



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Health Professions

Physician Assistant
Program
Student Handbook 2018-
2019

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Welcome

Congratulations on your selection and welcome to the Texas Tech University Health Sciences Center (TTUHSC), School of Health Professions (SHP), Department of Laboratory Sciences and Primary Care, Physician Assistant (PA) program. Although the PA program is located on the Midland College Campus, this is a TTUHSC program and administrators, faculty and staff are TTUHSC, SHP employees. Each student will matriculate through and receive their diploma from TTUHSC. The TTUHSC Physician Assistant Program has over 650 graduates. They are employed in Texas and the United States and are making significant contributions to the health care of the many thousands of people they serve. Additionally, the program's five year pass rate average on the Physician Assistant National Certifying Exam (PANCE) is 97%. The curriculum, student clinical practice experiences, and educational experiences are solid and effective.

This handbook will guide you through the twenty-seven months of the TTUHSC PA program. You are responsible for reading and understanding this handbook, and your performance evaluations will reflect your adherence to departmental policies. Periodically the information in the Student Handbook may change. Every effort will be made to keep you informed through suitable lines of communication. In addition, the School of Health Professions policies and the University's official operating procedures are updated regularly and can be accessed on-line.

<https://hscweb.ttuhscc.edu/health-professions/current/handbooks.aspx>

In order to meet the dynamic and complex demands of the PA 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 success, professional growth, and clinical endeavors. We are available to help you in your commitment to becoming a PA.

Acknowledgement of Receipt

The Student Handbook is an important document intended to assist the physician assistant student in becoming familiar with the Texas Tech University Health Sciences Center, School of Health Professions, Department of Laboratory Sciences and Primary Care, Physician Assistant program. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, School of Health Professions, Department of Laboratory Sciences and Primary Care, or the Physician Assistant program.

The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by

the standards, rules and/or policies set forth in this Student Handbook, the TTUHSC Student Handbook Code of Professional Conduct, all TTUHSC Operating Policies and Procedures, and the individual Schools' catalogs and any other official University publications.

The contents of this handbook may be changed at any time at the discretion of the Department and Program. The Department and Program maintains its right and prerogative to make and change policies as necessary and without prior notice. The most current edition of this publication will be available on the School of Health Professions website. The Handbook supercedes all previous editions. Students are responsible for periodically accessing any revisions to the publications online. All students in the Physician Assistant program are required to sign a statement acknowledging responsibility to read the Student Handbook and be familiar with its contents.

Important Contacts and General Information

Physician Assistant Program

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432-620-1132

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Associate Professor

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432-620-1130

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Assistant Professor

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Assistant Professor

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Assistant Professor

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Medical Director

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Regional Medical Director (El Paso)

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Assistant Clinical Coordinator

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432-620-1123

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School of Health Professions

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MT(ASCP)DLM
Chair, Department of Laboratory
Sciences and Primary Care; Assistant
Dean for Educational Technology

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Fabian Blanco
Senior Director Educational
Technology

Fabian.Blanco@ttuhsc.edu

TTUHSC Offices

Bursar's Office (LBK)
Computer Services (OD)
Financial Aid (LBK)
Library (OD)
Office of Institutional Health (LBK)
Registrar's Office (LBK)
Student Services (LBK)

(806) 743-7867
(432) 335-5108
(806) 743-3025
(432) 335-5172
(806)-743-3019
(806) 743-2304
(806) 743-2300

TTUHSC PA Program Building and Campus Information

Texas Tech PA Program Building Hours

Monday – Friday 8:00 am – 5:00 pm

Student badge access 6:00 am- 10:00 pm daily (closed holidays)

Midland College

Library Hours

Current hours available on the website at: <http://www.midland.edu/lrc/>

Dining

Current Hours available on the website at:
<http://www.midland.edu/students/dining.php>

Scharbauer Student Center Snack Bar

Monday – Friday 7:45 am – 2:00 pm

Fitness Center

Current hours are available on the website at:
[http://www.gochaps.com/about us/fitness center/](http://www.gochaps.com/about_us/fitness_center/)

Section 1: Overview of the Program

Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Texas Tech University Health Sciences Center Physician Assistant Program**, sponsored by **Texas Tech University Health Sciences Center**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be March 2023. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

Philosophy of the School of Health Professions

The mission of the TTUHSC School of Health Professions is to provide a high-quality, student-centered learning environment for graduate and undergraduate education in the health professions; advance knowledge through scholarship and research; and provide clinical services that improve health and quality of life in Texas and the Nation.

As part of a state-supported university system, we serve the people of Texas, with particular emphasis on developing regional solutions to meet the educational and clinical needs of rural communities of West Texas.

The SHP mission, vision, and goals can be found in its entirety at the following website: <http://www.ttuhs.edu/health-professions/>

Program Vision, Mission, and Goals

VISION:

The vision of the Texas Tech University Health Sciences Center School of Health Professions Physician Assistant Program is to be regionally and nationally recognized for graduating excellent healthcare providers.

MISSION:

The mission of the Texas Tech University Health Sciences Center School of Health Professions Physician Assistant Program is to provide comprehensive medical education to physician assistant students. Through an environment of academic excellence and the promotion of life-long learning and professionalism, graduates will be prepared to practice patient-centered primary care, increasing access to healthcare for communities of West Texas and beyond.

GOALS:

The goals of the TTUHSC PA Program are to:

- ☐ Provide student clinical opportunities in primary care in rural and underserved populations in West Texas
- ☐ Admit highly qualified individuals with diverse backgrounds and life experiences
- ☐ Maintain first time pass rate on NCCPA PANCE at or above the national average

Expected Graduate Outcomes and Competencies

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– PA 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.

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.

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:

- 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.
- 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.

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 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 economic 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.

Section 2: Professionalism and Conduct

Becoming a Professional

Students of the TTUHSC PA Program have made a decision to become a medical professional and member of the healthcare team. The health professions are based on a high degree of trust by the individuals and patients they serve. Being a student in a health sciences environment is different from the typical university or college classroom. Students entering the PA profession have an obligation to conduct themselves at all times in a manner that reflects ethical and honest behavior. TTUHSC PA Students are held to a high standard of professional and ethical conduct throughout the program. Professional conduct not only affects one's ability to practice medicine, but also the reputation of the TTUHSC PA Program and image of its students. Students will represent the program in a professional manner in many settings including the class, campus community, institution, and clinical community.

All students are expected to exhibit professional conduct in all academic and clinical settings. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code and/or any other applicable University rules or regulations. Each student is responsible to become familiar with the various regulations of the University and meet the various requirements outlined below. Written policies are described in university publications such as this Handbook and the Schools' individual catalogs. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.

Resources such as the TTUHSC Student Handbook and Code of Conduct, and the Code of Ethical Conduct of the Physician Assistant Profession illustrate more clearly the standards to which students will be held. 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 and Technical Standards listed in this handbook. This creates an atmosphere of mutual trust and respect among all members of the campus and medical community.

Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of the Student Code by other students. Faculty and staff shall take all reasonable steps to prevent violations, and each faculty/staff member likewise is responsible for reporting violations.

The TTUHSC Student Handbook Code of Professional Conduct may be found at:

<http://www.ttuhsc.edu/student-services/handbook.aspx>

SHP Ethical School Standard

As a student of the School of Health Professions at the Texas Tech University Health Sciences Center, I will use my knowledge and skills responsibly to improve the quality of life for those we serve. I will seek in all academic, professional and personal endeavors to demonstrate ethical behavior, honesty, integrity and respect for others.

Academic Integrity

Academic Misconduct: The TTUHSC Student Code shall apply to all students of the PA program. Academic misconduct involves any activity that compromised the academic integrity of the PA Program and University or subvert the education process, including, but not limited to cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designated to give unfair academic advantage to the student or attempt to commit such act. The TTUHSC Student Code further defines these policies and disciplinary jurisdiction and reporting processes.

Appropriate behavior in sharing of course materials: The distribution of any course materials, including but not limited to lecture slides, handouts, assignments, test materials, or other study materials is intended only for personal use by registered students in the current class. Sharing or distribution of any course materials with anyone other than members of the current class is strictly prohibited and will be considered unprofessional and a violation of academic conduct standards and subject to disciplinary action.

Student Professional Development Evaluation

Purpose of Evaluation: TTUHSC PA students are held to a high standard of professionalism and ethical behavior through all phases of the PA program. Professionalism is expected at all times: in the classroom, in the clinics and hospitals, and at program or school sponsored events. Professionalism will be evaluated toward the end of every semester while in the PA program. Evaluations will be a part of the PA student record and will be used when future employers, licensing, credentialing boards request reference information. Professional

behavior will be graded in accordance with the Professional Development Evaluation (PDE) score sheets for didactic and clinical years (see Appendix 5).

Frequency of Professional Development Evaluations: Professional behavior will be evaluated during the didactic phase of training and students will receive Professional Development Evaluation (PDE) after each semester review. During the clinical phase, an evaluation will be completed at the end of each clerkship course.

Grading and Use of PDE: The PDE will count as 10% of the grade for every didactic course as outlined in each course syllabus. All faculty members participate in the PDE grade. The final score assigned to the student will be applied to all didactic courses for that semester. For a student to be awarded the 10% credit a student must score a minimum of 70% or better on the core course components as outlined in the course syllabus, and 70% or better on the Professional Conduct and Development Component. Professional Conduct and Development points will be added following successful completion of the core course components. This means that the Professional Conduct and Development Component cannot be used to bring the core course components grade to a minimum grade of 70%. If a minimum of 70% is not earned on either the core course components or the Professional Conduct and Development Component, the final grade awarded will be the lowest of the required components. In the event a student receives an unsatisfactory PDE grade, the Student Progression Committee (SPC) will review that student's entire academic record in detail and may impose probation, remedial action, or dismissal.

Communication with the Program

Official Email: All official e-mail communication to TTUHSC students is sent to the e-mail address provided by TTUHSC. E-mail communications should not be sent to faculty or staff from a student's personal e-mail account. Faculty and staff are not required to respond to e-mails sent from a student's personal e-mail account. The SHP and the PA program is not responsible for consequences related to unheeded e-mail correspondence.

Mode of Communication: Students are encouraged to communicate with faculty and other students through e-mail. The class distribution email list should be utilized for program and student business purposes only. ***The use of social media accounts or groups is not allowed or supported for program or student organization business. All student organization communications must utilize TTUHSC email.***

Timely Communication: It is the student's responsibility to check this account on a daily basis to ensure important communications are not missed. Students should make every attempt to respond to email within 2 business days unless stated otherwise in the email.

Faculty and staff will check email during business hours and make every effort to respond to emails and voicemails within 2 business days. If unavailable, an out of office message will direct student who to contact for additional assistance.

Attendance

Students are expected to be available to attend all scheduled classes and clinics as per the published SHP academic calendar and course syllabus. *For additional information concerning attendance during the clinical year, refer to Section 4: Clinical Attendance Policies.*

Class and Laboratory: Required classes and events for students are generally scheduled between the hours of 8 AM and 5 PM; however, it may be necessary to hold classes, labs, or activities outside of these hours. Students are required to attend classes at scheduled times as published in the course syllabus and The HUB. Students should arrive 10 minutes prior to class/exam start time

Excused Absences:

Emergency excused absences: If it is necessary to miss or be late for a class session, it is the student's responsibility to notify the PA Program staff at 432-620-1120 and their advisor ***prior to class***. The student is responsible for material covered.

Excused absences will be granted for illness or a crisis situation involving the student or the student's immediate family. Written documentation as evidence for the crisis incident is required. The Program Director will evaluate other situations that may constitute a valid excuse for absence on a case-by-case basis. Sick days are intended for use only in the event of personal illness or to assist a member of the immediate family who is actually ill. If an absence for illness is for more than one day, documentation of the illness from a licensed health care provider must be provided to the student's academic advisor and included in the student's academic file.

Non-Emergency excused absences: Requests for an excused absence must be submitted to the student's academic advisor no later than 45 days in advance of the date(s) of the requested excused absence. Request must include the activities that will be missed. The request will be presented to the student progression committee for consideration and final approval. Categories of possible excused absences include the following:

- a. Attendance at a professional meeting or conference: Students may attend the TAPA and/or AAPA CME conference only if prior approval is obtained from the Program Director and Advisor. The student must be in good standing and have grade averages in all courses >80 to consider attendance.
- b. Absence due to religious observance: Student may be excused to observe a holy day observed by a religion as defined by HSC OP 77.12.

- c. Wedding attendance: Approval may be granted for one day absence for immediate family members (as defined under TTUHSC Family and Medical Leave policy HSC OP 70.32) or if the student is a confirmed member of the wedding party. Student must indicate his/her relationship to the couple, role in the wedding, date or ceremony, and location of the event.
- d. Other requests: Other categories for requesting a non-emergency excused absence are considered at the discretion of the Student Progression Committee.

Excessive excused or Unexcused Absences: Excessive excused or any unexcused absences are not permitted and will be referred to the Student Progression Committee. This may result in negative Professional Development Evaluation and/or disciplinary action. Absences not preapproved may be considered unexcused, except in special circumstances. Unexcused absences may include the following: oversleeping, time conflicts with personal commitments, family reunions, weddings, vacations, or other types of social events.

Late arrivals: If you arrive late for class, you are to enter quietly by the door furthest from the podium, proceed to your seat and be seated with the least possible disruption to the class. Repeated tardiness or non-participation will be reflected on the evaluation under Professional Conduct and Development and may result in lower grade based on course syllabus policies.

Personal Days during Clerkship Year: Up to two (2) personal excused absence days may be taken during the Clerkship Year. Personal days are considered non-emergency excused absences and must also be submitted to the Clerkship Coordinator and approved by the DOCE 30 days in advance of the date for the requested absence (special consideration may be given for fellowship interviews with less notice at the discretion of the SPC). No more than one personal day may be requested per clerkship rotation. Examples of personal days include attendance at family events, job interviews, or addressing personal needs. No more than one personal day may be excused per clerkship course.

Absences on Test Days: see Testing Policy and Procedure for additional information.

Dress Code

Purpose: University-wide standards of dress and behavior should be observed both on campus and in the classroom. Neatness and modesty are valued and expected. Personal grooming and hygiene are a priority. Members of the faculty and staff have the authority and responsibility to maintain standards of student dress and grooming within the classrooms, laboratories, and other areas of public presentations within the campus and community. The dress code reflects

professional integrity and special needs of the individual classes. Professional dress is expected of students at all times throughout the program.

Appropriate Attire in Classroom and Lab: Examples of unacceptable attire during classes includes, but is not limited to, the following:

- Ragged, torn, or unkempt clothing
- Halter tops or tank tops
- Spaghetti straps
- Midriffs
- Short shorts or skirts
- Clothing items with excessive rips or tears
- Athletic wear including warm-up style pants or leggings, sweat pants or yoga pants
- Perfume, cologne, or other fragrances which may be offensive to others.

Dress Code at Clinical Sites during Clerkship Courses: Unless specifically defined by the clinical site, students should be dressed business casual with White Coat. Scrub attire is only appropriate for surgical/ER or procedural settings. Clothing should allow for adequate movement during patient care and should not be tight, short, or low cut. Necklines should be high enough to not expose chest, hemlines to knee length, shoes must be closed toe, jewelry kept to a minimum, pierced areas should be free of ornament, and tattoos will be covered. All efforts should be made to wear clothing that does not draw attention to oneself. Fragrances should be minimal.

OSHA Standards: For all classes involving lab or clinical performance and while on clinical rotations, students are required to wear attire consistent with Occupational Safety and Health Administration (OSHA) standards if there is any risk of exposure to blood, bodily fluids, chemicals or potentially harmful agents. Legs must be covered and footwear must cover the majority of the foot (such as athletic shoes). Open-toed shoes may not be worn.

Dress Code for Examination: See Testing Policy and Procedure for specific information.

Special Exceptions: Specific events, VIP visits or other times at the program may require that students are dressed in business casual attire. The Program Director or Unit Coordinator will notify students of the requirement on a case-by-case basis.

Clerkship Course Professional Requirements

General Guidelines: The PA Program at the Texas Tech University Health Sciences Center strives to provide an exemplary education to students for careers in primary healthcare. As future members of the healthcare team, students will learn to be a member of the interprofessional health care team in providing healthcare services to patients.

Students on their clinical clerkship assignments are expected to act as a professional at all times. Students are expected to show up on time; be respectful of their preceptors, other healthcare professionals, patients, and patients' families; and maintain a positive, agreeable attitude. Clinical preceptors and their staff are not paid by the TTUHSC PA program and provide their services and knowledge in a purely altruistic manner.

Patient Privacy and Health Insurance Portability and Accountability Act

Students are expected and required to respect the patient's privacy at all times. Discussing the patient, their family or medical problems outside of the office or where others can overhear is strictly prohibited.

HIPAA Training: Each student receives HIPAA training administered through TTUHSC. Students are required to complete the training prior to orientation. Questions regarding training requirements should be direct to the Office of Admissions and Student Affairs at (806) 743-3220 or health.professions@ttuhsc.edu.

HIPAA Compliance: Failure to comply with this policy is subject to disciplinary action and may be grounds for dismissal. HIPAA violations will be addressed by Institutional Compliance and/or the Student Progress Committee (SPC) to determine the continued academic standing of the student in the program.

Section 3: Curriculum

Academic Calendar

Published academic calendar: The Academic Calendar can be accessed at the following web link: <https://www.ttuhsc.edu/health-professions/calendar.aspx>

Required classes and activities: Students are expected to be available during defined times on the published academic calendar. Students should reserve travel plans or activities for defined breaks between terms and/or clerkship courses.

PA Program Curriculum Overview

Curriculum Design and Philosophy: The PA Program curriculum is designed to prepare graduates to provide excellent patient care across the lifespan. Education will be divided into 15 months of coursework, followed by a year of clinical clerkship courses, providing students with a variety of experiences in different areas of medicine. The professional curriculum of the TTUHSC PA Program consists of 125 semester equivalent hours of academic and clinical education.

The curriculum includes core knowledge and skills about evolving basic and clinical preparatory sciences, interpersonal and communication skills, social and behavioral sciences, health care delivery and professional practice, and the application of knowledge and skills in patient care. The sequencing builds a foundation in basic science to continue application of basic sciences to clinical medicine in the third and fourth semester of the didactic portion of the curriculum. Didactic courses are delivered with multiple teaching methods including lecture, laboratory, case discussions, collaborative learning experiences, and hybrid course delivery. Supervised clinical experiences provides hands on clinical experiences in family medicine, internal medicine, pediatrics, OB/GYN, general surgery, psychiatry, emergency medicine, and selective specialty. The student should be ready for travel by personal vehicle. Since many clinical 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.

Rigor of Curriculum: PA students must be prepared for long hours of study and clinical training; therefore, working during the program is highly discouraged.

Required Courses: The required courses and course descriptions for the PA Program are available in the TTUHSC SHP catalog. The catalog is available at: <http://www.ttuhschool.edu/health-professions/catalog.aspx>

Summer Semester Year 1

| Course | Credit Hours |
|------------------------------------|-----------------|
| HPPA 5191 Professional Development | 1 hour |
| HPPA 5306 Pharmacology 1 | 3 hours |
| HPPA 5301 Clinical Laboratory | 3 hours |
| HPPA 5406 Physiology | 4 hours |
| HPPA 5501 Human Anatomy | 5 hours |
| Total | 16 hours |

Fall Semester Year 1

| | |
|---------------------------------------|-----------------|
| HPPA 5392 Professional Development II | 3 hours |
| HPPA 5502 Physical Examination | 5 hours |
| HPPA 5308 Neuroscience | 3 hours |
| HPPA 6306 Medical Psychology | 3 hours |
| HPPA 5307 Pharmacology II | 3 hours |
| HPPA 5202 Clinical Decision Making I | 2 hours |
| HPPA 5304 Clinical Medicine I | 3 hours |
| Total | 23 hours |

Spring Semester Year 1

| | |
|--|---------|
| HPPA 5193 Professional Development III | 1 hour |
| HPPA 5309 Pediatrics | 3 hours |
| HPPA 5411 Cardiology | 4 hours |

| | |
|---------------------------------------|-----------------|
| HPPA 5403 Clinical Medicine II | 4 hours |
| HPPA 5412 Clinical Medicine III | 4 hours |
| HPPA 5313 Clinical Medicine IV | 3 hours |
| HPPA 5203 Clinical Decision Making II | 2 hours |
| Total | 21 hours |

Summer Semester Year 2

| | |
|--|-----------------|
| HPPA 5194 Professional Development IV | 1 hour |
| HPPA 6302 Cultural Competency for Physician Assistants | 3 hours |
| HPPA 6501 Clinical Medicine V | 5 hours |
| HPPA 6301 Clinical Medicine VI | 3 hours |
| HPPA 6203 Clinical Decision Making III | 2 hours |
| Total | 14 hours |

Fall, Spring, Summer Semesters Year 2 and 3

Hours/Weeks

| | |
|--|--------------|
| HPPA 6601 Family Medicine Clerkship | 6/6 |
| HPPA 6602 Internal Medicine Clerkship | 6/6 |
| HPPA 6603 Prenatal Care and Gynecology Clerkship | 6/6 |
| HPPA 6604 Pediatric Clerkship | 6/6 |
| HPPA 6605 Emergency Medicine | 6/6 |
| HPPA 6606 Selective Clerkship | 6/6 |
| HPPA 6607 Psychiatry Clerkship | 6/6 |
| HPPA 6608 Surgery Clerkship | 6/6 |
| Total | 48/48 |

Throughout Clerkship Year

| | |
|--------------------------------|---------|
| HPPA 6404 Master Project Track | 4 hours |
|--------------------------------|---------|

Total Program Hours **125 hours**

Class Schedules

Class Schedules: Class schedules will be published on course syllabi and on The HUB under the "Class of-" HUB site. Students are encouraged to check the HUB daily for updates or other program announcements. Schedules are subject to change at any time, and therefore, flex times are posted on the calendar to allow for scheduling needs of the program. In addition, activities required for clinical site orientations may be scheduled outside of regular class time and are required.

Scheduling of extra-curricular and outside events

Student groups wishing to schedule events may do so before or after regularly scheduled class times or during lunchtime. Approval must be received from the

Program Director prior to contacting outside guests lecturers. Once approved by the Program Director, students must work with the program Business Coordinator to reserve appropriate classroom locations and resources for the event.

Course Syllabi

Publication: Course expectations and instructional objectives to guide student acquisition of required outcomes and competencies for each didactic and clerkship course are published in the course syllabus. The course syllabus will be posted on The HUB for each course. For clerkship courses, the course syllabi are posted in the “Class of-” HUB site.

Student Expectations of Performance

The following assumptions apply to the manner in which each student is expected to meet the objectives of every course. Since all of these expectations apply to each course, these standard expectations are not repeated in each course document.

- The student demonstrates a systematic, safe, accurate, timely and efficient approach to the accomplishment of each objective and demonstrates the efficient use of materials in each activity.
- Adequate time is devoted to class and clinical activities and to preparation for each of those to meet the stated objective (i.e., 3 hours per credit hour).
- Academic integrity is demonstrated in each element of the student’s performance.
- Ethical behavior appropriate to the standards of a developing professional is maintained at all times, particularly in relation to maintaining the confidentiality of information regarding patients or clients.
- Each student maintains appropriate personal health status to accomplish expectation of the program. Professional behavior – all students are expected to exhibit consistent professional conduct in the classroom, lab and clinic. Disruptive behaviors include, but are not limited to, tardiness, leaving early, offensive remarks, talking to others, and reading newspapers or magazines.
- Cellular phone or electronic device use is not permitted during class, lab or clinic. This includes use of such devices for speaking, texting, instant messaging, and/or internet use. This does not preclude the use of computers for taking notes in class. Students who do not exhibit professional behaviors may be subject to disciplinary actions.

Testing Policy and Procedures

All testing policies apply in both the didactic and clinical years. For additional Clinical Year Assessment information refer to Section 4: End of Rotation Assessment Format.

Exam Time: Examinations will be administered per the course schedule, published in the course syllabus. Students are expected to take exams at the scheduled times. Exceptions may only be made in the case of a valid excused absence.

Exam Location: You may not log in to the test from another location unless instructed to do so by the course instructor or exam proctor. You will need to discuss your absence with the instructor or your advisor at the earliest opportunity.

Absences: If a student is unable to take the examination at the designated time due to an **excused** absence (see the attendance policy), the student must take the examination as soon as possible after the scheduled test date. The instructor will coordinate the time and place for the student to complete the requirement. A student who misses an examination due to an **unexcused** absence will report immediately to their advisor or, if unavailable, the Academic Coordinator. It is at the discretion of the instructor in consultation with the Academic Coordinator and Program Director to permit the student to take the examination or receive a zero (0) for that examination. If the instructor allows the student to take an examination at another time, the above guidelines apply. Unexcused absences resulting in zero points will be an "F" for that examination.

Late arrival: If you arrive late for a quiz or test, you will not be allowed to take the test at that time and become a disruption to the testing environment. Unexcused tardiness for an examination carries the same penalty as unexcused absence. It is at the discretion of the examination proctor to allow the student to take the examination due to unexcused tardiness.

The instructor/advisor may elect to discuss your case with the Student Progress Committee (SPC) or program director to determine disposition. Outcomes may include: a grade of zero for the test; or you may be allowed to take a make-up test at a later date. The maximum score on a make-up quiz or test is 70%.

Testing Format: Examinations will be given by computer unless otherwise specified. Failure to bring a computer or malfunction of the computer may result in a student not being allowed to take the exam. It will be at the discretion of the instructor if the student will be allowed to take the examination at a later time or if the student will receive a zero for that examination. Availability of paper exam copies is at the discretion of the instructor.

Students are responsible for maintaining computer and software updates as recommended for optimum system performance as per the following guidelines:

- For all online tests, it is recommended to always use network cords and plug their computer into the Ethernet port BEFORE powering on the computer to ensure a "hard wired" connection. Attempting to take a test over the Wi-Fi connection is strongly discouraged and may result in the examination not loading properly.
- Students are advised to have a power cable connected to their computer to

avoid the risk of losing battery power during the examination.

- Students must turn off all automatic updates for any and all programs (i.e. Windows, Adobe, Java, etc...). If a computer initiates an automatic update and the student is “kicked out” of the examination and is unable to log back in, the student will only receive credit for the questions submitted.
- Computerized examinations may be given via multiple electronic formats including Sakai, ExamSoft, and Exam Driver. Students must have their computers appropriately updated with software prior to the exam. It is the student’s responsibility to work with software support and have the latest, up to date version of all software and/or web browsers installed on their computers and operational.

A privacy screen is required for all computer examinations. Failure to bring a privacy screen may result in not being allowed to take the examination. A paper version will be offered at the discretion of the instructor.

Dress Code for Examinations: During examinations, the following dress code must be adhered to:

- No hats
- No headbands, scarves or large accessories
- No watches or large jewelry
- Any clothing or accessories deemed a risk for academic integrity will be removed or the student asked to leave

Testing Environment: Desks must be cleared of ***all items*** except for the student’s computer, LAN cord, and mouse. This includes all drinks, food, or other items. All personal belongings **MUST** be placed at the periphery of the classroom or outside of the classroom at the discretion of the instructor. Scratch paper may be provided by the examination proctor at the discretion of the instructor.

There will be no bathroom breaks during exams.

Students must log in IMMEDIATELY after receiving the exam code from the proctor.

During the examination the proctor may not answer questions related to the content of the examination.

Ear plugs and scratch paper may be provided *at the discretion of the instructor*. No headphones are allowed.

Proctoring will be at the discretion of the course director and may be administered by staff or other faculty.

Upon completion of the examination, rise quietly, collect all testing materials, proceed to the proctor for collection as applicable and depart the room. Re-entry is not allowed.

Instructors may have additional policies posted in the course syllabus related to the testing environment.

Timed Testing: Tests are timed. Generally, time allowance for questions is one minute per question, consistent with NCCPA PANCE testing guidelines. Once a student begins an examination, the examination must be completed within the allotted time and will be graded. Once time has expired for the examination, the computerized testing program will automatically “force submission”. Paper examinations will be collected by the examination proctor.

Exam Scores and Grading: Every effort will be made to release the grades within three (3) business days after the administration of the examination. Students may approach the primary instructor with perceived grading discrepancies. The instructor will review an examination with any student who desires to do so after grades have been released. The student is expected to act in a professional manner when reviewing an examination. It is the student’s responsibility to ensure accuracy of responses on computer or paper answer sheets. Challenges to examination questions will be accepted for 1 week after the return of scores. Challenges must be submitted in writing via email with two written sources with at least one from recommended course readings.

PAEA PACKRAT and End of Rotation Exams: PAEA Assessments are used during the program. During and after examinations, students are responsible for the following:

- Adhering to the PAEA Assessment academic integrity instructions and procedures as outlined.
- Adhering to the PAEA Assessment content security instructions and procedures outlined.
- Abiding by all institutional and program academic integrity policies and procedures as well as proctor instructions.

Prior to beginning any exam through Exam Driver, the student must agree to the terms and conditions as posted on the exam.

Information regarding the PAEA Exam Honor Code and student responsibilities is available at http://paeaonline.org/wp-content/uploads/2017/09/PAEA_Assessment-Policy-Doc_2017_Final3.pdf. All student should read and be familiar with these policies prior to all PAEA exams administered.

Section 4: Academic Policies, Progression, and Graduation

Registration

Student must register for all course work prior to the start of each semester. Clerkship year students must register for clerkship courses prior to start date of the first clerkship of each semester. CRN numbers will be sent to students by the program staff prior to registration dates.

Tuition and fees are due at the time of registration. For further information concerning registration procedures, contact the Office of Admissions and Student Affairs at (806)743-3220. Failure to register and pay all tuition and fees will result in administrative dismissal from the program.

Academic Advising

Advisor Assignment: 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.

Each student should to meet with his/her academic advisor as needed for academic or professional concerns. It is advisable to meet with the academic advisor at the beginning of the program to provide background information to your advisor to best help assist during the program. 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 or other assessment, it is the student's responsibility to meet with the course instructor and academic advisor. Counseling sessions may be documented and placed in the student's file.

The student's responsibilities as an advisee in the advising process are:

- To give thoughtful consideration to personal career goals so academic and professional goals can be coordinated and discussed with advisor (or other faculty member) as appropriate.
- To be responsible for monitoring progress toward graduation and the requirements for certification and licensure.
- To understand the basic structure of the curriculum and its requirements in order to ask meaningful questions.
- To become familiar with the class schedule for each term to plan semester schedules.
- To attend pre-registration meeting or make appointments with an advisor for registration counseling.
- To be responsible for maintaining academic and clinical performance in accordance with University and Departmental requirements.
- Title IX: While maintaining HIPAA and FERPA confidentiality, students are encouraged to notify the academic advisor or program director in the event of an illness, medical condition, or family condition (Title IX) that could potentially negatively impact the student's ability to remain academically successful. Accommodations will only be provided as recommended and approved through Disability Services.

Grading Policies and Procedures

Grading Criteria: The PA program adheres to the School of Health Professions grading criteria. For each course, the procedures for determining a student's grade will be clarified by the instructor at the beginning of the course, and will be included in the course syllabus.

It is the policy of the Texas Tech University Health Sciences Center School of Health Professions to use the following grading criteria:

GPA of 4.0= A \geq 90%

3.0= B \geq 80.0 and $<$ 90%

2.0= C \geq 70.0% and $<$ 80%

1.0 = D = \geq 60.0% and $<$ 70%

0.0 = F = $<$ 60%

PR- The grade of "PR" is given only when the work in a course (to include: preceptorship, clinical internship, fieldwork or research) is planned to extend beyond the semester or term for the duration of one term (with the exception of HPPA 6404).

The School of Health Professions does not grade replace.

Academic Standing Definition

To remain in good standing, a student must meet the academic progression requirements of the PA program. If the criteria for good standing are not met, the student will be considered, "not in good standing" and will be placed on probation. It is the responsibility of the student to know his/her academic status and progression standards.

Semester Grade Reports

Grade reports are posted on the TTUHSC website each semester and can be accessed using the student's e-raider account.

Credit By Examination

Credit by examination is not offered for courses in the PA program.

Academic Progression Standards

To progress in and graduate from the PA Program, a student must successfully:

- Maintain a semester and cumulative GPA of 2.8
- Earn a grade of "C" or higher or "P" in all courses

- Pass all system block exams in clinical medicine course series with 70% or higher
- Satisfactorily complete each didactic semester in order to progress to the next semester
- Satisfactorily complete all requirements of the clinical year including courses and summative examination requirements
- Maintain satisfactory Professional Development Evaluations and adhere to all program, school, and institutional policies

Any student who does not satisfactorily meet the preceding standards will be referred to the Student Progression Committee (SPC) which will evaluate the student's performance and make recommendations to the Program Director which may include probation, remediation, or dismissal from the program.

The Student Progression Committee

The Student Progression Committee (SPC) is charged by the Program Director with the maintenance of the academic and professional standards of the TTUHSC Program. The committee has the responsibility to monitor student academic and professional performance as they progress towards graduation.

The committee is comprised of core faculty members of the TTUHSC PA program. The Associate Program Director acts as chair. Student academic and professional performance may be reviewed as needed with or without the student presence or knowledge. When evaluating student performance, the committee takes into account academic performance, grades, and professional development evaluation. Each case is reviewed on an individual basis.

Recommendations by the SPC may consist of, but are not limited to, probation, remedial action (which may or may not result in extended curriculum), or dismissal. The recommendation will be forwarded to and reviewed by the Program Director. Notification of academic actions will follow current TTUHSC SHP Policy.

Specific review and actions may include the following:

- Review and recommend appropriate action of any student not meeting academic progression standards. The review consists of a review of current performance as well as student and admissions file review. Meeting minutes and academic action letters will be forwarded to the Program Director for review and approval.
- Review and complete professionalism evaluation each semester, or periodically as needed. Evaluations of any students will be forwarded to the Program Director for review.
- Review individual results of program practical and summative examinations and forward individual letters of student performance to the Program Director for review.

- Review cognitive or non-cognitive concerns brought to the attention of the committee by any faculty or staff member.

Probation, Remediation, Dismissal

In accordance with TTUHSC School of Health Professions Policy and the Standards established by the Accreditation Review Commission for the Education of Physician Assistants (ARC-PA), the PA 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 **Academic Progression Standards** are subject to **Academic Dismissal** in compliance with SHP Policy.

In accordance with the TTUHSC SHP regarding academic probation and the Standards established by the ARC-PA, the PA Program has established the following policies:

Academic Probation

A student not meeting academic progression standards above may be subject to academic probation and will be referred to the SPC for review of the entire academic record. A recommendation for probation and/or remediation will be forwarded to the Program Director. A student may continue in the program if so determined by the Program Director and must meet the academic progression standards and the terms of probation and/or remediation. **Students may be placed on academic probation for a maximum of one semester during the PA program (including both the didactic and clinical phases of training). Meeting the conditions of academic probation a second time will result in dismissal from the program.** Students will be notified they are being placed on academic probation in accordance with the SHP Academic Probation Policy.

A student on probation may have difficulty being placed in clerkship course sites based on clinical site affiliation agreements. This may limit the ability of the program to schedule clerkship course sites and delay a student's graduation. A student on academic probation may not hold elected or student leadership positions in the student society.

Remediation

A student not meeting the academic progression standards will be reviewed by the SPC to determine if remediation is possible. If so, the student may be offered a remediation plan, in conjunction with probation, at the discretion of the SPC and Program Director. Remediation may include, but is not limited to, repeating a course or clerkship course, completing additional study in a subject area, retesting, deceleration, or repeating summative evaluations. A remediation plan in

conjunction with probation must be completed within the timeframe designated and presented within the probation letter.

A student receiving a course grade less than “C” may be offered a one-time opportunity to repeat the course at the next available opportunity which may be the next year, or if a clinical clerkship course, subject to scheduling. The student must pass the course with a minimum grade of “C” or higher and maintain a semester GPA of 2.8 or above or may be subject to dismissal from the program. Repeating a course does not replace the original grade. For the purpose of calculating GPA, the grade obtained when a course is retaken is averaged with previous grades.

Students identified at academic risk may be required to remediate. The course instructor, faculty member, or Program Director will identify the student at risk for failing based on interim course performance or other academic, behavioral or professional concerns. The course instructor, in conjunction with the advisor and/or Program Director, will develop a remediation plan. Student counseling will occur and be documented in the student file. It is the student’s responsibility to cooperate and be compliant with the defined remediation plan. If those remediation efforts are unsuccessful, or a student has multiple academic concerns, the student may be referred to the SPC for additional review and recommendations to be forwarded to the Program Director. A formal academic warning letter from the Program Director may be issued to the student.

Behavioral or professional concerns that cannot be resolved will be referred to the Program Director for action. Any student who the SPC and Program Director determines cannot be remediated for academic, behavioral or professional concerns will be recommended for dismissal in accordance with program and SHP policies.

Dismissal

A student may be dismissed from the PA program if:

- The student acts in a manner detrimental to the safety or well-being of a client, patient, other student, or faculty.
- Violation of the academic and non-academic policies of, TTUHSC, the SHP, or the PA Program.
- The student willfully gives misinformation on any official Texas Tech University document, or signs the name of another on any such document.
- The student does not maintain minimum academic performance standards of the PA program.
- The student does not meet the competencies in clinical practicum in the specified manner and time.
- The student does not meet the provisions of academic probation
- The student meets criteria for academic probation a second time during the program

- The student fails either portion of the summative examination remediation as specified by the SPC

Dismissal will occur in compliance with the SHP Academic Dismissal policy.

Withdrawal from School

Students who are considering withdrawing should see the Program Director. Necessary paperwork can be obtained from the School's Office of Admissions and Student Affairs. Students who withdraw must reapply through the regular admissions process.

Leave of Absence

Students who are considering taking a leave of absence should see the Program Director. A student may take a leave of absence from their studies on a temporary basis for a justifiable reason, as determined by the SHP Dean. This leave ensures a student a place upon return, provided all re-entry requirements are met and space is available. Specific requirements affecting this policy may be obtained in the SHP, Office of Student Affairs.

Curriculum Graduation Requirements

At the end of the PA 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 Department Chair for approval and forwards to the Dean, SHP and the TTUHSC Registrar for graduation and the granting of a degree.

Graduation under a Particular Catalog

A student is expected to complete the degree requirements set forth in a particular School of Health Professions SHP catalog. This will be the catalog in effect at the time the student enters the program. Its provisions are applicable during the following school year, September through August. However, a student who registers for the first time, or is re-admitted during a summer session is subject to the degree requirements set forth in the catalog effective for the fall semester immediately following the initial enrollment. A catalog issued later than the student's first registration may be selected by the Chairperson in conference with the students.

PACKRAT Examinations

The PACKRAT is an assessment tool that is administered to help the student evaluate their academic progress and Physician Assistant National Certifying Exam (PANCE) preparation needs. Completion of the PACKRAT is a required component of the clinical year. The PACKRAT will be administered at the end of the didactic year and during the final phases of the clinical year.

Summative Clinical Skills Practical and Written Examination

Prior to completion of the clinical year, a summative evaluation consisting of a summative written and clinical skills evaluation will be administered. These exams are part of HPPA 6404 Master Project Track. Passage of both the summative clinical skills practicum and the summative written examination are required components for successful completion of the program.

Both the clinical skills practicum and the written summative examination will be administered within the last four (4) months of the clinical year.

Failure to pass either the clinical skills practicum or the written summative examination after two attempts will result in recommendation for suspension, recycle, dismissal or other action for failure to comply with the requirements of the program as recommended by the Student Progression Committee (SPC).

Convocation and Commencement

The SHP 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 during 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 at the time of order.

Certification and Licensure

Students who complete the graduate program in PA studies will meet the academic and clinical requirements for certification by the NCCPA and state licensure. The Program Director verifies satisfactory completion of academic course work, clinical practicum and knowledge of skills requirements.

NCCPA Certification: The program will forward eligibility to the NCCPA for PANCE examination. Students are permitted to take the exam 7 days after official diploma as defined on the published SHP academic calendar.

State Licensure: All transactions with state licensure boards are strictly the student's responsibility. The program director will provide appropriate paperwork, upon request, to forward to the state board. Contents of the student file including

official student advising/counseling documentation, professionalism evaluations, academic progression communications, and overall academic performance will be utilized for reported.

Credentialing and privileges requests: Should be directed to the Assistant Clinical Coordinator. Requests will be completed within 10 business days. Please allow additional time for requests of malpractice insurance coverage or claims.

Section 5: Clerkship Specific Policies

General Information

After successfully completing the didactic phase of PA training, students will transition to the clinical year. This time is known as the supervised clinical experience (SCE).

Rotation length and requirements: The SCE currently consists of eight clinical clerkship courses, each spanning approximately 6 weeks. The current disciplines consist of the following: Family Medicine, Pediatrics, Internal Medicine, Psychiatry, General Surgery, Emergency Medicine, Prenatal Care & Gynecology, and one selective clerkship course. Students are expected to be actively engaged in taking responsibility for their education by mastering the knowledge objectives outlined in the clerkship syllabi.

Didactic lectures, Rounds, and other academic opportunities: Students are ***required*** to attend all learning activities of the rotation. In many hospitals and academic sites, this will include didactic lectures offered to all medical learners (including medical students and residents), participate in daily rounds, Grand Rounds, and other conferences.

General Duties and Tasks: PA students are educated in taking medical histories and performing physical examinations, developing differentials, ordering diagnostic studies, developing diagnosis, treatment plans, and educating patients before entry into the supervised clinical experience. Clinical clerkship courses enable PA students to sharpen their primary care skills and learn the art of medical practice. The primary goal is for the student to gain practical experience, develop skills as a healthcare practitioner, and learn the roles of other members of the healthcare team. The supervised clinical experience also emphasizes the dependent role of the PA and the Physician-PA Team concept.

Professional Liability

All clinical facilities require students have professional liability insurance. Professional liability insurance is provided by the SHP, 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 Clerkship Coordinator. Students

are covered by this liability insurance only while they are in a clinical setting, laboratory, or classroom approved by the TTUHSC PA Program administration.

The SHP provides professional liability coverage for students that work or study in a clinical environment with limits of \$1,000,000/\$3,000,000. This coverage only applies to activities which are part of and a requirement of students' curriculum. Depending on each student's personal financial situation, this may or may not be adequate coverage. It is recommended that you meet with a financial advisor or attorney of your choice to determine whether or not you need to purchase additional coverage.

Clerkship Region Assignments

Clinical Regions: Students will be assigned a clinical region at the discretion of the faculty during the Spring semester of the didactic year. The TTUHSC PA program has established regions based around TTUHSC campuses in Amarillo, Lubbock, Permian Basin, Abilene, and El Paso.

Assignment Process: The assignment process is coordinated by the Clerkship coordinator and the assignments are approved by the Clinical Faculty Team. The number of students per region is determined yearly based on sufficiency and availability of clinical sites. The following criteria may be considered in the selection process: Academic standing and performance, GPA, Professionalism, Professional Service, indicators of future practice in populations similar to regional assignments. Clerkship region assignments are final.

Travel Requirements Outside of Home Region: Students are not guaranteed all clerkship course sites will be located within their assigned region. Students may be required to move between regions or outside of the TTUHSC regions based on site/preceptor availability in specific disciplines or for other unexpected situations. Students will be responsible for all travel expenses during the clinical year.

Clinical Site Scheduling

Solicitation and scheduling of sites/preceptors: All clinical sites are solicited and schedules are assigned by the faculty of the TTUHSC PA program Clinical Team. The program faculty will review, evaluate and approve all preceptorships for the suitability of the program. All clinical clerkship courses are scheduled by the Clinical Coordination Team utilizing the E*Value EVOS system. Students will have input into their experience placements through submission of preferences.

Student solicitation of site strictly prohibited: Students may not contact providers or preceptors to seek or schedule clinical clerkship course experiences. Students may suggest sites and preceptors to the Clerkship Coordinator, but all communications with preceptors for the purposes of scheduling and affiliation will be done by program faculty and staff.

Rotation rescheduling: Please note that occasionally, the situation may arise with little notice that a preceptor is unable to fulfill the scheduled clinical experience. This may result in rescheduling with another preceptor, relocation of a student to another region, or limited activities while affiliation agreements or contracts are in process. Students must remain flexible when unexpected situations arise. In this case, the student had two choices:

- Accept the rotation assignment provided by the clinical team to replace the original rotation - the Clinical Team will make every effort to secure a clinical rotation site/preceptor for the student. The student may not find their own rotation.
- Not accept the rotation selection from the Clinical Team - the student may suggest alternative rotation sites/preceptors to the team. By choosing this option, the student agrees that if another rotation cannot be arranged, the student may be required to extend their program, delaying graduation.

Student Requirements for Clinical Sites

Contacting preceptors/sites: Students must contact their next supervising clinical preceptor a minimum of **four (4) weeks** prior to the start of each supervised clinical experience.

Onboarding and orientation requirements: In addition to contacting the clinical preceptor, students are required to contact any facility in which training will also occur in and complete all paperwork prior to arrival. The Clerkship Coordinator will be able to answer questions or concerns regarding the policies and requirements for specific clinical sites. Student must comply with any facility required background checks, health screenings, drug screening, or other requirements.

Failure to contact clinical sites or complete requirements may result in a delay in clerkship. This will delay a student's graduation pending completion of the clerkship course. It is the responsibility of the student to notify and complete any necessary paperwork required for each supervised clinical experience.

Health Screenings and Immunizations

Students must maintain current health insurance, immunizations, and TB testing as required by Texas Tech University Health Sciences Center and clinical sites throughout the clinical year. It is the student's responsibility to provide proof of immunizations and TB testing as requested. Additional information is located in Section 6 of this handbook.

Background Check, Drug Screening, and Clinical Requirements

Criminal Background Check: Students are required to obtain a Criminal Background Check (CBC) as part of the SHP admissions process. Affiliated sites for clinical clerkship course may establish more stringent standards than those required as part of the TTUHSC SHP admissions process. Affiliated sites may require students, among other things, to undergo and satisfactorily pass additional background checks, fingerprinting, and/or drug screenings. Students ineligible to participate in clinical clerkship courses due to inability to meet clinical site requirements may be unable to fulfill the requirements of the degree program. The cost of the requirements for clinical clerkship course sites is the responsibility of the student. These may include, but are not limited to, additional background checks, fingerprinting, health screenings, and /or drug screening.

It is the responsibility of the student to consent in writing to undergo a criminal background check, provide a self-disclosure of past criminal activity, if applicable, and authorize the disclosure of that information to TTUHSC administration or the training facility, if applicable. Students shall timely disclose relevant criminal history record information no later than five (5) business days following the charge of a crime. For additional information regarding Criminal Background Checks, please refer to HSC OP 10.20, Criminal Background Checks for Students, Residents and Trainees.

Drug Screening: For additional information regarding drug screening, please refer to HSC OP: 7715: Working with Affiliated Entities – Student Drug Screenings. Students should also be advised that state licensing boards for Physician Assistants may deny a license to an applicant because of conviction for a felony or misdemeanor if the crime directly relates to the professional duties of a PA. Felonies and misdemeanors which directly relate to professional practice include, but are not limited to: practicing medicine without a license; failing to report child abuse or neglect; deceptive business practices; Title 5 offenses (homicide, kidnapping, assault or sexual assault); Title 7 offenses (bribery, perjury, obstructing governmental operation or abuse of public office); Title 9 offenses (disorderly conduct, public indecency); and Title 10 offenses (possession of weapons, gambling, alcoholic beverage offenses, and conduct affecting public health). If you have any questions regarding the criminal background check procedure, please contact the SHP Admissions and Student Affairs Office, (806) 743-3220.

BLS, ACLS, and PALS Certification

Students will be required to complete BLS, ACLS and PALS certification as a part of didactic training and maintain certification through program graduation. Students who fail to complete these certifications during scheduled times will be required to do at their own expense prior to deadlines defined by the Clinical Team during the didactic year.

Blood and Bodily Fluid Exposures

Report any blood or body fluid exposures (i.e. needle sticks) to Nicole Hines, RN, your assigned Clinical Coordinator, supervising physician, hospital employee health, your clinical coordinator immediately and Infection Control Managing Director. See Blood & Body Fluid Exposure Plan. **(Please be advised that there are clinical situations where you might be exposed to toxins that could be harmful particularly in the case of pregnancy: Example: bone cement while on surgery rotation. We encourage you to be aware of this and notify your faculty advisor so that appropriate measures can be taken.)** See Appendix 6 for additional information.

Expectations of Clerkship Students

Timely Communication during Clerkships

The following should be used to direct communications appropriate during clerkship experiences:

| <u>Issue</u> | <u>Timeliness of Communication</u> | <u>Contact Person</u> |
|--|---|--|
| Emergency | 24/7 | 432-620-1135 |
| Urgent rotation concerns during business hours | During normal business hours, as soon as possible | Clerkship Coordinator, by email or phone |
| Non-urgent rotation concerns | During normal business hours | Clinicalteam.paprogram@ttuhsc.edu |
| Absence due to illness or emergency | During normal business hours, as soon as possible | First notify the preceptor and then Clinicalteam.paprogram@ttuhsc.edu |
| Preceptor illness or vacation | During normal business hours, as soon as possible | Clinicalteam.paprogram@ttuhsc.edu |
| Blood or Bodily Fluid Exposure | Seek medical care urgently, contact preceptor. Contact Office of Institutional Health as soon as possible during business hours | Seek medical care and contact Nicole Hines, Office of Institutional Health |
| Change of address or contact information | Within 5 business days | PA Program Business Coordinator and Registrar's Office |

Identification during Clinical Experiences

Name tags and Badges: A name tag identifying the student as a Physician Assistant Student MUST be worn at all times during the clinical experience. If a specific site requires additional identification, it is the responsibility of the student to comply. It is the student's responsibility to complete paperwork necessary to obtain required badges and return badges to the site prior to departure.

Greeting Patients: Students are required to identify themselves to patients by their name and by TTUHSC student status. The student must explain to patients their working relationship with the preceptor.

Signing charts: When a student signs a chart, they must identify their student status, ex. PA-S2. Any official paperwork or chart must be co-signed by the preceptor.

Student Supervision

Students must be supervised by their preceptor that is a licensed provider at all times. Student may only rotate with approved preceptors. Under no circumstances should a PA student be permitted to practice independent of direct supervision. Accept only tasks for which the student has been properly trained and **perform procedures only under the direct supervision of the preceptor or designated secondary preceptor within the practice.**

Under no circumstances should a PA student be used as an employee of the practice or represented to patients as such. Students should not be used as clerical staff, medical scribes, or research assistants.

Clerkship Attendance Policies

Attendance: Students are required to attend clinic at scheduled times and work the hours set forth by their designated preceptor (minimum of 8 hours/day, 40 hours per week). This is required through the entire length of the clinical rotation experience. While on clinical rotations, students will be "on duty" at the discretion of their supervising preceptor; it is not limited to the 8:00 am – 5:00 pm schedule. This includes the potential of working weekends, holidays and on-call hours. In order to successfully complete the professional curriculum on time, rotations must be started and completed as scheduled. Requests for time off (arriving late, leaving early, personal days, appointments, etc.) must be pre-approved by the DOCE through the Clerkship Coordinator prior to seeking approval from the preceptor.

Clinical Absences: Any illnesses or absences must be reported to their assigned academic advisor and Clerkship Coordinator immediately. All missed clinical hours must be recovered on an hour for hour basis. Missed clinical hours may be recovered during the rotation if time allows or at other times as approved by the DOCE through the Clinical Coordinator. If a student misses clinical time during

the clerkship, the student will be required to maintain a time log to be co-signed by the supervising clinical preceptor. This will be used by their Clinical Coordinator to evaluate the need for additional clinical time in that area.

Excused Absences and Personal Days: All anticipated absences must be pre-approved by the DOCE through the Clerkship Coordinator **prior** to requesting the absence from the Preceptor. Absence approval will be considered on a case by case basis.

See attendance policy in section 2

Requirements of All Clerkship Courses

Mid-rotation Evaluations: Students are required to submit a mid-rotation evaluation form to the Clerkship Coordinator by Wednesday during week 3 by **5:00 PM CST** for each supervised clinical experience. If a student is unable to submit the Mid-Rotation Evaluation Form by the specified deadline, they are required to notify the Clerkship Coordinator **prior** to the deadline. If there are any problems, contact the Clerkship Coordinator or Assistant Clinical Coordinator ASAP for assistance. **Failure to submit the Mid-Rotation Evaluation Forms as specified above may result in loss points on the professionalism grade and may be grounds for repeating the clerkship course.**

Patient and Procedure Logs: The PA program utilizes E-value (www.e-value.net), which is a web-based program designed for students participating in the supervised clinical experiences. The system is designed to capture age, diagnosis, type of setting and level of complexity as well as procedures. The system does not capture protected health information and no attempt should be made to include such data. Instructions for usage of this system will be given at the pre-clinical orientation training.

Completion: Patient logging is expected to occur **every day** of the clerkship. Patient logs must be completed no later than 5:00 PM on the Wednesday during the last week of the clerkship course. On the last day of the clerkship, the patient log will be reviewed by the Clinical Team. Students who fail to log a sufficient number of patient contacts may be subject to a reduction in their Professionalism grade or to repeat the clerkship as determined by the student progress committee.

Patient Logs: During the supervised clinical experience students are required to document each patient encounter just as a practicing clinician would do. A patient encounter includes any patient in whom a patient was either observed or the student assisted in care with, regardless of the patient's age. While each clerkship course is different in terms of types of patient encounters, every patient should be logged. This is not only a requirement for successful completion of the clerkship course but this log may also assist you after graduation with employment and credentialing

paperwork required for clinics and hospitals.

Each supervised clinical experience has varying patient volume loads familiar to the Clinical Team. The Clinical Team will monitor for the expected volume of patients that should be seen during the specified clerkship. The student is responsible for ensuring they are meeting the requirements for the number of patient logging contacts.

Procedure Logs: The procedure log is a *mandatory component* of the supervised clinical experience. Completion of the REQUIRED procedures is a requirement of successful completion of the program. All medical procedures performed during the clinical year should be documented through the patient logging system in E-value. The system allows the student to document those skills as being “discussed”, “observed” or “performed”. It is the student’s responsibility, not the supervising clinical preceptor, to complete the procedure log. If the supervising clinical preceptor does not discuss the procedure, the student should initiate the discussion. While all skills should be documented, there are designated skills that are REQUIRED skills and must be **performed** and documented during the clinical year.

Required skills that will be tracked during the clinical year:

| Skill | Minimum Number Performed |
|--------------------------|--------------------------|
| Biopsy | 1 |
| Casting or Splinting | 1 |
| Female Exam | 2 |
| Incision and Drainage | 1 |
| Male Exam | 2 |
| Suturing | 3 |
| Vaginal Birth (observed) | 2 |

Documentation of all procedures is required. It is recommended that students document each time a procedure is performed at the time it is performed, so an accurate record of how many times the procedure was performed can be recorded. **Required skills may require additional documentation/verification from the preceptor.** Information on how to document the REQUIRED skills and utilization of the E-value system will be given at the pre-clinical year orientation.

Section 6: Other Policies

TTUHSC Institutional Handbook and Policies

Students are responsible for the following TTUHSC policies and procedures. Information on each policy and procedure can be found at the following web address using the HSC OP code following each heading. Specific policies of interest are listed below, however, students are responsible for following ALL TTUHSC policies and procedures.

<http://www.ttuhschool.edu/administration/operating-policies/>

| | |
|--|--------------|
| Alcohol and Illegal Drugs | HSC OP 10.03 |
| Americans with Disabilities 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 |
| Consensual Relationship – Faculty and Students | HSC OP 60.06 |
| Cardio-Pulmonary Arrest Response (Code Blue) | HSC OP 75.08 |
| Criminal Background Check for Students, Trainees, and Residents | HSC OP 10.20 |
| Emergency Management Guidelines | HSC OP 76.01 |
| Establishing reasonable accommodations for students with disabilities | HSC OP 77.14 |
| Fees and tuition installment payment options | HSC OP 50.22 |
| Hazardous Materials 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 |
| Organization of TTUHSC | HSC OP 01.07 |
| Permanent Student Record | HSC OP 77.11 |
| Severe Weather Warning | HSC OP 76.15 |
| Student and Other Organizations | HSC OP 50.19 |
| Student Drug Screening, Working with Affiliated Entities | HSC OP 77.15 |
| Student Educational Records | HSC OP 77.13 |
| Student Payment Agreement | HSC OP 77.10 |
| Student Travel Policy | HSC OP 77.08 |
| 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 |

School of Health Professions Policies

Students should be familiar with school-wide policies published in the online School of Health Professions handbook. SHP policies can be accessed at <https://hscweb.ttuhschool.edu/health-professions/current/policies.aspx> [Address/Name/Telephone Changes](#)

It is the responsibility of each student to maintain a current residential address and phone number with the department (whether the student is on or off campus for a clinical affiliation), 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 the Registrar's office and the Bursar's office.

The PA Program and SHP is not responsible for consequences incurred with the Registrar, Bursar, Office of Admissions and Student Affairs or departmental offices due to address changes which are not reported within five (5) working days.

During the clinical year, students must update contact information with the Business Coordinator and Registrar's office. This should include current contact information including home, office, cell phone, etc. This allows timely access by the program and supervising clinical preceptors.

Americans with Disabilities Act

TTUHSC complies with the American with Disabilities Act (ADA), Section 504 Rehabilitations Act of 1973, and state and local requirements regarding students with disabilities. Students seeking accommodations on the basis of disability or temporary limitations must contact the TTUHSC Director of Student Services (504 Coordinator), Margret Duran at (806) 743-2300, and provide verification of disability. If the student qualifies for accommodations, the Director of Student Services will notify the Program Director.

Campus Carry

Texas Senate Bill 11 (SB 11) was signed into law June, 2015, and is often referred to as "Campus Carry." It permits individuals with a concealed handgun license (CHL) to carry a concealed weapon on public university campuses in Texas beginning August 1, 2016.

The law requires university presidents to develop policies and guidelines for their institutions. They may consult with students, staff and faculty and may consider the nature of the student population, specific safety concerns, and the uniqueness of the campus environment.

In April 2016, the Texas Tech University System Board of Regents reviewed the TTUHSC campus carry policy as part of efforts to implement the provisions of Senate Bill 11. The TTUHSC campus carry policy was developed with input from various stakeholders and through the efforts of the TTUHSC Campus Carry Working Group, which sought to balance the needs of our widely distributed campuses and diverse campus body.

Please visit the campus carry website at <http://www.ttuhsc.edu/campus-carry/default.aspx> This website will serve as a centralized source of information related to campus carry at TTUHSC. As a university, TTUHSC will continue to strive for an environment of collective safety as we undertake our mission of education, service and research.

Copies and Printing

A black and white copier/printer is available in the student workroom for student use. Each student will be assigned a code for accessing the copier. The use of the copier is for school-related business only, and each student will be given a maximum number of allowed copies (500 per semester). Misuse of the copier will result in cancellation of the student's code. Any copier malfunction should be reported immediately to program staff.

It is highly recommend students own or purchase a printer with desired color options to meet personal preferences and needs.

Classroom Behavior

Food and Drink: Due to the sensitive nature of the electronic equipment, it is important to maintain the organization and cleanliness of all classrooms and laboratories. Food is not allowed in the classrooms. Drinks are allowed if they are in a closed container. Adequate breaks are scheduled in the curriculum and the student lounge is available.

Classroom Seating: Seating in the classroom is first come- first serve basis. Due to the high number of students enrolled in the program, students may be assigned seating in the classroom or for specific activities as defined by course instructors. The program may make a seating chart in order to aid instructors with this need. If a student requires an assigned seat due to an identified disability, the student will need to contact the Office of Student Affairs and provide the necessary documentation. Once sufficient documentation has been provided, special accommodations will be granted.

Students with disabilities: Any student who, because of a disabling condition may require some special arrangements in order to meet course requirements should contact the instructor to discuss necessary accommodations. A prerequisite for receiving any special accommodations is a completed Application for Accommodation, along with sufficient supporting documentation as determined by the 504 Coordinator, Margret Duran 806-743-2300, on file in the Office of HSC Student Services. Students with a temporary limitation (i.e. due to extended illness) should also provide documentation to the Director of HSC Student Services, who will determine appropriate accommodations.

Desktops must be cleared at the end of each day. Items left in the classroom will be disposed of at the end of day. The program is not responsible for any items left unattended in classrooms.

Community Service, Health Fairs, and Additional Shadowing Experiences

Outside of normal coursework, the Program does not sanction or support students to provide medical care or health screenings as health care providers. Students must be supervised at all times and are only covered by liability insurance when in program assigned clerkship courses or testing.

Electronic Devices

All electronic communication devices must be turned off or placed in silent mode when students are in class or clinic. If you have an urgency and have to take a phone call, you must step out of the room. During class, all electronic devices must be used only for the purpose of classroom activities only. Use of instant messaging, Twitter, Facebook, personal email, texting or any and all other applications not related to materials being presented is prohibited during all classroom, laboratory, or clinical activities. Repeated violations of this policy may result in disciplinary action.

Employment while in the PA Program

The PA program curriculum is time intensive and concentrated. *Students are strongly discouraged from employment during their term as PA students.* Work hours must not conflict with classroom or clerkship obligations. *Students may not work for the PA program or at any clinical clerkship site, 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 SHP 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.

Furniture and Program Equipment

Furniture policy: Students must obtain permission before moving any furniture or equipment from a room, and then only with the understanding that the student is responsible for returning the items to their original location.

Equipment: Faculty members will determine and implement the proper procedures for the use of all equipment and supplies in the classrooms and laboratories. Any equipment used must be returned to its designated location in a clean, sanitary, and 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 unless approved by the program director for official class operations 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.

Equal Opportunity Employment and Affirmative Action

The TTUHSC SHP is open to all persons regardless of race, color, religion, sex or national origin who are otherwise eligible for admission as students. No student or potential student will be discriminated against because of physical or mental handicaps which do not obstruct professional performance. The TTUHSC adheres to the principles of affirmative action. Both institutions have affirmative action plans. Texas Tech University's and Texas Tech University Health Sciences Center's equal employment and affirmative action policies prohibit discrimination based on race, color, religion, national origin, sex, age handicap, Vietnam Era or special disabled veteran status.

It is also a policy of Texas Tech University and the Health Sciences Center to maintain an environment free from sexual harassment and intimidation. Such conduct on the part of any employee is expressly prohibited and the offenders will be subject to disciplinary action.

Faculty and Student Relationships

Consensual relationships between a student and a faculty member, preceptor, patient or other persons at the program or clinical sites constitutes (1) conflicts of interest; (2) unprofessional conduct; (3) breach of trust; (4) appearances of impropriety; and (5) questions the validity of consent, any of which impairs the integrity of academic and clinical decisions. Such relationships also have the potential for (1) undermining the atmosphere of trust and objectivity essential to the educational process and clinical experience relationship; (2) exploiting subordinate faculty, staff, employees or students and the possible professional or academic disadvantage of third parties; and (3) subjecting both TTUHSC, the clinical sites and the individuals to the risk of liability.

Therefore, the PA program strictly prohibits any type of such relationship as described above whether consensual or not. Violation of this prohibition may result in dismissal from the program. Should such relationships develop, faculty, staff, preceptors and PA students who become aware of the relationship have the obligation to disclose the existence of the relationship to the Program Director. Furthermore, a relationship between a PA student and a high school student or minor at any clinical site with whom the PA program has a clinical contract is strictly prohibited during the entire time that the PA student is enrolled in the PA program; violation of this prohibition may result in dismissal from the program.

Faculty Office Hours and Appointments

Students are reminded that office hours and appointments are reserved for them to meet with every faculty member and clinical supervisor. Faculty will make every reasonable effort to meet with students. Instructors maintain office hours as per their syllabi, and faculty members are available by appointment, as needed. If a student cannot arrange a meeting with the faculty member, he or she should contact the Program Director.

Grievance/Complaint Procedures

Contact the Program Director or SHP, Office of Admissions and Student Affairs (806-743-3220) for information about filing academic and non-academic grievances. Policies and procedures for grade and non-grade grievances are located at: https://hscweb.ttuhsu.edu/health-professions/documents/current/Non_Grade_Grievance_Policy_Rev.pdf It is important that students follow the procedures as set forth by the published policies to assure a prompt and fair resolution of a complaint or grievance.

Health Insurance (SHP OP ST.11)

TTUHSC requires that each SHP student enrolled in an on-campus program or online program that has clinical requirement maintain health insurance to cover major medical, emergency care, specialty care and pharmacy services. Some clinical experience may require proof of health insurance.

Additionally, a SHP student enrolled in an on-campus program or an online program with clinical requirements is required by TTUHSC to pay a Medical Service Fee each semester. With this fee you can access healthcare in a TTUHSC clinical and see a nurse or physician at no charge for minimal or limited minor problems. Any student who cannot provide current health insurance documentation at the time request, may be denied access to clinical experiences and/or subject to disciplinary action.

Academic Health Plans for TTUHSC can be found at <https://www.ttuhsu.edu/student-services/studenthealth.aspx>. Students may investigate other insurance plans.

Illegal Drugs or Intoxicants

The use of illegal drugs or intoxicant by students attending state-supported institutions of higher education is strictly forbidden by the State of Texas under House Resolution (HR) 253 and HSC OP 10.30. Any student found guilty of drug-related activity or the use of intoxicants will be subject to immediate suspension from the university.

Immunizations

Students involved in patient-care activities are at higher risk than the general population for acquiring communicable diseases such as measles, mumps, rubella, chicken pox and tuberculosis. A SHP student with one of these diseases may, in turn, infect other personnel and patients. Such infections established in any healthcare facility are serious in their potential for medical and possible legal complications. Therefore, TTUHSC has a policy of immunization that all students in the SHP are required to receive and maintain prior to attending school. The policy conforms to Texas Statute Title 25 Health Services, SS97.61-97.77 of the Texas Administrative Code that requires all students to be fully immunized during their patient care experiences. Senate Bill 1107 requires all students under the age of 29 to submit proof of a meningococcal (MCV) vaccination administered within the last 5 years, but no later than 10 days prior to enrolling at a university.

Information regarding current requirements can be obtained from:
Nicole Hines, RN, MSN, CIC
TTUHSC Infection Control Managing Director
nicole.hines@ttuhsc.edu / 806-743-3019

All questions regarding immunizations and proof of such should be directed to nurse Hines.

The TTUHSC School of Health Professions 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.

Inclement Weather (Midland Campus and Clerkship Year)

It is important to stay abreast of weather conditions. It is the responsibility of the student to always arrive on time. It is recommended to allow extra time for travel when weather may affect traffic or cause delays.

In the event that weather or other emergencies require suspension of classes, you will be notified via STATAlert and/or CHAP alert.

- TTUHSC PB/Midland Closure: The PA Building is closed. Do not report to class.
- Midland College Closure: The PA Building is closed. Do not report to class.
- Clerkship regions: the closing of a TTUHSC campuses does not affect the obligations for patient care. Follow the policies of your clinical site.

International Rotations and SHP International Student Travel

Eligibility: Students must be eligible to participate in the international program at the time of travel. Students must be enrolled in School of Health Professions'

courses the semester of travel. Eligibility requirements include, but are not limited to, the student's professional conduct and academic standing. If a student has failed a course in the semester immediately prior to travel; is failing a course during the semester of travel; or is on probation for any reason, the student will not be allowed to travel as a part of the TTUHSC team. If a student has received a Complaint of Misconduct and the complaint has not been resolved prior to the travel date, the student is not eligible to participate in that specific trip. Each student shall verify eligibility requirements with the Program Director and Office of Global Health prior to participation.

Cancellation/Refunds: TTUHSC and the School of Health Professions are not responsible for reimbursement for financial losses as a result of a student cancelling travel or losing eligibility to participate in the international program. These financial losses may include but are not limited to airline fares, payment to country host, or any other expenses incurred for student international travel.

Interprofessional Practice and Education (IPE) Core Curriculum

All TTUHSC students, regardless of school affiliation, will be required to complete the IPE core curriculum prior to graduation. The IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered IPE learning activity. Failure to complete the IPE core curriculum will result in delayed graduation. Students should consult their academic programs advisor and/or school catalog for additional information.

Library

The Libraries of the Health Sciences, located in Lubbock, Amarillo, El Paso, and Odessa, serve the Schools of Biomedical Sciences, Medicine, Nursing, Pharmacy, and Health Professions, 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.

The Collection: Over 394,674 bound volumes comprise the combined collections of the TTUHSC libraries; of this number over 60,265 are print books. Over 50,400 eBooks are also available. Koha, the online library catalog, lists materials within the TTUHSC Libraries system. Call number, specific locations, and the availability of items are given. Check with a Reference Librarian or Circulation staff member if you have a problem in locating an item.

The TTUHSC Libraries system has 434 print journal subscriptions and approximately 28,960 eJournals are available online. Print journals are shelved alphabetically by title. Use Gold Rush to determine specific journal holdings and campus location.

Online Databases: Numerous online databases are available from the TTUHSC Libraries' home page (<http://www.ttuhschool.edu/libraries/>). HSC eRaider is required for accessing library resources. Some of the more frequently used databases include: PubMed, CINAHL Plus with Full Text, Anatomy.tv, LEXICOMP, MICROMEDEX, Scopus, OVID full-text, Science Direct ejournals, as well as general and academic TexShare databases.

Interlibrary Loan: Items unavailable from the Libraries of the Health Sciences are requested through Interlibrary Loan (ILL) from other libraries throughout the U.S. Materials can be requested using the online ILL request form. Materials requested from another TTUHSC Library are received within 2-5 business days. Materials requested from other libraries take approximately 5-10 business days for books and 1-2 business days for articles. A rush request option (\$10.00 per item) will speed delivery time. Cost for regular delivery of articles and books from other libraries is \$4.00 per item. Cash or check is accepted. An invoice will be mailed to Distance Education students. Fines for overdue ILL books accrue at the rate of \$.50/day.

Reference: Reference Librarians can assist in the identification of appropriate library resources and provide training on how to effectively use the resources. Students are welcome to stop by the Reference Department or email mylibrary@ttuhsc.edu for assistance. The TTUHSC Reference Librarians provide a download called "TeamViewer" that enables the librarians to provide remote assistance.

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 prior approval and further instructions under the guidance of the assigned student society Faculty Advisor.

Midland College CHAP card

Student services fees are collected from PA students during the didactic year. Student services fees for Midland PA students will cover the CHAP card, obtained through Midland College. This provides access to the fitness center, library (with

limited printing services), discount tickets to various community events, and other Midland College events.

Clerkship year students have student services fees automatically waived. If a student during the clerkship year would like to “opt in” for services, they must contact Student Business Services prior to the semester, complete the “opt in” paperwork, and contact the appropriate campus representative for Midland, Lubbock, Amarillo, or Abilene.

Name Badge and Door Access Badge

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. Students also must wear their name badges on any clerkship site.

Door Access Card: An electronic badge entry card will be issued at the time of orientation. In the event of loss, report immediately to the Business Coordinator.

Sexual Harassment

Sexual harassment of any kind is prohibited by law. This includes, but is not limited to, unwelcome behavior such as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. If you are sexually harassed, state your objections to the offending party at the time the behavior occurs. Express your objections about the undesirable behavior clearly and firmly and then report the incident to your Program Director, Chairperson, Dean of School of Health Professions, or the Director of Student Admissions. The Physician Assistant program does not tolerate sexual harassment and will use its full authority to dismiss **anyone** found guilty of sexual misconduct. The following link is the TTUHSC Operating Policy and Procedure for sexual harassment.

<http://www.ttuhs.edu/administration/documents/op5103.pdf>**Scholarships**

Scholarship information is available through the Office of Admissions and Student Affairs at (806) 743-3220. Scholarship opportunities will be emailed to enrolled students or posted on the SHP website: <http://www.ttuhs.edu/health-professions/admissions/>

Social Networking

The following are guidelines for TTUHSC PA students’ use of social media. Social media includes, but is not limited to the following:

- Personal blogs and cell phones
- Facebook
- Twitter
- LinkedIn
- MySpace
- YouTube
- Instagram
- Snapchat

- Instant messaging
- And other multimedia sites

These guidelines apply whether a student is posting on their own sites or commenting on other sites. **Violation of this policy may result in disciplinary action or dismissal from the program pending review of the incident by the program and university faculty.**

It is unacceptable for any SHP Student to interact with any patient or client outside of the scope of clinical practice; this includes any and all social networking sites. Students must not share confidential information about TTUHSC, the PA program faculty or staff, clinical sites, preceptors or clinical staff.

Students must maintain patient privacy at all times. They must never share confidential patient information including health information, patient images, financial information or other identifying patient information.

Students should not “friend” patients, families, preceptors or staff on social media websites; nor should they accept friend requests from patients, families, preceptors or staff.

Use of social media must not interfere with clinical requirements or patient care and should be reserved for use during personal times.

Your social name, handle or URL should not include TTUHSC’s name or logo. If you identify your affiliation to TTUHSC or to the PA program, your social media activities should be consistent with the university’s standards of professional conduct. It should be clear that any commentary reflects the student’s personal views and not the views of TTUHSC or the PA program.

Students are prohibited from dispensing medical advice or making medical referrals.

Students are encouraged to use common sense and good judgment in their use of social media. Students should avoid unprofessional language, images and behavior which would reflect poorly on them and on the university.

Student Counseling

The University Counseling Center offers a number of services to TTUHSC students relating to personal problems, crisis intervention, marital or pre-marital counseling, assertion training and relaxation training. Contact the Office of Student Services (806-743-2300) for more information. Further information on the TTUHSC Program of Assistance for Students can be accessed on line at <https://www.ttuhsu.edu/student-services/documents/PAS.General.Brochure2014.pdf>

Student Health Services

Student Health Services at the Lubbock, Amarillo and Odessa campuses are operated by the TTUHSC Family Practice Clinics. These clinics operate on an appointment basis. Information on services covered is available at the following website address:

www.ttuhs.edu/studentservices/default.aspx

Students who are currently enrolled in the SHP and have paid the medical services fee are eligible to receive care with minimal charges. To be seen by a family practice center physician, the student MUST present his or her student ID card at the time of the appointment. Specific laboratory or radiology tests are covered under this medical services fee. Other tests not listed on the health brochure will be the responsibility of the student. Any consultations or visits that are ordered to other departments that generate a fee or charge in the TTUHSC will be the responsibility of the student.

All medical records are strictly confidential. By federal law information cannot be released to anyone without the consent of the student. The only exception is a court order. Students may obtain copies of their immunization records upon request.

Currently, the Odessa clinic is the only TTUHSC clinical providing Student Health Services in the Permian Basin. The clinic is located at: Texas Tech Physicians of Odessa, Family & Community Medicine Health Center. 701 W. 5th St. 1st Floor. Students may walk-in during normal clinic hours for care.

Student Survival

The faculty and staff want every student to be successful. Students should be mentally and physically prepared to cope with a rigorous curriculum in PA studies. Students should carefully organize their activities in order to succeed. The faculty fully expects that each student will devote a minimum of three hours per week for every academic credit hour they have enrolled for in the program. For example, a student taking fifteen hours of course work will need to spend forty-five hours per week studying. That's a full-time job for anyone, and students would be well advised to consider it as such. Those who need assistance with managing the demands of the program are encouraged to contact the Program for Academic Support Services (PASS) at 806-742-3664 or make an appointment for counseling through the Office of Student Services (806-743-2300). The PA program also works with students to develop remediation plans designed to supplement knowledge or skill areas.

Student Random Number

The PA Program will assign a random, 5-digit number to each student. This number will be used for grade posting, copies 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.

Tobacco Policy

The use of tobacco products in a TTUHSC facility or anywhere on the grounds of any TTUHSC facility is strictly prohibited by the HSC OP: 10.19, Tobacco-Free Environment Policy:

<http://www.ttuhsc.edu/administration/documents/ops/op10/op1019.pdf>. This includes, but is not limited to, cigarettes, cigars, pipes, chewing tobacco and snuff. Violations will be treated seriously and violators will be subject to disciplinary action. A Tobacco Intervention Program sponsored by TTUHSC Southwest Institute for Addictive Diseases is available to students who request assistance.

Title IX

Members of the Texas Tech University Health Sciences Center (TTUHSC) community of students, faculty and staff, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. In accordance with Title IX, TTUHSC will not discriminate in its employment or student admissions on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or status as a protected veteran.

Texas Tech University Health Sciences Center (TTUHSC) is committed to providing a positive and safe learning, teaching and working environment for our community. To ensure this commitment, students, faculty and staff are expected to attend annual Title IX required training and review the information provided on the TTUHSC Title IX website. Inquiries concerning the application of Title IX may be referred to the TTUHSC Title IX Coordinator. Additional information on Title IX may be found at www.ttuhsc.edu/title-ix/.

Appendix 1: Rights and Responsibilities of Program Faculty

Faculty members of the PA program have specific responsibilities assigned to them on a daily basis. The four major responsibilities include: Academic instruction, clinical practice scholarly research; and departmental, school, institutional, professional and community service.

Faculty members are assigned teaching responsibilities each semester by the Chairperson based on information provided by the Program Director. These assignments are based in part upon the faculty member's expertise, professional interest and research. On occasion, a faculty member may be instructed to teach a course that has not been taught in the past due to scheduling problems or a faculty shortage in one or more areas of the program. Nevertheless, every effort is made to ensure the quality of instruction.

Near the end of each semester, the faculty members are assessed by the students. These assessments are reviewed by the Program Director, Chairperson, and the Dean relative to teaching effectiveness, promotion, tenure, retention and merit pay. The student's assessments are important to the department and are taken seriously. All assessments are anonymous, however comments should be constructive and professional.

Every PA faculty member is certified by the National Commission on Certification of Physician Assistants (NCCPA) and is licensed by the Texas Medical Board. Furthermore, each faculty member must show proof of continuing medical education (CME); meeting both the state and national requirements. Typically CME credit is obtained by attendance at professional conferences, workshops, seminars, and journal reading.

Each faculty member is expected to contribute to a scholarly profession through publication, presentations, workshops, consultations and reviews.

Each faculty member is also assigned numerous service responsibilities. These include regular departmental faculty meetings and committee meetings within the department, school and institution. On average, faculty members attend at least two of these meetings per month and spend considerable time outside of the meetings working on assigned projects. Other service roles are demonstrated through participation in professional organizations on local, regional and/or national levels.

Another important aspect of each faculty members' position is advising. Each faculty member counsels students on topics such as career opportunities, research, comprehensive examinations, post graduate education, certification or any other topic related to academia. Faculty members are also responsible for informing students about their legal rights at Texas Tech University Health Sciences Center. These include the rights of the disabled student as stated below and on each course syllabus.

Faculty are also obligated to protect each student's privacy. Posting of grades by the student's names is strictly forbidden by federal law. Grades may be posted by personal test number or some other method which maintains the student's confidentiality, but are encouraged to be released via the current learning management system (i.e. "The Hub"). Faculty are also prohibited from discussing grades and/or performance with a student's family members or anyone else without the student's written permission.

Appendix 2: Guidelines for Ethical Conduct for the Physician Assistant Profession

AAPA Policy

The Guidelines for Ethical Conduct for the Physician Assistant Profession were written by PAs for PAs. This ethics manual outlines the fundamental principles of the profession and describes ways in which the principles might apply in professional life. Each PA must use his or her best judgment in any situation while considering the preferences of the patient and the supervising physician, clinical information, ethical concepts and legal obligations. Students in the PA Program are held to the same standards of the PA profession.

The guidelines can be viewed in their entirety at the following web link.
<https://www.aapa.org/wp-content/uploads/2017/02/16-EthicalConduct.pdf>

Appendix 3: Statement of Values of the PA Profession

NCCPA Code of Conduct

Below is the Code of Conduct for Certified and Certifying Physician Assistants as stated by the National Commission on Certification of Physician Assistants (NCCPA) and can also be found at the following web link. <https://www.nccpa.net/code-of-conduct>. All PA students are held to the same standards of conduct as defined by the NCCPA, and breeches of conduct may be reportable to the NCCPA.

Appendix 4: Generic Abilities and Technical Standards

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.

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:

Observation: The applicant/student must possess the ability to observe required demonstrations, visual presentations in lectures and laboratories, and written and audiovisual presentations. Examples of perceptual abilities include but are not limited to gross and microscopic studies of organisms, cadaver dissections, and various diagnostic tests such as interpretation of echocardiograms, digital and wavelength readings, and graphic or radiographic images. The applicant/student must be able to observe patients accurately and completely, both at distance and closely using functional visual, hearing, and somatic sensation.

Communication: The applicant/student must possess the ability to communicate effectively with patients to elicit information, including nonverbal communications, and describe changes in mood, activity, and posture with immediate assessment of information provided. Individuals must possess the ability to communicate effectively with clinical preceptors and other members of the healthcare team, didactic and clinical faculty, and colleagues. The applicant/student must possess the ability to effectively and sensitively communicate in oral, written, and electronic form with patients and members of the health care team in order to provide safe and effective patient care.

Motor: The applicant/student must possess sufficient gross and fine motor function, equilibrium, and sensation to elicit information from patients through customary techniques for physical assessment such as visual observation/inspection, palpation, percussion, and auscultation as well as carry out diagnostic maneuvers and technical procedures involved in the practice of medicine and surgery. Examples reasonably required of physician assistants include cardiopulmonary resuscitation, application of pressure to stop bleeding, venous and arterial punctures, suturing, pelvic and rectal exams, obstetrical maneuvers, and opening of obstructed airways.

Intellectual, conceptual, integrative, and quantitative abilities: The applicant/student must possess the ability to comprehend three dimensional relationships and spatial relationships of structures; and be able to collect, organize, prioritize, analyze and synthesize large amounts of detailed and complex information to apply in problem-solving and decision-making in clinical and educational settings including lectures, laboratories, small group discussions and clinical settings.

Behavioral and Social Attributes: The applicant/student must be able to tolerate physical and mental taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and function in the face of uncertainty inherent in the evaluation and treatment of patients. The applicant/student must have the emotional health to fully use his/her intellectual ability, exercise good judgment and complete all responsibilities necessary to the diagnosis and care of patients. The applicant/student must possess integrity, compassion, and effective interpersonal skills to interact with patients and

members of the health care team with sensitivity to cultural differences. The applicant/student must be able to understand and apply the concepts of medical ethics and demonstrate ethical behavior.

Candidates for selection to the PA program will be required to verify that they understand and meet the essential functions or believe that, with reasonable accommodations they can meet the standards. TTUHSC OP 10.15 complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participate in services, programs and activities of TTUHSC solely on the basis of the disability. For additional information, please see www.ttuhsc.edu/student-services/ada/.

Reviewed by legal counsel, 06/03/2015; effective June, 2016

Appendix 5: Professional Development Evaluation Forms

Didactic Year Professional Development Assessment

PA PROFESSIONAL DEVELOPMENT ASSESSMENT

| | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| INITIATIVE | | | | |
| • Alert and attentive | | | | |
| • Works well alone | | | | |
| • Asks for help when expectation exceeds skill | | | | |
| • Seeks and incorporates feedback | | | | |
| • Well-prepared for class (early and organized) | | | | |
| • Asks relevant questions | | | | |
| RESPONSIBILITY | | | | |
| • Submits assignments on time | | | | |
| • Keeps personal space clean and picks up after self | | | | |
| • Attends class diligently and arrives on time | | | | |
| • Notifies appropriate faculty if not able to attend class (prior to the missed class) | | | | |
| • Limits questions and is not a distraction to others | | | | |
| • Makes (and keeps) appointments with advisor as necessary | | | | |
| • Maintains safety practices during labs | | | | |
| INTERPERSONAL SKILLS | | | | |
| • Works well with others in groups | | | | |
| • Shows appropriate respect to faculty, staff, and classmates | | | | |
| • Displays confidence | | | | |
| • Accepts and applies criticism | | | | |
| • Does not use humor or language inappropriately | | | | |
| • Willingness to help others (not to the detriment of self) | | | | |
| INTEGRITY | | | | |
| • Abides by testing policies | | | | |
| • Does own work (no cheating/plagiarism) | | | | |
| • Does not share test information | | | | |
| • Admits to errors | | | | |
| • Dresses appropriately (not offensive or revealing) | | | | |
| • Does not share personal info learned in labs (HIPAA) (classmates, RTAs, RA patients, Manor Park) | | | | |
| SUBTOTALS | | | | |

TOTAL ____/100

4 = Performs at stated level of expectation

3 = Occasionally late; occasionally inappropriate; occasionally causes distractions

2 = Routinely late, disrespectful, inappropriate; texting or web surfing during class

1 = Performs in unacceptable manner

COMMENTS:

Faculty initials: _____

Clinical Year Professional Development Evaluation

| Criteria | Unprofessional 0 pts | Minimal 25 pts | Participating 50 pts | Professional 75 pts | High Professionalism 100 pts |
|---|---|---|---|--|---|
| Time Management, Timely Communication, and Reliability | Misses Clinic, Orientations, or other planned activity; fails to follow attendance policies and timely communication policies. | Misses clinic or activities twice Or demands exceptions to clinic or EOR attendance with unexcused absence. Does not fulfill all required tasks or responsibilities. | Misses clinic or or activities once with unexcused absence; or fails to follow timely communication policies more than once during clerkship year. | Misses clinic or other rotation activities without appropriate notification of excused absence. | Always arrives on time and stays for entire session; attends all lectures, rounds, and other activities. Fulfills all assigned duties. |
| Respect, Responsibility, and Ethical Principles | Disrespectful to peers, members of the health care team or the learning environment, inability to function with a health care team, continued non-compliance with institution or program policies, or behavior causes harm to others. | Recurring behavior that distracts others more than once. Lacks rapport with faculty, patients, other students or members of the healthcare team | Exhibits behavior that distracts others once; noncompliance with institution or program policies once that does not cause harm; lapses in respect for others. | Exhibits behavior that distracts others once; accepts feedback to correct actions that are distracting others. | Demonstrates respect, compassion, responsiveness and sensitivity to others; follows all policies of institution and program; does not distract others in the learning environment; maintains appropriate boundaries |
| Preparedness and accountability | Failed to submit any required evaluation or assignment; misrepresents or falsifies information | Fails to complete evaluations, tasks or assignment after two previous warnings | Two late assignments or tasks during clerkship year or continued lapses in completing all tasks completely or fully after feedback | One late assignment or task | Completes all assigned tasks completely and fully |

Appendix 6: TTUHSC Management of Blood and Body Fluid Exposures

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SCHOOL OF HEALTH PROFESSIONS PHYSICIAN ASSISTANT PROGRAM

MANAGEMENT OF BLOOD & BODY FLUID EXPOSURES

A. GENERAL STATEMENT OF POLICY:

It is the policy of the Texas Tech University Health Sciences Center School of Health Professions Physician Assistant Program to have consistent and centralized methods of management for Blood & Body Fluid Exposures.

B. SCOPE:

This procedure will cover all Texas Tech University Health Sciences Center School of Health Professions Physician Assistant students.

C. ADMINISTRATION:

This procedure will be administered by Infection Control/Employee Health and the facility where student is on site.

D. TEXT:

1. **NOTIFY NICOLE HINES, RN IN LUBBOCK** - If a Texas Tech University Health Sciences Center School of Health Professions Physician Assistant student has a parenteral (e.g., needlestick or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, or has a cutaneous exposure involving blood or body fluids, the student's assigned clinical coordinator should be notified and a Texas Tech University Health Sciences Center Non-Employee Accident Report form should be completed. To assure timely access to post-exposure prophylaxis (PEP), an occupational exposure should be regarded as an urgent medical concern and should be reported to the Infection Control/Employee Health Nurse at the clinical site as soon as possible. The Infection Control/Employee Health Nurse will notify the Institutional Health Director. In the event that a significant exposure to a student occurs and the source patient is considered to be high risk, the Institutional Health Director will immediately be contacted for recommendations regarding PEP.

2. Immediately following an exposure to blood, the student should:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants

3. The source patient should be informed of the incident and blood should be drawn to test for serologic evidence of HIV and Hepatitis infection. This should be done immediately before the patient leaves the facility. (The source patient's physician should document in the source patient's medical record that the source patient was informed and the rationale for blood draw.)

4. If the source patient is unable to be contacted, unknown or is infected with a blood-borne pathogen, the student will receive prophylactic medication as necessary, this process needs

to be coordinated through the Office of Institutional Health through the direction of Nicole Hines.

Exposed Health Care Students should be advised to seek medical evaluation for any acute illness that occurs during the follow-up period. Such an illness, particularly if characterized by fever, rash, myalgia, fatigue, malaise, or lymphadenopathy, may be indicative of acute HIV infection but also may be due to a drug reaction or another medical condition.*

5. In the event that a student does convert and become seropositive, he/she will be referred to their personal Physician. Any questions concerning the treatment of students will be directed to the Institutional Health Director, who may at that time, contact other consultants for further recommendations.

6. If PEP is indicated, the Office of Institutional Health will call in the prescription to be filled at the nearest pharmacy of the student's choice. Student should follow up the morning of the next workday with the student's clinical coordinator.

*Center for Disease Control Public Health Service Guidelines for the Management of Health-Care Worker Exposures to HIV and Recommendations for Post-exposure Prophylaxis. MMWR 1998; 20.

**Expenses incurred for evaluation and treatment of blood or body fluid exposures are the responsibility of the student.

Appendix 7: Midland College Map

