



Physician Assistant Program

2017 Physician Assistant Student Handbook

Department of Family and Community Medicine
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The University of New Mexico School of Medicine and the Physician Assistant Program reserve the right to change any information regarding policies and procedures as deemed necessary. Distribution of revised policies and procedures will be by email and will become effective thirty (30) days from distribution.



GENERAL PROGRAM INFORMATION

Program Administration Overview

The UNM Physician Assistant Program is administered within the Department of Family & Community Medicine. Student instruction is provided by the Physician Assistant Program faculty and by inter-professional instruction from School of Medicine faculty. The program is bound by policies and procedures from:

- Physician Assistant Program;
- Department of Family & Community Medicine;
- School of Medicine;
- Health Sciences Center;
- University of New Mexico; and,
- The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)¹.

This handbook provides information on many policies and procedures adhered to by the Physician Assistant Program, however it is NOT all-inclusive. Handbook questions should be emailed to your assigned PA Faculty Advisor.

UNM PA Program policies apply to all PA students, faculty, staff, and the Program Director. Program policies are described in the PA Program Student Handbook (A3.01). This handbook is updated annually by the PA Program Director with review and assistance from faculty and staff. Additional policies regarding Supervised Clinical Practice Experiences (SCPE) that may supersede UNM PA Program policies during the SCPE portion of the curriculum are set forth in the associated Training Affiliation Agreements with the clinical sites.

The University of New Mexico and the Physician Assistant Program reserve the right to change any information regarding policies and procedures as deemed necessary. Notification of modified policies and procedures will be made via email and will be in effect thirty (30) days from the date of notification.

¹ You will notice letters and numbers in parenthesis throughout the handbook, i.e. (A3.01). These references are included in order to identify which ARC-PA standards are met by policies and procedures included in the Student Handbook.

Mission Statement

(B1.01)

The mission of the University of New Mexico Physician Assistant Program is to educate Physician Assistant students to be competent providers of primary care medicine, with a special focus on the medically underserved and/or rural populations of New Mexico.

Program Goals – Overview

(B1.01)

In order to accomplish our [mission](#), the UNM PA Program provides a supportive educational environment that assures each student the opportunity to acquire and demonstrate the following goals:

- I. **Acquire and demonstrate Medical Knowledge** (B3.02)
- II. **Develop Interpersonal and Communication Skills** (B2.04, B2.05, B3.02)
- III. **Develop and demonstrate Patient Care Skills** (B2.05, B3.02)
- IV. **Demonstrate and model Professionalism & Ethical Behavior** (B1.05, B3.02, C3.02)
- V. **Acquire Practice-Based Learning and Life-long Improvement Skills** (B3.02)
- VI. **Develop Knowledge of Healthcare Delivery Systems and Health Policy** (B2.11, B3.02)

More information on the Program Mission and detailed information on the Program Goals can be found [here](#).

Professional Curriculum

(B1.02, B1.03, B1.04, B2.08, B2.11, B3.03d)

The curriculum is divided into three phases of study and includes applied medical, behavioral and social sciences; patient assessment and clinical medicine; supervised clinical practice; and health policy and professional practice.

- PHASE I: Clinical preparatory instruction**
- PHASE II: Supervised Clinical Practice Experiences (SCPE) & completion of clinical preparatory instruction**
- PHASE III: Supervised Clinical Practice Experiences (SCPE)**

Program Course Credits:

Didactic Curriculum hours	59 hours
Supervised Clinical Practice Experience hours	27 hours
Total credit hours	86 hours

Administration

The PA Program is housed on the North Campus of the University of New Mexico Health Sciences Center within the School of Medicine. The program is a division of Family & Community Medicine. The Physician Assistant Program administrative offices are located in Suite 251 of the Surge Building, 2701 Frontier Avenue NE.

The Physician Assistant Program is responsible for the administrative coordination of orientation, registration, maintenance of student records, and course scheduling.

Please note: The official student record and associated transcripts are housed at the [Office of Graduate Studies](#) (A1.03d).

Faculty

Laura Wiley, MSPAS, PA-C, Program Director
John Leggott, MD, Medical Director
Yvonne Ellington, MPA, PA-C, Associate Program Director
Lindsay Fox, MSPAS, PA-C, Instructional Faculty
Kathy Johnson, MA, PA-C, Academic Coordinator
Maggie Klappauf, MSPAS, PA-C, Clinical Coordinator
Nikki Katalanos, PhD, PA-C, Instructional Faculty

Staff

Natalie Martinez, Program Specialist/Clinical Support
Natalie Mead, BA, Program Specialist/Academic Advisor
Megan Dodge, BA, Education Specialist
Rita Stevens Espalin, Administrative Assistant II



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STUDENT LOGISTICS

UNM/HSC Training Requirements

All PA students will be required to complete and stay current on specified training requirements. These annual courses include but are not limited to:

- Blood Borne Pathogens;
- Basic Safety (A1.03g);
- HIPAA Compliance;
- HIPAA Security;
- HIPAA HITECHT;
- UNMH/HSC Compliance;
- Intersections: Preventing Discrimination & Harassment;
- Department of Justice Sexual Assault; and,
- Others as needed/required.

This content is required during the program duration. Compliance with these requirements will be monitored. Clinical sites where Supervised Clinical Practice Experiences (SCPEs) take place may require site-specific training. The Clinical Coordinator will inform students of these requirements as SCPE assignments are completed.

Required Electronic Communications & Usage

Outlook is an email system which accesses UNM email, whereby information can be exchanged among students, faculty and staff. It is available to both PC and Mac users. PA students are issued a UNM email account when classes begin. Email is an important method of communication. The salud email address -- NetID@salud.unm.edu -- is considered an official method of communication with students. Students are required to read and respond to email promptly (within 48-72 hours). Due to FERPA regulations, student information cannot be sent to a non-salud email address. This account is a secure, UNM-sanctioned method of communication to which only the student is given access.

Please remember that Outlook is not secure or encrypted but you may add encryption by adding ***Secure*** to the subject line. **Patient information must not be communicated over this system.**

Multiple platforms will be used to deliver course and exam content including, but not limited to Blackboard Learn, ExamSoft, One45, Brightspace and ThinkShare.

Blackboard [LEARN](#) is an electronic learning management system used to support PA course materials and testing. Most testing will take place via UNM's LEARN system. **Should you experience technical difficulties during testing, please notify the proctor immediately and await further instructions.**

[Typhon](#) is a software program that is used for data collection during the students' Supervised Clinical Practice Experiences (SCPEs). Students will be given further instructions on obtaining a Typhon account during Typhon training, prior to the beginning of clinical rotations.

[MyUNM](#) is the gateway to UNM and provides centralized access to all UNM services from class registration to the student/faculty directory.

Tuition, Fees and Other Expenses

Tuition and fees for the current academic year can be found by visiting the [PA Tuition Website](#) and/or the [Bursar's website](#). Please note that each fall and spring semester, PA students will also be charged curriculum fees. Curriculum fees are assessed to cover costs of specialized labs, testing instruments, use and training of simulated patients, and other non-tuition covered services. Curriculum fees are non-refundable. Students must be prepared to cover all transportation and living expenses while enrolled.

All students are required to pay tuition, or to make arrangements satisfactory to the University for such payment prior to the beginning of the fall, spring and summer semesters. Checks or money orders for tuition and fee payment should be made payable to the University of New Mexico and mailed to:

Bursar's Office
University of New Mexico
1700 Lomas Blvd NE, Suite 1100
MSC01 1310
Albuquerque, NM 87131-0001

Credit/debit cards are also accepted. Please refer to the [Bursar's website](#) for payment deadlines, financial responsibility information and tips to help you understand your bill.

Tuition Refunds

(A3.14g)

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per UNM policy. Curriculum fees are non-refundable. Open Learning Courses, or courses not falling in the traditional schedules (such as the PA Program courses), are fully refundable if dropped before 20% of the course has been completed. Do not include partial days when calculating 20% of completion. For example, 20% of an eight-day course equals 1.6 days. Therefore, the refund is calculated only if the course is dropped on or before the first day. Courses that are five days or less in duration must be dropped on or before the first day of the course to receive a full refund.

To receive consideration for a refund of paid tuition and fees, students must meet the deadlines outlined by the [UNM Bursar's Office](#) and:

- Notify the PA Program Specialist in writing;
- Complete drop procedures at the [UNM Office of the Registrar](#); and
- Complete a refund request in the [UNM Bursar's Office](#).

Financial Aid

(A1.05)

Every effort will be made to assist those students who have demonstrated financial need in obtaining financial support for their PA education. Questions about financial aid should be directed to the [HSC Office of Financial Aid](#) at 272-8008.

Computers

Students are required to have their own personal laptop computer capable of high-speed internet, wireless access and supports the latest versions of Windows or MAC OS. Many students may prefer to use an iPad or other electronic tablet for classroom use. Students must also have the most recent version of Microsoft Office software for classroom use. Students are required to have the services of an Internet Service Provider (ISP) to maintain continuous communication with the PA Program.

Textbooks

Medical equipment and books represent a considerable expenditure in the first year. Most texts and equipment can be purchased at the [UNM Medical/Legal Bookstore](#) at competitive prices. Many texts can also be purchased through local suppliers and online services. An increasing number of our core texts are available online through the [UNM Health Sciences Library and Informatics Center](#). Please refer to the booklist for your class.

A list of required core textbooks is made available prior to the start of school. Each semester students will be advised on additional required or suggested course texts not included on the core list. The PA Program Reserve Library contains one set of core textbooks for use at the program.

Medical Instruments

Students are required to purchase the following medical instruments by fall semester of their first year:

- Stethoscope
- Tuning fork
- Reflex hammer

Supervised Clinical Practice Experience (SCPE) Costs

Students are responsible for additional costs related to the clinical experience. These costs include:

- All housing and travel costs while on clinical clerkships;
- Background checks;
- Fingerprinting;
- Drug screening; and,
- Immunizations.

Course Registration and Letters of Verification

Questions concerning course registration and verification of enrollment should be directed to the PA Program Specialist.

Transcripts

(A1.03d)

PA students' official transcripts are kept on file in the [Office of the Registrar](#). PA students' grades are recorded on the transcript for each individual didactic and clinical course completed.

There is no charge for unofficial transcripts of record, but there is a fee for official transcripts. [Requests for transcripts](#) should be directed to the Office of the Registrar, Student Services Center.

Per UNM policy, no students' transcript or other record at the University will be released to the student or to any other person or institution until all the students outstanding obligations to the University have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to loans, library fines, tuition and fees, parking fines, and other charges. Transcripts may also be held for non-financial reasons, such as incomplete admission status.

Demographic Information Updates - Change of Name

To process a name change for academic records, students must bring appropriate documentation to the Records and Registration Office. The appropriate documentation includes proper photo identification (valid driver's license, passport or other state or federal issued identification) and the social security card showing the new name. **No other type of documentation is accepted.**

Students must also complete a [Demographic Change Form](#) and submit it in person at:

Registrar's Office
Main Campus – Mesa Vista Hall North
Enrollment Management One-Stop

Change of Address, Telephone Number or Email

Current students may process a change of address or phone number for their academic records by using [LoboWeb](#), Personal Information – Update My Information.

Students are expected to keep the PA Program informed of their current home address, email address, and telephone number. Any change of address or other contact information should be reported to the PA Program Specialist immediately. Students should also update personal information in Typhon during the clinical year.



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CAMPUS & PROGRAM POLICIES & GUIDELINES

Drug Free Campus

The University of New Mexico is committed to providing an environment, for the pursuit of its educational mission, that is free of illegal drugs and alcohol. As a condition of enrollment, all students must abide by the [Policy on Illegal Drugs and Alcohol](#). The PA Program requires drug screening of all matriculating students.

Students should also be aware that the University of New Mexico is a [tobacco-free campus](#). Smoking is not permitted anywhere on campus.

Bicycle, Rollerblade & Skateboard Regulations

University regulations state that bicycles must be parked in the bicycle racks provided and not locked to trees, signposts or other property. Bicycles are not allowed in buildings. Students are encouraged to register bicycles with Campus Police. Destructive, dangerous or inappropriate use of skates and skateboards on University structures is prohibited at any time.

Requesting Accommodations

The UNM Physician Assistant Program will make every effort to accommodate the requirements of a student with disabilities, providing the student is then able to meet the [Technical Standards](#) as a result of these accommodations. In addition, when students who are Veterans of the United States Armed Forces have appointments at the VA or other service-related obligations, we will make every effort to accommodate them.

For more information about requesting accommodations, please visit the Academic Accommodations University of New Mexico Health Sciences Center [Policy for Students Requesting Academic Adjustments for Disability](#).

Additional Resources:

- HSC Student Counselor, 272-3898
- [Accessibility Resource Center Website](#)
- [Resources By Disability Type](#)
- [Counseling and Psychotherapy Guide](#)
- Veterans, service members, and their families can seek further assistance at the Veterans Resource Center (VRC), located in the Student Union Building, Room 2002. Phone: 505-277-3181/3184

Sexual Harassment

(A3.17g)

The University of New Mexico and the PA Program are committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members. For more information, please review the [University Sexual Harassment policy](#).

The PA Program is dedicated to promoting a respectful campus via the [Respectful Campus Policy](#) that delineates University campus values and guidelines for appropriate behavior. Please visit the policy for more detailed information. Students are required to comply with the Respectful Campus Policy and to demonstrate behaviors that contribute to a respectful campus.

Guidelines for Professional Dress

Student professional dress and conduct should, at all times, reflect the dignity and standards of the medical profession. It is important that physician assistant students dress in a manner that is respectful to their professors, classmates, patients, and staff. The UNM PA Program has the authority to set dress code requirements for students admitted to the program.

The dress code at various clinical sites may be more or less rigorous than the guidelines outlined below. Each student is responsible to review and comply with dress codes at institutions other than UNM. University Hospital (UNMH) has expectations of professional dress any time the student is in the clinical setting, regardless of patient care duties.

Use of jewelry and other adornments such as body piercing must be in compliance with UNMs [HR 140 Professional Presentation and Appearance Policy](#).

Classroom Setting

Classroom attire is casual and is determined more by good sense than restrictions. Whether in class or during personal time, students' personal appearance is a reflection of the physician assistant profession.

Dress can be relaxed, but should not be offensive or distracting. Artwork on clothing should not contain offensive material.

Clinical Setting

Display of UNMH Security ID

All students are required by hospital policy to wear hospital photo identification badges issued by University Hospital Security while in University patient service facilities. The badge must be worn at all times, in full view with photo side out so that it is easily readable by patients and hospital/clinic personnel (B3.01).

White Coats

White coats are recommended for most clinical settings and must be clean and neat. If wearing scrubs outside the operating area, a clean white coat should be worn over scrubs.

Scrubs

Scrubs are expected to be clean when worn in a public area and should be covered with a white coat. Clean scrubs issued by the hospital are expected to be worn prior to entering the operating room. The ID badge must be worn outside the white coat. Scrubs may be worn only as delineated by individual departmental policy (B3.01).

Shoes/Hose/Socks

Footwear must be clean, in good condition, and appropriate. For safety reasons, open-toed shoes and sandals are not allowed in patient care areas. Shoes should not make excessive noise in patient care areas.

Style

No sweatshirts or shirts with messages, lettering or logos. No shorts, cut-offs, etc. Most clinical sites discourage or prohibit the wearing of jeans/denim clothing. Check with your clinic for their specific dress code. The official tie of New Mexico is the bolo tie and is acceptable in place of a cloth tie.

Fragrance

Students, faculty and staff should refrain from using fragrances, as others in the clinical setting may have allergies or sensitivities to fragrances.

Hands

Fingernails must be clean and short to allow for proper hand hygiene, use of instruments, prevent glove puncture and injury to the patient. Artificial nails and decorative nail polishes are prohibited.

Hygiene

Daily hygiene must include personal cleanliness, clean hair, and use of deodorant. Clothing should be clean, pressed, and in good condition.

Hair

Mustaches, hair longer than chin length, and beards must be neat and well-trimmed. Students with long hair who participate in patient care should wear hair tied back to avoid interfering with performance of procedures or coming into contact with the patient.

Jewelry

Jewelry should not be functionally restrictive or excessive. Students should avoid wearing long or dangling earrings for personal and patient safety. There should be no visible jewelry in body piercings, with the exception of earrings. In the case of religious significance, certain piercings are acceptable. No other facial jewelry (e.g., tongue, eyebrow piercings, etc.) is allowed. Jewelry and other adornments, such as body piercing should be appropriately covered when possible.

Tattoos

Tattoos shall be appropriately covered when possible.

Use of Social Media, Videos & Photographs

Students are prohibited from posting any information, in any form, about themselves as it relates to the PA Program, patients, other students, faculty, or preceptors on any social networking site. Inappropriate use of social media is a violation of the PA Program's

standards of professional behavior and subject to disciplinary action as stated in the Adverse & Corrective Action section of this handbook.

UNM encourages all faculty, staff and students to be thoughtful in decisions to “friend,” “like,” “link,” “follow,” or accept a request from another person. PA faculty and students are encouraged to connect professionally on the [UNM PA Alumni Facebook](#) and [UNM PA Alumni LinkedIn](#) sites. Personal connections should be avoided while students are enrolled in the UNM PA Program.

Students, faculty and staff must comply with the UNM School of Medicine’s [Social Media Policy](#).

Plagiarism

(B1.05)

Plagiarism is the use of another person’s ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, audio-visuals, or other intellectual property without appropriately citing and crediting the original source(s). Plagiarism in any form constitutes academic misconduct and the UNM School of Medicine (UNM SOM) considers plagiarism a breach of PA student professionalism, which requires appropriate administrative inquiry and response. Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader’s ability to validate claims and pursue independent learning.

Examples of Plagiarism

The following are considered examples of plagiarism. It is within the discretion of the PA Program faculty member or Program Director to determine if other actions not listed here constitute plagiarism.

- The submission of efforts of others as a student’s own personal or group work. No collaboration is permitted with PA Program take-home assignments or problem sets, unless clearly documented permission is given by the course instructor.
- Use of direct quotations without the use of quotation marks and referencing of the source of the quotation.
- Paraphrasing information without proper citation of the source or failure to provide adequate citations for material used.
- The purchase of a scholarly paper or any other academic product from the Internet or any other commercial sources and submitting the work as the student’s own.

- Downloading work from the Internet and submitting it without citation. Cutting and pasting of answers to written assignments from Internet sources is prohibited. Electronic sources may be used in answering Clinical Reasoning learning issues provided those sources are properly cited.
- Submission of a work product from a previous course. Unless there are substantial differences, reusing previous work requires permission of the current instructor. Referring to your own work requires citing yourself as the author.

Consequences of Plagiarism

The UNM PA Program considers plagiarism as academic dishonesty that violates the [Student Code of Professional Conduct](#). The following procedure will be followed when a student is suspected to have plagiarized.

1. The instructor will notify the student verbally, and in writing, that there is a concern regarding plagiarism.
2. If it is determined that plagiarism occurred, immediate consequences may include a lowered grade, failure of the assignment, or failure of the course. The instructor may require the student to resubmit the assignment.
3. The instructor will send a notification of the nature of the plagiarism and the action to the PA Curriculum Committee to determine if further action is warranted, such a corrective action or referral to the PA-CSPE (defined in the Student Progress section of this handbook) for consideration of dismissal.
4. Any student who commits a second act of plagiarism will automatically be brought before PA-CSPE for consideration of dismissal from the program.

Safety and Emergency Information for HSC Students

Ensuring the safety and security of students at the HSC is one of our primary concerns and obligations. Therefore, we strive to create a safe learning and work environment and ensure that HSC students and employees feel confident to handle a wide variety of emergency situations.

We encourage you to become fully knowledgeable about the following critical elements of our safety and disaster-management program and the online UNM student handbook, [The Pathfinder](#). Additional resources will keep you informed specifically about individual [emergency preparedness](#) and [campus safety and security](#).

[Lobo Alerts](#) – LoboAlerts is an opt-out system and all faculty, staff, students, affiliates of UNM, and all UNMH employees have been automatically enrolled. All users should review

their contact information and correct it as necessary. The PA Program strongly encourages students to use this system to stay informed.

Receiving text communications from LoboAlerts is voluntary. Students will not receive unsolicited advertising via this system; it will only be used to provide students with safety and weather alerts, or notification of any event, which may pose a threat to the University's ability to conduct regular activities. It is strongly recommended that students consider maintaining this option as a fast and reliable means of receiving emergency communications. Students may choose to opt-out of text alerts by logging into the system and un-selecting the text option. See [FastInfo answer #6263](#) for instructions on how to opt out. If students opt out, they will **NOT** be notified via text messaging in the event of a campus emergency.

At a minimum, please do the following:

- Remain registered with *LoboAlerts* to receive announcements via phone texts and/or email. Your family and friends can register, too. If you are aware of any campus alerts, be sure you inform other students and faculty. *LoboAlerts* are also posted on digital signs in HSC buildings.
- Because you attend classes in many buildings, know how to find the following in each location you visit:
 - The nearest AED (Automated External Defibrillator) station for cardiac events
 - Building emergency exits
 - Fire alarm pull stations, extinguishers, and designated gathering places
 - The best “shelter in place” location
 - The nearest blue emergency phones, if outdoors
- Download the [UNM LoboMobile](#) app for your mobile devices (from the Apple Apps or Google Play Store) which includes an icon for “Emergency Info” with emergency numbers and a mobile version of the UNM Emergency Preparedness handout.
- Understand that in case of an emergency, your first action should be to ensure your own safety.

Inclement Weather and Emergent Situations

(A1.03g)

Policy

During inclement weather that may place the student in danger, the student will receive warning to remain at home or seek safety through the media, LoboAlerts or the SNOW hotline. If uncertain, call 277-SNOW (7669) for updates on snow delays and/or cancellations.

Procedures

All PA students will follow the same rules as main campus students regarding inclement weather. That is, if class is cancelled due to inclement weather or there is a delay, it is the same for the PA students.

PA students on SCPEs are considered to be in critical areas and are expected, using good judgment, to be at the clinical site during regular working hours. If the student feels it is unsafe to travel, then he/she must contact the Preceptor and Clinical Coordinator by phone. For more information, please see the University's [Inclement Weather Policy](#).

Long-Term Leave of Absence

The operational definition of a Long-term Leave of Absence is one in which the amount of class time missed by the student is equal to, or more than, one full course of study (i.e. one course or one clinical clerkship).

Long-term leave is given only under special circumstances of extended illness (and, as such, requires a written statement from the student's personal health care provider); extreme family hardship or other extenuating circumstances. In no case will Long-term Leave of Absence be granted without the permission of the PA Program Director and formal approval through the UNM Office of Graduate Studies (OGS).

A Long-term Leave of Absence must be formally requested following the [guidelines](#) set forth by the UNM Office of Graduate Studies. The student who is granted a Long-Term Leave of Absence will be readmitted as documented on the form. If the student requests an extension of the Leave of Absence, it will be considered by the PA Curriculum Committee and a new return date will be documented. A statement of fulfillment of any requirements that may have been made as a condition for readmission must be provided by the student to the PA Curriculum Committee and accepted by the committee before the student may return to the program.

Procedure

1. Student requests leave of absence from the Program Director in writing;
2. If approved, the student follows the OGS guidelines and process;
3. The Program Director will write a statement of support to accompany petition to the OGS Dean; and,
4. The OGS Dean will send the approval letter to the student with a copy to program.

The student who is readmitted after a Long-Term Leave of Absence will be required to make up any missed class or clinical training either by taking the missed courses to be taken in their normal sequence or by an extension of time prior to his/her graduation.

Students should be aware that a Long-term Leave of Absence will result in:

- A delay in the University of New Mexico graduation;
- Additional tuition costs; and,
- A delay in taking the Physician Assistant National Certifying Examination (PANCE).

Any student who takes an extended leave of absence without proper approval will be given a failing grade for that course(s) and will be referred by the PA Curriculum Committee to the PA-CSPE for possible dismissal.

The PA Program reserves the right to seek the consultation and advice of the Dean of the School of Medicine, University Counsel, any university faculty and/or UNM Dean of Student's Office prior to students' re-entry into the PA Program.

Access & Referral for Personal Issues

(A3.10)

This document describes the process for providing access and referral for UNM PA students who are experiencing personal issues that might impact their performance in the program.

Process

Each PA student is assigned a PA Faculty Advisor at the onset of the program. If, during any portion of the program, a student has personal issue(s) that are negatively impacting his/her academic performance, he or she may do the following:

1. Contact his/her PA Faculty Advisor to inform the Advisor of the issue. The Advisor, may, after discussing the issue with the PA Program Director and obtaining the Program Director's approval, assist the student by providing a referral to either a

HSC, UNM or community resource. The issue and referral will be documented on an advisement form, signed by the student, Advisor and Program Director and kept in the student file. This form will not contain any personal health information (PHI).

2. Together, the student and the faculty member will determine the most effective next step, whether it be continuing to meet to resolve the issue, or make appropriate referrals to services available.
3. During the four formal advisement sessions that take place during the phases of the program, the PA Faculty Advisor will ask the student (advisee) about his/her personal well-being. If an issue is identified during the advisement session, steps 1 and 2 will be followed.

Additional Resources:

1. [Counseling and Psychotherapy Guide](#)
2. [Student Health Center](#)

Student Advisement

(A1.05, A2.05)

Each UNM Physician Assistant student has a minimum of four formal advisement meetings during the course of the PA Program. These meetings are spread throughout the curriculum as noted below.

Year 1, Phase I – Advisement

Schedule: Fall Semester, Year 1, Phase I

Schedule: Spring Semester, Year 1, Phase I

Year 2/Phase II – III Advisement

Schedule: Fall Semester Year 2, Phase II

Schedule: Spring Semester, Year 2, Phase III

Advisement meetings may cover the following topics:

- Academic Progress
- Professional Goals
- Personal Well Being and whether or not a referral is needed
- Clinical Note Review
- Other ad hoc topics

Students should email his/her Advisor to schedule a meeting time as noted above.

Records of meetings are kept in the student's file in the Program Specialist's office in locked cabinets.

If a student is having difficulty, the student will be provided information on community resources or referred to the HSC Student Counselor (272-3898) who will assess the situation and refer appropriately, as needed.

Students may also access the UNM SOM [Counseling and Psychotherapy Guide](#), which includes resources both on campus and in the community.

Attendance

Attendance at all scheduled PA activities is mandatory. Students participating in Supervised Clinical Practice Experiences (SCPEs) are expected to be in attendance at all required clinical sessions. Failure to attend either classes or clinics is considered a breach of program policy and may be cause for referral to the PA Curriculum Committee.

Absences

A student may be granted an excused absence, in the case of personal illness, family emergency, or for certain allowable extenuating circumstances beyond the student's control. Excessive (as determined by the IOR) or unexcused absenteeism will be referred to the PA Curriculum Committee for determination of action. **Students may request a maximum of 2 days off per clinical rotation, with a maximum of 5 days off for the clinical year.**

Procedures

All requests for anticipated excused absences must be requested in advance using the [Excused Absence Request Form](#). Please submit the form to the appropriate faculty member:

- Academic Coordinator during the didactic phase of the program.
- Clinical Coordinator during the clinical phase of the program.

Approval is not guaranteed. Students should be aware that approved absences can affect program progression and/or graduation date.

Anticipated Absence

Students are responsible for notifying the Academic Coordinator or Clinical Coordinator of an anticipated absence with sufficient time so that there is not a negative impact on individual student learning and/or the program. Non-emergent surgery, medical or other personal appointments, birth of a newborn, attendance at weddings, and graduations are examples of events that require planning. **One month prior**, the student must submit a request for an excused absence. In the case of a funeral or acute medical appointments, students should notify the program as soon as they are able.

Students participating in SCPEs are responsible for informing the Preceptor **and** Clinical Coordinator of the anticipated or unanticipated absence prior to missing clinic and are expected to make up any missed clinical time.

Unanticipated Absence

The Academic Coordinator and/or Clinical Coordinator may require students to provide documentation to support any unanticipated absence (e.g. illness, bereavement, car trouble).

It is the student's responsibility to also inform their IOR and/or Preceptor of their absence and arrange to make up all missed work.

Student Outreach and Community Service Activities

Students may not take part in any clinical experiences, including shadowing or observing, without prior written approval of the Clinical Coordinator.

UNM PA Program students are encouraged to perform service related activities during their time in the program unless such participation is negatively affecting academic performance. These activities may be either clinical or non-clinical.

Non-clinical community service activity examples include outreach, mentoring, fundraising, delivery of health information, or participating in PA admissions events, among others. Students participating in non-clinical community service activities **must** complete the following:

1. Each student or one student on behalf of a group of students, involved in the community service activity, must submit a Community Service/Outreach Event

Proposal Form (in [Forms](#)) to the Outreach Coordinator as soon as possible, preferably **one month prior** to the event. This form identifies the event name, event location, date of the proposed event, key contact persons (both internal and external) and concludes with a brief description of the event.

2. The [Outreach Coordinator](#) shall use the above event proposal form to determine if approval for the activity will be granted and whether or not student participation in the activity will require further approval by leadership. If the event will cause the student to miss classroom activities or clinical time, the student must notify the [Academic Coordinator](#) and/or the [Clinical Coordinator](#) at the time the proposal form is submitted by submitting an Excused Absence Request form.
3. At each event, students must utilize a visible notification such as a program table cloth or a program banner identifying their affiliation with the UNM PA Program.
4. Each student must wear student ID to be identified as a UNM PA Program student.
5. One member of the group must complete a post-event summary and email it to the Outreach Coordinator within 5 days of the event. This event summary should include participating PA student names, budget details, approximate number of event attendees, the student's assessment of the success of the event (should PA students participate in this event in the future?) and pictures.

Clinical community service activity examples include delivery of health related information and or performance of a clinical skill (i.e. blood draw, vital sign analysis, physical examination or any activity that involves direct participant contact). Any activity that may require contact with an event participant **must follow the same rules as those listed above and, in addition, any clinical outreach activity must adhere to the following:**

1. At all clinical events, a UNM PA Program faculty member must be on site and directly supervising the activity.
2. Student participants must attend pre-event training conducted by an approved PA Program faculty member or representative. This training will give participants a better understanding of goals, expectations, procedures, and outcomes and may uncover additional needs. Training will be tailored to the project and will take place in the classroom, on site, or in smaller meeting spaces as required.
3. HIPAA protection of patient privacy must be ensured.
4. Informed consent of the patient must be obtained.
5. A contact method (i.e. name, e-mail address and or phone number) for the event participant must be obtained.
6. It must be made clear to an observer that the activity is being performed by physician assistant students.

In cases where bodily fluids may be involved, all precautions must be taken to ensure patient safety and student protection.

1. Students must adhere to OSHA’s Bloodborne Pathogens Standards and the principles of Universal Precautions in the presence of blood and or bodily fluids.
2. Students must be fully trained, tested, and supervised by faculty in the use of any equipment used to obtain or test bodily fluids.
3. Students must be fully trained in the correct steps to be followed should any needle stick or other injury involving body fluids occur.

In performance of any clinical or community service related activity, students are expected to adhere to the standards set by the University of New Mexico, the School of Medicine, and the Physician Assistant Program.

It should be understood that these are not recommendations, they are requirements. Infringement of any part of this policy subjects the student to referral to PA-CSPE for possible dismissal and subjects any involved faculty member to disciplinary action.

Shadowing & Clinical Experience for PA Student Professional Development

Students may not take part in any clinical experiences, including shadowing or observing, without prior written approval of the Clinical Coordinator. The student should be aware that from the time they enter the UNM Physician Assistant Program, until they officially graduate from the program, they are regarded as PA students 24 hours a day, seven days a week. As such, students may not set up independent clinical training situations – whether this is direct patient contact or “shadowing” – without the written prior approval of the Clinical Coordinator. In other words, students may only see patients under approved clinical settings and with prior approval of the Clinical Coordinator.

Student Service & Employment

Student Service

(A3.14)

Students may not be used to substitute for regular clinical or administrative staff while on SCPEs. Students may not accept payment, fees, or other remuneration for their service. Payment, fees or other remuneration is not to be interpreted to mean housing, meals, or transportation when provided by the clinical site.

Student Employment

(A3.14h)

There is no policy expressly prohibiting students from outside employment while they are actively enrolled students in the UNM PA Program. However, working while enrolled in this demanding program is strongly discouraged. No allowance will be made for absence from classes or for missing class requirements due to outside work or licensing/training/certification maintenance required for work. The program strongly encourages students to make financial arrangements to enable the devotion of their time to their physician assistant studies.

Programmatic Standards Regarding Student Employment

(A3.14h)

- PA students must not be required to work for the program (A3.04).
- PA Students must not substitute for or function as instructional faculty (A3.05).
- PA Students must not substitute for clinical or administrative staff during Supervised Clinical Practice Experiences (A3.06).



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CAMPUS RESOURCES

Buildings

(A1.09)

The Health Sciences Center includes the [College of Nursing](#), [College of Pharmacy](#), [School of Medicine](#), the [Health Sciences Center Library](#) and the [UNM Hospital](#) and clinics.

The **Health Sciences and Services Building (HSSB)** houses administration for the Health Sciences Center. The Office of Paul Roth, MD, Chancellor for Health Sciences and Dean of the School of Medicine, is located in this building.

Domenici Center for Health Science Education

These facilities house select HSC classes and activities.

Domenici West	Classrooms, Medical/Legal Bookstore, coffee shop
Domenici East	Lecture hall, student lounge
Fitz Hall	Classrooms and administrative offices for the School of Medicine, including OARS, PEAR, Assessment & Learning, etc.
Med 2	Computer testing lab/classroom
Nursing/Pharm	Lecture hall and classrooms
Interprofessional Healthcare Simulation Center (IHSC)	Gross anatomy lab, clinical skills practicum facilities and classrooms

Health Sciences Library and Informatics Center

(A1.05, A1.10)

The [Health Sciences Library and Informatics Center \(HSLIC\)](#) offers a myriad of services including, but not limited to:

- Electronic books & journals;
- PubMed;
- Up-To-Date;
- Interlibrary loan;
- Reservations for study rooms; and,
- Various other services.

All of this is available 24 hours a day from the [HSLIC web page](#). To access subscription materials off campus, students must use their HSC NetID or UNM Net ID. For more

information on accessing the site with an HSC or UNM NetID, please refer to the [IT Network Access Control](#) page.

The library staff is ready to assist students with any information needed. On-site services include literature searches, public access computers, network connections and wireless access for laptops (272-1694), orientation tours, course related print reserve materials, and group study rooms. Study rooms can be reserved for 3-hour increments at the Information Desk at least one (1) day in advance of scheduled time.

Duplication Facilities

The HSC Copy Center offers a wide variety of services for students, including photocopying, collating, binding, and stapling. These services are available to students for a fee. Staff will be happy to assist students with their copying needs. The Copy Center is located in the Basic Med Sciences Building, Room B55 or at 272-4900.

The PA Program does not provide copying services for PA students. The program copier is available for program business only and may not be used for any other purpose without permission of the Program Director or Program Specialist.

Physician Assistant Reserve Library & Lounge Area

The UNM PA Program maintains a small reserve library composed of required and suggested texts for PA courses. The use of these books is restricted to UNM PA students.

These texts may not be removed from the library or be checked out.

The Reserve Library books are located in the bookcase in the student lounge. The student lounge was designed for PA students to relax and study during the hours of 7:30 am – 4:30 pm. From time to time, the PA faculty will also use this room for gatherings of larger groups such as applicant interviews.

Students have a small kitchen with a microwave, sink and refrigerator. It is the student's responsibility to keep this area clean.

Student Mailboxes

Each student is assigned a mailbox located in the PA Program Office for use while enrolled in the program. Notes, corrected papers, grade reports and other items will be placed in a student's mailbox. Students are required to check their mailbox regularly since they have

limited capacity and communications may be of an urgent nature. These boxes are intended ONLY for curriculum and professional related communication.

Building Security

Some of the facilities at the University of New Mexico School of Medicine are available to students 24 hours a day. It is important, however, not to extend this privilege to other individuals who are not authorized to have facility access after normal business hours. Do not leave keys or badges lying around and report losses or suspicious behavior immediately.

Equipment, books, and materials that are in open view in the laboratories have been stolen in the past because students have propped open the doors after normal hours or because they let someone in who “forgot their key”. Personal safety (A1.03g) and protection of the facilities are very important concerns to the University. Please close doors when entering the building and be certain they are locked upon departure.

Please contact the **Campus Police** at **277-2241** to report any suspicious behavior.

The PA Program Office is open to students from 7:30 am - 4:30 pm and entry requires the use of a pass code issued by the program. Doors may not be propped open or left ajar per the fire code.

Parking Permits

All University parking lots require a UNM parking permit. PA students are given the opportunity to purchase parking permits that are valid from August to August each year. Additional information may be obtained from Parking and Transportation Services (PATS), 2401 Redondo Dr. NE. Telephone number is 277-1938. Early purchase is strongly recommended, as these permits are limited. Illegal parking results in fines and/or boots on vehicle. Saturday and Sunday parking permit enforcement is limited to the Cornell & Yale parking structures, reserved spaces, handicap zones, pay station spaces, restricted areas and service vehicle parking.

Photo Identification Badges

(B3.01)

All students are required to wear photo identification badges while in University patient-service institutions and during all clinical experiences assigned by the Program. The purpose of this photo identification badge is to appropriately identify students in patient-service

facilities. The PA Program will schedule an appointment at UNMH Security Office to have badges made during orientation.

There is no fee for the issuance of the ID badge. If a badge is lost, report it to the Program Specialist immediately. There will be a replacement fee assessed by UNMH Hospital Security. Students who terminate or graduate from the School of Medicine must return their ID badge to the PA Program. Failure to do so may result in withholding the student's transcript and/or diploma.

PA students are issued a UNMH Security ID encoded with Lobo information. Students do not receive a separate LoboID. This security ID provides access to the following for all currently enrolled students:

- Reginald Heber Fitz Hall after 6 p.m. and on weekends - HSC Student Lounge in Domenici, 24 hours, 7 days/week
- 10% food discount in the University Hospital cafeteria
- Library card – access to materials in all University Libraries
- Recreational services – access to the workout facilities at Johnson Center and in BRF as well as rentals of outdoor equipment from the Outdoor Shop
- Ticket card – discounted tickets to athletic events, as well as theater tickets for Popejoy Hall and other Fine Arts performances
- Student Health Center – access to health care and immunizations at the Student Health Center
- Computers – access to the many computer pods on campus
- Discounts – discounted city bus passes and discounts from participating merchants
- Campus dining – students with campus meal plans have them loaded to this card

Additional PA Resources

Each of the following offices directly deals with certain aspects of PA education. It is useful to be familiar with their services:

- The [Office of Undergraduate Medical Education](#). The first 18 months of the MD Program and PA Program are closely linked.
- The [Office of Diversity](#) is responsible for a number of diversity activities and programs (B1.06).
- The [Office of Graduate Studies](#) (OGS) serves as the central graduate academic administrative unit at the University of New Mexico. OGS provides broad oversight of program quality, managing academic policies, and administering financial support in the form of assistantships, fellowships, scholarships, grants and awards.

- The [Graduate Resource Center](#) provides writing “bootcamps” to help students get started with writing and/or to assist students in devising a writing schedule.
- The [Center for Academic Program Support](#) (CAPS) offers writing workshops and other resources that students might find helpful.
- The [HSC Office of Professionalism](#) is dedicated to promoting humane medical care, effective teaching environments, and a respectful work environment.
- [Graduate Student Professional Association \(GPSA\)](#) offers several types of funding for students and organizations.

Student Academic Records

(A3.19c, d, e, f)

Each student has an academic record that is housed securely in the office of the PA Program Specialist. This record contains student grades, narrative evaluations, remediation, agreements, and correspondence involving all aspects of performance and evaluation during the student’s tenure at the UNM PA Program. This file is available for student review by appointment. The [Student Records Policy](#) of the University of New Mexico governs all student files. PA students do not have access to the academic records or other confidential information of other students or faculty (A3.20).



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STUDENT HEALTH & SAFETY

Security Escort Services

Escort service is provided 24 hours a day, 365 days a year. Students desiring an escort to their car from north campus can call **UNM Campus Police at 277-2241**. Students are encouraged to utilize this service for their safety and protection (A1.03g).

The University of New Mexico Hospital will also provide an escort service for PA and MD students who leave the hospital after dark. For this service, call **UNMH Security at 272-2160**.

Faculty as Health Provider

(A3.09)

Under no circumstances, other than a true emergency, may a PA faculty member serve as the health care provider for a PA student for the duration of their course of study. PA faculty members include full and part-time faculty, clinical preceptors and adjunct clinical faculty. Students are required to have personal insurance coverage and a healthcare provider throughout the program (A3.09) and should seek medical care from that provider.

Accidents or Exposure

(A1.03g)

The safety of our students, faculty, staff and patients is of primary concern. PA students must adhere to all UNM and HSC safety policies.

PA students are required to complete “Bloodborne Pathogens” online training and, in-person N-95 FIT training provided by UNM Safety and Risk Services, prior to beginning clinical rotations. Training Affiliation Agreements for all current practice locations contain policies regarding student access to facilities and student responsibilities at the clinical site if a student has an exposure to blood or body fluids or other injury while doing Supervised Clinical Practice Experiences (SCPEs).

PA students are provided information regarding needle stick protocols, and are provided a reminder card containing these policies, to carry with them to all clinical rotations. Preceptors are asked to orient students to building access and safety and clinical policies at orientation for each rotation.

PA students must notify their Clinical Preceptor and the UNM PA Clinical Coordinator as soon as possible of any possible exposure, whether to bodily fluids or infectious diseases, and follow the described [procedure](#) on the Student Health and Counseling website (A3.08).

Should an accident occur that compromises student, staff/faculty, or patient safety, Risk Management (505 277-2753) must also be notified as soon as possible.

Blood & Body Fluid Exposure & Procedures for Medical Care

(A3.08)

PA students and faculty must take and pass online courses provided by Learning Central: HIPAA Rules and Regulations, OSHA Safety Regulations, and Patient Safety (B2.13).

Should an exposure to blood and/or other body fluid or a needle stick injury occur, the procedure for obtaining medical care is as follows:

- [Obtaining Medical Care](#)
- [BBF Exposure in UNMH or UNM Clinic System](#)
- [BBF Exposure in VA](#)

UNM Student Health Plan

Medical Insurance is **mandatory** for all students. At the beginning of the fall and spring semesters, students will have the opportunity to waive the health insurance coverage by submitting a waiver request. All health profession students are automatically enrolled in and charged for the UNM Student Health Plan, unless a waiver is submitted and approved. Students holding comparable coverage may be eligible to waive enrollment in the UNM Student Health Plan. For information regarding plan coverage and student eligibility, please call Academic HealthPlans (AHP) Customer Service at (855) 865-0352.

The UNM Student Health Plan is administered by BlueCross and BlueShield of New Mexico (BCBSNM). Academic HealthPlans, Inc. (AHP) is a separate company that provides program management and administrative services for the student health plans of BlueCross and BlueShield of New Mexico.

Student Healthcare Resources

UNM Student Health and Counseling (SHAC)

In order to receive the highest level of benefits under the UNM Student Health Plan, enrolled students are encouraged to utilize UNM Student Health and Counseling (SHAC) for all outpatient primary health care services. SHAC is located on main campus north of Johnson Center. Services include but are not limited to primary care and specialist visits,

physical therapy, pharmacy, and counseling services. For a complete list of health services available at SHAC call (505) 277-3136 or visit the [SHAC website](#).

UNM Health Network

If services are not available at SHAC, enrolled students and eligible dependents should seek treatment from facilities, doctors, and other health care providers in the UNM Health Network. A list of preferred providers is available by calling (844) 866-2224 or visiting the UNM Health website at <http://unmhealth.org/>.

BCBSNM PPO Network

If services outside of SHAC or the UNM Health Network are needed, enrolled students and eligible dependents should seek treatment from facilities, doctors, and other health care providers in the BCBSNM PPO Network. Contact UNM Health at (844) 866-2224 for assistance in receiving services from the BCBSNM PPO Network.

Rape Crisis Center of Central New Mexico

The [Rape Crisis Center of Central New Mexico](#) offers 24-hour emergency advocacy services, community education and professional training, counseling services for victims and their families, and a resource library. The center is located at 9741 Candelaria NE; the telephone number is 266-7711.

Immunizations

(A3.07)

PA students will encounter an increased risk of contracting various infectious diseases for which immunization and/or early detection are either preventive or allow early therapeutic intervention (A3.08). To protect everyone against these pathogens, the School of Medicine has formulated the following policy on immunizations.

Consistent with the recommendations of the [Centers for Disease Control](#), all PA students are required to present proof of immunization or immunity to rubella, mumps, polio, varicella, and hepatitis B. In accordance with CDC guidelines, students should also have boosters for tetanus, diphtheria, pertussis (Tdap), as well as annual influenza. All of these immunizations and/or titers are available at the [UNM Student Health & Counseling \(SHAC\) Immunization Clinic](#). Some clinical sites may have additional requirements. Students participating in international rotations are required to obtain the appropriate immunizations as endorsed by

current Centers for Disease Control recommendations for health professionals from a certified travel clinic (available at the Student Health Center).

Each student is responsible for reading and understanding the informational handout “[Immunization Requirements for UNM Students in Healthcare Programs](#).” Bring all immunization records and labs to the SHAC Immunization Clinic so they may be updated. The SHAC nurses will verify immunization requirements compliance.

In addition to the above requirements, all students are required to have a two-step tuberculin skin test or T-Spot blood test. They will then be required to have this test done annually, thereafter, or as required by individual Training Affiliation Agreements with hospitals/organizations where students may rotate. If a student has tested positive for TB, documentation of chest x-ray will be required. Immunization and TB records are kept in a separate and locked file located in the PA Program. No other medical/health records are kept. Students give written permission to keep and share the immunization and TB records for participation in the SCPEs (A3.19b, A3.21).

Student Immunization & TB Screening Records

(A3.19b, A3.21)

Student health records are confidential and must not be accessible to or reviewed by program, principal, or instructional faculty or staff. The exceptions are for immunization and tuberculosis screening results, which may be maintained and released only with written permission from the student.

The program files will be kept in a locked cabinet accessible only to program administration. The files will contain immunization/tuberculosis records and any signed permission/release forms.

Permission Forms

Blank permission/release forms will be emailed to students upon acceptance to the UNM PA Program. The forms must be signed and returned to the PA Program Specialist.

Updating Immunization and Tuberculosis Records

The Immunization/TB files are reviewed on a quarterly basis to record annual renewal or update requirements. The [Clinical Program Specialist](#) will notify students of expiration dates, collect the updated information and file it appropriately.

Records Destruction

Once a student has graduated from the PA Program, the immunization and TB files are destroyed and will no longer be maintained at the PA Program.

Blood & Body Fluid Exposure/Needle-Stick Insurance

Needle-Stick Exposure Insurance coverage for body fluid and blood-borne pathogen exposure is mandatory for all medical students. Coverage is provided by AIG, Accident and Health Company in Shawnee Mission, KS. A nominal fee is charged to the students' accounts annually and is a blanket coverage which automatically covers those students enrolled in a medical instructional program at the UNM-HSC.

Information on Filing Claims and Questions

Contact AIG Accident and Health Claims department at 1-800-551-0824 with questions and to obtain a claim form. Students can also contact the Student Health & Counseling (SHAC) at 277-3136 for questions regarding exposure and needle-stick.

Malpractice/Liability Insurance

The University of New Mexico School of Medicine provides professional liability insurance for all students. This insurance applies only while students are in the United States and are acting within their duties as PA students under the supervision of the PA and SOM faculty or of physicians and PAs and other program-approved preceptors approved by the school (B3.05, B3.06, B3.07).

Students must adhere to course enrollment deadlines as provided by the Program Specialist. Failure to do so can result in loss of malpractice coverage.

The student should be aware that from the time they enter the UNM Physician Assistant Program, until they officially graduate from the program, they are regarded as PA students 24 hours a day, seven days a week. **As such, students may not set up independent clinical training situations – whether this is direct patient contact or “shadowing” – without the written prior approval of the Clinical Coordinator. In other words, students may only see patients under approved clinical settings and with prior approval of the Clinical Coordinator.**

Students are also cautioned against rendering medical services, except in an emergency, under any circumstances not covered by the above.

Disability Insurance

All students are automatically enrolled in the disability insurance program offered through the University. Students may convert their disability income insurance upon graduation to an individual insurance policy. Students are billed separately from tuition and fees and must pay the premium annually during the fall semester.



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PROFESSIONAL ORGANIZATIONS

American Academy of Physician Assistants (AAPA)

The [American Academy of Physician Assistants \(AAPA\)](#), founded in 1968, is the national professional society of PAs. Major activities of the organization are public education, research and data collection, professional development, and government relations. Members of the AAPA are physician assistants who are graduates of accredited PA educational programs and/or those who are certified.

The Academy has a federated structure of chartered constituent chapters representing the interests of PAs in 50 states, the District of Columbia, and Guam. There are also chapters in the military services and the U.S. Public Health Service.

The AAPA has created a Physician Assistant Foundation (PAF) to advance education and research, as well as offering student scholarships. A Political Action Committee exists to increase the political effectiveness of the profession.

Student Academy of the American Academy of Physician Assistants (SAAAPA)

Students attending accredited PA Programs are also eligible for membership. Students have representation in the PA student organization SAAAPA. Members of the [SAAAPA](#) are physician assistant students who are enrolled in accredited PA educational programs. UNM PA students have their own student society. Each class determines meetings, dues and class projects. Class officers are elected each year (within the first 2 months of class) and officers usually serve for two years. Representatives to the NMAPA Board of Directors and to SAAAPA (AOR – Assembly of Representatives) serve as representatives in their first year and as mentors in their second year.

New Mexico Academy of Physician Assistants (NMAPA)

The [New Mexico Academy of Physician Assistants \(NMAPA\)](#) is a constituent chapter of the American Academy of Physician Assistants and as such represents the voice of its New Mexico PA members. PA students are welcomed and encouraged to become members of the academy. Student dues are nominal.

The NMAPA Board of Directors meets quarterly and welcomes all members, both students and fellows, to attend their meetings. The student representative to the NMAPA holds one voting seat on the Board of Directors.

The NMAPA also holds an annual continuing medical education conference in the fall and welcomes students at a reduced rate. The address is: NMAPA, PO Box 40331, Albuquerque, New Mexico 87196. The telephone number is 1-888-862-0325.

Graduate and Professional Student Association (GPSA)

All graduate students are members of the [Graduate and Professional Student Association \(GPSA\)](#), which provides representation and advocacy, as well as direct services. Students from all graduate programs meet once a month at GPSA council meetings. GPSA appoints students to the university committees and lobbies the NM legislature; GPSA also funds individual group projects. The GPSA offices, computer workroom and lounge are located in the new Student Union Building (SUB) on the main campus.

Student Research Allocations Committee

All graduate and professional students are eligible to apply for small grants to assist with travel and research expenses related to their field of study from the [GPSA Student Research Grant Committee](#). Awards are determined by peer review on a competitive basis. See the website for deadlines and other information.

Other Student Organizations

Student organizations that welcome PA students and may be of interest are listed below:

- [Association for the Advancement of Minorities in Medicine](#)
- [Association of Native American Medical Students](#)
- [Medical Student Association](#)
- [LGBT People in Medicine](#)

Other organizations exist that are primarily of interest to MD students or those in the other graduate health professions. For more information, contact the [Student Affairs Office](#).



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CURRICULUM AND ACADEMICS

The UNM PA Program Curriculum

(A3.14d)

The PA curriculum may be discussed using four terms: Phases, Blocks, Semesters, and Courses.

Phase: This term was originally used to reflect the interdisciplinary education component of the PA and MD programs. Because there is not a 100% correlation between the programs, the term has been modified for the PA Program as follows:

Phase I: This phase is comprised of on-campus didactic training (June – May)

Phase II: This phase is comprised of two summer clerkships and the completion of on-campus didactic training (2nd June – December)

Phase III: Clinical Clerkships (January – August)

Block: This term is used to describe the “block of study”. Blocks are based on organ systems and occur within semesters and phases.

Semester: This term is the traditional “semester system” term and is used because institutional grade reporting is done in the UNM system by semester. Semesters are named by seasons of the year.

Course: A course is an individual unit of study. All PA students will have course grades entered into the UNM system that are abbreviated Physician Assistant Studies (PAST). Courses occur throughout the entire curriculum and are not represented in the graphic below.

UNM Physician Assistant Program Curriculum – Phases, Blocks, Semesters and Courses

June	July	August	September	October	November	December	January	February	March	April	May
Summer Sem		Fall Semester						Spring Semester			
Phase I											
Pop Hlth		FMS- Genetics & Neoplasia		MSCT		FMS- Immunology		Neurosciences		Cardiovascular, Pulmonology, Renal	

June	July	August	September	October	November	December	January	February	March	April	May
Summer Sem		Fall Semester						Spring Semester			
Phase II								Phase III			
Clerkships		Gastrointestinal/Endocrinology		Infectious Disease			Human Sexuality & Repro		Clerkships		

June	July	August	September	October	November	December	January	February	March	April	May
Summer Semester		Fall Semester									
Phase III Continued			Clerkships								

This graphic is a representation of how these time periods overlap. This graphic does not show the detailed curriculum grid as it is intended to simply provide a visual aid. This grid applies to the Class of 2017 and beyond.

Key

Semesters
Phases
Blocks/Clerkships

Course Descriptions

(A3.14d)

Foundations of Medical Science (FMS) is a series of integrated courses specifically designed for physician assistant education. FMS I is a basic level course followed by step-wise increases in complexity in FMS II-IV.

Clinical Seminar I-III is a series of courses designed to introduce the PA student to the PA profession and to prepare the student for future practice (B2.17).

Introduction to Clinical Medicine (ICM) is a series of courses that are shared in an interdisciplinary setting with the MD students. Each course has a SOM Block Chair and a PA Instructor of Record (IOR) who serves as the point of contact for the PA Program. The blocks primarily cover mechanisms of disease and organ systems. Case-based clinical reasoning is taught with progressive disclosure case scenarios.

Course Syllabi

Course syllabi will be provided for each didactic and clinical course. Standard syllabi include:

- Course Number
- Course Title
- Course Time/Location
- Credit Hour(s)
- Instructor(s)
- Learning Resources
- Course Description
- Course Goals
- Outline of topics to be covered
- Instructional/Learning Objectives
- Course Logistics/Schedule
- Course information
- Course Grading and Methods of Student Evaluation

Individual course and instructor teaching methodologies will vary with the subject taught. The incorporation of papers, problem sets, number/types of quizzes etc., is left to the instructor's discretion and best judgment regarding the most effective manner in which to teach and assess the course material.

Core Didactics

Core didactics are an essential component of the educational curriculum of the UNM Physician Assistant Program. They are designed to provide an educational infrastructure for the breadth and depth of primary care.

The didactic component of the curriculum will support the physician assistant student in:

- Acquiring knowledge about established and evolving biomedical, clinical and cognate (e.g. epidemiological and social/behavioral) sciences related to primary and specialty care (B2.08, B3.03) and,
- Developing skills in the application of this knowledge to patient care (B2.05).

Core didactics include lectures, case-based learning tutorials, assigned readings, activities and workshops, which are all used to support curriculum objectives. PA students must refer to and comply with the detailed course requirements outlined in the syllabi for successful completion of the program.

The PA Program shares interdisciplinary lectures with the SOM MD program. Their lectures are grouped into “Blocks”. Faculty members from the many professions of the Health Sciences Center (HSC) campus give lectures based on their area of expertise. Each SOM block has an equivalent PA Instructor of Record (IOR). The role of the PA IOR is to determine the appropriate learning objectives for the PA student, review content, develop assessment methods and provide additional lectures and activities to supplement the SOM lectures.

The PA Program also requires courses that are specific to the PA student. These courses are taught by PA faculty members and designed to meet the needs of graduate PA education.

For individual course descriptions, please refer to the [UNM Catalog](#).

Assessment in Physician Assistant Courses

Formative Assessment

Formative assessments are given as practice for the summative exam. Most of the PAST courses will have formative assessments prior to the summative exams. Students who are not doing well with the formative exams should seek academic advisement (C3.01).

Summative Assessment

Summative assessment evaluates student learning during a unit of study. Grades from the summative examinations, as well as other described assessment methods in the course syllabus, such as quizzes or homework assignments and modules, will determine the student's final grade in the course (C3.04).

Grading

For specific methods of assessment and grading standards, please refer to the specific course/clerkship syllabus. If students fall below acceptable standards, they should refer to the [PA Program Policy on Adverse & Corrective Action](#) and/or [OGS](#) policy on Student Probation.

Competencies for the Physician Assistant Profession

In order to accomplish our mission, the UNM PA Program provides a supportive educational environment that assures each student/graduate the opportunity to acquire and demonstrate competency in the following functions and tasks:

I. Acquire and demonstrate Medical Knowledge (B1.07)

Student learning experiences include basic science skills such as normal anatomy & physiology, pathophysiology, and the mechanisms of disease. Through a variety of learning modalities, including case-based learning, lectures, and hands-on activities, students will learn to use critical thinking and reasoning to evaluate patient presentations, develop a sound differential diagnosis, and provide competent patient management. Health promotion and disease prevention are prioritized to improve health outcomes (B2.02a, B2.02b, B2.02c).

II. Develop Interpersonal and Communication Skills (B2.04)

Students will be presented with learning opportunities to develop their communication skills, encompassing verbal, nonverbal and written exchanges of information, in a culturally/ethnically sensitive manner and among diverse communities of patients (B1.06).

III. Develop and demonstrate Patient Care Skills (B2.05)

Students will be exposed to patients who are representative of the cultures and diversity of New Mexico (B1.06). Students will also learn to care for patients of all ages. Students will be exposed to age-appropriate patient assessment, evaluation and management. Patient and provider safety is emphasized throughout their training.

IV. Demonstrate and model Professionalism & Ethical Behavior (B1.05, B1.08, C3.02)

Professional and ethical behavior in the classroom and clinic is demonstrated through role modeling of the faculty and staff, in lectures and workshops, and during clinical clerkships. Students will learn skills that support collaboration with patients, their families, and other health professionals, emphasizing the team approach to patient-centered care.

V. Acquire Practice-Based Learning and Life-long Improvement Skills

Students will be exposed to, and expected to demonstrate skills in, the elements of using peer-reviewed evidence to evaluate the best practices of health care. Students will learn to search, interpret and evaluate medical literature, and apply this knowledge to individualized patient care (B2.05, B2.10).

VI. Develop Knowledge of Healthcare Delivery Systems and Health Policy (B2.11, B2.14)

Students will be exposed to the current trends in health care delivery, including methods of coding and reimbursement, New Mexico healthcare systems, New Mexico PA rules and regulations, and both national and local PA organizations.

NCCPA Blueprint

The National Commission on Certification of Physician Assistants (NCCPA) is the national certifying body for Physician Assistants. The NCCPA administers the Physician Assistant National Certifying Exam (PANCE). To become nationally certified students are responsible for learning specific conditions and being able to perform certain tasks as designated by the National Commission on Certification of Physician Assistants (NCCPA). It is highly recommended that students begin looking at the NCCPA website upon matriculation to become familiar with knowledge content areas.

[NCCPA Content Blueprint](#)

[NCCPA Content Blueprint Task Areas](#)

[NCCPA Content Blueprint Sample Diseases/Disorders by Organ System](#)

PACKRAT Training Exam

The student will be required to take an initial Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) for physician assistant students in December of the second year of the program. The student and the program can use this information to gauge the students' progress and acquisition of knowledge. Students are required to take the PACKRAT again before graduation. The second test will show students' knowledge progression through the clerkship experiences and serve as a comparison with the initial data. The program will use this data for ongoing programmatic evaluation.



*Family & Community Medicine
Physician Assistant Program*

STUDENT PROGRESS

(A3.17c)

PA Program Policy on Corrective & Adverse Action

This information on the Physician Assistant Curriculum Committee (PA Curriculum Committee) and the Committee on Student Promotions and Evaluations (PA-CSPE) outlines the course of action should either committee take a corrective or adverse action against a student.

Corrective and Adverse Actions Defined

A **corrective action** involves the imposition of an educational or behavioral prescription that the PA Curriculum Committee determines is necessary in order to improve the students' performance. Corrective actions include, but are not limited to, requiring a student to take or re-take a specified course, having prescribed meetings with faculty, and/or requiring a contract in which the student agrees to take certain actions in order to continue in the PA Program (A2.05e). Corrective actions may be appealed by the student as provided for via the [UNM SOM Health Professional Programs \(HPP\) Student Due Process Policy](#).

Adverse actions are those that separate the student from the Physician Assistant Program or that will delay, by at least one semester, a student's completion of the program. Adverse actions include, but are not limited to, dismissal from the Physician Assistant Program, suspension from the Physician Assistant Program, temporary enforced leave of absence, and repetition of all or part of the curriculum which will result in student deceleration in the program, i.e. a delayed graduation date (A3.17f). These adverse actions are described in this handbook. Adverse actions are subject to being appealed by the student as provided for via the [UNM SOM Health Professional Programs Student Due Process Policy](#).

The PA Program must abide by the [Health Professional Programs \(HPP\) Due Process](#) and UNM Office of Graduate Studies (OGS) student policies on Due Process and Academic Probation and Consequences, respectively. It is the student's responsibility to read and be able to explain the OGS policy on Academic Probation and Consequences and the UNM SOM HPP Student Policy on Due Process.

Imposition of a Corrective Action by the PA Curriculum Committee

PA Curriculum Committee

This committee consists of PA principal faculty and the PA Program Director. This committee monitors student progress and promotes students from one phase of training to the next. This committee meets to discuss **Corrective Actions** (C3.03) and is also responsible for referral to the PA-CSPE.

A student will be referred to the PA Curriculum Committee if:

1. A final academic or clinical course grade is below 75%, or;
2. The students' behavior raises concern as determined by PA faculty, SOM faculty, staff or clinical preceptors.

Upon referral to the PA Curriculum Committee, all aspects of the students' progress within the program will be considered. The Curriculum Committee will formulate a written plan for the student which will include a corrective action plan, if it is deemed necessary. All correspondence regarding the written plan, academic standing, and the decisions of the PA Curriculum Committee will remain in the student record (A2.05f). In addition to any recommendations, the student will be notified of the following:

1. Student must maintain a cumulative graduate school grade point average (GPA) of 3.0. A GPA of less than 3.0 results in academic probation per the Office of Graduate Studies (OGS).
2. Student can receive a maximum of 6 credits for coursework completed in which the student receives a course grade of "C". No credit will be given for subsequent coursework with a grade of "C" when a student already has 6 credit hours of "C" coursework.

Imposition of an Adverse Action by PA-CSPE

The PA-CSPE is an ad hoc committee called to meet at the request of the PA Curriculum Committee. The PA-CSPE makes **adverse action** decisions including, but not limited to, deceleration, mandatory leave of absence, and/or dismissal of a student from the Program. The PA-CSPE can also determine that a corrective action plan is more appropriate than an adverse action. This committee includes the Program Director, two PA principal faculty, one of whom is the student's advisor, one PA from the community and one SOM faculty member. A representative from HSC Legal Counsel will be present and is a non-voting member. A majority vote will decide recommendations put forth by the committee. The PA Program will notify the Assistant Dean of HPP of any actions imposed. **Adverse actions** made by PA-CSPE are subject to being appealed by the student as explained in the [UNM HPP Student Due Process Policy](#). The following section describes potential student outcomes when academic or behavioral concerns reach PA-CSPE decision-making level.

Dismissal from the Physician Assistant Program

(A3.17e)

Failure to meet academic, ethical, or professional standards as set forth in this handbook constitute grounds for dismissal or the imposition of an adverse action from the PA-CSPE.

Within 15 calendar days of the PA-CSPE meeting at which the PA-CSPE votes to take an adverse action, the student will be notified of the action in writing from the Chair of the PA-CSPE with specific concerns noted. Students will be required to sign the written notification acknowledging receipt of the documentation.

As delineated in this handbook, a student may appeal PA-CSPE's decision for dismissal or take adverse action. The student may seek review of the PA-CSPE's decision pursuant to the HPP Due Process.

Enforced Leave of Absence

A student may be required to take an enforced leave of absence prior to returning to educational activities. The PA-CSPE will specify the period of time during which the student must remain on enforced leave. Completion of an educational or behavioral contract will be required in order for the student to return to his or her PA studies. See the [Graduate Program](#) from the UNM Catalog for specific information regarding enforced leave of absence for greater than 45 days (suspension) or contact the Program Specialist for more information.

Examples of events that might lead to an enforced leave of absence include, but are not limited to:

- Violation of UNM or program policies;
- Unexcused absence from educational and/or clinical activities;
- Substance abuse;
- Unprofessional behavior;
- Situations in which the student may be a danger to himself/herself, other students, faculty, or patients;
- Violation of a previously agreed upon contract.

In the event that PA-CSPE issues an enforced leave of absence, the student shall receive written notice from the committee that he/she may not participate in any further classes or clinical clerkships until a final determination is made.

Deceleration and/or Repetition of an Entire Phase

A student may be required to repeat an entire phase or portion of the curriculum. Difficulty in achieving or sustaining academic standards may lead to the vote for repetition of a phase.

Appeal of PA-CSPE Decision Imposing Adverse Action

A student who disagrees with PA-CSPE's decision to impose an adverse action is entitled to appeal that decision via the [Health Professional Programs \(HPP\) Due Process](#). The request for an appeal must be made in writing to the Assistant Dean of the HPP stating the reasons why the student disagrees with PA-CSPE's decision. The student's written communication must be received by the Assistant Dean of HPP Students within 15 calendar days after the student receives PA-CSPE's letter imposing adverse action. Should the student fail to notify the Assistant Dean of HPP in writing of his/her appeal within 15 calendar days, this shall be considered a waiver of his/her right to an appeal and PA-CSPE's decision and shall become final for the Physician Assistant Program.

UNM SOM Health Professional Programs (HPP) Student Due Process Policy

When an appeal is made by a student, within the designated time frame, the Assistant Dean of Health Professional Programs will implement the [UNM SOM Health Professional Programs Student Due Process Policy](#).

Student Initiated Withdrawal from the PA Program

(A3.17e)

Student considering withdrawal from the program should meet with the PA Program Director prior to formally documenting intent to withdraw.

After meeting with the PA Program Director, if a student should choose to withdraw from the Program, he/she is required to notify the Program Director, in writing, of his/her intent to withdraw from the PA Program. Verbally notifying general faculty or staff affiliated with the program is insufficient. Once written notification is received by the Program Director, the withdrawal is considered final and is not subject to reversal. The PA Program Director will document receipt of the notice by written correspondence with the student. A copy of the students and Program Director's correspondence will be kept in the student file.

In addition, students must comply with University policies and procedures for withdrawal from courses and/or the University. Students remain responsible for meeting all deadlines with regard to [financial aid and/or tuition refunds](#). If the student is receiving financial aid, he/she must notify the Program Specialist and the Financial Aid Office within two days of Program Director's receipt of notice of withdrawal.

Students withdrawing due to [military obligations](#) must follow the requirements set forth by the Dean of Students Office.

More information on withdrawal from courses is available from [Dean of Students Office](#).

Professional Standards

The PA student is expected to adhere to the most current [AAPA Code of Ethics](#). Students enrolled in the Physician Assistant Program must also adhere to the highest standards of ethical and professional performance at all times. Any violation of these standards is subject to corrective and/or adverse action. Examples of appropriate behavior are, but not limited to, the following:

1. Courtesy, responsibility, reliability and respect for classmates, peers, preceptors, faculty and patients.
 - Read and understand program and university handbooks
 - Adhere to program requirements
 - Arrive on time for all lectures, classes, and/or clinics
 - Abide by the PA program attendance policy
 - Actively participate in the group learning process
 - Prepare for each class
 - Refrain from the use of electronic devices (computers, cell phones, pagers, iPods, iPads, etc.) unless previously approved by instructor/preceptor
 - Keep the safety, comfort, confidentiality and dignity of patients as the primary focus at all times
2. Personal and professional honesty and integrity.
 - Adhere to the [Student Code of Professional Conduct](#)
 - Demonstrate academic and personal honesty
 - Accept responsibility for one's behavior or actions
 - Maintain confidentiality in the classroom and in the clinical setting
3. [Professional appearance](#) in the classroom and in the clinical setting.

4. Professional behavior in the classroom and in the clinical setting (B1.05, B1.06).

- Use appropriate language, both verbal and non-verbal, in the classroom and clinic
- Provide consideration for the diversity and cultural beliefs of others
- Allow others to offer differing opinions in a safe setting
- Demonstrate appropriate role modeling for group learning that demonstrates an ability and desire to develop the facilitation of learning between and amongst peers

Academic Standards

(A3.17a)

The UNM Physician Assistant Program is a graduate program and as such must meet the Academic Standing and Grade Requirement of the [UNM Office of Graduate Studies](#). The PA Program requirements are more stringent as this is a professional program that requires completion in a sequential manner.

Minimum Grade Standards

The minimum standard for a final course grade for any course in the UNM Physician Assistant Program is 75.0%.

Grades

95 - 100	A
90 - 94.9	A-
85 - 89.9	B+
80 - 84.9	B
75 - 79.9	B-
< 75	C

Below standard

< 70.0	D
< 60.0	F

Credit/No Credit

Credit	CR
No Credit	NC

Incomplete

According to UNM regulations, “The grade of “I” is given only when circumstances beyond the students control prevent completion of the course work within the official dates of a semester or summer session.” See [OGS](#) Policies on Incomplete Grades.

Academic Probation

The Office of Graduate Studies checks the student’s grade point average at the end of every semester and summer session for as long as the student is in graduate status. Per OGS policy:

1. Student must maintain a cumulative graduate school grade point average (GPA) of 3.0. A GPA of less than 3.0 results in academic probation per the Office of Graduate Studies (OGS).

2. Student can receive a maximum of 6 credits for coursework completed in which the student receives a course grade of “C”. No credit will be given for subsequent coursework with a grade of “C” when a student already has 6 credit hours of “C” coursework.

Student Assessment

All PA didactic and clinical courses, with the exception of the clinical seminar series, will have proctored examinations on a regular basis to permit the assessment of student progress.

It is the policy of the UNM PA Program that any form of academic dishonesty by a PA student shall be dealt with by referral to the PA Curriculum Committee and/or PA-CSPE for possible dismissal. Examples of academic dishonesty include, but are not limited to

- Copying test answers or other assigned non-group work from classmates;
- [Plagiarism](#) of another’s work;
- Recording or transmitting test questions or test materials; and,
- Accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so.

Procedures

In most cases, PA exams are administered on computers. The following procedures are to be followed:

1. The area surrounding a student taking an exam must be free of books, cell phones, personal computers (including iPads), PDAs, papers, etc. Students must leave all personal belongings at the door.
2. All summative examinations will be proctored.
 - a. The proctor will not usually be the course instructor.
 - b. Students may not ask questions of the proctor other than to clarify problems with the exam itself, such as numbering sequences, inform proctor of technical issues, etc.
 - c. The Proctor will provide the student with a blank piece of paper to use while taking an exam. The student must write his/her name on the sheet and return the sheet to the proctor at the conclusion of the exam.
3. Once an exam has begun, students will not be permitted to leave until they have completed and submitted the exam. It is highly recommended that students use the bathroom prior to the start of the exam.

4. Once a student has started an exam on his/her computer, he/she is not permitted to open other windows, programs or Internet sites.
5. Students are not permitted to talk among themselves about the exam, either during or after completion of the examination. Sharing any information about the examination is considered a breach of professionalism and will be handled accordingly by the PA Curriculum Committee.
6. All students must take the exam in the same assigned area. Exceptions include:
 - a. Students who have current documented need for accommodations through [UNM-SOM Office of Academic Resources and Support \(OARS\)](#).
 - b. Students who must miss an exam for illness or who have a prior-approved alternate make-up time.

Students without Accommodations

UNM PA non-ADA testing protocol is as follows:

1 st Year PA Cohort	90 seconds per question
2 nd Fall Semester	75 seconds per question
January – August Clerkships	60 seconds per question

Students with ADA Accommodations

Students with ADA accommodations for written and electronic exams will be accommodated as determined by the [UNM Health Sciences Center liaison to the UNM Accessibility Resource Center \(ARC\)](#). See the [Requesting Academic Accommodation policy](#) for more information.

Grades

Grades will not be reported immediately after the exam. Students must first complete all required evaluations related to each course before a course grade will be reported. Evaluations of courses and/or speakers are blinded for anonymity.

Course Evaluations

At the conclusion of each PA course, students will be asked to complete a mandatory course evaluation. Student feedback is extremely valuable as the PA Program strives to improve programming.

Student evaluations are confidential and will be kept completely anonymous from the IOR. When reporting, staff will aggregate the data and de-identify all comments. Completion of the evaluation is due within 72 hours of receipt of the evaluation request. Faculty Advisor will be notified if the student fails to complete a course evaluation.

Student Remediation

(A2.05f)

The term “Evaluation” refers to any didactic, end of supervised clinical practical experience (SCPE) exam, graded competency exam (CE), any portion of the Final Summative Evaluation (FSE), or other graded assessment as determined by the PA Program. The Instructor of Record retains the right to determine the grading criteria for his/her course evaluations and their weight in the overall course grade. The course syllabus will include grading information. It is very important that each student carefully read the syllabus at the beginning of the course, and if there are any points of confusion, the student must ask the instructor for clarification.

The term “Remediation” refers to the process employed by the PA Program for students who receive less than 75% on any evaluation. The Instructor of Record retains the right to determine which evaluations within his/her course are eligible for remediation and this information will be communicated in the course syllabus.

Evaluation Failure

Failure of an evaluation is defined as receiving a score of less than 75% on a single evaluation or component of an evaluation as defined in each course syllabus.

The “Program Remediation Process” is the process whereby the Instructor of Record (IOR) and student address deficiencies in learning, and determine, implement, and document the level of remediation required in a documented remediation plan. Once remediation is complete, the remediation outcome will be documented and retained in the student file. The Remediation Process applies when a student receives less than a 75% correct, as determined by the IOR on any evaluation. Not all evaluations are eligible for remediation. For example, the last evaluation scheduled in a course may not be eligible for remediation due to time constraints of the

academic calendar. Evaluations that require extensive effort from the program to reschedule or recreate may also be ineligible for remediation. The program reserves the right to determine which evaluations are remediable. The program will make every effort to support students who miss evaluations due to unforeseen circumstances.

Circumstances sometimes arise that may prevent a student from performing his/her best on an evaluation. A student who experiences exceptional circumstances beyond his/her control (for instance, a death in the immediate family) that he or she believes will result in being unable to perform to capacity must communicate with their instructor prior to the scheduled Evaluation (if reasonably possible). Rescheduling of the evaluation will be at the discretion of the IOR.

Process

Once a student evaluation has been completed, the IOR will, in a timely manner, review the evaluation, determine the final grade for the student, and release the score to the student. If a student scores less than 75% correct on any evaluation, the student must contact the IOR within 72 hours of receiving his/her grade. A student can refuse to remediate any evaluation and will retain the original grade of the evaluation. The student accepts that a refusal of remediation on their part could result in failing a course. If the student requests remediation and remediation is available to them, the IOR and the student develop and document a remediation plan on the "[Remediation Form](#)". The completed Remediation Form is provided to the Academic Coordinator for signed approval. The method of remediation is left to the discretion of the IOR and Academic Coordinator. The number of additional points awarded for any remediation will be solely at the discretion of the IOR and Academic Coordinator, but the remediated evaluation grade may not exceed 75%. Remediation must be completed by deadlines specified in the remediation plan. If the student fails the remediation or fails to successfully complete the written remediation plan, as assessed by the IOR, the IOR notifies the PA Curriculum Committee. The PA Curriculum Committee then meets to discuss the students' performance to determine what additional action is required. Remediation attempts are tracked and students with multiple remediation attempts will be discussed at the PA Curriculum Committee and a corrective action plan will be developed.

If a student receives less than 75% on an end-of-clerkship SCPE exam, the student must correspond with the Clinical Coordinator within 72 hours of receipt of the grade. The same process noted above applies to all SCPE evaluations and other quantitative evaluations.

When the remediation process is successfully completed and the IOR determines that the student has successfully passed the remediation, the IOR reports this to the PA Curriculum Committee and completes the Remediation Form. The IOR provides the original completed

Remediation Form to the Program Specialist for the student file and provides a copy to the student.

Course Failure

Failure of a Course is defined as receiving a score of less than 75% in a final course grade as defined in each course syllabus. A course failure may be due to receiving a score of less than 75% on any single component of a course requirement, as defined in each course syllabus.

If a student fails a **course** (less than 75% overall course grade), the PA Curriculum Committee meets to discuss possible corrective action.

If a student fails a second course, the student is referred to PA-CSPE for possible dismissal from the program. All correspondence to and from the student with regard to PA-CSPE recommendations is kept in the student file.

If a student fails any portion of the Final Summative Evaluation (FSE), the student will be given no more than one additional opportunity to re-test. If the student fails the additional attempt, he/she will be dismissed from the program, per OGS policy.

Final Summative Evaluation (FSE) Leading To Graduation

(C3.04)

The Final Summative Evaluation uses evaluation instruments that correlate with the didactic and clinical components of the program's curriculum and measure if the learner has the knowledge, interpersonal skills, patient care skills and professionalism required to enter clinical practice.

1. The Final Summative Evaluation occurs within the final four months of the program and is administered by the PA Curriculum Committee to verify that each student is prepared to enter clinical practice. The evaluation component includes written questions, at least one clinical encounter with a simulated patient, and oral presentation of the patient encounter.
2. Once the PA faculty members have graded the FSE components, they will determine, as the PA Curriculum Committee, whether the student's overall FSE result is PASS, CONDITIONAL PASS or FAIL.
3. If a student fails the Final Summative Evaluation on the first attempt, the student will have one additional attempt to re-test. If student fails the second Final Summative Exam, he/she will be dismissed from the program, per [OGS policy](#).

Promotion Criteria

The **PA Curriculum Committee** is responsible for evaluating students for promotion from program entry through graduation.

For each student the PA Curriculum Committee will meet:

- At the midpoint of Phase I;
- Prior to the end of Phase I to determine promotion to Phase II;
- At the midpoint of Phase II;
- Prior to the end of Phase II to determine promotion to Phase III;
- At the end of training to determine eligibility for graduation.

To be eligible for consideration for phase promotions, a student cannot be on probation for academic or behavioral reasons.

Graduation & the Awarding of the Master of Science in Physician Assistant Studies (MSPAS)

It is the responsibility of the faculty of the Physician Assistant Program to ensure that each student recommended for graduation has acquired the overall cognitive and non-cognitive professional skills, and the knowledge and professional decorum necessary to be a competent physician assistant.

Final grades, narrative evaluations, behavioral evaluations and the recommendation of the PA Curriculum Committee and the PA Program faculty will be considered in making graduation decisions.

The final steps to graduation are:

- Completion of all promotion criteria for each stage of promotion throughout the phases of the UNM PA Program;
- Completion of the [requirements](#) leading to certification as a physician assistant per the NCCPA;
- Recommendation of the student for graduation by the PA Curriculum Committee and voted on by the PA Faculty; and,
- Recommendation of the student for graduation by the PA Curriculum Committee to the Dean and faculty of the UNM School of Medicine.

Graduation Ceremony Video

The PA Faculty must review and approve the student graduation video at least one week prior to projection, as this constitutes a representation of the PA Program and the University. Once approved, the photo/video presentation may not be revised.



*Family & Community Medicine
Physician Assistant Program*

STUDENT AWARDS

Student Awards

The following awards are given at graduation to students who excelled in a specified area during their tenure as students in the UNM PA Program. The recipients are chosen by PA faculty.

Student Award for Excellence

This award is given by the PA faculty in recognition of PA students who have excelled in the following three areas: academics, professional activities and community service. The award is not necessarily given each year and is not contingent upon participation in any particular academic, scholarly or community program. The Student Award for Excellence may be given to as many as two PA students from the graduating class.

Pi Alpha Award

Pi Alpha is the National Honor Society for PAs. This award is given to the two PA students meeting the Pi Alpha criteria of “Scholarship, Service, Leadership”. The award recognizes academic excellence, research, and a high standard of character and conduct.

Student Award for Professionalism

This award is given to a PA student for exemplary demonstration of integrity, honesty, respect and upholding of the PA profession’s highest standards.

Student Award for Commitment to Success

This award is given, at the discretion of PA Program leadership, to the PA student for exemplary and consistent demonstration of perseverance, strength and compassion. The Commitment to Success award is given as appropriate.

Student Award for Community Service

This award is given to a PA student who demonstrates exceptional service to others. This student exemplifies going “above and beyond” the basic program requirements and, as such, serves as an advocate for the PA profession.

Natural Medicines Comprehensive Database Award

This award is given to a PA student who has exhibited interest and expertise related to natural medicines, including efforts to minimize adverse effects due to inappropriate use and to encourage an evidence-based approach to natural medicines.

The recipient will receive:

- An award certificate;
- One year of complimentary access to the entire [Natural Medicines Comprehensive Database](#); and,
- Access to Natural Medicines Comprehensive Database mobile app version for Apple or Android.

Robert A. Norton, PA-C Scholarship Award

The Robert A. Norton, PA-C Scholarship Award, in the amount of \$500, will be awarded to two senior PA students who best meet the following criteria for award selection:

- Financial need;
- The student's expressed interest in working in a rural or underserved area upon graduation; and,
- The student's participation in activities during their time in school which supports the PA Program, the School of Medicine and NMAPA activities.



*Family & Community Medicine
Physician Assistant Program*

FORMS

Excused Absence Request

(Not to be used for Long-Term Leaves of Absence)

Name:

Student ID: E-mail:

Cell Phone: Class Year:

Dates of Proposed Absence:

Reason:

Documentation:

Notes:

Approved Denied

Academic Coordinator or Clinical Coordinator Signature: _____

Date: _____

Documentation Examples for which students may be asked

Funeral

- Obituary from local newspaper
- Card from funeral home with deceased person's name
- E-mail confirming the date(s) of absence and relationship to the deceased

Health Absence

- Documentation from a healthcare provider that a student has been seen and when they are able to return to the program.

Religious Absence

- UNM is a non-denominational university that welcomes all faiths. The decision regarding absence from class on religious holidays is left to the individual. In the case of conflicts between the university calendar and the individual's beliefs, faculty, will make arrangements to assure that religious participation is not restricted.

UNM PA Program sanctioned event or conference

- Conference material stating the title, date(s), and location of the event.

Job Interview

- An invitation letter from the company, including interview date(s) and location.

Community Service/Outreach Event Proposal

Name of person completing this proposal:

Name of Event:

Event Location:

Date/Time of Event:

Community Event Key Contact Person(s):

Will this event cause missed classroom or clinic time? Yes No

If yes, please see note below.

Event Description:

Notes:

Note: If this activity will include missed time from classroom or clinical activities, you must submit an excused absence request as set out in the PA Program policy.

Community Outreach Coordinator Approval: _____ Date: _____

Remediation Form

CONFIDENTIAL

(to be completed by Instructor of Record)

ARC-PA Standard A3.17, A3.19, A 2.05f, C2.01, C3.03

Today's Date: _____

PA Instructor of Record (IOR) Name: _____

Student Name: _____ Class of: _____

Exam/Deficiency and Date: _____

Did student contact IOR within 72 hours of receiving grade? Yes No

Did student request remediation? Yes No

If yes, describe the remediation plan in this space (if more space is needed, attach the plan to this document)

Remediation Deadline Date (must be specific): _____

Student Signature: _____

Instructor of Record (IOR) Signature: _____

Academic Coordinator Signature: _____

IOR: Provide copy of this form and any attachments to the Academic Coordinator and to the student before remediation begins.

Do not complete this portion of the form until remediation has been completed or the remediation deadline has been reached

Remediation Outcome: Did the student meet the remediation requirements? Yes No

If YES, notify the Student & Academic Coordinator with copies of completed forms. Yes No

Submit completed original form to Program Specialist for Student file. Yes No

Notify the PA Curriculum Committee that the student has met requirements. Yes No

IOR updates Remediation Table on N-drive. Yes No

If NO, request an ad hoc meeting of the PA Curriculum Committee to discuss next action. Yes No

Provide written notification to student of PA Curriculum Committee decision. Yes No

IOR updates Remediation Table on N-drive. Yes No

PA Student Code of Professional Conduct

Honor and integrity are predicated on a concept of human dignity, which is basic to the philosophy of the School of Medicine. Application to the Physician Assistant Program commits the student to the essential nature of abiding by the Code of Professional Conduct. Physician Assistant students are expected to maintain the highest standards of honesty and integrity in academic and professional matters. This honor code rests on the integrity of each student acting with the greatest responsibility and respect for the rights, feelings, privacy and dignity of others.

Students will not engage in academic dishonesty. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Affirmation for PA Students

- Abide by University and PA Program policies and HIPAA;
- Follow UNM PA Program attendance policy;
- Relate to my peers, my teachers, and other caregivers in a spirit of collaboration and mutual respect;
- Come prepared for class by completing assigned reading and other assignments prior to class;
- Do/report only my own work on all individual assignments, assessments/exams and clinical activities;
- Refrain from the use of texting, emailing, etc., during scheduled activities;
- Try my best to master the body of medical knowledge and skills necessary to become an excellent Physician Assistant;
- Relate to all patients and their families with compassion, truthfulness, and respect;
- Recognize and honor privileged information from patients, colleagues and faculty; and,
- Develop habits effective in life-long learning in order to be competent and current throughout my career.

I agree to abide by this Honor Code.

Signature: _____

Date: _____

Student Grievance/Intimidation

(A3.11, A3.17d)

The PA Program feels that each and every student should be treated with respect and dignity, regardless of race, ethnicity, physical or mental abilities, religious beliefs, cultural beliefs, gender, or sexual preference.

Should a student feel that he or she has been intimidated, treated disrespectfully, or bullied, the following resolution strategies are supported by the PA Program:

1. If the problem occurs in the academic setting, the student should report the problem to the PA Academic Coordinator. This could be intimidation/disrespect/bullying by instructors, PA faculty, other students, etc.
2. If the problem occurs in the clinical setting, the student should report the problem to the PA Clinical Coordinator. This could be intimidation/disrespect/bullying by the Clinical Preceptor, medical staff, instructors in the clinical setting, other students, etc. Examples may include, but are not limited to, using a student for inappropriate work duty, breaking the 80 hour/week rule, inappropriate behavior with patients, and so on.
3. If the student feels the problem has not been resolved satisfactorily, or if the problem involves either of the coordinators, he or she should report the problem to the PA Program Director.
4. If the problem remains unsolved or involves the PA Program Director, the student may elect to meet with the Chair of Family & Community Medicine, the Office of Equal Opportunity (OEO), or with the UNM Office of Dispute Resolution.

PA Faculty Phone numbers are listed in the Student Handbook.

Chair of Family Community Medicine	272-8268
Dispute Resolution	277-3212
Office of Equal Opportunity	277-5251

If none of the above can solve the problem, the student can elect to solicit legal advice.

I have read and understand the Student Grievance/Intimidation Policy.

Signature: _____

Date: _____

Acknowledgement of Receipt of the Physician Assistant Program Student Handbook

I have read and been informed about the content, requirements, and expectations for participation in the University of New Mexico Physician Assistant Program, as contained in the PA Program Student Handbook.

I have access to the [PA Program Student Handbook](#).

I agree to abide by the policies and requirements contained in the Handbook. I understand that my failure to do so may result in adverse action, including my dismissal from the PA Program.

I understand that if I have questions about PA Program policies or requirements, at any time, I will consult with the Program Director or other PA faculty or staff member, as appropriate.

My signature certifies that I have carefully read and understand the content of the Handbook.

Signature: _____ Date: _____

Student Printed Name: _____