloads and working in an environment that is subject to rapid change.
6. Must have ethical and professional attitudes that are reflected in appropriate professional conduct.

Candidates for selection to the PA Program will be required to verify that they understand and meet these essential functions or that they believe that, with certain accommodations, they can meet the standards. The 504 coordinator in the Office of TTUHSC Student Services will evaluate a student who states he/she could meet the program's essential functions with accommodation(s) and confirm that the stated condition qualifies as a disability under applicable laws. If a student states he/she can meet the essential functions with accommodation, then the University will determine whether it agrees that the student can meet the essential functions with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

## **Generic Abilities**

Generic abilities (GA) are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are

nevertheless required for success in the PA profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92. The ten abilities and definitions developed are:

1. *Commitment to Learning*

The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.

2. *Interpersonal Skills*

The ability to interact effectively with patients, families, colleagues, other health care professional, and the community and to deal effectively with cultural and ethnic diversity issues.

3. *Communication Skills*

The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.

4. *Effective Use of Time and Resources*

The ability to obtain the maximum benefit from a minimum investment of time and resources.

5. *Use of Constructive Feedback*

The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.

6. *Problem-Solving*

The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

7. *Professionalism*

The ability to exhibit appropriate professional conduct and to represent the profession effectively.

8. *Responsibility*

The ability to fulfill commitments and to be accountable for actions and outcomes.

9. *Critical Thinking*

The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

10. *Stress Management*

The ability to identify sources of stress and to develop effective coping behaviors.

## **Professional Behavior in the Classroom, Online, Laboratory and Clinic Setting**

According to the Nonacademic Misconduct Policy of the TTUHSC, all students are expected to exhibit professional conduct in all academic and clinical settings. In addition to the guidelines stated in the TTUHSC policy, the behavior of a student enrolled in the PA Program will be guided by the Generic Abilities document located in this section of the manual. Students are expected to conduct themselves in a manner that insures all students have the opportunity to learn and participate.

Students in all classrooms and laboratories will demonstrate respectful to the instructor and to fellow students. Students shall conduct themselves in a way that facilitates learning for all students. Any behavior that interferes with these opportunities is considered inappropriate. Inappropriate behavior may result in a request for the student to leave the class, lab or clinic setting. After the first incident of inappropriate behavior the instructor or Program Director will counsel the student in writing. The behavior and behavioral counseling will be documented utilizing the GAs and will become a part of the student's file. A second occurrence of inappropriate behavior will initiate the procedure for resolution of an incident of nonacademic misconduct as outlined in the SOAHS policy, which begins with referral of the incident to the Program Director. Unprofessional behavior can lead to dismissal from the program.

## **Expected Graduate Competencies of the Physician Assistant Program**

The TTUHSC PA Program is designed to prepare graduates for a primary care environment. Importance is placed on telemedicine, rural medicine and public health. The physician– physician assistant team approach is emphasized throughout the training process. The importance of a multi-disciplinary health care team is underscored.

### OUTCOME FOR OBJECTIVE ONE

The graduate will be capable of obtaining and documenting a complete and accurate medical history.

#### Competencies for Objective One

To achieve this objective the graduate should be able to:

- Establish effective rapport with patients and families in a manner that will enhance the history-taking process.
- Acquire and document a complete and accurate chief complaint.
- Acquire and document a complete and accurate history of the present illness.
- Acquire and document a complete past medical history, surgical history, psychosocial history and family history.
- Acquire and document a comprehensive review of systems with pertinent positive or negative findings as they relate to the history of the present illness.
- Acquire and document an interval or follow-up history.

## **Expected Graduate Competencies of the Physician Assistant Program (continued)**

### OUTCOME FOR OBJECTIVE TWO

The graduate will be capable of performing a complete physical examination.

#### *Competencies for Objective Two*

To achieve this objective the graduate should be able to:

- Establish patient confidence and provide reassurance regarding the examination in a manner that enhances the collection of data.
- Demonstrate the appropriate and safe use of standard physical examination tools and instruments.
- Perform and document a comprehensive, logical and systematic physical examination.
- Demonstrate the ability to modify the sequence or content of the examination to meet the special needs of the patient.
- Perform a problem-oriented physical examination.
- Incorporate unique assessment procedures as indicated by the historical or physical examination findings.
- Distinguish normal from abnormal physical examination findings.

### OUTCOME FOR OBJECTIVE THREE

The graduate will be capable of ordering, collecting (or assisting in the collection of) and interpreting routine diagnostic procedures or laboratory tests frequently seen in the primary care setting.

#### *Competencies for Objective Three*

To achieve this objective the graduate should be able to:

- Formulate a problem list or differential diagnosis for each complaint.
- Identify the diagnostic procedures or laboratory studies that are indicated in establishing a diagnosis.
- Explain the technique, the benefits and risks associated with specific diagnostic procedures or laboratory studies.
- Demonstrate skills in the collection of routine specimens.
- Explain the results and implications of routine clinical laboratory tests.
- Explain the findings and implications of routine radiographic or electrocardiographic tests.
- Discuss the need and use of advanced radiographic imaging tests.
- Discuss the need and use of conventional endoscopic procedures.
- Discuss the need, use and technique of conventional transcutaneous procedures.

## **Expected Graduate Competencies of the Physician Assistant Program (continued)**

### OUTCOME FOR OBJECTIVE FOUR

The graduate will be capable of identifying, discussing, ordering, performing or assisting in the performance of therapeutic procedures or treatment modalities that are common to primary care practice.

#### *Competencies for Objective Four*

To achieve this objective the graduate should be able to:

- Administer intravenous fluids.
- Administer blood and blood products.
- Administer injections, intradermally, subcutaneously, intravenously or intramuscularly.
- Demonstrate knowledge of the appropriate use of pharmacological agents and prescriptive authority.
- Demonstrate knowledge of non-pharmacological treatment modalities as indicated.
- Utilize evidence based medical literature to assist in the care of the patient.
- Utilize electronic technology in communication and research to improve the delivery of health care.

### OUTCOME FOR OBJECTIVE FIVE

The graduate will be capable of recognizing and initiating treatment in life-threatening situations.

#### *Competencies for Objective Five*

To achieve this objective the graduate should be able to:

- Recognize and initiate treatment in emergency situations in patients of any age, in any setting.
- Perform basic cardiopulmonary resuscitation.
- Initiate adequate hemostasis.
- Perform or assist in the performance of emergency procedures encountered in Advanced Cardiac Life Support.

### OUTCOME FOR OBJECTIVE SIX

The graduate will be capable of clearly and effectively communicating with patients, families and other health care providers.

## **Expected Graduate Competencies of the Physician Assistant Program (continued)**

### *Competencies for Objective Six*

To achieve this objective the graduate should be able to:

- Present a clear and succinct description of the historical findings, physical examination and laboratory studies.
- Present a reasonable and defensible diagnosis and treatment plan.
- Consult with the physician for guidance.
- Write or dictate clear and concise medical notes in a logical format.
- Relay information to the patient regarding diagnosis, prognosis and treatment in a manner that promotes empathy.
- Instruct patients in the use of medications, self-treatments, self-examinations, diet and exercise.

### OUTCOME FOR OBJECTIVE SEVEN

The graduate will develop a professional behavior, appreciating the impact of health problems on the patient or family.

### *Competencies for Objective Seven*

To achieve this objective the graduate should be able to:

- Discuss the physical, psychological, spiritual, social and economical impact that health problems have on the patient and the family.
- Maintain an objective perspective in the rational assessment and treatment of patient problems.
- Acknowledge the importance of recognized risk factors in educating the patient on the prevention of disease.
- Recognize the difficulties that patients frequently encounter when attempting to comply with a prescribed therapeutic regimen.
- Understand the right of the patient and family as informed health care consumers.
- Understand the rights to privacy and confidentiality of the patient and family.
- Establish a personal philosophy regarding the dignity of human life, while respecting differing philosophies.

## **2010 – 2011 Academic Calendar**

### **Summer 2010**

June 1	Class of 2012 – Orientation
June 2	Class of 2011 & 2012 – first day of semester
July 4	Independence Day Holiday
August 13	Class of 2011 & 2012 - final day of semester
August 21	Class of 2010 - official graduation

### **Fall 2010**

August 23	Class of 2012 - first day of semester
September 6	Labor Day Holiday
November 25-26	Thanksgiving Holiday
December 17	Class of 2011 – final day of semester

### **Spring 2011**

January 12	Class of 2012 – first day of semester
March 12-20	Spring Break
May 13	Class of 2012 – final day of semester
May 20-21	Class of 2011 – graduation ceremony

### **Summer 2011**

August 20	Class of 2011– official graduation
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**Master of Physician Assistant Studies  
Class of 2011 Curriculum**

*SCH – Semester Credit Hours*

*Lect – Lecture contact hours per week*

*Lab – Laboratory contact hours per week*

**Contact Hours**

<i>Course #</i>	<i>Course</i>	<i>SCH</i>	<i>Lect</i>	<i>Lab</i>
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**Summer Semester – Year One - Didactic Study**

<i>AHPA 5501</i>	<i>Anatomy- Taylor</i>	<i>5.0</i>	<i>4.0</i>	<i>3.0</i>
<i>AHPA 5301</i>	<i>Clinical Lab &amp; Microbiology- Jankowski</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 5101</i>	<i>Introduction to PA Profession-Butler</i>	<i>1.0</i>	<i>1.0</i>	<i>0.0</i>
<i>AHPA 5201</i>	<i>Med Ethics &amp; Jurisprudence- Fletcher (HN)</i>	<i>2.0</i>	<i>2.0</i>	<i>0.0</i>
<i>AHPA 5406</i>	<i>Physiology- Christensen</i>	<i>4.0</i>	<i>4.0</i>	<i>0.0</i>
<i>AHPA 5306</i>	<i>Pharmacology I- Tenner</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>

	<i>18</i>		
<i>Total SCH–</i>	<i>18</i>		
<i>Total weekly contact hours</i>			<i>20.0</i>

**Fall Semester – Year One - Didactic Study**

<i>AHPA 5407</i>	<i>Pathology- Jankowski</i>	<i>4.0</i>	<i>4.0</i>	<i>0.0</i>
<i>AHPA 5502</i>	<i>Physical Examination-Christensen</i>	<i>5.0</i>	<i>3.0</i>	<i>4.0</i>
<i>AHPA 5310</i>	<i>Medical Interviewing- O'Brien</i>	<i>3.0</i>	<i>2.0</i>	<i>2.0</i>
<i>AHPA 5308</i>	<i>Neuroscience-Zawacki</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 5307</i>	<i>Pharmacology II- Tenner</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>

	<i>18</i>		
<i>Total SCH –</i>	<i>18</i>		
<i>Total weekly contact hours -</i>			<i>21.0</i>

**Spring Semester – Year One - Didactic Study**

<i>AHPA 5311</i>	<i>Cardiology-Butler</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 5403</i>	<i>Clinical Medicine I- Diemer</i>	<i>4.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 5404</i>	<i>Clinical Medicine II-Jankowski</i>	<i>4.0</i>	<i>4.0</i>	<i>0.0</i>
<i>AHPA 5309</i>	<i>Pediatrics- O'Brien</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 5312</i>	<i>Clinical Medicine III- Taylor</i>	<i>3.0</i>	<i>2.0</i>	<i>0.0</i>
<i>AHPA 5313</i>	<i>Clinical Medicine IV- Kemp</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>

	<i>20</i>		
<i>Total SCH –</i>	<i>20</i>		
<i>Total weekly contact hours -</i>			<i>22.0</i>

**Summer Semester – Year Two – Didactic Study**

<i>AHPA 6301</i>	<i>Clinical Medicine VI- Maxwell</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 6501</i>	<i>Clinical Medicine V- Diemer</i>	<i>5.0</i>	<i>3.0</i>	<i>2.0</i>
<i>AHPA 6304</i>	<i>Health Care Management- Satterwhite</i>	<i>3.0</i>	<i>4.0</i>	<i>0.0</i>
<i>AHPA 6302</i>	<i>Medical Spanish- Butler</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>
<i>AHPA 6306</i>	<i>Medical Psychology-Kemp</i>	<i>3.0</i>	<i>3.0</i>	<i>0.0</i>

	<i>17</i>		
<i>Total SCH –</i>	<i>17</i>		
<i>Total weekly contact hours -</i>			<i>18.0</i>

**Fall, Spring & Summer Semesters – Year Two thru Three - Clinical Study**

AHPA 6601	Family Medicine Clerkship	6.0		6 Weeks
AHPA 6602	Internal Medicine Clerkship	6.0		6 Weeks
AHPA 6603	Prenatal Care & Gynecology Clerkship	6.0		6 Weeks
AHPA 6604	Pediatric Clerkship	6.0		6 Weeks
AHPA 6605	Emergency Medicine Clerkship	6.0		6 Weeks
AHPA 6606	Geriatric Clerkship	6.0		6 Weeks
AHPA 6607	Psychiatry Clerkship	6.0		6 Weeks
AHPA 6608	General Surgery Clerkship	6.0		6 Weeks
AHPA 6404	Master Project	4.0	4.0	0.0

Total Clinical SCH – 52.0

Total Weeks – 48 weeks

**Total Program Hours – 125.0**

## **Course Descriptions**

### **AHPA 5101 – *Introduction to the Physician Assistant Profession (1:1:0)***

This lecture series explores the role and socialization of the physician assistant as a health care professional. The course discusses the history of the profession, the evolution of the physician – PA team, maintenance of professional credentials, professional organizations, program accreditation, professional liability, practice issues and future trends.

### **AHPA 5201 – *Medical Ethics & Jurisprudence (2:2:0)***

This lecture series examines prominent ethical issues in health care delivery. Students are engaged in discussion of ethical dilemmas relevant to clinical practice and the unique relationship of the physician and physician assistant. The course also examines quality assurance and risk management, legal issues, practice statutes and rules regulating physician assistant practice in Texas.

### **AHPA 5301 – *Clinical Laboratory (3:3:0)***

This lecture series provides the fundamentals and interpretation of laboratory studies routinely ordered in the clinical setting. Concepts of Transfusion Immunology, Clinical Chemistry, Hematology, Iron & Hemoglobin, Hemostasis, Urinalysis, Microbiology and Immunology will be examined. Case studies are incorporated into the teaching process.

### **AHPA 5306 – *Pharmacology I (3:3:0)***

This lecture series introduces the actions of basic pharmacologic agents in the human. The mechanism of action, principal actions and adverse reactions of conventional classes of drugs is examined. A review of fundamental pharmacology calculations, measurements and symbols are performed. This course is taught in part by interactive teleconferencing from the TTUHSC campus in Lubbock and partly at the PA program main facility in Midland.

### **AHPA 5307 – *Pharmacology II (3:3:0)***

This lecture series builds on Pharmacology I. The action and interaction of pharmacological agents is discussed. Therapeutic applications, adverse reactions and contraindications to familiar drugs are considered. Instruction in proper writing of prescriptions is presented. This is a distance-learning course taught by interactive teleconferencing from the TTUHSC campus in Lubbock.

### **AHPA 5308 – *Neuroscience (3:3:0)***

This lecture series details the human nervous system, with emphasis on the recognition of neuroanatomical arrangement. The course explores neurophysiology and concepts of neurochemistry.

**AHPA 5309 – Pediatrics (3:3:0)**

This lecture series surveys the acute and chronic disease states frequently encountered in the primary care setting as well as normal child growth and development. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing critical thinking and a problem oriented approach to diagnosis and treatment. The family medicine relevance to neonatology and pediatrics, including responses to death and dying, advance directives and end of life decisions are explored. Referral of patients to other health care providers or agencies is discussed. Case studies and patient education are incorporated into the teaching process.

**AHPA 5310 – Medical Interviewing (3:2:2)**

This course focuses on the “how to” aspects of patient interviewing, communication skills, and counseling skills. It stresses attributes of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient’s welfare. Class sessions include lectures, interviewing labs and role-playing exercises. Small groups meet on a regularly scheduled basis each week to discuss and “actively” practice interviewing skills. This practice may include interviewing other students, simulated patients, or real patients in the hospital.

**AHPA 5311 – Cardiology (3:3:0)**

This lecture series examines the complex disease states frequently encountered in the adult internal medicine setting. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing a problem oriented approach to diagnosis and treatment. The approach to problems in cardiology and EKG interpretation is explored.

**AHPA 5312 – Clinical Medicine III (3:3:0)**

This lecture series examines the complex disease states frequently encountered in the primary care medicine setting. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing critical thinking and a problem oriented approach to diagnosis and treatment. Referral of patients to other health care providers or agencies is discussed. The approach to problems in orthopedic and musculoskeletal disease processes including acute, chronic, continuing, rehabilitative care is explored. Case studies and patient education are incorporated into the teaching process.

**AHPA 5313 – Clinical Medicine IV (3:3:0)**

This lecture series surveys the acute and chronic disease states frequently encountered in the primary care setting. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing critical thinking and a problem oriented approach to diagnosis and treatment. The family medicine relevance to genitourinary, reproductive (including family planning) and endocrinology processes including

acute, chronic, continuing, rehabilitative care are explored. Referral of patients to other health care providers or agencies is discussed. Case studies and patient education are incorporated into the teaching process.

**AHPA 5403 – Clinical Medicine I (4:4:0)**

This lecture series examines the complex disease states frequently encountered in the adult internal medicine setting. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing critical thinking and a problem oriented approach to diagnosis and treatment. The approach to problems in pulmonology and gastroenterology are explored including the important aspects acute, chronic, continuing and rehabilitative care. The role of proper nutrition for health and disease prevention is discussed. Referral of patients to other health care providers or agencies is discussed. Case studies and patient education are incorporated into the teaching process.

**AHPA 5404 – Clinical Medicine II (4:4:0)**

This lecture series surveys the acute and chronic disease states frequently encountered in the primary care setting. Students are challenged to correlate the subjective signs and symptoms with physical examination findings and clinical pathophysiology in developing critical thinking and a problem oriented approach to diagnosis and treatment. The family medicine relevance to EENT, infectious disease, dermatology, hematology / oncology and alternative / complementary medicine and the important aspects of acute, chronic, continuing and rehabilitative care are explored. Referral of patients to other health care providers or agencies is discussed. Case studies and patient education are incorporated into the teaching process.

**AHPA 5406 – Physiology (4:4:0)**

This lecture series investigates human physiology through a detailed explanation of the functions and activities of bodily processes as related to health care. It discusses the fundamental principles of cellular physiology, considers the important concepts necessary for understanding the integrated cellular function of the human body and develops the explanation of human physiology as relevant to the health professional. The lectures assimilate an approach to major organ systems and develop important concepts and principles necessary for understanding the integrated function of major organ systems of the human body. It integrates and correlates physiology with other basic sciences such as anatomy, histology and biochemistry, and prepares the student for understanding of pharmacology, pathology and other clinical disciplines. Clinical cases and pathophysiological concepts are presented and discussed in this course to facilitate the application of basic physiological knowledge to diagnosis, pathogenesis and therapeutics. It cultivates the importance of basic physiological research in the diagnosis and treatment of disease and encourages the need for constant renewal of knowledge and investigate continually & critically the biomedical scientific literatures.

**AHPA 5407 – Pathology (4:4:0)**

This lecture series integrates normal human physiology with the pathological basis of disease. It illustrates abnormal cellular physiologic function in disease conditions, introduces major concepts of cellular pathophysiology and demonstrates abnormal physiologic function in disease conditions. The principles of cellular pathophysiology are applied to organ system pathology and the study of representative and important diseases. The lectures examine the function of major organ systems in addressing the pathological basis for disease.

**AHPA 5501 – Human Anatomy (5:4:2)**

This lecture / laboratory series encompasses a regional study of the gross morphological features of the human body emphasizing functional anatomy. A portion of the laboratory experience involves computer-assisted learning. Students participate in human cadaver prosection laboratory sessions held at TTUHSC in Lubbock on 4 days during the semester. The lecture portion is a combination of distance-learning and onsite activity taught in part by interactive teleconferencing from the TTUHSC campus in Lubbock and partly at the PA program main facility in Midland.

**AHPA 5502 – Physical Examination (5:3:2)**

This is a lecture / laboratory series in which the pediatric, adult, geriatric patient physical examination is demonstrated and practiced. Students learn and apply the techniques of a comprehensive physical examination with the proper use of diagnostic instruments. Integration of the medical history (AHPA 5310 – *Medical Interviewing*) with the physical examination is reviewed and rehearsed. The laboratory experience utilizes students acting as patients, other simulated patients and real patients in a long term care facility.

**AHPA 6301 – Clinical Medicine VI (3:3:0)**

This lecture series explores preventable disease and resources for health maintenance and risk factor reduction within the community. The course considers communicable disease, acute disease, chronic disease, environmental health, occupational medicine and epidemiology. Referral of patients to other health care providers or agencies is discussed. Case studies and patient education are incorporated into the teaching process.

**AHPA 6302 – Medical Spanish (3:3:0)**

This lecture series is designed to introduce the non-Spanish-speaking health care provider to basic and essential medical Spanish terminology in order to elicit information necessary to obtain a comprehensive medical history and perform a physical examination. Laboratory/Radiographic results and treatment plans will also be included.

**AHPA 6304 – Health Care Management (4:4:0)**

This lecture series informs and prepares the graduate for basic clinical office or hospital practice management. Discussion emphasizes reimbursement issues, coding/billing procedures, licensing and authorization of privileges that are exclusive to physician assistant practice. The impact of socioeconomic issues and healthcare delivery systems are also explored.

**AHPA 6306 – Medical Psychology (3:3:0)**

This lecture series analyzes acute and chronic psychiatric diseases frequently encountered in primary care clinical practice. It also explores personality development, child development, normative responses to stress, psychosomatic manifestations of illness and injury, sexuality, responses to death and dying and basic counseling techniques. Adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient's welfare is stressed. The course will apply interviewing techniques, developed in AHPA 5310 – *Medical Interviewing*, to the approach to the patient with a psychiatric illness.

**AHPA 6404 – Master Project (4:4:0)**

This course is taught during the grand rounds held at the completion of each clerkship and includes a research and writing project. The basics of biomedical research are explored prior to the writing phase. Students are instructed on the techniques necessary to search and interpret the medical literature and its application to patient care. Students prepare and submit a manuscript for evaluation. The document must be informative, established from published evidence based research and stress current and operational knowledge of new medical findings. Throughout the clinical year during grand rounds at the end of each clinical rotation, the students are instructed and monitored in the stages of developing a text suitable for publication.

**AHPA 6501 – Clinical Medicine V (5:4:2)**

This lecture series explores specialized and tertiary health care. Students learn the importance of the relationship between primary care practice and specialty practices. Areas of study include medical specialties, surgical specialties, and emergency medicine. Technical health care in sophisticated, research and teaching hospitals is evaluated. This course prepares the student for clinical clerkships. Discussions address appropriate protocol, behavior and dress within the clinical setting. Weekly workshops enable students to learn and perform procedures that are essential to clinical practice. Students perform histories and physical examinations and develop further case presentation skills. A summative evaluation of clinical skills will be administered near the end of the clinical curriculum. *PACKRAT* (Physician Assistant Clinical Knowledge Rating and Assessment Tool) will be administered as a summative evaluation at the end of the didactic phase, and then administered again at the end of the clinical phase to document the students' progress in developing a medical data base. Case studies and patient education are incorporated into the teaching process.

**AHPA 6601 - Family Medicine Clerkship (6:0:40)**

This clerkship provides experience with common diseases and chronic illnesses in the family practice setting and is composed of one six-week rotation. The learning experience includes the family medicine approach to direct care, initial care, comprehensive care and continuity of care. The student participates in the promotion and application of preventive medicine and wellness maintenance techniques as an important aspect of family practice.

**AHPA 6602 - Internal Medicine Clerkship (6:0:40)**

This clerkship provides clinical experience with acute and chronic illnesses seen in the general internal medicine practice and is composed of one six week rotation. The student experiences the traditional approach to the comprehensive care of adult patients to include continuity of care. Clinical experience in preventive medicine, health and wellness maintenance techniques, especially in secondary and tertiary settings, is provided.

**AHPA 6603 - Prenatal Care and Gynecology Clerkship (6:0:40)**

This clerkship provides a six-week clinical experience in the care of prenatal and gynecologic patients. Training will emphasize the examination of the female patient with focus on the most common gynecologic problems and their diagnostic assessment, the formulation of appropriate treatment plans, the utilization of preventive medicine modalities and the evaluation and education of the pre-natal patient.

**AHPA 6604 - Pediatrics Clerkship (6:0:40)**

The Pediatric clerkship is designed to provide PA students with experience in the specialty of pediatric medicine and is composed of one six week rotation. This clerkship provides the opportunity for students to gain general pediatric knowledge and to apply that clinical knowledge to the development of the necessary proficiency for a PA to function in a primary care pediatric setting.

**AHPA 6605 - Emergency Medicine Clerkship (6:0:40)**

The Emergency Medicine clerkship will provide the PA student with experience in the emergency department with urgent and emergent medical problems and with trauma and surgical cases and is composed of one six week rotation. It includes the emergency approach to direct initial and comprehensive care for patients in the acute care setting.

**AHPA 6606 - Geriatrics Clerkship (6:0:40)**

The Geriatric clerkship provides a clinical experience with one of the most rapidly growing patient populations in the United States. The six-week rotation provides the student with an opportunity to create a knowledge base and to gain clinical experience in the unique medical, psychosocial, environmental and cultural aspects of aging.

**AHPA 6607 - *Psychiatry Clerkship (6:0:40)***

The six-week Psychiatry clerkship provides experience with common acute and chronic psychiatric diseases and illnesses in both the outpatient and inpatient settings. The student learns about and interacts with public and private treatment facilities for substance abusers and their affiliated support groups, local public counseling agencies, and state psychiatric facilities.

**AHPA 6608 – *General Surgery Clerkship (6:0:40)***

The six-week clerkship in surgery provides experience in the presentation and treatment of surgical disease and illness. This rotation allows the PA student to experience the approach to and the management of the surgical patient in the pre-operative, intra-operative, and postoperative phase of care.