



**SCHOOL OF
MEDICINE**

PHYSICIAN ASSISTANT PROGRAM

Physician Assistant Student Handbook

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**SCHOOL OF
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PHYSICIAN ASSISTANT PROGRAM

GENERAL PROGRAM INFORMATION

Program Administration Overview

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

- Physician Assistant Program (PA Program)
- Department of Family & Community Medicine (DFCM)
- School of Medicine (SOM)
- Health Sciences Center (HSC)
- University of New Mexico (UNM)
- The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) - *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. Other notations may include a certain competency that can be linked to course syllabi.*

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. This handbook, as a whole, is reviewed and updated annually.

The University of New Mexico and the Physician Assistant Program reserves 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.

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). **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.**

Mission Statement

(B1.01)

The mission of the University of New Mexico Physician Assistant Program is to educate Physician Assistant students to become exemplary 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 Program Goals and Competencies of the PA Profession:

- 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:

Clinical Preparatory (didactic) 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 the Surge Building, 2701 Frontier Avenue NE, Suite 251.

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

For the list of PA Program Faculty and Staff, click [here](#).

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



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CAMPUS RESOURCES

Buildings

(A1.09)

The Health Sciences Center includes the [College of Nursing](#), [College of Pharmacy](#), [School of Medicine](#), [Health Professions Programs](#), 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 North	Classrooms, computer lab
Domenici East	Lecture hall, student lounge
Interprofessional	Gross anatomy lab, clinical skills practicum facilities
Healthcare Simulation Center (IHSC)	and classrooms

Reginald Heber Fitz Hall

Classrooms and administrative offices for the School of Medicine, including OARS, PEAR, Assessment & Learning

Med 2

Computer testing lab/classroom

Nursing and Pharmacy Building

Lecture hall 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
- Various other services

All of these resources are 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. 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 Manager.

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 students' 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 mailboxes 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.

Parking Permits

All University parking lots require a UNM parking permit. PA students are given the opportunity to purchase parking permits 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.

There is no fee for the issuance of the ID badge. If a badge is lost, report it to the Program Manager 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:

- Reginald Heber Fitz Hall after 6 p.m. and on weekends - HSC Student Lounge in Domenici, 24 hours, 7 days/week
- 30% 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
- 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 “boot camps” 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.
- [Veterans Resource Center](#) is dedicated to providing the highest quality and comprehensive support to student veterans. It provides education, administrative services, and job advisement to student veterans, their families and active duty students.

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 Manager. 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 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
- Others as needed/required by the Program or University

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

Official Program Email: Outlook is an email system that 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 **the** 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.

Please remember that Outlook is not secure or encrypted but you may add encryption by adding *Secure* to the subject line (e.g. discussion of your grade). **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. Please refer to the [Student IT Guides](#) for more information.

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.

[Exxat](#) 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 an account during Exxat 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. The UNM Bursar's Office is the primary billing entity for the University. Students are responsible for familiarizing themselves with the Bursar's website and promptly responding to email invoices that are generated by the Bursar's Office.

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 Manager 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.

Student Initiated Withdrawal from the PA Program

(A3.17e)

A 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, the student 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 student's 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, the student must notify the Program Manager and the Financial Aid Office within two days of the Program Director's receipt of notice of withdrawal.

Students withdrawing due to military obligations must follow the requirements set for by the Dean of Students Office.

More information on withdrawal from courses is available from Dean of Students Office.

Computers

Students are required to have their own personal laptop computer capable of high-speed internet, wireless access and supporting the latest versions of Windows or MAC OS. Students must have the services of an Internet Service Provider (ISP) to communicate with the Program and to carry

out academic requirements. Use of an iPad or other electronic tablet is strongly discouraged. Students must also have the most recent version of Microsoft Office software for classroom use.

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 have the following medical instruments by fall semester of their first year:

- Stethoscope (provided)
- Tuning fork
- Reflex hammer
- Blood pressure cuff

Supervised Clinical Practice Experience (SCPE) Costs

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

- Tuition and curricular fees must be paid on time;
- All housing and travel costs while on SCPEs (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 Manager.

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 Manager immediately. Students should also update personal information in Exxat during the clinical year.



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, which 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

Student Safety

(A3.17g)

Our classrooms and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the LoboRESPECT Advocacy Center and the support services listed on its website (<http://loborespect.unm.edu/>). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>.

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.

If a student at any time feels that another person (instructors, preceptors, staff, peers) on or off campus is treating the student inappropriately (e.g. intimidation, bullying, sexual harassment), the student shall **promptly report** the concern to the Academic Coordinator during the pre-clinical course phases or to the Clinical Coordinator during the clinical course phase. If the student is not comfortable going to the Coordinator, the student may go to the assigned faculty advisor or directly to the UNM PA Program Director.

Students may file grievances for a variety of reasons as described in the grievance policy. Please reference the [Student Grievance Procedure](#) for more information.

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.

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.”

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

While on SCPEs (clinical clerkships), please discuss the facility's emergency plan with your preceptor regarding exits, muster areas, lockdowns, security escort, emergency contacts, and blood and body fluid exposure protocols.

Inclement Weather and Emergent Situations

(A1.03g)

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.

All PA students scheduled to attend activities on north campus will follow the same rules as main campus students regarding inclement weather.

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](#).

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 or a badge swipe. Doors may not be propped open or left ajar per the fire code.

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 or other teaching providers 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 Blood & Body Fluid Exposure

(A1.03g and A3.08)

PA students and faculty must take and pass online courses provided by Learning Central that covers the following topics: Basic Safety Training, HIPAA Rules and Regulations, Bloodborne Pathogens, and Patient Safety (B2.13).

Should an exposure to blood and/or other body fluid or a needlestick 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](#)
- [SHAC procedure](#)

Preceptors are asked to orient students to building access and safety and clinical policies at orientation for each rotation.

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

PA students take N-95 FIT training, provided by UNM Safety and Risk Services, prior to beginning clinical rotations. The Clinical Coordinator provides PA students information regarding needlestick protocols, including a card containing these policies to carry with them to all 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).



SCHOOL OF
MEDICINE

PHYSICIAN ASSISTANT PROGRAM

PROFESSIONALISM

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
 - Be ready for learning activity to begin 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
 - Appropriate 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
 - We expect that students will regard testing with a high level of academic honesty. The need for academic honesty continues after the testing time has ended, and this includes:
 - No discussions about an exam with classmates
 - No discussions about an exam with non-PA Program Faculty
 - No discussions about an exam in public areas
 - Professionalism also includes not speaking negatively about patients, faculty, staff or peers. This respectful behavior carries over into professional practice.
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

5. Specific rules for SCPEs include:

- PA students will keep the safety, comfort, confidentiality, and dignity of their patients as their primary focus at all times.
- PA students may not write, sign, order or call-in prescriptions for medications without direct supervision of their preceptor.
- PA students will be punctual to clinic and abide by UNM PA Program rules regarding unexpected or anticipated absences.
- PA students must see and discuss each patient with their preceptors and may not treat or release a patient without the preceptor having seen the patient first.
- PA students may not administer medications without the expressed approval and supervision of the responsible preceptors.
- PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptors before discussing them with the patients.
- PA students will abide by the rules and regulations established by the participating preceptor and institution including clinical schedule.
- PA students will abide by the training affiliation agreement (TAA) in place between UNM and the participating institution or site.
- PA students will follow the dress code of the participating institution or site.
- PA students shall always introduce themselves as physician assistant students and wear identifying nametags and badges around the neck or on the left chest pocket such that the patient and others can clearly see the student identification.
- The PA student is required to display the student's photograph at the SCPE site when permissible by the preceptor (B3.01).
- PA students must at all times maintain respect and privacy for the patient, including adherence to HIPAA law.

PA Student Code of Conduct

PA students are expected to abide by the PA Student Code of Professional Conduct. Each student will be required to read and sign the code of conduct form at the end of this student handbook.

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 instructors, classmates, patients, and staff. The UNM PA Program has the authority to set dress code requirements for students admitted to the program.

Each student is responsible to ask about and comply with dress codes at assigned clinical sites prior to starting each SCPE. University Hospital (UNMH) has expectations of professional dress

any time the student is in the clinical setting, regardless of patient care duties. Students must comply with UNMH's policy: [HR 140 Professional Presentation and Appearance Policy](#).

Use of Social Media, Videos & Photographs

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 Program Facebook](#), [UNM PA Alumni Facebook](#) and UNM PA Alumni LinkedIn sites. 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. The PA Curriculum Committee will determine if further action is warranted, such a corrective action or referral to the PA-CSPE. .
4. Any student who commits a second act of plagiarism will automatically be brought before PA-CSPE for consideration of dismissal from the program.

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 core course or one supervised clinical practice experience).

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
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
- 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.

Program Attendance

Attendance at all scheduled PA activities (including School of Medicine activities identified by the PA program) is mandatory. Failure to attend either classes, clinics, or exams is considered a breach of program policy and may result in referral to the PA Curriculum Committee for concerns of professionalism that could result in delayed program progress and/or delayed graduation or dismissal from the program.

Absences and Late Arrival

Excused Absence requires completion of the Excused Absence Request Form. Completion of the form does NOT guarantee approval excused absence. There are 2 types of excused absences:

1. **Anticipated Absence:** A planned absence. Non-emergent surgery, attendance at a wedding or graduation, and job interviews are examples of anticipated absences.

Students are responsible for submitting the Excused Absence Request Form one month prior to the absence.

2. **Unanticipated Absence:** An absence that was not planned in advance. Examples of an unanticipated absence include but are not limited to: acute illness, bereavement, or car trouble. Student are responsible for submitting the Excused Absence Request Form within 48 hours after an unanticipated absence and may require students to provide documentation to support an unanticipated absence. Failure to do so will result in an unexcused absence.

Unexcused Absence: An absence that was not approved by the academic coordinator or clinical coordinator.

Late Arrival: Late arrival to clinic exceeding 15 minutes at a SCPE without notifying the preceptor or late arrival to a class exceeding 5 minutes will be considered an unexcused absence.

Professional Absence: An absence for professional development such as attendance at a PA conference. A job interview is not considered professional absence; it is considered an anticipated absence. Professional leave is granted at the discretion of the academic or clinical coordinator.

Didactic Course Absences: Students are required to attend classes and take exams at scheduled times. A student may submit an Excused Absence Form to the academic coordinator for approval one month prior to an anticipated absence. A student must inform the IOR of their absence and arrange to make up all missed work. A student will be referred to the PA Curriculum Committee for determination of action for the following reasons:

- If a student exceeds a total of ten hours of PA courses in a semester or three excused absences in a course.
- If the Instructor of Record (IOR) or academic coordinator is concerned about unexcused absences or late arrivals to class.

Clinical Course (SCPEs) Absences: Students are expected to attend all required clinical sessions. A student may submit an Excused Absence Form to the clinical coordinator for approval one month prior to the absence. A student must inform their preceptor of their absence and arrange to make up all missed work. A student will be referred to the PA Curriculum Committee for determination of action for the following reasons:

- If a student exceeds one excused absence in a SCPE.
- For any unexcused absence.
- For late arrival to clinic.

Student Outreach and Community Service Activities

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 where representing themselves as a UNM PA student, must submit a Community Service/Outreach Event Proposal Form 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 tablecloth 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 needlestick 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. Violation of this policy will be referred to the PA Curriculum Committee as a breach of professionalism and may result in dismissal from the Program.

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).

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. If a student continues to work (EMT, paramedic, nurse, tech, etc.), the student must work within the scope of that license and assigned job duties. The student is not covered under the PA Program's malpractice coverage during such employment.

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.

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.

Advisement meetings may cover the following topics:

- Academic progress
- Professional goals
- Personal wellbeing and whether or not a referral is needed
- Other ad hoc topics

Students and advisors are sent email reminders by the PA staff to schedule the advisement meetings as noted above. Records of meetings are kept in the students' files in locked cabinets in the Program Manager's office.

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.

Access & Referral for Personal Issues

(A3.10)

This section 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.

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.



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STUDENT HEALTH & INSURANCE

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 Health Plans (AHP) Customer Service at (855) 865-0352.

The UNM Student Health Plan is administered by BlueCross and BlueShield of New Mexico (BCBSNM). Academic Health Plans, 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.

Wellness on the HSC Campus

The UNM PA program is committed to providing a robust well-rounded education that incorporates wellness for both mind and body. In collaboration with the [UNM HSC Wellness Program](#) the PA program encourages students to visit the website to find out about the 24/7 Fitness Center on HSC campus as well as participate in classes that explore mindfulness, nutrition, yoga. Links to [additional resources](#) such as counseling, recreational services, student massage clinic and useful Apps for personal resiliency may also be found here.

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.

Permission Forms

Students will upload immunization and tuberculosis records into Exxat. Medical Providers will review regularly to ensure records remain current. Notification of upcoming expiration dates will be sent to students via Exxat. 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 Manager.

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.

Blood & Body Fluid Exposure/Needle-Stick Insurance

Needlestick 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. This insurance automatically covers all students enrolled in a medical instructional program at the UNM Health Sciences Center.

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 needlestick.

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 Manager. Failure to do so can result in loss of malpractice coverage.

PA students are only covered by the University’s malpractice insurance while enrolled as PA students and only while involved with clinical activities as assigned and approved by the PA Program Clinical Coordinator. 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.

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.



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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 the program) 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 Student Union Building (SUB) on UNM's 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](#).



**SCHOOL OF
MEDICINE**

PHYSICIAN ASSISTANT PROGRAM

CURRICULUM

The UNM PA Program Curriculum

(A3.14d)

The UNM PA Program is a 27-month-long program, which consists of clinical preparatory (didactic) courses, and supervised clinical practice experiences (SCPEs). The clinical preparatory (didactic) portion of the Program is integrated with the School of Medicine curriculum for first and second year MD students. The clinical preparatory courses focus on the basic science and mechanisms of disease and clinical correlation organized by organ systems. The PA Program delivers concurrent PA-specific courses that are more heavily focused on clinical application of knowledge and skills for preparation to be a primary care provider in alignment with our mission. There are three “phases” to the PA curriculum:

Phase I:	Clinical preparatory courses
Phase II:	SCPE 1 and SCPE 2
Phase III:	Seven SCPEs
Graduation	

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](#)

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. These courses are coordinated and/or delivered by PA faculty for PA student-only education. The FMS Clinical Skills courses are integrated with the School of Medicine.

Clinical Seminar I-III is a series of courses provided by PA faculty. The content is designed to introduce the PA student to the PA profession, to discuss common challenges and competencies of the profession, and to prepare the student for future practice (B2.17).

Introduction to Clinical Medicine (ICM) is a series of courses that provide the foundational medical knowledge based on organ systems. The first two ICM courses (Dermatology and Orthopedics) are taught by PA faculty for PA students in the first summer. The bulk of the ICM courses 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.

Supervised Clinical Practice Experiences (SCPEs) are the clinical hands-on training courses assigned by the PA Program's Clinical Coordinator and include part-time Continuity Clinic I and II and full-time Clerkships 1 - 9.

Course Syllabi

Course syllabi will be provided for each pre-clinical (didactic) and clinical course.

The course syllabi will describe all course requirements. 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 of Record (IOR) discretion and best judgment regarding the most effective manner in which to teach and assess the course material.

Clinical Preparatory Curriculum (also called Didactics)

Clinical preparatory courses are an essential component of the educational curriculum of the UNM Physician Assistant Program. These courses 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).

Courses include lectures, case-based learning tutorials, assigned readings, and activities and workshops that are all used to support curriculum objectives. PA students must refer to and comply with the detailed course requirements outlined in the PA-specific 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. 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. These PA-specific courses run concurrently with the SOM blocks.

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

Clinical Curriculum

Supervised Clinical Practice Experiences (SCPEs) are assigned to each PA student to learn patient care skills in actual clinical settings. SCPEs are managed by the PA Clinical Team, and the Clinical Coordinator and Clinical Team are responsible for determining and assigning students to their SCPEs.

Final site assignment is based upon clinical educational requirements of the Program. The Clinical Coordinator will take into consideration preceptor availability, suitability for the student, and the student’s requests.

It is extremely important to note that students are not to recruit clinical preceptors. If a student knows of a preceptor or clinical site, the student shall give the contact information to the Clinical Coordinator. The Clinical Team will then assess the site and preceptor to determine suitability for requirements of PA education. *A student’s violation of this policy will result in referral to the PA Curriculum Committee for possible corrective action and/or referral to PA-CSPE for adverse action.*

SCPEs include Continuity Clinics which occur while students are on campus in pre-clinical courses. Continuity Clinic is part of two courses called “Clinical Skills.” The PA student will also have 9 full-time SCPEs during which the student is placed in various clinical settings in compliance with ARC-PA standards.

Clinical preceptors graciously volunteer their time toward the PA student’s education. Preceptors are primarily medical doctors (MDs or DOs), Physician Assistants (PA-Cs), occasionally Nurse

Practitioners or Certified Nurse Midwives (NPs, CNMs) or other specialized health care professionals, such as counselors (LISW, LPCC). On occasion, the student may spend time at their assigned SCPE with other health care professionals with prior approval of the PA Clinical Coordinator.

Site Visits: During SCPEs, PA faculty members may visit each student at least once. The purpose of the site visit is to evaluate how the SCPE is going for both the preceptor and the student (interviewed separately and privately). Site visits also give the Program the opportunity to visit the site to ensure that it continues to be an appropriate setting for SCPEs and to take inventory of resources at the site. The faculty site visitor may speak with other clinical team members and may observe the student with patients to directly evaluate student's patient skills.

Detailed information about student responsibilities during the SCPEs is outlined in the relevant SCPE syllabi. In-service training on Exxat, UNMH Powerchart, and facility-specific electronic medical records will be provided.

Out-of-State SCPEs

Students may request to do up to two out-of-state-SCPEs. The request must be made in writing to the Clinical Coordinator no less than four months, and preferably six months, before the desired start date of the SCPE. It is the student's responsibility to identify out of state preceptors and obtain contact information for a formal affiliation agreement with the preceptor's clinical site. Students are cautioned that some out-of-state SCPEs are not feasible due to the inability to establish an affiliation agreement. The feasibility may not be known until an attempt is made to establish the agreement.

International Clinical SCPEs

Students wishing to do doing an international SCPE must adhere to the most recent Policy on International SCPEs on the next page. The conditions noted above for out-of-state SCPEs apply. Requests will be reviewed on a case-by-case basis.

Policy

The UNM PA Program permits students to take one clinical SCPE outside of the United States under specified conditions. All SCPE academic requirements and policies apply to international SCPEs and are described in the SCPE syllabi.

Students who are interested in taking an international clinical SCPE must provide a written proposal to the Clinical Coordinator at least six months in advance of the dates of the proposed

SCPE. The proposal must include:

1. The name of the country and location within the country where the student will take the SCPE;
2. The name of the preceptor(s) – the preceptor(s) must include a physician who is licensed to practice medicine within that country and is credentialed to work in the facilities in which the student will be located;
3. The name of all clinics and hospitals where the student intends to be located; and,
4. A description of the expected area of clinical study with a description of clinical activities and learning objectives.

It must be made clear to the preceptor(s) that the student is there in an educational capacity and not to serve as a worker.

It is the student's responsibility to ascertain his or her legal status as a PA student in that country with regard to patient care issues. The Clinical Coordinator will review the proposal and will either approve it, require further information, or will bring it to the full faculty for review and approval or disapproval.

The UNM PA Program will not approve international clinical SCPEs in any location where the U.S. State Department has issued a traveler's warning advisory. In approving a foreign clinical SCPE, the UNM PA Program makes no warranty as to local conditions or potential risks to the student.

If the proposal is approved, the following applies:

1. The SCPE must be taken as the 4-week Elective SCPE. It can only be taken during any regular SCPE rotation after the fifth clinical SCPE. The Clinical Coordinator must approve the final dates of the SCPE.
2. All UNM PA Program requirements and policies apply in all cases of international SCPEs.
 - The preceptor is responsible for completing a written evaluation of the student.
 - In addition to the required written clinical log assignments, upon return, the student may be required to give a mini "grand rounds" presentation on their experiences to their classmates and Clinical Coordinator.
3. All travel, housing, food, and incidental expenses related to foreign SCPEs are the responsibility of the student.

4. The student is responsible for obtaining a passport, arranging visas, and obtaining required and recommended immunizations. The student must procure and maintain health insurance that provides international coverage while abroad.
5. If, for any reason, the UNM liability insurance is not available or refuses to cover the student, the SCPE cannot take place.



**SCHOOL OF
MEDICINE**

PHYSICIAN ASSISTANT PROGRAM

**STUDENT PROGRESS, EVALUATION,
REMEDICATION, DECELERATION
AND DISMISSAL**

(A3.17c)

Professional Standards

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 patients, 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.

The full description of the Physician Assistant Competencies can be found at this link:

<https://www.aapa.org/wp-content/uploads/2017/02/PA-Competencies-updated.pdf>

Promotion Schedule

The promotion of a student is determined by the PA Curriculum Committee or the PA Committee on Student Promotion and Evaluation (PA-CSPE).

PA Curriculum Committee

A committee that consists of the PA principal faculty and the PA Program Director. The committee regularly monitors student progress and promotes students from one phase of training to the next. This committee discusses every PA student's academic and professional behavior throughout the program. Students may be referred to the PA Curriculum Committee for reasons outlined in the PA Program Policy on Remediation and Adverse Actions section of the PA Student Handbook.

The PA Curriculum Committee will meet to determine Phase Promotion at these times:

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

PA-CSPE (PA Committee for Student Promotion and Evaluation)

An ad hoc voting committee that meets at the request of the PA Curriculum Committee or for reasons outlined in the PA Program Policy on Remediation and Adverse Actions section of the PA Student Handbook. It makes recommendations including but not limited to: an adverse action, mandatory leave of absence, dismissal from the program, and implementation of a remediation plan. The committee consists of: PA program director, two PA principal faculty, one of whom is the student's advisor, one PA from the community, and one SOM faculty member. Additionally, a representative from HSC Legal Counsel will be present and is a non-voting member of the committee.

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;
- Successfully passing the Final Summative Evaluation (FSE);
- 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

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 (OGS) 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.
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

To ensure academic proficiency, failure to pass all components of each phase will result in referral to the PA Curriculum Committee or PA-CSPE.

Student Assessment 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 majority of PA clinical preparatory and clinical courses will have closed-book proctored examinations on a regular basis to assess 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;
- Accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so; and
- Discussing content of exams with others without the Instructor's permission.

Refer to the PA Student Code of Conduct for more detail.

Proctored Procedures for Closed-Book Assessments

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 closed-book 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.

7. **Should you experience technical difficulties during testing, please notify the proctor immediately and await further instructions.**

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.

Grading

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

Types of Assessment

In addition to the outlined assessments below, there are other forms of student assessment including: graded quizzes, clinical skills exams with simulated patients, and homework assignments. Not all assessments count toward a course grade. Each course syllabus will describe the specifics of the student assessment and grade.

Formative Assessment

Formative assessments may be given as practice for 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).

PACKRAT 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. This exam does not count toward any course grade.

Final Summative Evaluation (FSE) Leading to Graduation (C3.04)

The FSE 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 FSE 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. Other content may be included in the FSE as determined by the PA Curriculum Committee.
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 receives a grade of "Pass" for the FSE, no further FSE work is needed.
4. If a student receives a grade of "Conditional Pass", the student will be referred to the PA Curriculum Committee. The committee will identify components of the FSE that need to be repeated and a learning plan will be developed and implemented. The Remediation Form will be completed and will become a part of the student file,
 - a. If the student successfully completes the required components of the FSE as outlined by the PA Curriculum Committee, the student will receive a grade of "Pass".
 - b. If the student does not successfully complete the required components of the FSE as outlined by the PA Curriculum Committee the student will receive a grade of "Fail" and will be referred to the PA-CSPE. The student will be required to take a second entire equivalent FSE.
5. If a student receives a grade of "Fail" on the first FSE, the student will be referred to the PA-CSPE. A learning plan will be developed and will include taking a second equivalent FSE. The Remediation Form will be completed and will become a part of the student file.
6. Second Equivalent FSE will be offered to students who:
 - a. Fail the first FSE

- b. Do not successfully complete required components of the FSE outlined by the PA Curriculum Committee who after receiving a grade of “CONDITIONAL PASS” on the first FSE.

The second equivalent FSE will be graded as PASS or FAIL.

- a. If the student receives a grade of “PASS” on the second equivalent FSE, no further intervention is required.
- b. If the student receives a grade of “FAIL” the second equivalent FSE, he/she will be dismissed from the PA program per [OGS policy](#).

Assessment - Course Failure

Course failure is defined as receiving a final course grade <75%. Course grades are determined by the IOR and are defined in each course syllabus.

Assessment failure is defined as receiving an assessment score of <75%.

Didactic Course Policies:

- A. If a **student fails a didactic course**, they will be referred to the PA Curriculum Committee. Outcomes of referral to the PA Curriculum Committee include but are not limited to: the development of a learning plan and repetition of the failed course. This may result in delayed program progression, delayed graduation, and incur additional tuition costs.
- B. If a **student fails a didactic course assessment**, they must inform the IOR within 72 hours. Failure to do so will result in a deduction of 5 percentage points from their evaluation. The IOR will meet with the student and determine next steps that may include but are not limited to completion of the Error Analysis Form with the IOR, remediation of course material, and/or referral to the PA Curriculum Committee.

Supervised Clinical Practice Experience (SCPE) Course Policies:

- A. If a **student fails a SCPE Course**, they will be referred to the PA-CSPE. A learning plan will be developed and the SCPE must be repeated. This will result in deceleration, delayed graduation, and incur additional tuition costs.

SCPE Course Failure is *defined* as:

- Receiving a final course grade of less than 75%
- Failure of a preceptor evaluation
- Score of <65% on End of SCPE exam

SCPE Course Failure *may* result from:

- Failure of any component of the course grade
 - Failure to meet knowledge, skills, behavioral, professional, or clinical performance standards.
- B. If a **student fails a SCPE course assessment**, they must inform the Clinical Coordinator within 72 hours. Failure to do so will result in a deduction of 5 percentage points from their evaluation. The Clinical Coordinator will determine next steps that may include but are not limited to completion of the Error Analysis Form with the IOR, remediation of course material, and/or referral to the PA Curriculum Committee.
- C. **Removal from a SCPE.** The Clinical Coordinator may remove or suspend a student from a SCPE (temporarily or permanently) for behavioral, professional, or clinical performance reasons. If a student is removed from a SCPE, the Clinical Coordinator will refer the student to the PA Curriculum Committee for review and further action. Examples of when a student might be removed or suspended from a SCPE are the following:
- a. A student takes unapproved time off from a SCPE and fails to notify the preceptor and Clinical Coordinator.
 - b. A student's behavior is reported as unprofessional by the preceptor.
 - c. The Clinical Coordinator deems a SCPE site unsafe or a poor learning environment.

Remediation & Adverse Actions

Remediation

The implementation of an individualized learning plan (C3.03) for students who are not meeting academic or professional standards with the intent to improve the student's performance that includes a method of re-assessment. The PA Curriculum Committee, the IOR, or Clinical Coordinator may create the individualized learning plan. If a student is referred to the PA Curriculum Committee for remediation, the Remediation Form will be completed and remain in the student record (A2.05f). If the student does not successfully complete a learning plan created by the PA Curriculum committee, they will be referred to the PA-CSPE.

Students will be referred to the PA Curriculum Committee for remediation if they meet following criteria:

- a. Grade below 75% on 3 evaluations in a semester.
- b. Failure of a single course.
- c. FSE grade of Conditional Pass or Fail
- d. More than 1 absence in a SCPE.
- e. Failure to meet professionalism requirements described in the "Professionalism" section of the student handbook
- f. Knowledge, behavioral or professional concerns raised by PA faculty, SOM faculty, Staff, or SCPE Preceptor.
- g. 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).

The **learning plan** may include, but is *not* limited to the following (A3.17c, A2.05f):

- Completion of Error Analysis Form
- Retaking a specified evaluation
- Engaging in prescribed meetings with faculty
- Completing assignments in addition to concurrent coursework
- Demonstrating mastery of course content by giving a lecture to the IOR on course material
- Retaking a specified course
- Writing a reflection essay
- Meeting with a professionalism expert

Adverse actions: Actions imposed by the PA-CSPE that either separate the student from the Physician Assistant Program or delay 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, or repetition of all or part of the curriculum that will result in student deceleration in the program, i.e. a delayed graduation date. (A3.17f)

The student will be referred to the PA-CSPE for the consideration of imposition of an **adverse action** for the following criteria:

- a. Referral from the PA Curriculum Committee
- b. 6 credits of 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.
- c. Failure of two courses.
- d. Failure to successfully complete a learning plan created by the PA Curriculum Committee.
- e. Failure of a SCPE.

Health Professional Programs (HPP) Due Process

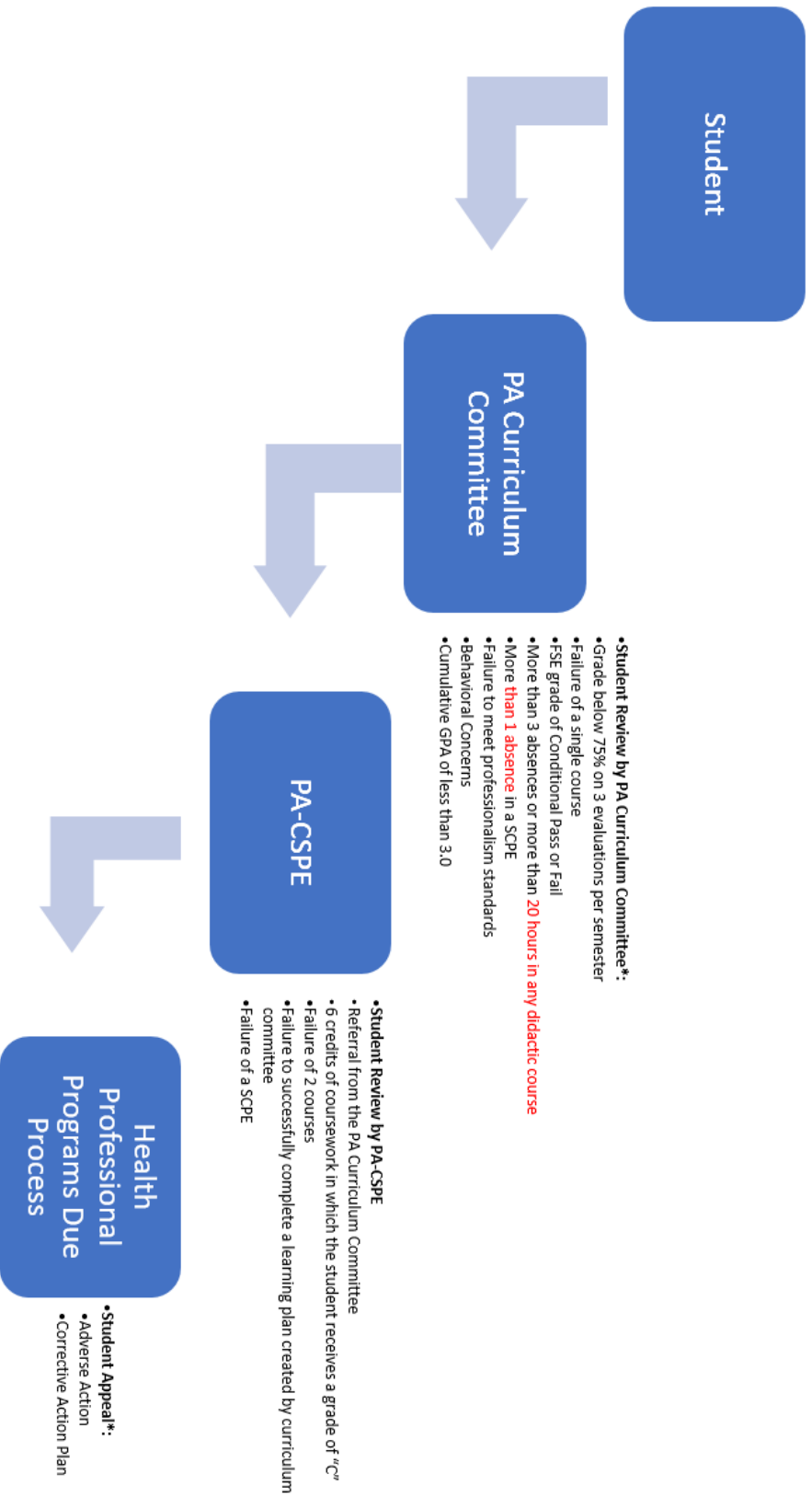
The PA Program must abide by the [Health Professional Programs \(HPP\) Due Process](#) and UNM Office of Graduate Studies (OGS) student policies on Due Process and Academic Probation and Consequences, respectively. It is the student's responsibility to read and be able to explain the OGS policy on Academic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

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.



* Every student is regularly reviewed by the PA Curriculum Committee to discuss academic and professional behavior and to determine phase promotion. Additional referrals for committee review are outlined in this document.



**SCHOOL OF
MEDICINE**

PHYSICIAN ASSISTANT PROGRAM

PROGRAM EVALUATION

Program Evaluation

The UNM PA Program Director and faculty are committed to continuous improvement and seek student feedback throughout the students' course of study. Students are encouraged to participate in all evaluation opportunities, whether mandatory or optional, and can expect the following:

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

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. The assigned Faculty Advisor will be notified if the student fails to complete a course evaluation.

Focus Group

Prior to graduation, students participate in a focus group facilitated by a licensed professional within the Department of Family and Community Medicine. They will evaluate the faculty, program director and all components of the program. Student feedback is anonymous and is used to improve the curriculum and shape future programming.

Individual Interview with PA Program Director

Prior to graduation, students are invited to personally meet with the Program Director to discuss program strengths and weaknesses.

Post-Graduate Survey(s)

The PA Program collects employment status information and clinical skills utilization information prior to graduation, six month's post-graduation and one year post-graduation. Graduate responses are confidential and data is de-identified.



**SCHOOL OF
MEDICINE**

PHYSICIAN ASSISTANT PROGRAM

GRADUATION CEREMONY & STUDENT AWARDS

Graduation Ceremony

The graduation ceremony is a joyous occasion to celebrate the successful completion of PA education. The Program Manager and PA staff will plan and execute graduation and work with student leadership to coordinate components of the ceremony.

Graduation 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.

Student Awards

Many of 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.

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.

New Mexico Academy of Physician Assistants (NMAPA) Scholarship Award

The NMAPA Scholarship Award will be awarded to senior PA student(s) who best meet the following criteria:

- 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

The recipient(s) of the NMAPA award will be recognized at graduation.



SCHOOL OF
MEDICINE

PHYSICIAN ASSISTANT PROGRAM

REFERENCES & FORMS



Excused Absence Request

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

Name: _____ Email: _____
 Student ID: _____ Class Year: _____
 Cell Phone: _____ Reason: _____
 Dates of Proposed Absence: _____
 Number of Hours Requested: _____
 Approved Denied

Comments: _____

Academic/Clinical Coordinator Signature _____ Date: _____

Documentation examples for which students may be asked:

Excused Absences

Funeral

- Obituary from local newspaper or card from funeral home with deceased person's name

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.

Job Interview:

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

Professional Absences

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



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 Standards A3.17, A3.19, A2.05f, 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 sends updates to Education Specialist.

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 sends updates to Education Specialist.

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: _____

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 and agree to abide by policies.

Signature: _____ Date: _____

Student Printed Name: _____

UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE

HEALTH PROFESSIONS PROGRAMS STUDENT

DUE PROCESS POLICY

I. Introduction

This University of New Mexico Health Professions Programs Student Due Process Policy (hereafter “Due Process Policy”) outlines for students, faculty and administrators in the School of Medicine Health Professions Programs, the course of action that is available to a Health Professions Programs student should his or her individual program take either an adverse or corrective action against the student for failure to maintain the academic, professional and/or ethical requirements and standards of the program.

The individual programs that make up the Health Professions Programs and that follow this Due Process Policy are: Dental Hygiene, Emergency Medical Services Academy-Paramedic and Bachelor of Science Programs, Medical Laboratory Sciences, Occupational Therapy, Physician Assistant Program, Physical Therapy, and Radiologic Sciences. Each of these individual programs must have a student guide/handbook made available to its students that includes, at a minimum, the program’s (1) academic requirements; (2) professionalism and/or ethical requirements and standards; (3) a description of the program’s process for dismissing a student or otherwise sanctioning a student for failing to meet program requirements; and (4) a copy of this Due Process Policy.

The individual programs that make up the Health Professions Programs are responsible for monitoring their students’ performance and compliance with academic, professionalism and ethical requirements and standards. The individual programs decide whether to dismiss or suspend a student or take other action for unsatisfactory performance pursuant to program policies and procedures. As discussed below, a student can appeal the program decision pursuant to this Due Process Policy.

II. Adverse and Corrective Action Defined

The distinction between an adverse and corrective action is important. Adverse actions are those that separate the student from his or her Health Professions Programs and include dismissal and suspension. Also, requiring a student to repeat a significant part of the program’s curriculum so that completion of the program will be delayed by more than one semester is an adverse action.

A corrective action involves the program imposing an educational prescription that, in the opinion of designated program faculty, is necessary in order to improve the student’s performance. Corrective actions include, but are not limited to, requiring a student to take a specific course, narrowing the choice of elective courses, mandating a student meet with a program advisor regularly, and mandating additional professionalism training.

Adverse actions are subject to being appealed by the student as provided for in Sections III through VI herein. Corrective actions cannot be similarly appealed by the student, but may be reviewed at the student’s request as provided for under Section VIII of this Due Process Policy.

III. Appeal of Program Decision Imposing Adverse Action

A student who disagrees with his or her Health Professions Program’s decision imposing adverse action is entitled to appeal that decision to the Health Professions Programs Appeals Committee, which is composed of members of the Health Professions Programs Evaluation Committee. The request for appeal must be made in writing to the Assistant Dean for Health Professions, stating the reasons why the student

disagrees with the Health Professions Program's decision, and must be received by the Assistant Dean within fifteen (15) calendar days after the student receives the program's written letter imposing adverse action. If the student fails to notify the Assistant Dean within fifteen (15) calendar days, this shall be considered a waiver of his/her right to appeal the adverse action and the Health Professions Program's decision shall be final for the University of New Mexico.

IV. Formation of a Health Professions Programs Appeals Committee

When an appeal is timely made by a student, the Assistant Dean for Health Professions Programs will form a Health Professions Programs Appeals Committee ("Appeals Committee") consisting of four (4) faculty members from the Health Professions Programs Evaluation Committee ("Evaluation Committee") and one (1) student in good academic standing from the same program but a different class/cohort than the student bringing the appeal.

The Evaluation Committee consists of one faculty member from each program appointed by the director of the program and up to three (3) members appointed by the Assistant Dean for Health Professions Programs. Evaluation Committee members serve a 3-year term which may be renewed for one additional 3-year term. Ideally, the Evaluation Committee will have a mixture of experienced and new members. Members will receive an orientation when appointed to an Appeals Committee, including a review of this Due Process Policy and any relevant policies from the appealing student's program.

The Assistant Dean of Health Professions Programs will review the composition of the Appeals Committee with the student making the appeal. If the student objects that any member is biased against the student or otherwise may not be a fair Appeals Committee member, the Assistant Dean will consider the student's objections and decide whether to remove the members. The Assistant Dean's decision is final. If a Committee member is removed for cause, the Assistant Dean will appoint a new member if one is available from the Health Professions Programs Evaluation Committee. If a new member is not available, the Appeals Committee will proceed to hear the appeal with three faculty and one student member. The Appeals Committee will select one of its faculty members to serve as chair.

V. Review of Appeal by Health Professions Programs Appeals Committee

The Appeals Committee will accept relevant documentary evidence for review from the student and the director of the program that took the adverse action. Each party will be provided with a copy of the other's submission. The Appeals Committee will conduct individual interviews with the student, director and faculty from the program that took adverse action and others with relevant information. The Appeals Committee will decide who will be interviewed. These interviews will be tape recorded and the student will be offered an opportunity to listen to the tapes. The student will not attend the actual interviews. After the Appeals Committee concludes its interviews, if it has additional questions for the student and/or if the student wants to respond to statements from any of the witnesses, the student will be offered one opportunity to meet with the Appeals Committee.

After all of the interviews have been completed, including the final interview with the student, the Appeals Committee will deliberate in closed session. Within thirty (30) calendar days of completing the interviews, the Appeals Committee will decide the appeal by a vote (simple majority) of its members and issue its written decision, which will include its rationale. The final decision will be to uphold or overturn the adverse action imposed on the student by the program. The student and the program director will each be sent the Appeals Committee's decision.

In arriving at its decision, the Appeals Committee shall not overrule the academic judgment of a faculty member in the program on the assignment of grades to the student. The Appeals Committee should, as appropriate in the case, consider: (1) whether the program followed its own policies governing student

performance, advancement and program completion; (2) whether the evidence supports the program's decision; and (3) whether the student has significant new information that bears on the program's decision that was not available to the student when that decision was made. If the Appeals Committee finds that the student has significant new information, the appeal shall be referred back to the student's program for reconsideration of the adverse action in light of that information. If the program affirms the adverse action, the student may request review by the Appeals Committee. The Appeals Committee will consider any additional relevant evidence and/or witness interviews and issue its written decision within thirty (30) calendar days.

VI. Appeal to the Dean

Either the student or the program director may appeal the decision of the Appeal Committee to the Dean of the School of Medicine or designee in writing within thirty (30) calendar days of receipt of the Appeals Committee's decision. Failure to submit a timely appeal means that the student and/or program director waive their right to appeal and the decision of the Appeals Committee shall be final for the School of Medicine.

The Dean or designee will review the student's academic record; the decisions of the program, Health Professions Programs Appeals Committee and any other documents in the student's program file. Additionally, the Dean may meet with the student and program director. The Dean (or designee) shall issue a written decision on the appeal and send a copy to the student and the program director.

VII. Appeal to the Chancellor

The student may appeal the decision of the Dean of the School of Medicine to the Chancellor of the Health Sciences Center, or his or her designee by providing a written appeal within (15) calendar days of the receipt of the Dean's decision. Failure to submit a timely appeal means that the student waives his/her right to appeal the decision and the decision of the Dean shall be the final decision.

The Chancellor, or his or her designee, will review the student's academic record; the decisions of the program, the Health Professions Programs Appeals Committee, the Dean, and any other documents in the student's program file. Additionally, the Chancellor may meet with the student and program director. The Chancellor shall issue a written decision on the appeal and send a copy to the student and the program director.

In the event that the Dean of the School of Medicine and the Chancellor of the Health Sciences Center are the same person, the Dean/Chancellor will delegate at least one of the student appeals to ensure that each level of appeal is reviewed by a different HSC administrator.

Discretionary review by the UNM President and Board of Regents, as provided in the UNM Student Grievance Procedure, is accorded to students in academic programs in the HSC. The President and the Board of Regents will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

VIII. Review of Corrective Action

As stated in Section II herein, a student is not entitled to go through the appeals process described above to dispute corrective action imposed by his or her program. If the student believes that the corrective action is fundamentally flawed, unfair or otherwise inappropriate, the student may request review by the School of Medicine Senior Associate Dean of Education. The student shall present his or her reasons for disputing the corrective action in writing. The Senior Associate Dean of Education may meet with the

student and may discuss the matter with the program director and faculty and the Assistant Dean of the Health Professions Programs, as the Senior Associate Dean deems appropriate. The decision of the Senior Associate Dean of Education is final for the University of New Mexico and is not subject to discretionary review by the President or the Board of Regents.

IX. General Provisions

Minor deviations from this Due Process Policy are permitted so long as they do not substantively impact the due process rights of the student.

For good cause, the time limits for written decisions to be made can be extended. Good cause includes the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent. Any such time extensions should be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

The University of New Mexico Health Professions Programs reserves the right to make changes to this Due Process Policy as it deems necessary, with the changes applicable to all students then in attendance in a Health Professions Program.

EVIDENCE OF COVERAGE

MEMORANDUM NUMBER: RMD-EOC-FY19

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the Tort Claims Act or the applicable Certificates of Coverage or policies for the type(s) of coverage listed below.

CERTIFICATE HOLDER INFORMATION

INSURED: STATE OF NEW MEXICO LOSS PAYEE: TO WHOM IT MAY CONCERN
and
UNIVERSITY OF NEW MEXICO (96900)
AND STUDENTS ENROLLED IN THE SCHOOL OF HEALTH AND SCIENCE

Coverage Period:
12:01 AM 07/01/18 to 12:01 AM 07/01/19

This is to certify that the Insured has the coverages listed below for the period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages indicated in this Evidence of Coverage are subject to all terms, exclusions, and conditions of the Certificates of Coverage and other insurance policy(s) to which this Evidence of Coverage pertains. Property and Liability Certificates of Coverage may be obtained at http://www.generalservices.state.nm.us/riskmanagement/Resources_1.aspx

Type of Coverage	Limit of Liability/Coverage
Medical Malpractice	For occurrences arising within the State of New Mexico, Statutory Limit per NMSA § 41-4-19. For occurrences arising outside of the State of New Mexico, \$1,000,000 or per NMSA § 41-4-28(B).

Covered Persons:

Students of the University of New Mexico School of Health Sciences which are currently enrolled in health care instructional programs are covered for health care liability risks arising out of assigned health care instructional activities. NMSA § 41-4-29(B).

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, the State of New Mexico will notify the Certificate Holder, but failure of such notification shall impose no obligation or liability of any kind upon the State of New Mexico, its agents, or representatives. If you have any questions, contact:

Authorized Representative:



Date Issued:

7-1-2018

Lara White Davis, Director, Risk Management Division, GSI