



School of PA Medicine

STUDENT HANDBOOK

Revised May 2026

Welcome from the Dean

On behalf of the faculty and staff of the NU School of PA Medicine, welcome to the program! You are an answer to many prayers, and we are overjoyed to welcome you to the Northwest University family. As you prepare for an intense 28 months of PA education, we want you to know we are all here for you, and we want to equip you with the tools to thrive here in Kirkland, Washington, as PA students, and ultimately to excel in practice wherever you are called after graduation.

Now more than ever, our country needs PAs to bridge the gap between patients and access to care. When you enter the program, you are committing to doing something extraordinary to meet the needs of your future patients. Engagement with human need drives everything we do at the NU PA program, and our integration of faith in all aspects of our curriculum will prepare you to meet patient needs uniquely and holistically.

While the School of PA Medicine team remains your main source of support, instruction, and information, I encourage you to embrace the larger NU community, because the entire university community is rooting for you and your success. We have a close-knit campus, and I encourage you to utilize all the campus resources, from the Eagle Fitness Center, to the library, to the Chapel. We carve out time in the cohort schedule for you to participate in chapel services if that is something you desire. I enthusiastically recommend that you check out at least one chapel service here at NU—the worship is world-class and Spirit-filled.

Now for your first assignment as a PA student: please take the time to read the following pages that serve as a roadmap and guidelines for you to emerge, according to the School of PA Medicine vision, as a PA graduate “whose skills, integrity and sense of purpose glorify God ...in the workplace and in the world.”

I am looking forward with excitement to the next time I see you! Congratulations!

Warm Regards



Heather Deibler MSPAS, PA-C

Dean

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Definitions of Abbreviations

AAPA: American Academy of Physician Associates

ARC-PA: Accreditation Review Commission on Education for the Physician Assistant

CBDs: Callback Days

CSC: Clinical Skills Checklist

DEM: Didactic Education Manager

ELE I: Elective I SCPE

EM: Emergency Medicine SCPE

EOC™: End of Curriculum

HCP: Health Care Providers

LOA: Leave of Absence

NCCPA: National Commission on Certification of Physician Assistants

PAOC: PA Operations Committee

OSHA: Occupational Safety and Health Administration

PAEA: Physician Assistant Education Association

PANRE: Physician Assistant National Recertification Examination

Surg SCPE: Surgical SCPE

SP: Standardized Patient

SPC: Student Progress Committee

™PACKRAT™: Physician Assistant Clinical Knowledge Rating & Assessment Tool

WH: Women's Health SCPE

AHEC: Area Health Education Center

BH: Behavioral Health SCPE

CDC: Centers for Disease Control

CEM: Clinical Education Manager

EBM: Evidence-Based Medicine

ELE II: Elective II SCPE

EMR: Electronic Medical Record

FM: Family Medicine SCPE

IM: Internal Medicine SCPE

MS: Teams: Microsoft Teams

NU: Northwest University

OSCE: Objective Structured Clinical Examinations

PEDI SCPE: Pediatrics SCPE

PA: Physician Assistant / Associate

PANCE: Physician Assistant National Certification Examination

Program: Northwest University School of PA Medicine

SCPE: Supervised Clinical Practice Experience

SPAM: School of PA Medicine

PAEA EOR™: End of Rotation Examination

WAPA: Washington Academy of Physician Assistants

Purpose of the Student Handbook

The Northwest University (NU) School of PA Medicine (SPAM) informs students of its policies and practices through this student handbook, the program website, course syllabi and other sources. This handbook serves as a supplement to other university rules, policies, and guidelines found in the Graduate Catalog, Graduate and Online Student Handbook, and other documents.

This handbook has been published for your benefit. Please read it in its entirety.

Scope of Policiesⁱ

These program policies apply to all students, to all principal faculty, and to the dean, regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.

The handbook is available on the School of PA Medicine Eagle page. It is the student's responsibility to obtain, read, and understand the purpose, policies, and procedures of the PA program and Northwest University.

NU and the PA program reserve the right at any time to create additional policies or modify existing ones as needs may dictate. It is expected that information in this book will be altered from time to time as is necessary, and further information may be added periodically.

In the entirety of this handbook, the terms “university” or “NU” shall mean Northwest University.

Policies Disclaimer

The course offerings, regulations, and other materials appearing in this handbook are announcements. Nothing contained herein is to be construed as representing contractual obligations of the program, which reserves the right to change its courses of instruction, fees, and general academic regulations without notice, should circumstances warrant in the judgment of the university.

For additional information regarding Northwest University policies and procedures, use the following resources:

- NU Graduate and Online Student Handbook
- NU Academic Graduate Catalog
- NU Disability Services

If a student has questions that cannot be answered by these sources, the student should discuss them with the Didactic Education Manager (DEM), the Clinical Education Manager (CEM), or the Dean.

Each student must sign the NU School of PA Medicine Student Handbook Agreement. By signing, the student acknowledges that they have read and understood the handbook's contents and agree to abide by the policies therein.

Accreditation Statement

The ARC-PA has granted **Accreditation-Provisional** status to the **Northwest University School of Physician Assistant Medicine Program** sponsored by **Northwest University**.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding Accreditation-Provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from the matriculation of the first class.

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

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Program Overview

Mission Statement

Northwest University School of PA Medicine is driven by a passion to integrate loving Christ, serving others, and practicing excellent medicine to effectively engage human need.

We empower dedicated faculty and staff, incorporate innovative technology, and prepare students to care for diverse patient populations, lead clinically, and serve the Pacific Northwest while fostering national and global relationships.

Vision

To equip service-minded PAs who will impact the world through excellent, compassionate, Christ-centered healthcare.

Values

Academic Excellence

As we seek wisdom, we will:

- Develop a lifelong pursuit of knowledge, wisdom, and skills.
- Create opportunities for students to build character and develop resilience.
- Incorporate innovative teaching strategies that promote the 21st-century learning skills of collaboration, communication, critical thinking, and creativity.
- Develop cultural intelligence.

Empowered Engagement

A Christ-centered community will seek to:

- Celebrate diversity as an expression of the image of God and recognize the intrinsic worth and dignity of each individual by facilitating relationships and networks that value and reach out to welcome others in love.
- Serve and care for each other.
- Protect the physical, emotional, and spiritual well-being of others.
- Cultivate a culture of grace and truth that promotes humility and confidence, holding each other accountable in love.

Faith Integration/Spiritual Vitality

As we explore our faith and spirituality, we seek to:

- Leverage moments of conflict, disappointment, or discipline to build character and courage to meet the challenges of our world
- Foster a heart for service to others.
- Provide students with opportunities for worshipping and praying together.
- Be conformed to the image of Christ.
- Cultivate personal and spiritual growth.

Program Goalsⁱⁱ

1. **The NU School of PA Medicine will have an annual NCCPA PANCE pass rate at or above the national average.**

Benchmark: Achieve a PANCE first-time test-taker pass rate at or above the national average.

2. **Recruit and admit PA applicants from diverse backgrounds and experiences.**

Benchmarks:

- At least 50% of matriculants in each cohort will meet the criteria below or self-identify as having a diverse background. The PA program considers many aspects of diversity, including economically disadvantaged, first-generation college students, non-native English speakers, and military affiliation.
 - Economically disadvantaged
 - First-generation college students
 - English as a second language
 - Military affiliation
 - From Healthcare Professional Shortage Area (HPSA)
- Comparison to the PAEA Program Annual Report will be $\geq$ the national mean of the following areas:
 - Male Gender
 - Age

3. **Prepare and deliver a comprehensive curriculum that properly equips students to provide competent, patient-centered care upon graduation.**

Benchmarks:

- Average score on the graduate exit survey item regarding preparedness for entry into clinical practice will be above 4.5 (on a Likert scale of 6).
- First time pass rate of $>90\%$ of the cohort on the overall summative evaluation

4. **Acquire the knowledge and skills to provide cross-cultural medical care.**

Benchmark: The average score on the graduate exit survey is 4.5 (Likert scale of 6) for the following items:

- Their education improved their ability to recognize healthcare disparities
- The program supported participation in caring for underserved populations.
- Annual faculty survey ratings on supporting cross-cultural medical care are greater than 4.5 (on a Likert scale of 6)

Admissions

Technical Standardsⁱⁱⁱ

The Physician Assistant Master of Science degree signifies that the holder is prepared for entry into the practice of medicine. It follows that the graduate must have the knowledge, skills, and abilities to function in a broad variety of clinical situations and to render a wide spectrum of patient care. It is essential for good patient care to require minimum standards for the education of the physician assistant. Students admitted to the School of PA Medicine at Northwest University are selected based on their academic, personal, and extracurricular attributes. In addition, students must have the intellectual, physical, and emotional capacities to meet the requirements of the school's curriculum and of a successful medical career.

The School of PA Medicine admits students of any race, age, sex, color, disability, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate based on race, age, sex, color, disability, or national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship, and loan programs, and athletic or other University-administered programs.

The School of PA Medicine will consider for admission any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform the skills listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and the Rehabilitation Act. Candidates and current students who have questions regarding the Technical Standards, or who believe they may need to request reasonable accommodation(s) to meet the Standards, are encouraged to review the disability-accommodation guidelines.

Disability Resources

Email: ada@northwestu.edu

Phone: 425-889-5227

Office Location: Williams Hall Room 10

Office Hours: Monday -Friday 8am-5pm

PA students are reviewed individually and, on a case-by-case basis, using the factors listed below. In accordance with university policy and as delineated by Federal and Washington law, the university does not discriminate in admissions, educational programs, or employment against any individual on the basis of that individual's disability and will make good faith efforts at providing reasonable accommodation as needed.

Northwest University Physician Assistant students must possess the intellectual ability to learn, integrate, analyze, and synthesize data. They must have functional use of the senses of vision, hearing, equilibrium, and taste. Their exteroceptor (touch, pain, and temperature) and proprioceptor (position, pressure, movement, stereognosis and vibratory) senses must be sufficiently intact to enable them to carry out all the activities required to complete the activities described below. PA students must have sufficient motor function capabilities to meet the demands of the PA program and the demands of total patient care.

Students in the PA program must possess the ability, aptitude, and skills in the following areas: observation, communication, motor function, intellectual-conceptual-integrative, behavioral, social, and physical. The PA student must be able to prove adequate and appropriate immunization and titer status. The PA student must be able to meet the requirements and worker attributes of a Physician Assistant as defined by the U.S. Dictionary of Occupational Titles (DOT) – Physician Assistant and the Bureau of Labor and Statistics, U.S. Department of Labor/Employment and Training Administration's Occupational Information Network (O*NET) Handbook – Physician Assistant (updated 2021).

Observation:

The PA student must be able to observe and actively participate in demonstrations and experiments in the basic sciences, visual presentations in lectures and laboratories, laboratory diagnostic procedures and microscopic studies of microorganisms and tissues/fluids in normal and pathologic states in the same manner as required in clinical practice. The PA student must be able to observe a patient accurately and completely at a distance and at a close range (within a few feet of the observer). Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by a sense of smell.

Communication:

The PA student must be able to communicate (includes not only speech but also reading and writing) effectively, sensitively, and efficiently with patients, their families, health care professionals, colleagues, faculty, and staff. They must be able to listen to and understand information and ideas as well as express and exchange ideas. The PA student must be able to acquire the patient's medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. They are also required to record information accurately and clearly; and communicate effectively and efficiently in English with other health care professionals.

As defined by the Dictionary of Occupational Titles (DOT), the PA student must be able to meet the following general standards. Reading: Read literature, books, scientific and technical journals, abstracts, financial reports, and legal documents. Writing: write editorials, journals, speeches, manuals, and critiques. Speaking: conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, discussion, and debate (DOT Language Development Level 05).

Motor Function:

The PA student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The PA student must possess sufficient motor function to be able to document and record information elicited from patients. The PA student must be able to carry out basic laboratory tests (urinalysis, wet mount, gram stain, occult blood card test, rapid culture tests, etc.) carry out diagnostic and therapeutic procedures (venipuncture, arterial blood gas sampling, injections, splinting, casting, IVs and nasogastric tube placement), and read electrocardiograms and diagnostic images (i.e., x-rays, ultrasounds, CT scans, MRI scans etc.). The PA student must have motor function including arm-hand steadiness sufficient to execute motor movements reasonably required to provide general care and emergency treatment for patients. Examples of emergency treatment reasonably required of a physician assistant are cardiopulmonary resuscitation, the administration of intravenous medications, the application of pressure to arrest bleeding, the

opening of obstructed airways, the suturing of wounds, the application of casts and splints and the performance of obstetrical maneuvers. Such skills require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual-Conceptual, Integrative and Quantitative Abilities:

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem identification and problem solving, the critical skills demanded of PA's require all these abilities. The PA student must possess sufficient intellectual capacity to gather and identify essential information. They must demonstrate the ability to combine evaluation and reasoning with information and data to make decisions and solve problems. They must also be able to tell when something is wrong or likely to go wrong.

The PA student must also demonstrate inductive reasoning. They must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. This includes the ability to read and interpret charts and graphs and the ability to use a microscope. The PA student must possess sufficient intellectual capacity and maturity to fulfill the curricular requirements of the various basic medical science and clinical courses. They must demonstrate the ability to collect, synthesize and analyze complex medical, laboratory data, and verbal information to reach logical conclusions. The PA student must demonstrate the ability to read and comprehend technical materials, medical and/or laboratory reports and medical text and journals to define complex problems and prepare solutions. The PA student must be able to use scientific methods to solve problems and apply knowledge of biomedical principles to the process of information gathering. They must possess critical thinking skills that allow them to use logic and analysis to identify the strengths and weaknesses of different approaches. They must be able to identify and integrate findings pertinent to the process of problem identification to formulate and implement adequate and appropriate diagnostic and/or therapeutic plans.

As defined by the Dictionary of Occupational Titles (DOT), the PA student must be able to deal with a system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions and inverse functions related algebraic solution of equations and inequalities; limits and continuity; and probability and statistical inference. Deductive axiomatic geometry, plane, solid, and rectangular coordinates. Practical application of fractions, percentages, ratios and proportion, measurement, logarithms, practical algebra, geometric construction, and essentials of trigonometry (DOT Mathematical Development Level 04).

Behavioral and Social Attributes:

The PA student must possess the emotional and mental health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. The PA student must be able to tolerate physically and mentally taxing workloads, effectively carry out responsibilities and to function effectively under stress. They must possess sufficient emotional stability to withstand stress, uncertainties and changing circumstances that characterize the dependent practice of medicine. They must possess social perceptiveness and be aware of other's reactions and understand why they react the way they do. The PA student must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainty inherent in the clinical problems of many patients. The PA student must possess the physical and mental capacity to meet all the program's academic standards (classroom and clinical). The PA student

must be able to work with and cooperate with faculty, students, staff, preceptors, healthcare professionals, the public and employees at all levels. The PA student must be capable of developing constructive and cooperative working relationships with others. They must be capable of working directly with the public. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the PA education process.

Physical Demands:

The U.S. Dictionary of Occupational Titles (DOT) defines the physical demands strength rating as the estimated overall strength requirement of the job. It represents the strength requirements, which are important for average, successful work performance. The strength rating is expressed by one of five terms and the PA profession is considered (L), light work. The PA student must possess the physical ability to learn and implement the various technical skills required by the program. The PA student must possess an adequate range of body motion and mobility, with or without accommodation to perform the following essential functions: prolonged periods of sitting and/or standing, occasional bending and stooping and the ability to lift and carry books and other items such as medical instruments weighing up to ten (10) pounds with or without accommodation. They must be able to exert up to twenty (20) pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (constantly is defined as an activity or condition that exists 2/3 or more of the time) to lift, carry, push or pull or otherwise move objects including the human body. Physical demand requirements are in excess of those for sedentary work. Light work requires walking or standing to a significant degree but may also involve sitting for prolonged periods of time.

Ability to Practice Medicine:

The U.S. Dictionary of Occupational Titles (DOT) for Physician Assistants defines the general educational development (GED) and strength required of the physician assistant for satisfactory job performance. The PA student must demonstrate the ability to practice medicine. The ability to practice medicine is to be construed to include all of the following:

The cognitive capacity to make appropriate clinical diagnoses and exercise reasonable medical judgments and to learn and keep abreast of medical developments.

The ability to apply principles of logical or scientific thinking, to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables. (DOT Reasoning Development Level 05).

The ability to communicate those judgments and medical information to patients and other healthcare providers with or without the use of aids or devices, such as a voice amplifier.

The physical and mental capability to fully perform medical tasks such as physical examinations, surgical procedures, laboratory procedures and other technical skills without limitations, with or without the use of simple aids or devices, such as corrective lenses or hearing aids.

Ability to Meet the School of PA Medicine Technical Standards

All candidates for the School of Medicine will be required to complete a Technical Standards Attestation form. If at any point an enrolled candidate ceases to meet the technical standards of

the School of Medicine, they must notify [Disability Resources](#), who will determine what accommodations are reasonable.

References

1. U.S. Dictionary of Occupational Titles (DOT)
Physician Assistant <https://www.occupationalinfo.org/07/079364018.html>
<http://www.occupationalinfo.org/07/079364018.html>
1. Occupational Information Network Physician's Assistants
<https://occupationalinfo.org/onet/32511.html>
2. U.S. Department of Labor/Employment and Training Administration's Occupational Information Network (O*NET) Handbook –Physician Assistant
<https://www.onetonline.org/link/summary/29-1071.00>

Introduction to the Program

Program Competencies and Learning Outcomes

The School of PA Medicine has established six program competency domains in which all graduating students must demonstrate proficiency upon program completion. These competencies are based on the Physician Assistant Education Association (PAEA) Core Competencies for the New Physician Assistant Graduates (Core Competencies for New PA Graduates) and the Competencies for the Physician Assistant Profession developed by the NCCPA, ARC-PA, AAPA, and PAEA (PA Competencies). The six domains and competencies are designed to align with the PA program's mission, values, and goals at Northwest University.

Faith Integration:

FI-1 Identify various principles of the Christian faith that prepare the PA student to engage with human need.

Medical Knowledge:

MK-1 Demonstrate the acquisition of broad-based medical knowledge in all major human organ systems.

Interpersonal and Communication Skills:

ICS-1 Elicit an accurate medical history.

ICS-2 Communicate the findings of a clinical encounter in written and verbal forms.

ICS-3 Communicate a patient-centered treatment plan and evidence-based patient education.

Clinical and Technical Skills:

CTS-1 Perform a thorough, problem-focused physical examination relevant to the medical history of the patient.

CTS-2 Obtain informed consent and safely perform advanced clinical procedures common to general medical and surgical practices.

CTS-3 Order and accurately interpret the appropriate diagnostic studies that assist in the evaluation of the patient's condition.

Professionalism:

PE-1 Demonstrate professionalism with sensitivity and responsiveness to patients, their caregivers, and members of the healthcare team.

Clinical Reasoning and Problem-Solving:

CRPS-1 Formulate a comprehensive differential diagnosis supported by a detailed rationale.

CRPS-2 Develop an appropriate therapeutic management plan.

CRPS-3 Make appropriately informed clinical decisions based on current evidence-based research.

Teaching Facilities

1. **6710 Building access** – As a PA student, you will have 24/7 access for use of the building only on the 3rd floor. Your NU student badge will be required for access to the 3rd floor and should always be worn. Professional conduct will be always expected, and any violation could result in disciplinary actions to include dismissal from the program.

2. **Argue Health Science Center** – The cadaver lab and virtual lab will be located on the main campus within this building. As a PA student, you will have 24/7 access to this building for the use of anatomy lab prep only (see [Anatomy Lab Policy AP009](#)). Your NU student badge will be required to be always worn. Professional conduct will be always expected, and any violation could result in disciplinary actions to include dismissal from the program.

Main Campus Resources

The following resources are headquartered on the NU campus in Kirkland^{iv}. Each office is staffed and is available to answer questions by phone or email. Contact the program office if you experience difficulty in accessing the service needed.

Registrar's Office

Email: registrarsoffice@northwestu.edu

Phone: 425-889-5228

Office Location: Rice 10, Ness Academic Center

Office Hours: Monday-Friday 8am-5pm

Student Financial Services

Student Financial Services staff members are available to answer any questions you may have about Northwest University's financial aid programs and tuition assistance. The financial aid office is also the contact for any questions regarding withdrawal and refund policies. **Please note** that tuition will not be refunded if students withdraw from courses after the add/drop week.

Contact Information:

2nd Floor of the Barton Building

Phone: 425-889-5210

Email: studentfinancialservices@northwestu.edu

Mailing Address:

Northwest University

Student Financial Services

P.O. Box 579

Kirkland, WA 98083-0579

For more information regarding graduate enrollment changes visit the [NU website](#) and/or the [Academic Catalog](#).

Library Resources

Northwest University PA Library has been specifically created for use by PA program students and faculty. Several medical databases, journals, e-books, and other research materials are available on the PA page.

Contact: library@northwestu.edu

Phone: 425-889-5266

<https://library.northwestu.edu/> -- Please check this page for general information before calling.

Chat 24/7 – NU librarians are normally online when the library is open. Outside of those hours your chat question will be answered by a librarian from another library.

Library Hours

For the most up-to-date library hours kindly refer to the website:

<https://library.northwestu.edu/hours/>

Hurst Library (On Main Campus)

The Northwest University Library is staffed with friendly, knowledgeable librarians and staff. Librarians will help you navigate the resources housed in the DV Hurst Library as well as those available online. The library is also home to a computer lab that is accessible to all students at NU.

Online Resources

Medical library resources for the Physician Assistant program are online and linked through the NU Library website and within our NU Physician Assistant website.

This portal contains medical databases, various eBook versions and online journals.

Computer Lab

Included within the Hurst Library building is a computer lab (a 24-hour space on campus) and will be accessible to all PA students enrolled in the program. The 24-Hour Study Space (H-214) has computers (6), study space, couches, and printer.

PA students are required to own a laptop that meets the requirements of Exemplify -

<https://examsoft.com/resources/exemplify-minimum-system-requirements/>

Chapel Gatherings

The School of PA Medicine supports this movement on-campus and will work to allocate time within the schedule for PA students to attend chapel and events that will support your spiritual growth. (Email: campusministries@northwestu.edu)

Chapel days & time: Mon, Wed & Fri 10:10 – 11:10

Pursuit – Monday evening 8:00pm

Dining Services

NU is passionate about providing local, authentic food and flavors that are handcrafted and personally designed by our chefs for our guests. Our recipes come to life every day in our kitchens using the best ingredients prepared in the freshest ways possible. *Please note that the dining service is only available when the undergraduate population is on campus.*

The Caf

Weekday Schedule:

Hot Breakfast: 7:00-9:00am

Hot Lunch: 11:00am-2:00pm

Hot Dinner: 5:00-7:00pm

The Aerie - located in the Pecota Student Center and serves coffee, baked goods, and pre-packaged food items for on-the-go meals or snacks.

Hours of Operation

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

Friday: 7:30am-4:00pm

Green on the Go - carryout system that allows NU students and employees to “rent” reusable kits from the Caf for carryout meals. Here is how it works:

- Ask the cashier for a Green on the Go kit or exchange card.
- Pay a deposit of \$5.00 for your Green on the Go kit or carabiner. After using your kit for a meal, return it to the cashier for washing and you will be given a fresh Green on the Go kit (if you are dining to go) or carabiner (if you are dining in).
- Lost kit or carabiner will result in the loss of a deposit and a new deposit must be paid to continue the program.
- Your deposit will be refunded at the end of the year by turning in your Green on the Go kit or carabiner.
- **NOTE:** Once you have paid the deposit you should always have either a Green on the Go kit or a carabiner in your possession. The deposit covers the cost of the kit should it go missing or needs to be replaced. The carabiner lets the Caf know you have already put down a deposit during those times you do not need a kit.

LeRoy Johnson Eagle Fitness Center

The Eagle Fitness Center is available for current NU students, alumni, employees, and employee and student family members. A University ID card must be presented when entering the facility.

Believing that the achievement of excellence in bodily-kinesthetic intelligence is one of the pathways to understand and know God, the Eagle Fitness Center is another way for students to connect with our university mission.

Location: First floor of the Barton Building.

EFC Contact Information: Emily Hatate (Eagle Fitness Center Coordinator)

Email: emily.hatate@northwestu.edu

Phone: 425.889.5582

Career Services

Career Services at Northwest serves students in the life calling discernment process by means of assessment, skill development, and life coaching.

Website: <https://eagle.northwestu.edu/departments/career-services/>

Academic Success and Advising Services

The Academic Success and Advising Office helps with tutoring (in Math, Bible, and Science), disability accommodations, testing resources, a testing center, and writing assistance.

Website: <https://eagle.northwestu.edu/departments/academic-success/>

Reasonable accommodations for disabilities

NU is committed to providing reasonable accommodation for all students with disabilities.

Students with disabilities who require accommodation for a course are requested to speak with

the course coordinator as early in the semester as possible. Students with disabilities are encouraged to contact Disability Accommodations and Support Services at 425-889-5227 or email Disability Accommodations and Support Services at ada@northwestu.edu

Students that receive disability accommodation will receive an official recommendation that will be communicated with the PA program. The program will evaluate the requested disability accommodation and will make every effort to attempt to make the necessary accommodations. It is important to mention that it is not a guarantee that the program will be able to honor the request and it is important to communicate with your program faculty and/or dean to discuss an acceptable option.

Northwest University Counseling Center

Various counseling services are available to support a student's progress in the PA program. NUhope is a community counseling program offered by the College of Social and Behavioral Sciences. PA students may utilize these services at a minimal cost. More information can be found at the NUhope website: [NUhope Community Counseling Center](#)

If you are having a mental health crisis or concern, please contact the 24-hour King County Crisis line by calling 206-461-3222 or texting 741741. If you need medical attention, please contact your primary care physician, or dial 911 for an emergency.

Early Alert

The Northwest University School of PA Medicine subscribes to a wellness check-in chat service called "Early Alert." Students are encouraged to enroll in the Early Alert system during orientation. This screening system is designed to identify students facing wellness challenges, promoting proactive support to prevent crises and to foster success. [Early Alert PA Student Information Weblink](#)

Student Health and Wellness

In a life-threatening emergency, call 911.

In a non-life-threatening medical emergency the following local clinical partners are available:

Local Hospital Emergency Rooms

Evergreen Health
12040 NE 128th St., Kirkland (Totem Lake)
425-899-1700

Overlake Medical Center
116th Ave NE, Bellevue
425-688-5000

Urgent Care Facilities

*Redmond Urgent Care – Extension of
Evergreen Hospital*
8980 161st Avenue NE, Redmond, WA 98052
425-883-3333
Hours: Monday-Thursday – 7am – 7pm
Friday – 7am – 6pm
Saturday – 9am – 3pm
Sunday – Closed

*Redmond Urgent Care – Extension of
Overlake Hospital*
17209 Redmond Way, Redmond, WA 98052
425-635-6400
Hours: 7am – 11pm (7 days a week)

*Redmond Urgent Care – Extension of
Swedish Hospital*
18100 NE Union Hill Rd, Redmond, WA
98052
25-498-2165
Hours: Monday-Friday – 8 am – 8 pm

Information Technology Services

The IT department is available to assist NU students with issues regarding accounts, NU computers, ID cards, software, printing, and wireless connections.

Website: <https://eagle.northwestu.edu/departments/information-technology/>

Email: help@northwestu.edu

Safety and security

Northwest University (NU) is committed to the safety and security of all members of the campus community. In an emergency, the University will provide an appropriate campus-wide response to assure safety and minimize disruption to normal activities.

All faculty, staff, and students should take time now to read and become familiar with the contents of this guide before an emergency occurs. Additional information, including specific evacuation routes, is provided on emergency signs in each building.

The Security Office

Security provides campus patrols to detect and deter crime and facilitate a safe environment for the people and property of our community. Security officers have a well-established working relationship with local emergency responders including the Kirkland Police Department.

View the Complete NU Emergency Plan

The complete NU emergency planning document can be viewed on the Security page of the Eagle website at eagle.northwestu.edu/go/security. Faculty, staff, and students should know in advance the specific steps to take in an emergency. Becoming familiar with the emergency plan is a vital part of preparation.

Student safety and security are of utmost importance while on the NU campus and at assigned Supervised Clinical Practice Experience (SCPE) sites. The program conducts routine site visits to evaluate the safety of students and faculty at clinical sites. If an incident occurs where you feel you are in danger, clearly communicate your distress by any means possible, remove yourself from the situation, and call 911 or use the campus alert system. If a student on a SCPE experiences such an incident, the student should follow the emergency and safety procedures of the clinical site, call 911 when appropriate, and as soon as the student is able and the emergency has resolved, notify the clinical education manager or dean by phone or email.

Students should exercise situational awareness while on SCPEs. Please practice the following common-sense measures:

1. Leave laptops, iPads, and other valuables at home, unless required at a clinical site.
2. Do not carry large amounts of money or credit cards.

3. Always watch where you are going. Avoid shortcuts through isolated areas. Be alert to your surroundings. If you still have concerns, call campus or hospital security for an escort. If you see unusual activity or someone loitering, call security immediately.
4. Park in well-lit areas and do not walk alone to/from parking areas at night. Use the escorts/shuttles provided by the hospitals.

For the NU Kirkland campus, the appropriate contact number for security is 425-864-1552.

Physician Assistant Studies Program Course Curriculum^v

Total hours to Graduate: 133 credit hrs.

Didactic Phase

Semester I Fall – 18 credit hrs.

- PA Professional Practice I 3 credits
- Medical Physiology 5 credits
- Clinical Anatomy 6 credits
- Basic Pharmacology 2 credits
- Patient Care Skills I 2 credits

Semester II Spring – 21 credit hrs.

- Clinical Medicine I 9 credits
- Clinical Reasoning I 3 credits
- Pharmacology/Pharmaco-therapeutics I 2 credits
- Patient Care Skills II 4 credits
- Diagnostic Methods 3 credits

Semester III Summer – 21 credit hrs.

- Clinical Medicine II 9 credits
- Clinical Reasoning II 3 credits
- Pharmacology/Pharmaco-therapeutics II 2 credits
- Patient Care Skills III 4 credits
- Evidence-Based Medicine & Research 3 credits

Semester IV Fall – 22 credit hrs.

- Clinical Medicine III 9 credits
- Clinical Reasoning III 3 credits
- Pharmacology/Pharmaco-therapeutics III 2 credits
- Patient Care Skills IV 3 credits
- Faith Integration in Medicine 2 credits
- PA Professional Practice II 3 credits

Didactic phase: 82 credit hours/21 courses

Clinical phase: 51 credit hours/12 courses

Program Length: 28 months.

Clinical Phase

Semester I Spring – 18 credit hrs.

- Intro to Clinical Practice 1 credit
- HEAL Course 2 credits
- PA Clinical Practicum I (5-weeks) 5 credits
- PA Clinical Practicum II (5-weeks) 5 credits
- PA Clinical Practicum III (5-weeks) 5 credits

Semester II Summer – 15 credit hrs.

- PA Clinical Practicum IV (5-weeks) 5 credits
- PA Clinical Practicum V (5-weeks) 5 credits
- PA Clinical Practicum VI (5-weeks) 5 credits

Semester III Fall – 18 credit hrs.

- PA Clinical Practicum VII(5-weeks) 5 credits
- PA Clinical Practicum VIII (5-weeks) 5 credits
- PA Clinical Practicum IX (5-weeks) 5 credits
- PA Capstone: Summative Evaluation /Scholarly project 3 credits

Supervised Clinical Practice Experiences

(Offered each clinical semester)

- Internal Medicine Rotation
- Surgery Rotation
- Pediatrics Rotation
- Women's Health Rotation

- Behavioral Health Rotation
 - Emergency Medicine Rotation
 - Family Medicine Rotation
 - Elective Rotation I: Cross-cultural
- Elective Rotation II

Student Activities

As part of our commitment to our mission, vision and values and professional development, all students and faculty will participate in events that are supported by the program. The program will provide release time for students to attend and participate. The program will educate and encourage students about the value of service and the legislative efforts in the state.

The program will participate in the following events annually:

- Community Service – students will be offered various activities to support and serve the local community.
- PA on the Hill – students will spend the day in Olympia at the state capital, speaking to state representatives and senators in their assigned districts as well as promoting the PA profession.
- WAPA Conference – students are encouraged to attend one of the state conferences.
- AAPA national conference – students are encouraged to attend the AAPA conference and participate in the national PA Challenge bowl or the iSCAN Point of Care Ultrasound (POCUS) competition.

Faculty advisors

The PA program will assign a faculty advisor to each student admitted into the program. The faculty advisor assists with academic and non-academic problems and acts as a liaison between the advisee and other faculty members. The program recommends students meet with their advisors a minimum of once a semester, but it is the student who determines the full amount of interaction between him/her and their advisor. The assigned advisor will serve as support for any student related matters that require additional discussion of a student's concern.

Responsibilities of the faculty advisor include:

- Serving as the student's advisor and academic/professional counselor.
- Overseeing and monitoring the academic progress and professional growth of the student.
- Assisting the student in seeking academic and personal counseling services.
- Serving as an advocate for the student.
- Counseling the student during their selection of career within the profession.
- Documentation of all student encounters to ensure clear communication between faculty and students.

Program Policies (PP)

[001 Student Health](#)

[002 Immunization Policy](#)

[003 Prevention and Treatment](#)

[004 Absenteeism](#)

[005 Professional Conduct & Academic Integrity](#)

[006 Criminal Background Checks](#)

[007 Student Work](#)

[008 Locker Policy](#)

[009 Anatomy Lab Policy](#)

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Student Health Policy Student Handbook ARC-PA 5TH Edition (Standards A3.07; A 3.08; A3.09; A3.10)	Policy #	PP001
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Student Health

Physician Assistant students are required to maintain health insurance throughout the program as agreed and verified by the student with post-acceptance requirements.

Principal faculty, the program director/dean, and the medical director may not provide health care for students except in cases of an emergency.

A preceptor will not see a student as a patient while assigned to them, except in case of an emergency. ^{vi}

In a life-threatening emergency, call 911.

In a non-life-threatening medical emergency, the following local clinical partners are available:

Local Hospital Emergency Rooms

Evergreen Health
12040 NE 128th St., Kirkland (Totem Lake)
425-899-1700

Overlake Medical Center
116th Ave NE, Bellevue
425-688-5000

Urgent Care Facilities

Redmond Urgent Care – Extension of
Evergreen Hospital
8980 161st Avenue NE, Redmond, WA 98052
425-883-3333
Hours: Monday-Thursday – 7am – 7pm
Friday – 7am – 6pm
Saturday – 9am – 3pm
Sunday – Closed

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425-635-6400
Hours: 7am – 11pm (7 days a week)

Redmond Urgent Care – Extension of
Swedish Hospital
18100 NE Union Hill Rd, Redmond, WA
98052
425-498-2165
Hours: Monday-Friday – 8 am – 8 pm

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Immunization Policy Student Handbook ARC-PA 5 TH Edition (Standard A3.07)	Policy #	PP002
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Immunization and Health Records Policy^{vii}

One of the core values of the Northwest University School of PA Medicine is to “Protect the physical, emotional, and spiritual well-being of others.” This value compels PA students, PA faculty and staff to protect patients, co-workers, and students by complying with healthcare safety expectations. The immunization and health policy at NU School of PA Medicine seeks to protect patient and student safety interests.

We partner with many hospitals, health systems, and medical clinics to provide clinical rotation sites, each of which has their own immunization policies and medical requirements. While we strive to ensure that each student is placed in a clinic where they are accommodated based on their sincerely held religious beliefs, we cannot guarantee placement if a student chooses to request a COVID-19 vaccine exemption; nor does Northwest University School of PA Medicine maintain control over policies of individual health systems.

POLICY

Student health records are confidential and must not be accessible to or reviewed by the PA Program faculty or staff, except for immunization and screening results, which may be maintained and released with the student's written permission. This written consent (see Appendix F, page 130) allows the following:

- Complio/American Databank to release information regarding immunizations, tuberculosis screenings, drug screenings, and background checks to the PA Program
- PA Program to release information regarding immunizations, tuberculosis screenings, drug screenings, and background checks with clinical sites.

The program requires that all students maintain documentation of immunizations as recommended by the [CDC for healthcare providers](#). Therefore, all PA students must provide records of CDC-recommended immunizations to the program prior to contact with any patient in the didactic year, updated verification before starting the clinical year of the program, and yearly thereafter for any student extending enrollment in the program. The student must notify Northwest University School of PA Medicine of a need for a vaccine medical exemption or religious accommodation immediately to determine eligibility for clinical rotation placement. Due to clinical site constraints, the only religious exemptions considered will be for the COVID-19 vaccine.

- **Hepatitis B immunization:** evidence of a complete 2-or 3-dose Hep B series and evidence of immunity with a titer, or Hepatitis B waiver declaring the Hep B vaccine series is in progress.
- **Influenza:** Evidence of flu shot annually.

- **MMR:** Evidence of 2-dose MMR or evidence of positive Measles, Mumps, Rubella titers.
- **Varicella:** Evidence of Varicella immunization or evidence of positive varicella titer
- **Tetanus, diphtheria, and pertussis:** Tdap evidence; if over 10 years old, evidence of a Td booster.
- **COVID Vaccination:** The program recommends that all students obtain a current vaccine booster. Our partner healthcare systems require students to show either proof of an up-to-date COVID vaccination or proof of a valid medical or religious exemption. A medical or religious exemption must be submitted by the student to seek approval from the healthcare organization. The program will not submit exemptions on behalf of any student and will not approve any exemptions. Northwest University School of PA Medicine cannot guarantee that any student will be able to complete their clinical rotation if a health system will not approve an exemption. If an exemption is not approved, a student will be ineligible for clinical placement, and their academic progress will be held until the student is determined to be eligible and allowed to advance in the clinical rotation schedule. Due to the dynamic nature of the COVID-19 response, this policy is subject to change at any time.
- **Tuberculosis Screen:** Though not an immunization, students must have a two-step PPD (with negative results) within the last year; a negative PPD will need to be current for the entire duration of the program. This documentation must be supplied to the program. The QuantiFERON Gold TB blood test may be used as an appropriate substitution in lieu of the two-step PPD (and annually thereafter) and for students having previously been vaccinated with BCG.
- **International travel:** The PA student must adhere to the CDC guidelines regarding international vaccination requirements outlined on the website. The CDC guidelines, based on the country of travel, list the required vaccines to legally enter the assigned country. The PA program will require all students to obtain the necessary vaccination requirements and show valid proof to progress with the SCPE elective rotation. The cost of the additional vaccines will be the responsibility of the PA student.

Facilities and hospitals may require additional immunizations and titers which students must obtain prior to starting SCPEs at those sites. Information regarding these additional requirements will be made available to students on the student SCPE tracking site.

- All costs incurred in complying with this policy are the responsibility of the student.
- Students will be required to sign a release of liability that releases NU from any liability related to illness contracted, adverse reactions from vaccinations, and inability to complete clinical rotation secondary to vaccine status.

The immunization policy is subject to change at any time to comply with ARC-PA Standards, Northwest University, hospital policies, or the CDC guidelines. The NU School of PA Medicine will make every attempt to notify its students of these changes in a timely manner. Vaccinations not listed as a health requirement above are not required by the program, but may be required for select clinical rotation placements. Individual students are encouraged to seek recommendations from their healthcare provider regarding whether such vaccines are indicated based on their personal health situation.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Prevention & Treatment Policy Student Handbook ARC-PA 5TH Edition (Standard A3.08a-c)	Policy #	PP003
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Prevention and Treatment

Blood-Borne Pathogen (BBP) Exposure Prevention and Treatment

The best way to prevent exposure to BBP is to be informed. Needlesticks and mucus membrane exposures to biologic fluids occur approximately 800,000 times each year in the United States (CDC data). Important steps you can take to prevent disease include the following:

- Wear gloves.
- Never recap - if you must, use the one-handed technique.
- Take your time.
- Dispose of contaminated needles immediately in puncture-resistant containers.
- Make sure sharps containers are accessible.
- Use safer sharps devices (if available).

The program will require students to complete blood-borne pathogen training during orientation at matriculation and prior to the start of the clinical phase. The required training will include methods of prevention and procedures for care and treatment after exposure. ^{viii}

Regarding needlesticks, all students will be required to carry health insurance that includes coverage by a needlestick. Copays, coinsurance, and any additional financial obligations will be the student's responsibility. Regarding other exposures, students will be covered by their mandatory health insurance policy. ^{ix}

OSHA and Environmental Hazards Prevention and Treatment

At the time of matriculation, students will receive a presentation on the federal laws overseen by the Occupational Safety and Health Administration. The presentation will also deliver content identifying environmental hazards present in the medical workplace and how/when to get treatment if exposure to such a hazard is encountered.

Incident or Exposure Policy

It is the policy of Northwest University School of PA Medicine to prioritize the safety and well-being of our students at all times. In the event of an incident or exposure, all PA students are required to follow specific procedures to ensure their safety, seek appropriate medical attention, and report the incident promptly to the Course Director/Instructor and/or Didactic Education Manager or dean.

NU School of PA Medicine follows the guidelines made by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) regarding the use of

Standard/Universal Precautions to prevent the spread of infection and reduce occupational exposure to blood and body fluid pathogens.

All students are required to have personal health insurance to cover the expenses of any health care or treatments in case of an injury within or outside the didactic or clinical setting.

Incident or Exposure Reporting Procedure

a. Didactic Instruction

Faculty and Program Notification – The student should immediately notify the onsite faculty member. Faculty, the dean, and the Medical Director WILL NOT participate as healthcare providers for students enrolled in the program, except in an emergency situation. After medical care has been addressed, the student and faculty member must complete an **Incident Report Form** (Appendix H or Eagle Site) for the PA Program, as well as the **Northwest University Student Report of Injury Form** (found on Eagle under Student Development / Forms and Documents / Student report of Injury).

The Incident Report Form will be placed in the student's record.

b. Clinical Instruction

Refer to [SCPE Injury or Exposure Incident Reporting in Clinical Year Policy](#).

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Absenteeism Policy Student Handbook	ARC-PA 5TH Edition	Policy #	PP0004
			Effective Date	08/2025
			Review Date	03/2026
			Revision Date	

Absenteeism

Attendance is mandatory for all lectures, classes, and academic-related activities. Absences will be reported to the Didactic or Clinical Education Manager. Attendance is a demonstration of professionalism and is a criterion used for recommendation for promotion to the clinical year and graduation. It is required that students observe the following policy:

Tardiness

If a student is late for a class, they will be marked as tardy.

Absence Due to Tardiness:

Students who arrive late and fail to notify or discuss this with the course director/instructor by the end of the class period, or who fail to attend class, will be marked as absent.

Unanticipated Absences

All unanticipated absences due to illness, accident, or other unexpected events must be **reported to the program within 24 hours** by phone or email. Students are also expected to communicate with the instructor directly regarding their absence. For medical illnesses resulting in two or more days of absence, a note from a medical provider is required.

The possibility of making up missed examinations and assignments will be at the instructor's discretion.

Total Allowed Absences

Due to the intense nature of the curriculum, students are strongly encouraged to schedule personal appointments outside of class activities whenever possible to avoid conflicts with class activities. Students are responsible for the missed content covered in class. **Up to two (2) absences are allowed per semester.** Further absences will be considered on a case-by-case basis.

Absences for university or program-approved functions may be permitted only after the activity sponsor has received authorization. This approval does not excuse students from fulfilling assignments and tests in the course but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor prior to the event to plan for any information make-up requirement.

The program has an important obligation to maintain a positive rapport with guest speakers, clinical sites, preceptors, and other healthcare professionals who make essential contributions to the program's curriculum. The relationships are vital to the ongoing success and development of

the program, as well as its ability to provide quality didactic and clinical education. Prompt attendance at all program activities is a minimum demonstration of this commitment. Attendance and preparation for all seminars, small group discussions, lectures, and clinical activities designated by the program faculty and preceptors is expected.

Absences in the clinical phase of the program

Unexcused absences are not permitted in the clinical phase of the program. Details of the absentee policy regarding supervised clinical practice experiences are provided in the [Clinical Year Attendance Policy](#).

Inclement Weather

The Inclement Weather Policy is found on Northwest University Eagle website ([Class Cancellation Procedures](#)). However, students may be traveling considerable geographic distance to campus, through dramatically different weather conditions. Therefore, when inclement weather is imminent, the student should exercise reasonable judgment when traveling.

On-campus activities may be affected by inclement weather. In the event of inclement weather, the student should check NU's main website, <https://www.northwestu.edu/>, for information regarding postponement or cancellation of campus activities before traveling. For scheduled campus activities, the PA program abides by closures and announcements made by NU.

If the university is open and program activities are being held, the student should not travel under unsafe conditions or take unnecessary risks during inclement weather.

Notification must be made to the appropriate didactic year faculty if the student cannot attend scheduled activities due to weather or another hazard, and an absence form must be filled out.

Leave of absence

Leave of absence requests will be considered by the dean on a case-by-case basis. A leave of absence, if granted, will be for a period no longer than one academic year under one of the following types: medical, including maternity and parental leave, military, or personal, including jury duty. A leave of absence requires formal permission to delay progression through the PA program but does not excuse the student from any course requirements.

A leave of absence that extends the student's academic program beyond the usual 28 consecutive months will require the assignment of a new program completion date, new graduation date, and may require assignment to a new class. The new graduation assigned will depend on the length of the leave and the official University graduation dates. In addition, a new completion date will delay eligibility for taking the NCCPA PANCE examination and will delay the temporary or permanent licensing process in various states.

For all leaves of absence, the following will apply:

- The student will be responsible for the financial consequences of taking a leave of absence. Students must review their financial arrangements with the business office and the office of financial aid prior to finalizing the leave of absence.
- If/when a leave of absence is granted, the program may require that the student meet additional academic requirements for effective and safe reintegration into the classroom or clinic and/or submit specific documentation (e.g., medical release to return to class).
- For medical, personal, and military leave of absence, the student request must be made in writing and addressed to the dean. The reason for the request should be clearly stated in the letter. The student should continue to attend class, take examinations, and fulfill any other class obligations as possible until leave has been formally granted.
- When a leave of absence is granted, students must notify the course coordinators of all classes in which they are enrolled of their withdrawal from course work, or the clinical preceptors of any SCPEs in which they are enrolled of their withdrawal from clinical activities.
- A student who has been granted a leave of absence is responsible for notifying the dean in writing of his or her intention to return to class on the appointed date no later than two months before the start of classes. Without this notification, the student's place in the class will be forfeited. Re-entry into the program will then require re-application through the usual admissions process of the program.
- Upon re-enrollment following a leave of absence, the student will be subject to all rules and regulations which pertain to the new class.
- A leave of absence will not be granted for academic failure or to avoid academic failure.
- An approved leave of absence will result in the student re-entering the curriculum following the last completed semester.

Parental Leave Policy

The PA program recognizes that all aspects of pregnancy are unique, even more so for the PA student. Therefore, the program is committed to supporting students during all aspects of their education. The program will support and accommodate the birth or adoption of a child while providing realistic options for the student to complete the program.

Didactic Phase

A student who is due to deliver or expecting a child during the didactic phase may discuss parental leave of absence with the Didactic Education Manager and dean, who will work to negotiate a detailed plan of return.

Clinical Phase

If a student becomes pregnant during the clinical phase, the program encourages notification of the student's academic advisor, the Clinical Education Manager and dean to optimize the time available for planning an altered clinical phase. Additionally, it is strongly recommended that the student consults with an obstetrician to prevent potentially harmful exposures in clinical training environments.

Considering the complex decision-making surrounding having a baby while completing graduate medical education, no written policy can cover all contingencies and unique circumstances.

Therefore, the student must maintain open communication with the program to advocate and plan for the best outcomes for the student and the student's baby.

Expectations of the student:

1. Letter of release from an obstetrician
 - The student must obtain a letter of release from their obstetrician (OB) to be submitted electronically to the clinical team after each routine OB visit throughout the clinical year.
 - This letter should confirm that the student can meet the Technical Standards for the program and provide any other specific details necessary for appropriate SCPE site scheduling.
 - Because the structure and demands of the clinical phase vary for each student, the approach to accommodating labor, delivery, and leave will differ depending on the specific SCPE schedule of the student and any necessary accommodations suggested by the student's obstetrician.
2. Notification of the SCPE site
 - The program will not notify the SCPE site of the student's pregnancy. How the assigned SCPE preceptor is informed remains the prerogative of the student. Please consider telling the preceptor before arriving at the site.
3. Clinical Year Schedule
 - The CEM and dean will develop the clinical year schedule in close collaboration with the student, clearly explaining how the student will meet the Learning Outcomes and Instructional Objectives to satisfy the programmatic accreditation requirements.
4. Maternity Leave/Paternity Leave/Adoption
 - A student who is due to deliver or expecting a child during the clinical phase can take an 8-12 week parental leave. The student will work with the CEM to negotiate a detailed plan of return.

All parties should complete and approve this plan at least three (3) months before the due date.

Bereavement Policy

The student is given up to five days of leave for the death of a spouse, child, dependent of the student (stepson, stepdaughter, grandson, granddaughter), or domestic partner. In the case of the death of any member of the immediate family, which is defined as a parent, grandparent, brother, sister, stepfather, stepmother, grandchild, in-laws, or a relative not listed above with whom the student lives, students are given three days of leave.

If additional time is required, arrangements must be approved by the dean.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Professional Conduct Policy Student Handbook ARC-PA 5 TH Edition	Policy #	PP005
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Professional Conduct & Academic Integrity

Northwest University School of PA Medicine, a graduate program in the health sciences, has the responsibility to educate practitioners responsible for the health and welfare of the public. The program has the obligation to graduate only those students who demonstrate clinical competence and professional integrity. Students in the program must, therefore, meet rigorous clinical and professional standards in addition to the program's academic standards. Students are subject to expulsion if they fail to meet the professional standards, and each PA student has the responsibility to report alleged academic dishonesty or unprofessional behavior exhibited by another student to either the appropriate faculty member or to the dean.

Unprofessional conduct is defined as any action to, or against, a fellow student, faculty, staff, or patient that is generally deemed professionally inappropriate or which is not in keeping with the expectations as delineated for students in the [NU Graduate and Online Student Handbook](#), which can be found on the Eagle website

It is not possible to quantify all forms of misconduct that can arise in a health professional education environment. However, some examples of unprofessional conduct that would be highly unacceptable in an academic or clinical setting include:

- Illegal acts or actions
- Unethical acts or actions
- Immoral acts or actions
- Failure to follow the Guidelines for Ethical Conduct for the PA Profession established by the American Academy of Physician Assistants
- Falsifying clinic data or records
- Lying
- Excessive unexcused absences
- Excessive unexcused tardiness
- Sexual harassment
- Disrespectful behavior
- Improper demeanor or attire
- Inappropriate hygiene standards
- Failure in a clinical setting to identify self as a student PA
- Disregard for patient welfare
- Failure to follow clinic guidelines as specified in the Clinical Education Handbook
- Unauthorized entrance to clinic or other restricted areas
- Any conduct for which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic or patient care setting.
- Excessive noise and vulgar or crude language

- Undue familiarity with patients, faculty, other students, or staff
- Smoking in clinical areas
- Abuse of equipment
- Failure to comply by course syllabus policy requirements
- Recording (audio or video) of instructor without their express consent
- Distributing lecture materials outside of the classroom or cohort
- Failure to fill out requested course evaluations to provide feedback to the program

Everyone whom the student encounters should be treated with respect and concern. Clinical students are not to lounge or congregate for discussion in hallways or work areas (e.g., the receptionist's office of the clinic). No PA student should be in the reception area or file room unless specifically directed to do so by the clinical faculty, staff, or preceptor.

Students alleged to have violated recognized ethical or professional behavior standards of the program, the university, or the profession will be referred to the Student Progress Committee (SPC).

Faculty are responsible for ensuring that graduates of the program can provide quality health care to the public. At all times, faculty are responsible for the decisions related to patient care and student education. Students and faculty members are expected to exhibit professional behavior based on integrity, ethical principles, and honor. This includes the expectations of class attendance, being on time to classes and clinics, and not leaving class or clinic unless dismissed. Attention to on-going class proceedings and courtesy in class are expected. Each student is responsible for his or her own education. It is the role of the faculty member to facilitate the learning process through teaching.

Attire

A professional appearance is required of all students enrolled in the PA program while on campus and during SCPE experiences. Students will be expected to adhere to the program's dress code. Additionally, students will abide by the policy expectations of the clinical site/agency/institution in which they are participating in a SCPE. Any violation of the dress code will result in the student being sent home from class and/or clinic. Continued violation of the dress code may result in a review by the Student Progress Committee and could result in disciplinary action per university policy.

Uniforms – The PA program will purchase two pairs of NU branded scrubs for each student. Students will have the option to purchase additional sets as needed to ensure the scrubs maintain a clean and neat appearance. The NU approved scrubs will be allowable attire for classroom attendance. Only approved colors (black, navy & royal blue) and styles will be authorized to be worn in the appropriate settings.

During regular class hours and any time that the student is on campus, the student will be expected to wear business casual attire or NU approved scrubs. **Some classes will invite guest speakers to lecture; the student will present to class with professional business attire on those days.**

- Students must present with a clean, professional appearance and be well-groomed.
- Excessive tattooing must be covered as well as not be visible through clothing. Additional requirements regarding tattoos placed by any clinical location, students will be required to comply.

- One pair of small earrings may be worn. Other piercings (nose, tongue, eyebrow, or any other visible piercings) must be removed prior to any practical exams, such as OSCE or skills exams, or prior to any clinical experience.
- Clothing and/or scrubs must be modest, non-revealing, well-fitting, sized appropriate, clean and in good repair (no holes, rips, stains, or tears, no tight-fitting clothing).
- Blouses should not be more than three fingerbreadths below the sternal notch.
- Heels should be no taller than two inches.
- Undergarments must not be visible through or underneath clothing, visible above waistline or openly visible.
- Hair, nails, beard, and/or mustache must be neatly groomed. No artificial nails may be worn at any time during enrollment in the program. Hair must be of a natural color (no pink, blue, purple, green, etc.).

Professional Business Attire

- Professional attire is required during all guest didactic lectures that come to campus for instruction. If a student does not participate in appropriate attire, their attendance will not be allowed for that lecture. If students have financial difficulties with purchasing a professional outfit to meet this requirement, please contact faculty, staff, or the dean for assistance.
- Well-pressed dress slacks or suit. Pants must not be long enough to touch the floor.
- Skirt or dress with a length that falls just below the knee to just above the floor (should not touch the floor)
- Well-pressed shirt, blouse, or sweater. For male students, dress shirt must be tucked in and worn with a tie.
- Closed-toe, closed-heel dress shoes.

Lecture Attire

- Lecture attire is the expected dress code for all classroom activities during the didactic phase and during clinical Callback Days when on-campus attendance is required. No shorts, No tank tops, No tight-fitting clothes.
- NU approved scrubs. (***Not applicable for guest lectures***)
- Blouses, sweaters, vests, light jackets.
- Dress or skirt (not shorter than just below knee length).
- Pants, jeans, or denim that are in good repair with no holes, rips, stains, or tears.
- No yoga pants, no tight-fitting exercise type pants, no shorts, no pajamas or sleeping attire.

Lab Attire

- Lab attire will be expected to be worn during cadaver lab dissection and virtual lab classroom activities. Additionally, if a course director requests lab attire, students will be expected to accommodate this dress code.
- No open-toed shoes are allowed.
- Scrubs required.
- Lab coat (optional).

Clinical Attire

- Professional Business Attire with white lab coat and student ID badge for clinic settings.

- NU scrubs with white lab coat and student ID badge— only if allowed by the clinical location site.
- Clean, maintained tennis shoes and institution-issued scrubs may be worn for some SCPE experiences if allowed by the clinical site location.

As medical professionals, students should ask themselves if they are dressed in a manner that warrants professionalism and respect from patients and other health care providers. It is expected that students attending SCPEs will always dress in a professional manner. Specific clothing choices for the clinical phase will be included in the Clinical Education Handbook.

Picture Identification

- An identification badge bearing the student's photograph will be created for each student upon matriculation into the PA program.
- The student ID badge must be worn to every clinical experience and the picture, name, and title of physician assistant student are to be clearly visible. In addition, some clinical sites/agencies/institutions may issue temporary student identification cards to be worn in accordance with their policy. The student will be responsible for adhering to each site/agency/institution policy. ^x

Class Schedule

The class schedule will routinely be planned every day from Monday to Friday, and students should reserve all hours on those days for PA program classes and activities from 8AM until 5PM. Schedules might change with 24 hours' notice; therefore students should check their calendars and emails daily. Students are not allowed to request class schedule changes.

Classroom Etiquette

In consideration of other students and faculty, students should avoid coming in late (see PP0004 for additional information), leaving early, and allowing cell phones to ring during class. While in the classroom, students are expected to act respectfully towards classmates and the professor by focusing on the lecture or task at hand. If a student wants to chat, read, surf the Internet, text message, or nap, it must be done outside of class. Utilizing electronics for anything other than lecture notes is considered unprofessional behavior and may result in disciplinary action. Instructors reserve the right to ask anyone who is disruptive to leave.

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

- Address the faculty member by title: "Professor" or "Doctor" in all school related activities both on and off-campus.
- Address the staff member with their appropriate title: "Mrs." or "Mr."
- Be respectful in all communications with everyone.
- Arrive on time (10 minutes prior to start of class to allow time to prepare for class).
- Students may eat or drink in class at the discretion of the instructor.
- Students may not bring in guests, pets, or children to the classroom unless approved by the instructor.

Student Use of Classroom/Lab Space and Equipment

Students will have 24/7 badge access to 6710 and the Argue Health Science Center lab areas. Students may use classroom and lab spaces for study and practice when no class is scheduled.

Students will have access to equipment for learning purposes. Students may not access or practice on any piece of equipment unless they have been instructed in its use by a faculty member. Students are expected to return all equipment to storage and clean up the space used before leaving. Students may not remove any university/department equipment, supplies or learning models without written permission from a faculty member. If equipment or models are checked out, they must be returned at the designated time and in the same condition; otherwise, the student is responsible for the cost of that equipment.

Students are responsible for maintaining a clean and orderly space in the classrooms and labs. Students should leave the classroom or lab ready for use by the next group of students. Faculty members will provide specific information for classrooms and labs regarding the placement of chairs, tables, stools, equipment, and other lab or classroom items.

Beverages may be consumed in class but must be in a spill-proof container. Students are not to eat/drink/chew gum while in clinical or laboratory settings.

Authorization by the university or by the clinical facility housing the gross anatomy lab, a NU student badge is required to enter the gross anatomy lab. Unauthorized visitors are not allowed. No individual (faculty, student, lab assistant) will provide access to the lab to any unauthorized individual, including but not limited to high school students, undergraduate students, graduate students in other programs, and relatives or friends of students.

Students must observe all signage in classrooms, labs, or clinical settings, with emphasis on signage that pertains to safety, chemicals, radiation, and other warnings.

Students are not permitted in any faculty office or faculty designated space without a faculty member being present. Students that are meeting with a faculty or student of the opposite gender, will be required to meet in a room with an unshaded window or have the door open or an additional faculty/staff member must be present. Students are required to schedule faculty meetings during normal business hours and only during that faculty's designated office hours.

General Housekeeping

We strive to maintain a clean and safe environment in our shared facilities. To ensure the well-being and satisfaction of all users, we have established the following housekeeping policies. Any violation of these policies will be a violation of the professional conduct standard and can be subject to SPC review for disciplinary actions. No exceptions.

Classrooms

Leave the Room as Students Found It: Before leaving, students should return furniture to its original arrangement, erase whiteboards, and ensure that any equipment or materials used during the session are properly stored away to prepare for the next class.

Cleanliness Standards: Students are expected to maintain cleanliness in the classroom by cleaning up after themselves. This includes disposing of trash, wiping down desks, and keeping the space tidy.

Respect for Equipment: All classroom equipment should be handled with care. Students must report any damage or malfunction to the appropriate university staff immediately.

Personal Belongings: Personal belongings should be kept tidy and stored in designated areas. Students are responsible for taking their belongings with them when leaving the classroom.

Food and Drinks: Consumption of food and drinks may be permitted based on university guidelines. Students should be mindful of spills and clean up any messes promptly.

Noise Level: Students must maintain an appropriate noise level during class sessions to minimize disruptions for fellow students and instructors. Please be mindful of noise levels and considerate of other classes in session as you enter or exit your classroom.

Respectful Behavior: Respectful behavior towards others is essential. Students should refrain from engaging in disruptive behavior and contribute to a positive learning environment.

Reporting Issues: Any maintenance issues or concerns regarding the classroom space should be reported promptly via a maintenance request on Eagle for resolution.

Communication: Open communication channels are encouraged for students to provide feedback, suggestions, and reminders about classroom cleanliness and etiquette.

Kitchen

Cleanliness Standards: All students are expected to uphold high standards of cleanliness in the kitchen. This includes promptly cleaning up spills, wiping down surfaces, and washing dishes after use.

Shared Responsibility: Keeping the kitchen clean is a shared responsibility. Every student is accountable for their actions and is encouraged to contribute to the cleanliness of the space.

Labeling and Storage: Students must label their food items and belongings clearly. Additionally, all food items should be stored properly to prevent contamination and maintain hygiene standards.

Refrigerator Etiquette: The student refrigerator is a limited shared space. Therefore, all students are responsible for removing any stored food items at the end of each day. Any items left will be discarded to include any Tupperware or re-usable cartons.

Respect Others' Space: Students should respect others' space by not leaving personal items or food out for extended periods. This helps to maintain order and cleanliness in the kitchen.

Reporting Issues: If any maintenance issues or concerns arise, students should report the problem immediately via a maintenance request on Eagle. This includes broken appliances, plumbing issues, or any other problems that affect the functionality or cleanliness of the kitchen.

Communication: Open communication is key to maintaining a clean and functional kitchen. Students are expected to communicate with each other respectfully regarding any issues or concerns related to kitchen cleanliness and etiquette.

Drugs, Tobacco, and Alcohol

Use of illegal drugs, and the illegal use of alcoholic beverages, is identified as “conduct which adversely affects the university community.” University regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by university students, faculty, staff, or guests to the university, on university-owned property and at all University sponsored activities. NU students are also prohibited from the illegal use of drugs and alcohol whether on or off campus.

The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating standards for student conduct. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication. NU is a dry campus, meaning any alcohol is prohibited on campus.

NU is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

While many states have legalized the use of marijuana, NU continues to prohibit marijuana use among students. See policy document here: [Graduate/Online Students – Student Handbook](#).

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Furthermore, a charge or conviction of a drug or alcohol related offense may prohibit the PA graduate from obtaining licensure.

The NU School of PA Medicine reserves the right to require random drug screens throughout a PA student's enrollment in the university. Should a NU PA student be removed from a SCPE or the classroom due to impairment with illicit drugs or alcohol or found to have illegal substances on a drug screen (routine or random), the student will be referred to the Student Progression Committee (SPC) for review of their academic standing, to include consideration for dismissal.

Drug screen

Hospitals, clinics, or other facilities used by the PA program as clinical education sites may require students to undergo a drug screen prior to the start date of the clinical rotation or randomly as requested. The cost of drug screening will be the responsibility of the student. If a student is unable to provide a negative drug screen to the satisfaction of clinical sites, the student will be referred to the Student Progress Committee for consideration of dismissal.

Social Media

Use of social networking sites such as Facebook, Instagram, TikTok and Twitter have become a part of everyday life. While this technology allows for instant widespread sharing of information, basic privacy, and information security requirements applicable to NU confidential information apply. Sharing confidential NU, HIPAA, or other SCPE site information, including protected health information on personal social networking websites is **strictly prohibited**. Examples of prohibited disclosure include:

- Any reference to a patient or patient care event, even if the patient's name is not included. Under HIPAA, such information is still considered protected health information.
- Photographs of patients at NU or any clinical site attended while enrolled as a student at NU, even if the patient or his/her legal guardian gives a copy of the picture to a staff member. Patient photographs are also protected health information under HIPAA and signed written HIPAA authorization is required before disclosing them.
- Sharing any confidential NU business with others who do not have a need to know to perform their assigned duties on behalf of NU.
- Under HIPAA, NU students can be determined to be liable, in either a criminal or civil manner, for privacy and information security violations. All monetary damages incurred as a result of a violation of HIPAA is the sole responsibility of the student. Any student

found violating confidentiality will be subject to corrective action up to and including dismissal as determined by the Student Progress Committee.

- Due to the professional nature of this career, it is the program's recommendation to limit any personal pictures or posts that could be considered inappropriate to the public.
- Any posts that violate these policies and are obtained and identified as originating from a PA student(s) may result in the student(s) being dismissed from the program and being required to reapply in order to be admitted.

Criticism of Colleagues

Professional relations among all members of the medical community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts avoided, and each person should recognize and facilitate the contributions of others to the community. The PA student will deal with all members of the health care team in a cooperative and considerate manner.

Academic Honesty

Northwest University has intentionally developed a learning community that includes Academic Honesty as a foundational value and expects honesty from faculty and students in all areas, including academic lives.

Northwest University considers dishonest academic conduct by students to include any activity that allows a student to take an unfair advantage of fellow students. Examples of academic dishonesty by students include the following:

- Cheating on assignments or examinations.
- Submitting material that has been prepared by someone else or failure to give full credit to material prepared by someone else (plagiarism). Plagiarism is defined as "using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness" (MLA).
- Arranging for another person to serve as a test-taker.
- Seeking help from another person or source during a test in which collaboration is not permitted.
- Submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s).
- Making false statements in order to acquire special consideration from an instructor.
- Sabotaging another student's work.

Additionally for faculty, academic dishonesty includes altering a student's grade or awarding points when not earned.

The Academic Honesty policy functions at Northwest University on an honor basis so faculty and staff agree to academic integrity standards upon hire and acknowledge willingness to enforce the policy and report misconduct. Academic dishonesty may result in the student failing the assignment, receiving an "F" in the course, or possibly being dismissed from the University. Instances of academic dishonesty are typically reported to the Provost's Office. Any student disciplined by a faculty member for alleged academic dishonesty has the right to appeal the disciplinary action. The student should initiate their appeal according to procedures outlined in the

Northwest University Student Academic Appeals Policy, which is available in the Provost's Office or the Student Development Office.

Refer to [NU policy](#).

Disciplinary Actions – Professional Conduct

If a student is found to have violated a policy not related to academic success, the dean may determine an appropriate course of action to promote early notification and provide the students with communication of concern. The following violations are examples and will involve a notification by the dean:

1. Excessive tardies
2. Any violation of professional conduct
3. Disruptive behavior
4. Excessive/unexcused absences
5. Dress Code violation

Students that receive a communication of concern will be notified in written notification and will meet with the dean to discuss the issue. All communication will be referred to the SPC for formal review. A communication concern will include the following levels:

1. Verbal warning of concern – conversation will be documented, no formal written letter generated, no immediate referral to SPC.
2. Written warning of concern – formal letter sent to student and referral to SPC.
3. Final notice of concern – formal letter sent to student, SPC and office of the provost. SPC will make a final determination.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Criminal Background Checks Policy Student Handbook		Policy # PP006
			Effective Date 03/2024
	ARC-PA 5TH Edition		Review Date 03/2026
			Revision Date

Criminal Background Checks

Criminal background checks are mandatory to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, and to adhere to applicable healthcare regulations. Once a student has been offered a position within the PA program and has submitted their deposit and matriculation information, they must obtain their criminal background check. The offer of admission is conditional upon results and review of the background check. Information on how to access the PA program sanctioned criminal background check vendor site will be provided to the student two to four months prior to matriculation into the program.

The criminal background check is a mandatory component of the program. If the student does not submit for the background check or it is not completed by the program-provided deadline, their seat in the program will be relinquished and offered to another student. Once completed, the criminal background check report is issued directly to the student, and a designated PA program administrator and stored electronically with the NU approved background check vendor. The program administration reviews all PA student background checks.

Final acceptance into the program is contingent upon a successful criminal background check and clearance. The University and PA program retain the right to decline a student's admittance or continuance in the program for criminal activity found in any background check that may preclude training, certification, and/or licensing of the student. Following the initial background check, students are required to provide certification relating to any convictions, guilty pleas, or no contest pleas to any criminal offense, other than traffic violations annually. While enrolled, repeat background checks may be conducted as requested by a clinical facility. If the student does not submit for the background check in a timely manner, the student will not be permitted to attend the SCPE and may be administratively withdrawn from the program.

Students should be aware that based on certain criminal convictions, clinical affiliates may not accept a student for a clinical assignment or may rescind a previous acceptance. In such an event, and depending on the circumstances, the student may be unable to complete a required clinical experience and consequently the program curriculum requirements. Students who are unable to complete the PA program curriculum requirements are subject to dismissal from the PA program.

Students should be aware that a prior criminal background could restrict the ability to obtain professional state licensure. Acceptance into the PA program and successful completion does not imply or guarantee that a student will be able to obtain such licensure upon graduation.

Prospective students who are concerned about a criminal conviction are urged to contact the relevant state and/or federal agency to inquire whether their criminal record may adversely affect the issuance of the credentials needed to practice as a physician assistant.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Student Work Policy Student Handbook ARC-PA 5TH Edition (Standard A3.03, A3.04, A3.05a-b, A3.15e)	Policy #	PP007
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Student Work

The NU PA Program strongly discourages any form of employment during the duration of the program. The 28 months of the program are intensive and require full-time attendance in both didactic and clinical components. Outside work obligations will not be considered an acceptable excuse for poor performance or absence from any program-related activities.^{xi}

To avoid practices that might conflict with the professional and educational objectives of the PA program, and to avoid practices in which students are substituted for regular staff, the following policy shall be in effect with regard to service work:

- Students will not be required to work for the program.^{xii}
- Students may not substitute for or function as primary instructional faculty. Students with specific prior knowledge, experiences and skills may assist faculty in demonstration and laboratory sessions to share their knowledge and skills.^{xiii}
- Students may not substitute for or function as clinical or administrative staff members within the program.^{xiv}
- Students may not be hired as employees for any private or public practice, clinic, or institution to perform any medical services during any time they are part of the PA program including during the time the student is under the sponsorship of a specific practice, clinic, or institution during a SCPE.
- Students are not to be engaged in solicitation of SCPE preceptors or preceptor locations and will agree to be assigned by the Clinical Education Manager the appropriate SCPE rotation. If the PA student has a potential clinical site from their hometown or a potential job opportunity after graduation, the program will attempt to make the necessary accommodations to allow the PA student to engage in the SCPE rotation.^{xv}
- Students may not take the responsibility or place of qualified staff (administrative or clinical) in any medical setting.
- Students may not be given any payments, stipends or other remuneration for medical services performed as part of the PA program.
- Students may volunteer their medical services to charitable, humanitarian or community services organizations in their own time. Such activities are not to be considered a component of the curriculum. Students may not represent themselves as PA students of NU, and NU accepts no liability from such activities. The student malpractice insurance does not cover non-curricular activities.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Locker Policy Student Handbook ARC-PA 5TH Edition	Policy #	PP008
		Effective Date	08/2024
		Review Date	03/2026
		Revision Date	

Locker Policy

To establish guidelines for the appropriate use of lockers within the School of Physician Assistant (PA) Medicine at Northwest University. Lockers are provided to students for secure storage of personal belongings, equipment, and materials related to academic and professional activities.

Locker Assignment

1. Lockers will be assigned to each student enrolled in the PA program.
2. Locker assignments are subject to availability and may be reassigned if necessary.
3. Locker assignments are for the duration of the didactic phase unless otherwise specified.

Authorized Use

1. Lockers are to be used solely for the purpose of storing personal belongings, equipment, and materials related to academic or professional activities.
2. Prohibited items include but are not limited to:
 - a. Weapons or dangerous items
 - b. Illegal substances
 - c. Perishable food items
 - d. Hazardous materials
 - e. Items that violate university policies or local laws

Locker Maintenance

1. Lockers must be kept clean and free of clutter.
2. Students are responsible for the regular maintenance of their assigned lockers.
3. Any maintenance issues or concerns regarding lockers should be reported to the administrative office promptly.

Security

1. Lockers should be securely locked at all times when not in use.
2. Combination locks or padlocks are recommended for securing lockers.
3. Students are solely responsible for the security of their locker contents.
4. The School of PA Medicine and Northwest University are not liable for any loss or damage to items stored in lockers.

Inspection and Access

1. The School of PA Medicine reserves the right to inspect lockers at any time for security, safety, or maintenance purposes.
2. Students must provide access to their lockers upon request by authorized personnel.
3. Unauthorized entry into lockers by anyone other than the assigned user is strictly prohibited and may result in disciplinary action.

Locker Termination

1. Locker assignments may be terminated at the end of the didactic phase or upon withdrawal from the School of PA Medicine.
2. Students must remove all belongings from their lockers upon termination of the program.
3. Failure to vacate lockers promptly may result in the removal and storage of contents at the owner's expense.

Policy Compliance

1. All students are expected to comply with this Locker Use Policy.
2. Violations of this policy may result in disciplinary action, including but not limited to revocation of locker privileges and referral to the appropriate university authorities.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Anatomy Lab Policy Student Handbook ARC-PA 5 TH Edition	Policy #	PP009
		Effective Date	08/2024
		Review Date	03/2026
		Revision Date	

Anatomy Lab Policy

During the semester, students will work in dissection teams with both human and virtual cadavers. The clinical anatomy laboratory will have a total of four cadavers and three Anatomage tables to facilitate these dissections.

Only students currently enrolled in PAMA 5036 - Clinical Anatomy will have access to these laboratory spaces unless prior approval or accompaniment of a course instructor.

Students should follow all lab rules and procedures while in the laboratory spaces. Misuse of either laboratory space, at any time, whether outside of or during official course hours, may result in disciplinary action, including but not limited to revocation of laboratory privileges and referral to the appropriate university authorities.

Laboratory access is granted 24 hours a day, 7 days a week, unless otherwise posted. To access the laboratory spaces, students must either see a course instructor or contact NU Security (425-864-1552). When calling NU Security, students must have their NU student ID present.

Laboratory Attire

Laboratory attire will be expected to be worn during cadaver lab dissection and virtual laboratory classroom activities.

- No open-toed shoes allowed. Students are permitted to wear Crocs (or similar style shoe) if there are no holes or openings on the top surface.
- Scrubs are required. No tight-fitting scrubs should be worn to lab.
- Long hair should be tied back, and loose jewelry needs to be secured.
- Lab coats, aprons, hair coverings, face masks, and eye protection are optional, unless specifically directed to be in use.

General Housekeeping

- No food or beverages are allowed in any laboratory space. Items may become contaminated or spill and should be stored in provided cubby spaces or outside the laboratory classroom. Students should feel welcome to take breaks as needed.
- Additional personal belongings, such as backpacks, totes, materials from other courses, cell phones, etc. should be stored in the provided cubby spaces or other designated storage spaces within the laboratory space. No personal belongings should be left in the laboratory space when the owner is not present.
- Disrespectful language, improper handling, or any other behavior deemed inappropriate regarding the donor or dissection process will not be allowed or tolerated. Any information about the donor, including the donor's demographic, social, or medical history is confidential and should not be disclosed outside of the laboratory

- setting. The use of social media, and the internet in general, by students as a venue for discussing any aspect of the donor or dissection is strictly prohibited.
- Do not sit on tables, lab benches, cadaver tanks, or Anatomage tables. Main doors to the laboratory spaces are not to be propped open. Additionally, secure doors close upon entering and exiting.
 - No outside visitors, including relatives, friends, or other NU students, are allowed in the anatomy lab without specific permission from the course instructors. Any approved visitors must sign an acknowledgment of laboratory standards and guidelines.

Cadaver Laboratory

The following policies stand as additional guidelines when in the cadaver laboratory.

1. Gloves (one or two-layered) are to be worn at all times when handling anatomic materials.
2. Prior to dissection, review the chart for the specific cadaver to be aware of any prior dissections completed. Once finished with dissection, log all dissections completed on the cadaver's specific chart. Record keeping is helpful for students coming in during out-of-class hours and will help prepare students for future charting responsibilities in their careers.
3. Goggles or face shields must be worn at any point where electric dissection tools are in use.
4. No photographs or videos are to be taken unless the course instructor has given specific authorization. No cell phones should be present in the laboratory space.
5. No human tissues or materials may be removed from the laboratory. Skeletal specimens, models, and provided dissection atlases may be used in the larger anatomy classroom space but may not be removed from the building.
6. Soft tissues removed during dissection must be placed in appropriate receptacles for each specific cadaver.
7. All soiled paper materials and discarded gloves must be placed in designated biohazardous waste containers.
8. Used scalpel blades must be disposed of within appropriately labeled sharps containers or scalpel blade removers. Take great care in loading or unloading scalpel handles with blades. These blades remain sharp even with extended use. Prior to storing, all scalpel blades should be removed from their handles.
9. Cadavers are to remain covered with moist toweling when not being actively dissected. This is done to be respectful of the donor and to prevent tissues from drying out. It is vital to replace toweling over the cadaver prior to being lowered into the dissection tank.
10. Prior to lowering cadavers into their tanks, remove all dissection tools and waste. Do not leave any paper materials in the tanks as they lead to mold growth. Once the cadaver is lowered, close the tank and clean the outside of the tank with disinfectant.
11. All dissection tools should be cleaned with soap and water, dried, and properly stored prior to leaving the laboratory space. Any surface that came in contact with the specimens or dissection trays are to be sprayed with disinfectant.
12. Prior to leaving the laboratory, all participants are to wash hands with soap and water.
13. If preservative fluid, disinfectant, or specimen fragments comes into contact with a participant's eyes immediately notify the instructor for assistance in thoroughly rinsing them with the eye wash station located in the anatomy teaching laboratory. The instructor will coordinate first aid efforts, including notification, if needed, for emergency medical

assistance. For larger contamination, use the safety shower located above the eye wash station.

14. If a participant is cut, punctured, or otherwise wounded with any instruments, notify the instructor for assistance in thoroughly washing the wound. The instructor will coordinate first aid efforts.
15. If material spills, wipe it up promptly to avoid any accidents or potential hazards. The floors should be kept clean and free of spills and waste products.
16. Chemical agents used as preservatives in this course are believed to be safe when the above-mentioned procedures are safely followed. Their total or long-term effects on the body, however, are not known. Any students that are pregnant or breastfeeding should consult their physician before taking this course.
17. Identification tags are to remain on cadaver tanks throughout the course. If a tag should become loose, please notify the instructor immediately.
18. Students should never work in the laboratory space alone. At least two students must be present when in the cadaver laboratory space at any given time.
19. When working in the laboratory outside of course hours, students should not engage in any formal dissection using scalpels, scissors, or electric equipment. The only permitted tool use, unless accompanied by an instructor, are blunted instruments, such as probes and forceps.
20. If another course is in session in the anatomy teaching laboratory, do not enter the laboratory space until their instruction is complete.

Virtual Dissection Laboratory

The following policies stand as additional guidelines when in the virtual dissection laboratory.

1. Properly power down the Anatomage and store in the horizontal plane.
2. Anatomage tables should only be moved between the horizontal and vertical planes when an instructor is present. These screens are heavy and can crack if allowed to fall.
3. Following use, clean table screens using the provided microfiber cloth. No other materials should be used to wipe off the screens to prevent damage or scratches.
4. No internet features should be accessed while the tables are in use. The Anatomage tables should only be used to access the Anatomage learning platform.
5. No outside devices, including USB sticks or cell phones, are to be connected to the Anatomage tables.
6. Wheels should remain locked on all tables when stationary.

Statement of Non-Discrimination

Northwest University does not discriminate on the basis of race, color, national origin, sex, age, disability, or genetic information in its admissions, educational programs or activities, or employment. As a religious educational organization, the University reserves the right to prefer employees and prospective employees on the basis of religion, and also reserves its right to prefer students and prospective students on the basis of religion. Currently, only traditional undergraduate students are required to comply with the University's faith requirements.

We are committed to a safe and nurturing community. Any kind of demeaning gesture, harassment, sexual harassment, threat of violence or physical attack is prohibited.

Student Grievances

The PA program follows the university's policy regarding student grievances or harassment. These policies are consistent with Title IX in the Education Amendment of 1972, and are provided to students on NU website:

- [Discrimination and Grievance procedures](#)
- [Sexual Harassment grievance procedures](#)

Student Mistreatment^{xvi}

The Northwest University School of PA Medicine program does not tolerate any mistreatment of students by the dean, medical director, faculty, staff, clinical preceptors, or other students. This can include, but is not limited to, personal criticism of students, any discrimination, not consistently enforcing policies among students, exploiting power differential to control the student or have them do personal tasks, hazing, or making remarks or decisions that stereotype learners. If the student perceives any mistreatment, they should first attempt to discuss it with the offender. If the student does not feel safe approaching the offender, they should discuss the concern with their academic advisor. If there is no resolution with their advisor or the advisor is the offender, they should discuss their concerns with the Didactic Education Manager (if in didactic phase) or Clinical Education Manager (if in clinical phase). If there is still no resolution the student should ask to meet with the dean.

Academic Policies (AP)

[001 Student Progress Committee](#)

[002 Grade Appeal](#)

[003 Technology](#)

[004 Examination Decorum](#)

[005 Missed Examinations and Assignments](#)

[006 Evaluation of Student Academic Work](#)

[007 Standards of Academic Progress](#)

[008 Academic Probation, Re-Admission, Dismissal, Remediation, and Deceleration](#)

[009 Graduation Requirements](#)

[010 Student Records](#)

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Student Progress Committee Policy Student Handbook ARC-PA 5TH Edition (Standard A3.17a, A3.19e)	Policy #	AP001
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Overall Evaluation of Student Performance

The faculty of the PA program are charged with the responsibility to determine the clinical and professional capabilities of every student. Throughout the program, formative and summative evaluations are performed to measure the student's competence and identify areas of weakness.

In addition to academic evaluations, the student's professional behaviors will be considered as part of the overall evaluation throughout the program. Specifically, each SCPE syllabus identifies and defines professional behaviors as an assessment on the mid- and end-of-rotation evaluations by the preceptor. Thus, training in professional behavior is integral to the education of the PA student. Poor evaluations indicating a problem in a student's professional behavior will be considered as academic issues and will be referred to the Student Progress Committee (SPC) for action, up to and including dismissal. ^{xvii}

Students in the PA program are expected to make satisfactory academic and professional progress toward completion of the degree requirements. Failure to comply with the program's standards will result in action by the SPC.

Student Progress Committee (SPC)

The SPC is a standing committee of the PA Program. It has the responsibility for the evaluation of student academic and professional progress and to make recommendations for action to the dean. ^{xviii}

The SPC is comprised of the core faculty members within the PA program as well as part-time faculty members and other NU faculty members. The chair of the committee is the Medical Director or their designee. A total of 50% plus one member is required for a quorum. Members are appointed for 12 months. Ex officio non-voting committee members may include (but are not limited to) the dean.

The primary responsibility of the SPC is to review the development and performance of each student on an ongoing basis in the areas of the fulfillment of academic, technical, and professional standards. The Committee generally will meet at the end of each semester, although the chair may call additional meetings as necessary. The chair will obtain the name, grades, and GPA of students in academic difficulty or professional conflict and will place the student(s) on the agenda for discussion. After reviewing the student's academic and/or professionalism records, the SPC will recommend actions based on the program's policy and procedure guidelines and the professional judgment of the faculty. ^{xix}

Under extreme breaches of behavior, the dean may suspend a student from participating in didactic or clinical activities until the SPC is able to convene and formally consider the matter.

Appeal of an SPC decision may be made in accordance with the NU appeal policy.

SPC procedures and actions

- At the end of each semester, and as necessary, the SPC will review the academic and professional conduct records of all PA students.
- The SPC will review the records of any student in academic difficulty or professional conflict and will recommend actions based on the program's policy and procedure guidelines.
- Student appearances before the committee will be arranged by the committee chair and confirmed in writing.
- The committee could recommend continuing academic progression, entering the clinical phase, proceeding to graduation or one of the following actions listed below.

Possible recommended actions by the SPC:

Academic Violations:

- Probation
- Remediation
- Deceleration (1 year)
- Academic Dismissal

Non-Academic Violations:

- Written Warning
- Probation
- Remediation
- Dismissal

Recommendations by the SPC are forwarded to the dean for approval and implementation. The SPC acts as an advisor to the dean who may accept, reject, or modify its recommendation.

The following policies apply for the retention of students in the PA Program:

1. Receiving a failing grade in any PA course may result in deceleration or dismissal from the program. At a minimum, if a student fails a course in the program, they will be placed on academic probation regardless of GPA. In addition, failure of a course will prevent advancement within the program. Continued enrollment will be determined by the SPC, who will review the student's overall academic performance and make a recommendation to the dean. Possible recommendations could include requiring the student to re-enroll in the next academic year and retake all the curricular courses for which a failing grade was received. The SPC will handle each student's performance on an individual basis and the committee will formulate a recommendation for appropriate remediation, which will be forwarded to the dean for final approval.
2. If the student's cumulative GPA is less than 3.0 they will be placed on academic probation.
3. A student on academic probation will remain on probation for a minimum of one semester. To be removed from probation the student's cumulative GPA must be raised to 3.0 or higher, and all courses repeated must be completed with at least a grade of "C."
4. While a student is on academic probation, their academic progress will be monitored by the SPC.
5. A student may not graduate from the program whilst on academic probation or with a cumulative GPA of less than 3.0.
6. The PA program does not modify its curriculum to accommodate a student who has failed a class and the program does not allow a reduced class load.

7. Any student who is dismissed from the program for academic reasons may file an appeal with the University. Refer to the student handbook for detailed instructions on the requirements to file an appeal.
8. If deceleration is granted, the student will be re-entered on academic probation and continued enrollment will be contingent on meeting all appropriate policies and any specific requirements outlined by the SPC and approved by the dean.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Grade Appeal Policy Student Handbook ARC-PA 5TH Edition	Policy #	AP002
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Grade Appeal

Students wishing to appeal a course grade should follow the [NU grade appeals process](#). An exception to the NU grade appeals process is that the dean must be consulted prior to taking the issue to the level of the Provost.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Technology Policy Student Handbook ARC-PA 5TH Edition	Policy #	AP003
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Technology in the Classroom

Because class participation and professionalism are paramount to student success, cell phones and other communication devices must be turned off during class. Exceptions may be made for use in specific classroom activities at the discretion of the instructor. Laptop computers and tablets will only be allowed for the purpose of taking notes. Students are not allowed to record lectures without the express permission of the instructor. Students will not be allowed to send text messages, browse the internet, check email, or check social media. Students can access their technology during scheduled breaks. Violations of this policy will be referred to the Student Progress Committee for disciplinary consideration.

Use of Personal Technology

Use of personal technology devices for anything other than academic purposes in the classroom, lab, or clinical setting during instructional or patient care time is prohibited. Students must refrain from using cell phones, tablets, laptops, and similar devices for non-educational purposes (i.e., messaging, games, email, web browsing) during class and clinical time. A faculty member may instruct the student to put the device away or may direct the student to leave the classroom or clinical area. Failure to exhibit classroom etiquette may result in a professionalism citation or a decrease in course grade.

If a student is expecting an emergency phone call, the student must notify the faculty member prior to the beginning of class or clinical time. The student must step outside of the room before answering an emergency phone call or wait until a more appropriate time to return the call.

Lecture Recording, Course Materials, and Photographs

Recording or causing to be recorded by audio, photograph, video or other technology, the voice or image of a member of the university's governing board, an administrator, faculty member, staff employee, or other student without first obtaining the recorded person's expressed, written permission is not permitted by any student at NU.

Students may not copy or redistribute lecture materials without the express written permission of the course instructor. Violation of these policies may result in disciplinary action.

AI Policy

Appropriate Use of Artificial Intelligence Tools:

Northwest University acknowledges the growing prevalence of artificial intelligence tools, recognizing their potential for research, innovation, and learning. This policy seeks to balance the benefits and ethical concerns of generative AI tools, while upholding the values of academic integrity within the Northwest University community.

Learning to use AI in an ethical and effective manner is a critical skill in current and future professional environments. The following guidelines apply:

1. **Responsible Application:** Generative AI tools must align with academic integrity and intellectual honesty standards set forth by the University. Use that infringes on intellectual property, plagiarism, cheating, or dishonesty is strictly prohibited. As a rule, according to the NU Academic Honesty Policy, cheating includes any use of assistance from another person or source without permission and/or appropriate attribution – and this includes output from tools based on generative AI.
2. **Attribution:** Proper acknowledgment of generative AI tool contribution is crucial. As with all your written assignments, you will follow proper writing style guidelines.
3. **Equity and Fairness:** Students should consider ethical implications, ensuring fairness and avoiding biases or undue advantages in AI-generated content.
4. **Accuracy and Reliability:** Verification of AI-generated content's accuracy from reliable sources is essential, as AI tools lack expertise or authority.

Violations of this policy may result in academic consequences, adhering to the Northwest University academic misconduct policy. Such consequences include failing grades, academic probation, suspension, or expulsion.

PLEASE TAKE NOTE: Instructors at Northwest University may, at their discretion, describe appropriate use of artificial intelligence tools for their specific course and students are obligated to follow those rules. Therefore, the rules of this course may not apply to other courses you take.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Examination Decorum Policy Student Handbook ARC-PA 5TH Edition	Policy #	AP0004
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Examination Decorum

Students are expected to always maintain the decorum and demeanor that are consistent with accepted academic and professional standards during examinations. All cell phones, tablets, iPods or other digital audio devices, smart watches, books, or bags should be placed in the designated area. Coats and other personal items must be placed in the student's personal locker. Hats, caps, and sunglasses cannot be worn during any examination. Any student wearing a hat or sunglasses will be asked to remove it. Failure to comply with this or any other reasonable request from a proctor will result in the immediate dismissal of the student from the examination. In such instances, the student will receive no credit for the examination.

Students are not permitted to leave the room during an active examination other than for an emergency and with the permission of a faculty/staff member.

For PA program course examinations, students may be given assigned seating at the discretion of the faculty.

Any student engaged in academic misconduct during an examination is subject to disciplinary action as described in the [Northwest University Student Handbook](#).

Examination procedures

- No content related questions will be answered after an examination begins.
- All exams are closed, and students are not permitted to view exam material.
- Performance statistics for each test item may be analyzed by the course coordinator and/or the program data coordinator. Questions flagged as a variance may be removed from the test, multiple answers accepted, or re-keyed. Note that, depending on the disposition of the aberrant test question, an individual's score may improve, decline, or remain the same.
- Within a reasonable timeframe, examination scores will be posted after all students have completed taking the examination and the question analysis has been conducted.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Missed Examinations and Assignments Policy Student Handbook		Policy # AP005
			Effective Date 03/2024
			Review Date 03/2026
	ARC-PA 5TH Edition		Revision Date 03/2026

Missed Examinations and Assignments

Testing dates and assignment deadlines in the PA program are non-negotiable. Course directors set all deadlines for examinations, papers, and practicum. The following are the academic policies of the PA program for students missing any examination, paper, or practical:

- Students must notify the didactic or clinical education manager prior to missing an exam session. In case of an emergency, the student must notify the program as soon as possible.
- Permissible emergencies and other absences from an exam include illness of the student, an accident involving the student on the way to take the exam, hospitalization of the student, a funeral, a tragedy of a loved one, or any extreme circumstance presented to the didactic or clinical education manager for consideration. Verification of the circumstances may be required.
- The didactic or clinical education manager will consider each request for a retake of a missed examination on its individual merit. The student may petition the dean to appeal the didactic or clinical manager's decision.
- All decisions for approval or denial of a retake examination by the dean will be final.
- Denials will be treated as "zero." Students have the right to appeal according to the NU Appeals Policy.
- All rescheduled examinations will be given on a date and time determined by the didactic or clinical manager.
- No grading adjustments will be made for mismarked answers.
- Late assignments will receive a 10% deduction per day, up to a maximum of 3 days. After 3 days, the assignment will earn a zero (see PP004).
- The final course grade will be forwarded to the registrar and entered into NU records.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Evaluation of Student Academic Work Policy Student Handbook		Policy # AP006
			Effective Date 03/2024
	ARC-PA 5TH Edition		Review Date 03/2026
			Revision Date

Evaluation of Student Academic Work

Letter Grade

All courses will be evaluated by a letter grade according to the following grading scale. Each letter grade is worth a corresponding number of numerical points that factor into the grade point average. There will be no rounding of the final grade. The grading scale is as follows:

Letter Grade	Percentage Scale	Corresponding GPA per NU Graduate Handbook
A	94-100	4.0
A minus	90- <94	3.7
B plus	84- <90	3.3
B	80- <84	3.0
B minus	77- <80	2.7
C plus	74- <77	2.3
C	70- <74	2.0
F	<70	0.0

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Standards of Academic Progress Policy Student Handbook ARC-PA 5TH Edition (Standard A3.15a, A3.15b, A3.17b)	Policy #	AP007
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Standards of Academic Progress^{xx}

Physician assistant education is competency-based, which means that students must achieve an acceptable final grade in each course. Every student is expected to meet the following standards each semester to be considered “in good standing” and continue academic progress.

- To remain in good academic standing, students must maintain a minimum semester grade point average of 3.0. A semester GPA of less than 3.0 will prompt a review by the Student Progress Committee.
- Any final course grade below a “C” will be considered a failure of that course or SCPE.
- Every student must achieve a “Pass” or “Satisfactory” evaluation on all non-letter graded assignments and projects designated as required.
- Any exam or assignment grade a student receives below a “C” will constitute a failing grade and is subject to remediation as defined in the remediation policy.
- A course grade of less than 70% or “F” cannot be remediated but must be corrected by retaking the course at the discretion of the Student Progress Committee.

PACKRAT exam

The PACKRAT exam is a 225-question, multiple-choice examination that allows for student self-assessment and program evaluation. This examination is created by PA educators and exam experts and provides data to students and the program on student progress and how they compare with their peers. The examination provides reports by student, by class, by topic and task, including national comparative statistics. This examination is given at the conclusion of the didactic phase and again near the end of the clinical year. Completing the exam is mandatory but will not be used in determining any student grade or as a component of the program’s summative evaluation process.

Supervised Clinical Practice Experience Evaluation

During the clinical phase of the program, students are evaluated using several instruments to assess medical knowledge, interpersonal skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities. Evaluation instruments include, but are not limited to, preceptor evaluations, patient logs, end-of-SCPE examinations, OSCEs. Detailed information regarding assessment and evaluation during the clinical phase is outlined in the Clinical Phase Portion of this Handbook.

Incomplete grades

The grade of Incomplete (I) will be approved only when circumstances occur, such as serious illness that prevent the student from completing course work or when there is an unavoidable delay in receiving a course grade due to remediation. To remove a grade of “I” the student must

complete the coursework within one year from when the “I” was given. If a student does not complete the required course work within the prescribed time period, the grade “I” will automatically convert to a letter grade of “F”.

In the clinical phase, a student who fails to complete all requirements of a supervised clinical practice experience will receive an incomplete “I.” The incomplete will revert to a satisfactory letter grade once all requirements have been completed or a failure if SCPE requirements are not satisfactorily met.

Depending on the circumstance that led to the incomplete grade, the Student Progress Committee may be involved in the decision-making process.

Completion Deadlines^{xxi}

The didactic phase is designed to be completed in four semesters. A student required to remediate components of the didactic phase may delay entry into the clinical phase by one or more rotations. All didactic courses must be completed prior to starting supervised clinical experiences.^{xxii}

The clinical phase consists of seven core SCPEs and two elective SCPEs. Each SCPE is five weeks in duration. A Senior Seminar course will be taken during the final four months of the curriculum and will serve as a summative examination process.

All curricular components must be completed within three months of the university graduation date in order to participate in the December graduation ceremony with the current cohort.^{xxiii}

Delays beyond three months will require the student to participate in the graduation ceremony for the next cohort.

The length of any approved leave of absence will be considered by the dean. During the didactic phase, leaves of up to one year may be expected as each course is only offered one semester each year. Leaves approved during the clinical phase will consider the needs of the student and availability of SCPEs remaining to be completed. A leave of absence for personal reasons including student health issues may be approved for multiple periods. The program must be completed within 5 years of a student’s initial date of matriculation.

Academic Honesty

The hallmark for all physician assistant students is professional and academic integrity. The administration and faculty adhere to these standards and believe it is the obligation and responsibility of the program to impart these values to the student as an emerging professional. As such, the program enforces NU’s Policies for [Academic Honesty](#) and expects that the student is responsible for being familiar with and adhering to the requirements for academic integrity and classroom conduct. Specific academic dishonesty policies are further defined in each program course syllabus.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Academic Probation, Remediation, Deceleration, Withdrawal and Dismissal Policy Student Handbook	Policy # AP008
		Effective Date 03/2024
		Review Date 03/2026
	ARC-PA 5TH Edition (Standard A3.15c-d, A3.17e)	Revision Date 03/2026

Academic Probation, Remediation, Deceleration, Withdrawal and Dismissal

Academic Probation

Academic Probation is defined as a period during which a student who is at risk for dismissal, due to unsatisfactory academic performance or a breach of professional conduct, is given an opportunity for improvement.

Academic probation status will follow a formal notification from the Student Progress Committee (SPC) of unsatisfactory academic progress after a student obtains a cumulative GPA below the minimum 3.0 GPA during any semester of the academic program, or after a student violates professional conduct expectations.

Academic probation ends when a student achieves the required minimum GPA of 3.0 within the set probationary period.^{xxiv} If the student fails to come off probation within 3 semesters while continuously enrolled in classes, or before beginning the clinical year, they will be referred to the Student Progress Committee (SPC) for consideration of dismissal from the program.

Since didactic courses are only offered during one unique semester per cohort and students cannot choose a variation in the sequence of courses, the NU School of PA Medicine does not remediate failed courses. If a student fails a course with an overall course average less than 70%, the student is referred to the SPC for consideration of dismissal or deceleration. If deceleration is granted by the SPC, the student will return to the program with academic probation. The only exception to the three-semester limit for resolving academic probation would happen if a student failed a course in the fourth didactic semester and was allowed to decelerate. That student would be on academic probation until successfully passing the course on a second attempt. That student would still be required to return to good standing before progressing into the clinical year.

Students are removed from academic probation and returned to good standing when they achieve a cumulative GPA of 3.0 or greater, and/or when, on a second attempt, they have passed the course that resulted in deceleration. A student placed on academic probation for a breach of professional conduct will have the opportunity to be removed from probation after one semester if the student has demonstrated satisfactory professionalism and remediation of the professional conduct breach during the semester of probation.

GPA Below 3.0

At the end of the set probationary period, either 2 semesters or by the end of the didactic phase, if the GPA continues below the minimum GPA of 3.0 required by the program, the Student Progress Committee may make a recommendation to the dean to dismiss the student from the PA program.

Recommendation for dismissal may also occur if the student's GPA falls below 3.0 during any subsequent semester of the program or if the student fails a PA program course while on probation.

Remediation

Remediation refers to any additional training, supervision, or educative assistance beyond the required instruction and training already provided to the cohort. The remediation process is designed to improve a student's knowledge, skills, and professional attributes needed to successfully meet or exceed the graduation requirements. The goal of remediation is to promptly identify and address areas of academic, clinical, or professional deficiencies and collaborate with students for improved outcomes. Remediation does not change a student's probationary status.

This remediation process will be clearly documented to include the nature of the deficiency (i.e., faith integration, medical knowledge, interpersonal skills and communication skills, clinical and technical skills, professionalism and ethics, clinical reasoning and problem-solving), the remediation plan, and expected outcomes. Students who fail to progress towards successfully meeting the learning objectives, course outcomes, or program standards will be placed on academic probation, and potentially dismissed from the program as applicable according to the established policies and procedures.

Remediation for a Failed Assessment - Didactic^{xxv}

1. A grade of less than 70 percent on assignments/exams or less than 80 percent on practical or skills-related testing demonstrates concern about the mastery of content for the assessment, and the student will be required to participate in a formal remediation plan. The maximum reassessment attempts per assignment/exam during the didactic phase is 2. If a student is unable to successfully remediate the assessment after two attempts, the student will be referred to the SPC for further consideration.
2. Formal remediation will, at a minimum, follow these steps:
 - a. The student will meet with the course director/instructor to review and identify deficiencies from the assessment and to elicit the student's understanding of the cause(s) or contributing factors.
 - b. The course director/instructor will consult with the didactic education manager to develop a remediation plan. The remediation plan may include, but is not limited to:
 - i. Reading assignments
 - ii. Review of lecture material
 - iii. Individually focused tutoring
 - iv. Reassessment (i.e., retest, reexamination etc.)
 - v. Referral to Student Services (i.e., counseling services)
 - c. Upon completion of the remediation plan, the course director/instructor will evaluate the student's proficiency. The assessment modality for retesting proficiency is at the discretion of the course director/instructor with the approval of the didactic education manager or the dean.

A student must pass reassessment with 70% for written exam or 80% for practical assessment to successfully remediate the assignment or assessment. The final grade for the remediated assessment will be 70% (written) / 80% (practical) or the lowest passing score. Once a remediation attempt is successful, no more retesting will be offered.

- d. A remediation form that outlines the remediation process and outcome(s) of the remediation effort and any supporting documentation will become a part of the student's official file. The course director may engage the student's faculty advisor to support the student during the remediation process.
 - e. The course director will notify the didactic education manager and the Student Progress Committee of the remediation efforts and outcomes.
3. All formal remediation must be completed by the established time as documented on the remediation form.

Deceleration

Deceleration is the process of a student leaving their original cohort while remaining matriculated in the School of PA Medicine and restarting with the next cohort. Students being decelerated ARE required to retake ALL courses within the curriculum, even if the course was successfully completed during its first attempt. This is for the benefit of the student's professional development, continuity of learning, and integration into the new cohort. The SPC will determine if a student who has taken a leave of absence or who needs to repeat a course(s) is eligible for deceleration as part of their review of student performance. Students are not permitted to decide independently to engage in a delayed or decelerated plan of study. Tuition will not be discounted for deceleration; students who decelerate will pay for each repeated course at the regular price.

A student who wishes to voluntarily request deceleration must submit a written request before withdrawing from the program and must be approved by the SPC to qualify for deceleration. To be considered for deceleration, a student must include the following: 1) A detailed explanation of the reason for deceleration, 2) A plan for successful re-entry into the program.

If a student does not obtain approval from the SPC and dean before withdrawing from the program, the student will not be allowed to re-enter the program. A written notification of this denial will be sent out to the student from the dean of the program.

A student unable to progress forward in the program due to academic failure of a course may decelerate with approval from the SPC and may be allowed to restart the program with the next cohort. The student who has decelerated for a failed course does not have to re-apply for admission and may be allowed re-entry into the first year of the program, contingent upon all other program requirements being met. Upon re-entry to the academic program, the student is placed on academic probation until the course is passed. **A student will be given only one opportunity to restart or decelerate in the program.**

Voluntary Withdrawal by Student

A student who voluntarily withdraws from the program for any reason must submit a request to the dean for approval.

Dismissal^{xxvi}

This is an action whereby a student is dismissed from the NU PA Program due to failure to adhere to program standards, including but not limited to academic, clinical, and/or professional standards. Dismissal will occur after the SPC reviews the student's academic and/or professional deficiency and decides on a dismissal action. Then, the dean will receive a dismissal recommendation from the SPC. Any student subject to dismissal by the SPC will receive a formal letter from the dean notifying the student of the SPC's decision. The NU Student Appeals and Complaints Policy can be found Eagle - <https://eagle.northwestu.edu/academics/office-of-the-provost/student-academic-appeals-policy/>

Examples where dismissal may occur include, but are not limited to, the following:

- Cheating
- Plagiarism
- Conviction of a felony
- Moral turpitude
- Positive drug/alcohol screen or violation of drug/alcohol screen/background check
- Course failure
- Inability to maintain cumulative GPA above 3.0
- Significant professional conduct violation(s)
- Excessive absences

Program Completion Requirement

A student is required to complete all elements of the PA curriculum and be eligible for graduation within five years of the student's initial date of matriculation.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Graduation Requirements Policy Student Handbook ARC-PA 5TH Edition (Standard A3.17f)	Policy #	AP009
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Graduation Requirements

In order to graduate from the PA program, each student must satisfactorily complete all of the following:

- All didactic coursework
- All Supervised Clinical Practice Experiences (required and elective)
- Patient logging rubric
- All assignments required by the program, including any remediation.
- A summative evaluation of medical knowledge, interpersonal skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem-solving abilities. The summative evaluation will consist of a comprehensive objective examination and OSCE skill performance exercises.

“Satisfactorily complete” means completing all didactic courses, SCPEs, and summative evaluation with a letter grade of “C” or higher and maintaining a cumulative GPA of 3.0 or higher.

Standards for completion of any course are determined by the instructor or course director of the course. The instructor or course director determines the criteria for earning each letter grade. The course syllabi will outline the evaluation methods and the required performance scale that will be used. Standards for completion of any SCPE are based on preceptor evaluations, end-of-SCPE examination results, completion of essay questions, performance on an OSCE, and patient logging requirements. Standards for completion of the summative evaluation are described in the syllabus for the Senior Seminar. Students are notified in advance of performance criteria.

Students who have successfully completed the PA program curricular requirements are recommended for graduation by the dean of the School of PA Medicine to the Registrar’s office for final confirmation. ^{xxvii}

Credentials Awarded

NU Physician Assistant Studies program graduates are awarded a Master of Science in Physician Assistant Studies (MS-PAS). Program graduates are qualified to sit for the Physician Assistant National Certifying Examination administered by the National Commission on Certification of Physician Assistants.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Student Records Policy Student Handbook ARC-PA 5TH Edition (Standard A3.18)	Policy #	AP010
		Effective Date	03/2026
		Review Date	03/2026
		Revision Date	

Student Records

Northwest School of PA medicine values student privacy. Students will be notified annually of their Family Educational Rights and Privacy Act (FERPA) rights through publication in the student handbook and the Northwest University Academic Catalog. The program ensures that no unauthorized persons have access to academic records. Records are stored in confidential files accessible only by authorized individuals.

Process To Inspect Education Records

Students may inspect and review their own education records upon request to the appropriate record custodian. Students should submit a written request to the record custodian or an appropriate University staff person and identify as precisely as possible the record(s) they wish to inspect. The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be granted within twenty-five (25) working days of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her. For further information, please refer to the NU FERPA manual.

Record Release

Students will be asked during orientation to sign the “Student Consent and Release for use of Picture and Select Data” form for the purposes of record release to committees and agencies directly related to the PA program. These agencies include the Student Progress Committee, Operations Committee, ARC-PA, PAEA, NCCPA, and AAPA. Student academic information will not be released in response to any other inquiry unless an explicit release is obtained from the student.

Clinical Phase Overview

Welcome to the Clinical Year

The clinical year curriculum is patient-centered and focused on application-driven by student-outcomes. In a supervised clinical setting, the student will utilize the extensive medical knowledge base set during the first four semesters of the program curriculum. Each clinical environment presents different challenges and rewards and serves as the starting point for transitioning from student to clinician.

Northwest University School of PA Medicine has affiliation agreements with healthcare institutions and providers, allowing the program to set up a complete course of Supervised Clinical Practice Experiences (SCPEs) for each student. Routinely, SCPEs are randomly assigned based on preceptor/site availability. Each student will be afforded opportunities to provide suggestions for specific clinical sites or preceptors throughout the clinical year. For detailed course information, refer to the SCPE Specific Course Syllabi and Discovery. Also, see specific course syllabi for PAMA 5501 Intro to Clinical Practice, PAMA 5253 HEAL (Humanities, Ethics, Altruism and Leadership), and PAMA 5923 Capstone: Summative Evaluation and Scholarly Project in respective Discovery courses.

Each clinical year student represents the program, the university, and the physician assistant profession.

The Clinical Team

The clinical team is composed of members of the department faculty and staff responsible for the day-to-day operations of the clinical year.

Responsible for day-to-day operations of SCPE:

- Clinical Education Manager (referred to by title or CEM) – Dr. Tong Pineda
- Clinical Administrative Coordinator (referred to by title or CAC) – Dr. Priscilla Skaria
- Principal Faculty – Professor Nicole Reichhart

In conjunction with and with oversight from:

- Dean of the School of PA Medicine – Professor Heather Deibler
- Medical Director (referred to in this document as Medical Director) – Dr. Mary Coday

The clinical team is readily available to assist the student with navigation of the clinical year. Due to different team member responsibilities, the preferred initial method of communication during the clinical year is email via pa-clinical@northwestu.edu, which is routinely checked by the clinical team and forwarded to the appropriate program staff or faculty for response within two (2) business days.

FOR AN URGENT OR EMERGENT CLINICAL YEAR ISSUE, CALL: 425-889-6308 to reach the CEM.

[Contact information](#)

Clinical Orientation/Intro to Clinical Practice

Mandatory monthly clinical orientation will start in the Spring I semester with initial orientation to logging, CORE software and onboarding/credentialing requirements and concludes before the start of SCPEs as part of the Spring II Intro to Clinical Practice Course in January. Time is set aside to cover clinical year topics, including but not limited to the following:

- SCPE Overview
- Clinical Onboarding
- Documentation (Logging/Clinical Competency Passport)
- SCPE-Specific Assignment Overview
- International and Domestic Cross-Cultural Orientation
- PANCE Prep
- Professionalism
- Topic/Skills Review
- Rescreening (Background Checks, Drug Screenings, OSHA/HIPAA training)
- Handbook Review

The most up-to-date information related to Clinical Orientation and the topics covered will be located in Discovery.

Clinical Phase Curriculum ^{xxviii}

Each SCPE is five weeks in length and includes the following areas:

Course Number	Course Name	Length	Credit Hours
PAMA 5515-5595	Section A: Family Medicine SCPE	5 Weeks	5
PAMA 5515-5595	Section B: Emergency Medicine SCPE	5 Weeks	5
PAMA 5515-5595	Section C: Internal Medicine SCPE	5 Weeks	5
PAMA 5515-5595	Section D: Surgical SCPE	5 Weeks	5
PAMA 5515-5595	Section E: Pediatrics SCPE	5 Weeks	5
PAMA 5515-5595	Section F: Women's Health SCPE	5 Weeks	5
PAMA 5515-5595	Section G: Behavioral Health SCPE	5 Weeks	5
PAMA 5515-5595	Section H: Cross-Cultural Elective I SCPE	5 Weeks	5
PAMA 5515-5595	Section I: Elective II SCPE	5 Weeks	5
PAMA 5501	Intro to Clinical Practice	1 Week	1
PAMA 5253	HEAL (Humanities, Ethics, Altruism and Leadership) Course	Spring II Semester	2
PAMA 5923	PA Capstone: Summative Evaluation/Scholarly Project	Fall III Semester	3

For specific information regarding individual courses within the clinical year, please refer to respective Discovery courses. In addition, each student should thoroughly review each syllabus and Discovery for assignments, grading rubrics, and additional details before starting each SCPE.

- After each SCPE is a mandatory Callback Day (CBD) in which ongoing clinical training/education, professional topics, and skills/OSCEs are scheduled as a vital part of ongoing PA student training. CBD activities focus on identified areas of weakness for the cohort (per PACKRAT, preceptor evaluations, self-assessments), NCCPA Blueprint topics, professional development, and preparation for clinical practice.

- The Summative Evaluation, offered in Fall III between SCPE 8 and 9, is a mandatory part of the clinical year in compliance with the ARC-PA Standard B4.03 to demonstrate that the graduating PA students have successfully met programmatic learning outcomes and are prepared for entry-level clinical practice. Failure to take or pass the Summative Evaluation will result in delayed graduation or inability to complete the program.

Clinical Team & Cohort Mid-SCPE Meeting

To facilitate open communication during the clinical year, the clinical team will host a virtual cohort meeting on the second Thursday of each SCPE from 12:30 pm to 1:00 pm. Students are encouraged to submit questions in advance of the session using the form link in Discovery in the Mid-SCPE Meeting folder.

Meeting details are posted on the cohort outlook calendar and MS Teams. Because the department recognizes that SCPE requirements may prevent the student from occasionally attending these meetings, recordings of these meetings will be posted in MS Teams or Discovery for review.

Principles of SCPEs

The central principles of each SCPE are allowing the student to fulfill ARC-PA Standards and develop entry-level medical practice skills, including:

- Care for patients in a safe and acceptable educational environment.
- Encounter patients from across the lifespan.
- Obtain hands-on clinical experience.
- Participate in the delivery of medical care in diverse healthcare settings, including the emergency department, internal medicine, surgery, pediatrics, women's healthcare, and behavioral/mental health, in private practices, practices owned/operated by large healthcare organizations, and hospitals.
- Participate in joint decision making and informational exchange with all members of the healthcare team.
- Progressively increased independence with the presence of an appropriate preceptor.
- Active participation in evaluation, diagnosis, and management of all patients, as deemed appropriate by the preceptor.
- Elicit detailed histories, perform physical examinations, provide an oral presentation of findings, and develop a differential diagnosis.
- Effectively structure an assessment and treatment plan through ongoing discussion with preceptor to function as an entry-level PA upon graduation.

All SCPEs are required to be successfully completed before graduation.^{xxix}

SCPE Settings

For the clinical year, SCPEs must occur in the following settings:

- Outpatient
- Inpatient
- Emergency Department
- Operating Room
- Telehealth

SCPE Categories

SCPEs are divided into two categories: core and non-core.

Core

Mandatory Core SCPEs are completed in the following medical specialties:

- Family Medicine
- Emergency Medicine
- Internal Medicine
- Surgery
- Pediatrics
- Women's Health
- Behavioral Health

Non-Core

Non-core SCPEs include the following:

Electives: Cross-Cultural EL I and EL II

The elective SCPEs may be scheduled in core SCPE specialties or other medical sub-specialties if available. The students may have input into the elective request; however, requests are not guaranteed placement. The student must submit the **SCPE Elective Option Survey** form via the MS forms link by **11:59 pm on the first Sunday of Block #5**.

Placement and specialty may vary based on availability and student ability to meet program competencies.

The School of PA Medicine reserves the right to assign and/or reassign Electives I and II SCPEs to ensure students meet required SCPE learning outcomes and instructional objectives necessary for graduation.

Examples of situations triggering reassignment of Electives may include, but are not limited to:

- Failure of 5th EOR exam
- Failure of preceptor evaluation of student
- Professionalism violation

Clinical Phase Policies (CP)

[001 Requesting Preceptors/SCPE Sites](#)

[002 Requesting Changes Assigned to SCPES](#)

[003 Release of SCPE Schedule](#)

[004 Utilization of PA Students at the SCPE Sites](#)

[005 International SCPES](#)

[006 Correctional Facility SCPES](#)

[007 SCPE Housing](#)

[008 SCPE Travel and Transportation](#)

[009 Clinical Year Expenses](#)

[010 Clinical Year Attendance](#)

[011 Clinical Year Site Visits](#)

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[013 Impairment](#)

[014 Scope of Practice](#)

[015 Clinical Year Standards of Conduct](#)

[016 SCPE Standards of Dress & Appearance](#)

[017 Prescription Writing](#)

[018 Confidentiality Policy & HIPAA](#)

[019 Caring for Faculty/Staff/Family Members](#)

[020 Use of Electronics at SCPES](#)

[021 SCPE Injury or Exposure Incident Reporting in Clinical Year](#)

 Northwest University School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Communication Policy Student Handbook ARC-PA 5TH Edition	Policy #	CP001
		Effective Date	03/2025
		Review Date	03/2026
		Revision Date	

Clinical Year Communication

SCPE Communication

The following outlines the appropriate methods for communication with the PA clinical team, assigned preceptors/SCPE sites, and potential preceptors/SCPE sites.

Approved methods of communication used by the clinical team are:

- NU Email
- Phone
- Discovery
- Zoom
- MS Teams

*Students **must** check NU email **daily** (including days not in clinic) for communications from the program or university. Therefore, the student should respond to emails as soon as possible, not exceeding more than two business days.*

During the clinical year, the preferred method of communication is emailing pa-clinical@northwestu.edu, which is routinely checked by the clinical team and forwarded to the appropriate department staff or faculty for a response. The clinical team will make every effort to respond to emails and phone calls as soon as reasonably possible, but no later than within two business days.

****EXCEPTION: If a faculty or staff member initiates communication with the student, the student should respond directly to the faculty or staff member (instead of emailing pa-clinical).**

Non-emergent issues

Those that can be handled during regular business hours, including, but not limited to, the following:

- Calendar/Schedule changes
- Time off requests
- Assignment clarification or submission
- SCPE requests
- Technology Issues (e.g., Discovery, PAEA Exam Platform, etc.)
- Credentialing/Onboarding documents
- Preceptor and/or Site Concerns outside of the emergent issues below

If a student has a concern they feel cannot be expressed in email, they should call 425-889-6308 to reach the CEM during regular business hours.

Emergent issues

Those that require immediate attention, including, but not limited to, the following:

- Exposure to bloodborne or airborne pathogens, as identified by OSHA 1910-1030
- Personal injury
- Physical or sexual harassment, as identified under Title IX of the US Department of Justice
- Ejection from SCPE site for any reason
- Unexpected cancelation of SCPE
- Concerns regarding safety in housing or clinical sites.

Should an emergent issue arise, the student must contact the clinical team by calling 425-889-6308. If no answer is received, the **student must leave a voicemail**, and the on-call faculty will return the call as soon as possible.

Communication with Assigned Preceptors/SCPE Sites

The clinical PA student must contact the preceptor **seven to fourteen days before** the SCPE to confirm scheduling and any additional information needed.

Procedure for Initially Contacting Preceptor

When contacting preceptors before the start of an SCPE, the student should use this procedure to help optimize the ability to reach the preceptor:

- Check CORE and Discovery for specific contact information and notes.
- Email preceptor and include site contact two (2) weeks before the start of SCPE.
- If there is no response to the initial email within five (5) days, send a follow-up email to the preceptor.
- Call the preceptor or SCPE site if no response is received from the second email within three (3) days.
- Notify pa-clinical@northwestu.edu if no response is received after completing the above steps.

If the student cannot be present for any scheduled shift due to unforeseen circumstances (e.g., illness), the student must contact the preceptor and site as soon as possible. In addition, the student should refer to the SCPE Attendance Policy for further directions. In compliance with the ARC-PA Standards, the program:

- assigns all SCPEs to NU PA students.
- makes all scheduling arrangements and instructs the student regarding contacting sites and preceptors.
- verifies preceptor and site eligibility through initial and ongoing site evaluations and preceptor approvals.

Some clinical sites require applications and/or interviews before student placement. The program will provide additional instructions, if applicable. Student tuition and fees cover routine SCPE costs; however, sites may have different requirements, including but not limited to application fees, repeat criminal background checks, repeat drug screens, additional immunizations, and administrative program fees. **All related costs to any additional requirement are the responsibility of the student.**

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Requesting Preceptors/SCPE Sites Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP002
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Requesting Preceptor/SCPE Sites ^{xxx}

NU PA students are not permitted to recruit preceptors or SCPE sites through direct communication.

Students may suggest potential SCPE preceptors or sites by submitting their request on CORE under the ***Site Prospector link***. This form is an internal form only. Preceptors may sign up to mentor our students through the following link. [Become a Preceptor | Northwest University](#)

Submission of the Potential SCPE Preceptor/Site Request form **does not guarantee placement** at the requested site.

DEADLINES:

- All non-elective SCPE potential preceptor/site requests must be submitted in MS Forms by **11:59 pm on the first Sunday of Block #1**.
- All elective SCPE potential preceptor/site requests must be submitted in MS Forms by **11:59 pm on the first Sunday of Block #4**, to include PAMA 5585 Elective I SCPE and PAMA 5595 Elective II SCPE.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Requesting Changes to Assigned SCPES Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP003
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Requesting Changes to Assigned SCPES

To provide PA students with excellent learning experiences, the program considers both the student and the clinical site preceptor(s) when planning and scheduling SCPES. Additionally, SCPE assignments are based on preceptor and clinical site availability.

Once SCPE sites and preceptor(s) are confirmed, the online scheduling system will be updated, and no further changes will be made without significant extenuating circumstances. However, if circumstances arise with the site or preceptor necessitating a change to an assignment, the clinical team will notify the student as soon as possible to allow sufficient time to make any necessary living/transportation arrangements.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Release of SCPE Schedule Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP004
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Release of SCPE Schedule

The SCPE schedule is released in blocks as the assignments are finalized with external partners.

Projected CORE Schedule Release

- Spring Schedule: released approximately **90 days prior to the start of SCPE Block 1.**
- Summer Schedule: released approximately by the **first Monday of SCPE Block #1.**
- Fall schedule: released approximately by the **first Monday of SCPE Block #5.**

The SCPE site assignment is **confirmed** when it appears in the student CORE schedule online. If the student schedule has an open/empty block, then the Clinical Team is awaiting confirmation from the preceptor and/or site for a scheduled rotation. Students should not panic or start looking for a placement. Sometimes it takes preceptors or sites longer to respond; they have patients to worry about first. **It is the responsibility of the student to check the weekly schedule for any changes or updates.**

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Utilization of PA Students at the SCPE Sites Policy Student Handbook		Policy # CP005
			Effective Date 03/2024
	ARC-PA 5TH Edition (Standard A3.04, A3.05, A3.06)		Review Date 03/2026
			Revision Date

Utilization of PA Students at the SCPE Sites ^{xxxi}

1. The NU PA student is **strictly prohibited** from being utilized as a substitute for clinical or administrative staff. Should a student be assigned clerical duties or duties outside of the direct practice of medicine, they should notify the program immediately for guidance to address the matter or reassignment, at the discretion of the CEM.
2. Given the nature of site dynamics in the area, the student may be assigned to an SCPE site where a family member is employed. However, a NU PA student's family member is strictly prohibited from serving as the primary preceptor and assigning a grade to the student.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine International SCPES Policy Student Handbook ARC-PA 5 TH Edition (Standard A2.16, B3.07, B3.02)	Policy #	CP006
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

International SCPES ^{xxxii}

Designated international sites may only be utilized for non-core SCPEs (Electives I and II), provided the site meets the SCPE requirements, university/program policies, and accreditation standards.

Information regarding international SCPEs can be found in Eagle or Discovery. The pursuit of a global SCPE opportunity is voluntary and encouraged but not required of every NU PA student. Each NU PA student must complete a cross-cultural elective experience, so if they decide not to pursue an international elective, they will be assigned a cross-cultural elective in the United States.

Due to the nature of scheduling and onboarding, PA students must apply and request preferences for international sites early, even before the didactic year is completed. Furthermore, acceptance by the international site does not guarantee placement.

Within the student fees, the NU School of PA Medicine has allowed for costs of travel, food, and housing for the international electives, including mandatory traveler's insurance with evacuation coverage covering all dates of travel from departure to return. Liability and medical malpractice insurance covering the international SCPE will also be provided for the PA student as part of the program-budgeted fees.

Students are responsible for the following expenses incurred with international travel to a global SCPE, including:

- Passports / visas
- Travel medicine or primary care provider consultation(s) to meet CDC-recommended immunizations / precautions / prophylaxis.
- Other incidental expenses related to international travel include money for souvenirs and safaris and other similar tourist pursuits.

Additional information specific to travel medicine, immunizations, and travel advisories can be found at the [CDC website](#).

The School of PA Medicine reserves the right to cancel any international SCPE should the international site become unstable, or a travel advisory is posted to discourage non-essential travel to the location by the CDC or US State Department.

See the following websites for travel advisories:

[U.S. Department of State – Travel Advisories](#)

[CDC Travel Health Notices](#)

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Correctional Facilities SCPES Policy Student Handbook ARC-PA 5TH Edition	Policy #	CP007
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Correctional Facility SCPES

Correctional Facility Medical Centers may be utilized as SCPE sites for PA students. However, the student is not placed at correctional facilities without prior approval from the student. In addition, the student must complete mandatory facility-specific training regarding emergencies and patient care in the correctional facility before beginning any patient care experience.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine SCPE Housing Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP008
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

SCPE Housing

Apart from housing fees budgeted for cross-cultural electives, the Northwest University School of PA Medicine does not provide financial assistance for housing during the clinical year. The NU School of PA Medicine does not approve, inspect, or certify housing affiliated with SCPE or AHEC sites. The program strongly discourages students from staying with preceptors as a housing option.

NU PA students are responsible for arranging their SCPE accommodations during the clinical year. Some SCPE sites may provide student housing for a fee, and some AHEC regions make housing options available at the student's own expense.

NU PA students are encouraged to review the "Housing" section in the SCPE course on Discovery for more information on potential housing. ***However, there is no guarantee that housing information will be provided.***

The student bears all responsibility for housing expenses related to SCPE location and mandatory Callback Day on-campus activities.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine SCPE Travel and Transportation Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP009
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

SCPE Travel and Transportation

While attending SCPEs, the student must be prepared to travel throughout Washington State, Idaho, Oregon, Montana, California, and occasionally to other states. Therefore, the student must have reliable transportation. Failure to attend an SCPE due to lack of transport is not an excused absence and will require the student to make up the missed time and may contribute to significant delays in completing the program.

The student bears all responsibility for transportation expenses related to SCPE location and mandatory Callback Day on-campus activities.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Expenses Policy Student Handbook ARC-PA 5TH Edition	Policy #	CP010
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Clinical Year Expenses

The NU PA student is responsible for various expenses that may arise during the clinical year, such as background checks, airfare within the United States, drug screens, required vaccines, travel prophylaxis, temporary housing, hotels, rental car, and personal protective equipment (PPE).

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Attendance Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP011
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Clinical Year Attendance

Attendance at all assigned SCPEs is an aspect of professional responsibility and personal dependability. Supervised Clinical Practice Experience days, Callback Days, and Summative Assessment attendance **are essential to student success and are mandatory for all** NU PA students. While on SCPEs, the student functions as part of a healthcare team and must frequently prioritize the needs of the team and patients ahead of personal interests.

Absences

During the clinical phase, all NU PA students are expected to attend every day of their SCPE and follow the schedule assigned by their preceptor. However, absences or tardiness due to unexpected medical or personal issues are unavoidable. **Therefore, two (2) absences are allowed per semester (see PP004 for definitions).** Every absence must be reported to the clinical team no less than two (2) business days by completing an **Absence Request Form** (link is located on Eagle). However, should circumstances arise that require a clinical PA student to miss a scheduled SCPE day unexpectedly, the student must immediately notify the SCPE preceptor and email the clinical team at pa-clinical@northwestu.edu. Failure to report an absence within two business days by submitting the Absence Reporting Form may result in a referral to SPC for consideration of a professionalism violation.

- **Should circumstances arise beyond the student's control (illness, family death), absences greater than one (1) day from a SCPE must be made up as designated by the CEM.**
- **A clinical PA student who exceeds six (6) days of absences within the clinical year will need to make up the missed time designated by the CEM.**

Should the student be required to make up time due to absence(s), this time may be scheduled during the remainder of the specific SCPE (if allowed by the preceptor) or during designated vacation or remediation periods reserved within the clinical year. The site/preceptor to whom a student is assigned for missed SCPE makeup will be determined by the CEM and may or may not be with the initially assigned preceptor/site.

Student absences may result in significant progression delays within the PA program, hindered course sequencing, and delayed graduation.

Important Points to Remember:

- Lack of reliable transportation is not an acceptable reason for missing an SCPE.
- NU PA students are not permitted to take "vacations" during the clinical year.
- University holidays will not always apply in the clinical year as many clinical sites operate during holidays.

- Preceptors are not obligated or expected to give the student days off for study.

Tardiness/Leaving SCPE Early

Promptness is a professional trait expected of PA students and healthcare practitioners in general. Therefore, NU PA students must arrive at the SCPE site on time, preferably 5-10 minutes early. NU PA students must not arrive late to the SCPE or leave early without the preceptor's permission.

Travel for Callback Days

- The student must remain at the clinical site for the entire day before the scheduled CBD unless the student is more than 200 miles from campus.
- A PA student completing a rotation within 200 miles of campus is **required** to return to the NU campus for the EOR™ exam and CBD activities. Reasons include continuity of technology, troubleshooting, and proctoring.
- A PA student may request to take the EOR™ exam and complete CBD activities virtually by completing the **Absence Request Form** (link located on Eagle). Not all requests for virtual attendance may be accommodated, but consideration of the request will be based on whether CBD activities require in-person attendance.
- The student who is assigned to a SCPE over 200 miles away from NU campus:
 - Must submit an **Absence Request Form**.
 - May use only one (1) day, the day before the Callback Day, for travel without the day counting against the absence allowance.
 - A travel day will not be granted if the CBD is virtual.

SCPE Schedule Expectations

SCPE schedules will differ based on each assignment but are expected to average approximately 40 hours per week on-site in patient-related care. Some SCPEs may involve slightly shorter or longer hours (no more than 80 hours per week). Therefore, the student's SCPE schedule will be determined by the preceptor (or designee). **There is no minimum required hours, but the PA student is expected to mirror the preceptor's schedule.** Specific hours/shifts may vary, and preceptor expectations may include on-call responsibilities, evenings, nights, weekends, or holidays (e.g., surgery, emergency medicine, etc.). **Students are strongly encouraged to remain flexible - the best clinical experiences may come at the least convenient times.**

NU PA students must adhere to the SCPE schedule and complete all assignments provided by the preceptor and program. **Should the preceptor's schedule not allow the student to meet the recommended hours, the student must inquire about additional clinical opportunities within the clinical site. If other options are not available, the student is required to notify the clinical team of any potential deficiencies as soon as possible via email notification to pa-clinical@northwestu.edu.**

Northwest University School of PA Medicine abides by the [American College for Graduate Medical Education \(ACGME\) - Clinical Experience and Education and Work Hours](#).

By Federal law, here are the regulations regarding duty hours of any/all students in the hospital setting (residents, interns, medical students, and PA students):

- *Maximum 80 hours/week.*

- *Clinical work done from home must be counted toward the 80-hour weekly maximum.*
- *Not more than every third day on-call.*
- *Clinical work periods for all residents (PA students) must not exceed 24 hours of continuous, scheduled clinical assignments.*
- *Residents (PA students) who have appropriately handed off patients following the conclusion of scheduled work periods have the flexibility to voluntarily remain at work in unusual circumstances if, in their judgment, those circumstances benefit patient care or education. Such additional time must be counted toward the 80-hour limit.*
- *All residents (PA students) must have at least 14 hours free of clinical work after 24 hours of clinical assignments. Physicians (and PAs) have a responsibility to return to work rested and thus are expected to use time away from work to get adequate rest. In support of this goal, residents are encouraged to prioritize sleep over other discretionary activities. Additional requirements regarding time off between work periods have been modified to support resident (PA) education and patient safety by permitting programs increased flexibility to develop schedules that work best at the local level.*

Inclement Weather

The Inclement Weather Policy is found on Northwest University Eagle website ([Class Cancellation Procedures](#)). However, SCPE sites may be a considerable geographic distance from campus, with dramatically different weather conditions. Therefore, when inclement weather is imminent in the vicinity of an assigned SCPE site, the student should exercise reasonable judgment when traveling. If the student's assigned SCPE site is closed or the conditions are unsafe for travel, the student must notify pa-clinical@northwestu.edu of the situation.

If NU is closed due to inclement weather, but the SCPE site is not expected to be affected by inclement weather, the student **MUST** attend SCPE as scheduled.

On-Campus activities, including Callback Days, Capstone, and Summative, may also be affected by inclement weather. In the event of inclement weather, the student should check NU's main website, <https://www.northwestu.edu/>, for information regarding postponement or cancellation of campus activities before traveling. For scheduled campus activities, the PA program abides by closings and announcements made by NU.

If the university is open and program activities are being held, the student should not travel under unsafe conditions or take unnecessary risks during inclement weather.

Notification must be made to pa-clinical@northwestu.edu if the student cannot attend scheduled activities due to weather or another hazard, and a Time Off Request must be submitted.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Site Visits Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP012
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Clinical Year Site Visits

Site visits are required by the ARC-PA and provide the program with the opportunity to observe the student and preceptor at the clinical site. Additional site visits may be arranged at the discretion of the program. Student clinical site visits will be conducted at least once during the clinical year and are typically conducted by the CEM or any PA faculty member. The site visitor will complete the visitor will complete the ***Initial Clinical Site and Preceptor Evaluation Form***.

Initial Site Visit

To be completed before sending a student to a new clinical site or soon after initial student rotation starts. The purpose is to ensure the safety and appropriateness of the clinical site for the learning outcomes to be covered.

Ongoing Site Visit

To be completed when it is deemed necessary by the CEM. The purpose is to ensure the site remains safe and appropriate for the fulfillment of the respective learning outcomes.

Student Clinical Site Visit

To be completed at least once during the clinical phase of the program. The purpose of these visits is to allow faculty to observe the student and preceptor at the clinical site and address their questions or feedback.

Acceptable methods for new site visits, ongoing site visits, and student clinical site visits include:

- In-person site visit
- Skype, Zoom, FaceTime, MS Teams, or any other video conference type software or application
- Telephone-with qualifiers and supporting documentation as approved by CEM.

Any of the following may complete all types of site visits:

- Clinical Education Manager
- Any PA faculty member

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Policy on Safety & Security Policy Student Handbook ARC-PA 5TH Edition	Policy # CP013
		Effective Date 03/2024
		Review Date 03/2026
		Revision Date

Clinical Year Policy on Safety & Security

The CEM is responsible for documenting appropriate safety measures at clinical sites during the clinical year. The School of PA Medicine routinely assesses sites and safety measures utilizing the following: Initial Site Approval, Ongoing Site Visits, Mid-SCPE Assessments, and Student Evaluation of SCPE site & SCPE. In addition, communication with the point of contact for the sites (including, but not limited to, office manager, practice manager, preceptor, or onboarding contact) reinforces the documentation of appropriate safety measures for the students.

Clinical year PA students are expected to comply with the Safety & Security Policies found in the Northwest University School of PA Medicine Student Handbook. All NU PA students must abide by the weapons policy at each clinical site during SCPEs.

Students should refer to the [Northwest University Emergency Procedures](#) for additional information and instructions.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Impairment Policy Student Handbook ARC-PA 5TH Edition	Policy #	CP014
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Impairment Policy

Northwest University embraces a campus-wide policy regarding alcohol and drug use that applies to all PA students within the NU School of PA Medicine, didactic and clinical. The student must be aware that SCPE site-specific policies and procedures related to alcohol and drugs supersede the Northwest University School of PA Medicine Student Handbook. Students should see the preceptor and SCPE site contact for specific details. If the student is removed from the SCPE site due to impairment issues, the student **MUST** notify the clinical team using the PA Clinical Emergency Call Number (425-889-6308). (The student should leave a voicemail, and the On-Call Faculty will return the students' call as soon as possible.) While many states have legalized the use of marijuana, NU continues to prohibit marijuana use among students. See policy document here: [Graduate/Online Students – Student Handbook](#).

The NU School of PA Medicine reserves the right to require random drug screens throughout a PA student's enrollment in the university. Should a NU PA student be removed from a SCPE or the classroom due to impairment with illicit drugs or alcohol or found to have illegal substances on a drug screen (routine or random), the student will be referred to the Student Progression Committee (SPC) for review of their academic standing, to include consideration for dismissal.

 Northwest UNIVERSITY School of PA Medicine	School of PA Medicine Scope of Practice Policy Student Handbook	Policy #	CP015
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	
	Northwest University College of Health Sciences School of PA Medicine	ARC-PA 5 TH Edition (Standard A3.05)	

Scope of Practice Policy^{xxxiii}

The student is **not** considered an employee of any clinical affiliate and should not be a substitute for or take on any responsibilities of regular staff. If the student is concerned about the duties assigned by the clinical site, the CEM should be contacted immediately by phone or email.

Typical patient-related care and tasks a clinical year PA student may be permitted to perform listed below and serve as guidelines only. The student must demonstrate a baseline of medical knowledge and clinical skills. However, students come to the program with various life experiences, affecting their comfort level when performing specific tasks. How much clinical responsibility the student is ready to assume, the nature of the particular task assigned, and how much supervision is required is at the discretion of the preceptor.

Patient-related care includes, but is not limited to, the following:

- Evaluating and treating patients.
- Charting and appropriate paperwork (paper or electronic).
- Case presentations.
- Discussions with preceptors.
- Other duties as applicable (lab, radiology, case management, grand rounds, tumor board, etc.).

Typical tasks assigned to the PA student include:

- Taking histories and performing physical examinations.
- Assessing common medical problems and recommending appropriate management.
- Performing and assisting in diagnostic and therapeutic procedures.
- Assisting the preceptor in hospital/nursing home rounds, recording progress notes, transcribing specific orders of the preceptor – as allowed by the facility.
- Following protocols or standing orders of the preceptor.
- Presenting patient cases orally and/or in written problem-oriented format.
- Discussing the basic pathophysiologic mechanisms that have produced the signs, symptoms, and disease processes under investigation.
- Completing assigned teaching rounds and conferences.
- Following the assigned on-call schedule.

It is mandatory that **EVERY** patient **MUST** be seen by the preceptor, without exception!

The student's SCPE schedule will be determined by the preceptor (or designee). The PA student is expected to mirror the preceptor's schedule. Specific hours/shifts may vary, and preceptor expectations may include on-call responsibilities, evenings, nights, weekends, or

holidays (e.g., surgery, emergency medicine, etc.). **Students are strongly encouraged to remain flexible - the best clinical experiences may come at the least convenient times (see SCPE Schedule Expectations CP011).**

The student will deliver needed care to patients without regard to race, age, gender, creed, socioeconomic status, political persuasion, sexual orientation, or national origin.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Standards of Conduct Policy Student Handbook ARC-PA 5TH Edition (Standard A3.07 & 08, B3.01-07, B4.01-03, A2.16)	Policy #	CP016
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Clinical Year Standards of Conduct Policy

The student is expected to adhere to the same high ethical and professional standards required of certified PAs. The professional conduct of the student is evaluated on an ongoing basis throughout the clinical phase of the program. Violations of standards of professional conduct are subject to disciplinary actions administered by NU and by the program. Additionally, the NU School of PA Medicine has explained the expectations of clinical year PA students to apply to the clinical environment. Preceptors are directed to contact the CEM immediately if they have any concerns about the student's professionalism.

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

- Unreported absences.
- Tardiness.
- Unauthorized changes to submitted SCPE calendar.
- Failure to complete assignments by the specified due date.
- Failure to submit onboarding requirements by specified due dates.
- Failure to maintain professional language and tone in communications with patients, program faculty/staff, and clinical preceptors (email, telephone, text, social media, and face-to-face interactions).
- Failure to respond to communication from program faculty/staff per the [SCPE Communication](#) section of this manual.
- Any verbal or written communication regarding anyone connected with the program that could be considered libel or slander.
- Failure to follow dress code.
- Lack of preparation for daily SCPE activity/coursework.

Student Responsibilities ^{xxxiv}

While adhering to professional standards, the student is expected to perform the following activities during the SCPE:

- Attend SCPE as scheduled.
 - If a preceptor is not at the clinical site when the student is scheduled to be there, the student is not automatically excused from attending clinic. Instead, the student must contact the clinical team as outlined in the SCPE Communication Policy.
 - If available at the SCPE site, the student should attend other learning opportunities, such as grand rounds, lectures, conferences, morbidity/mortality conferences, tumor boards, etc.

- Some preceptors may incorporate study time into the student's schedule, which must be documented on the student calendar. **However, the student is not to ask for time off for studying** (see [Clinical Year Attendance Policy](#) section).
- Obtain detailed histories.
- Conduct physical exams.
- Develop a differential diagnosis.
- Formulate an assessment and plan.
- Discuss patients with a preceptor.
- Give oral presentations.
- Appropriately document findings.
 - If the student has access to EMR, findings must be documented in the patient record and must be co-signed by the preceptor in the patient record.
 - *If the student does not have access to EMR, then the student must chart a "shadow note" separate from the patient's record. The note will not be removed from the site and must be reviewed with the preceptor. As a reminder, preceptors are asked to evaluate the student's documentation on the Preceptor Evaluation of Student at the end of each SCPE.*
- Perform and/or interpret common lab results and diagnostics.
- Educate and counsel patients across the lifespan regarding health-related issues.
- Demonstrate emotional resilience, stability, adaptability, and flexibility during the clinical year.
- Submit coursework as outlined per SCPE Specific Course Syllabus Information section. In addition, students should check Discovery for the most up-to-date course assignment information.

NU is a university of faith, and an essential element of faith is gratitude. Therefore, to demonstrate appreciation for preceptors and their staff who assist in PA education, it is highly recommended that the student sends "Thank You" notes at the conclusion of each SCPE.

Program Responsibilities ^{xxxv}

The program is responsible for the following aspects of the educational environment and activities during the clinical phase of the program:

- Ensure that the student has successfully completed all required components of the didactic year prior to beginning SCPE.
- Provide SCPE placement for the student.
- Provide SCPE-specific learning outcomes, objectives and orientation materials to the preceptor and the student.
- Provide the preceptor with instructions on how to access the ***Preceptor Evaluation of Student***.
- Provide malpractice insurance for the student.
- Perform clinical site visits in accordance with clinical site visit policy.
- Develop and maintain clinical site affiliation agreements.
- Continue to develop new relationships with preceptors and clinical institutions.

- If the student identifies a new/potential clinical preceptor, the student must provide the program with contact information via the **Potential Preceptor/Site Request Form** (link located in Discovery).
- Work with the preceptor and site to provide a healthy and safe clinical learning environment.
- Interact with the preceptor, site, and student to be available to respond to any problems or concerns.
- Respond in a timely manner to concerns raised regarding student behavior or actions that directly or indirectly jeopardize the health, well-being, and/or safety of patients, faculty, clinical site staff, or fellow students.
 - If such behavior is demonstrated or reported, the program retains the right to remove the student from a SCPE immediately.
- Require the student to be trained in HIPAA and OSHA instruction regarding the risk of exposure and post-exposure protocols.
- Ensure the student is trained in site-specific protocols such as COVID-19.
- Require the student to be certified in Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS).
- Obtain student feedback from the clinical preceptor.
- Administer an End of Rotation™ (EOR) exam for all core SCPEs.
- Assign a grade for the student after completion of the SCPE.
 - The program faculty, not the preceptor, is responsible for the final grade.

Preceptor Responsibilities ^{xxxvi}

Preceptor responsibilities include, but are not limited to, the following:

- Must hold a valid license that allows them to practice at the SCPE site.
- Be familiar with NU/PA program policies and procedures via the orientation materials provided by the program.
- Be responsible for the coordination of the student's overall learning experience while at the SCPE site.
- Ensure the student is provided orientation regarding site-specific policies and procedures.
- Review the expectations and objectives for the SCPE with the student.
- Provide ongoing feedback regarding clinical performance, knowledge base, and critical thinking skills.
- Supervise, demonstrate, teach, and observe clinical activities to facilitate the development of clinical skills and ensure proper patient care.
- Assign teaching or coordination of tasks to other qualified clinicians, such as attending physicians, residents, physician assistants, or nurse practitioners, as needed or desired.
- Delegate increasing levels of responsibility to the student for clinical assessment and management of the patient.
- Participate in the evaluation of clinical skills and medical knowledge base through the following mechanisms:
 - Direct supervision, observation, and teaching in the clinical setting.
 - Direct evaluation of presentations (including both written and oral).
 - Assignment of outside readings and research to promote further learning.
- Review student documentation (including shadow notes) and cosign if the student note remains part of the official patient record.

- Complete the **Mid-SCPE Preceptor Evaluation of Student** form during the second week of the SCPE.
- Complete the **Preceptor Evaluation of Student** form during the final week of the SCPE.
- Complete the **Student Preparedness for SCPE** evaluation at the end of Block #1. This is not an evaluation of the student's performance at the completion of a SCPE but of cohort preparedness to undertake SCPEs, as a measure of the effectiveness of the didactic curriculum.
- Complete the **Final Assessment of Student Behavior & Preparedness** survey for any student who is precepted for their last Core SCPE.
- Promptly notify the PA program of any circumstances that might interfere with accomplishing the above goals or diminish the overall training experience.
- Maintain an ethical approach to patient care and student education.

Efficient Training of Students ^{xxxvii}

The following are goals and ideas to offer as a means of providing efficient and effective training of the PA student:

- The goal for the student is to have a chance to collect history and perform physical exams on every patient they see by the end of week one throughout the rest of the rotation assignment. This is after spending a few days shadowing and seeing patients in the room with the preceptor to establish trust and confidence.
- While the student is working up a patient, the preceptor can be seeing other patients until the student is prepared to present the patient they have been evaluating.
- The student is required to present history and physical exam findings to the preceptor. In addition, the student should discuss the diagnosis, differential (if applicable), and management plan for that patient.
- The student and preceptor should return to the exam room to validate the student's findings and offer learning points to the student.
- If procedures are necessary, the student should be offered the chance to complete the procedure, but only with direct supervision from a preceptor or secondary preceptor(s).

This approach provides a nice flow and rhythm for day-to-day learning and limits the loss of revenue/time spent with patients for the preceptor.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine SCPE Standards of Dress & Appearance Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP017
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

SCPE Standards of Dress & Appearance Policy

The student should maintain a professional appearance and appropriate attire whenever representing NU and the PA profession in any setting. Being neatly dressed and well-groomed exemplifies professionalism. ***Certain SCPE sites will have a site-specific dress code above and beyond the PA program dress code.*** In this case, the site's dress code will supersede that of the school. All attire must be appropriately fit to enable the wearer to perform their duties and maintain a professional appearance. Repeat violations of the dress code are professionalism violations and are subject to disciplinary action as previously described.

The student should adhere to the following dress code at SCPE sites:

- Skirt or dress length must be no shorter than just below the knee.
- All shoes worn in the clinical setting **must be closed-toe only** to comply with OSHA standards.
- The short white coat with embroidered school logo must be well-maintained and worn while at clinical sites.
- Display a NU identification badge and any student identification provided by the SCPE site according to site policy.
- Scrubs are generally restricted to areas with a high risk of blood and other bodily fluid exposures (e.g., surgery, OB, ER). However, scrubs or tennis shoes may be worn during regular clinic hours if the SCPE preceptor allows.
- The student is restricted from wearing surgical scrubs into the operating room if worn outside of the OR locker/changing room/hospital.
- Hair should be neat, clean, and natural colors (not blue, wild red, green, pink, purple, etc.)
- Hair should be styled off the face and out of the eyes.
- Longer hair should be secured to avoid interference with patients or work duties.
- Avoid scarves or ribbons unless culturally appropriate.
- Facial hair must be neatly trimmed.
- Nails must be clean and well-trimmed.
- Jewelry must be limited and understated.
 - Wedding rings, a watch, and a small bracelet are permissible. However, at times, the student will be required to remove these for training purposes.
 - No more than one pair of non-dangling earrings are allowed.
- Other visible body piercings are to be removed during clinic duties.
- The student should make all attempts to cover any visible tattoo.
- Necklaces may be worn if they do not distract from or interrupt the delivery of direct patient care. Students should avoid wearing long necklaces that could obscure the clinical exam field, touch the patient, or be used as a weapon.

- Makeup, if used, should be tasteful.

THE FOLLOWING ARE PROHIBITED DURING THE CLINICAL YEAR:

- Perfume, cologne, or fragranced body lotions.
- For your safety we recommend removing all piercing jewelry and following clinical site guidelines.
- Nail polish must not be worn during surgical SCPEs.
- False fingernails or overlays (possible sources of contamination and prohibited at surgical sites).
- Midriffs and plunging necklines that expose cleavage.
- Clothing with holes or rips/tears.
- Open-toe shoes.

Callback Days Dress Code:

- Dress guidelines will be provided in the CBDs schedule posted in Discovery.

If the student is dressed inappropriately, the student may be removed from clinical training or classes and asked to report to the dean.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Prescription Writing Policy Student Handbook ARC-PA 5 TH Edition	Policy #	CP018
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Prescription Writing Policy

The student may NOT individually prescribe any medications or call in prescriptions for providers. The student has no authority or medical license to prescribe medications. However, the student may transcribe prescriptive information for the preceptor. The preceptor must sign all prescriptions - the student will not sign the prescription. ***Students may not carry, use a pre-signed prescription pad, or sign on behalf of the preceptor.***

 Northwest University School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Confidentiality Policy & HIPAA Student Handbook ARC-PA 5TH Edition	Policy #	CP019
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Confidentiality Policy & HIPAA

The student **must** respect the confidentiality of patients and fellow students.

The student is **not** permitted to:

- Discuss any patients or fellow students by name or potentially identifying information outside the clinical or academic setting.
- Post any patient information on any social media platform.
- Discuss other students with preceptors.

All patient identifying data for academic presentations and assignments, including name, initials, date of birth, and facility where a patient is seen, must be excluded unless the patient provides signed, written consent of use of this information for an academic presentation or publication.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Caring for Faculty/Staff/Family Members Policy Student Handbook ARC-PA 5TH Edition	Policy # CP020
		Effective Date 03/2024
		Review Date 03/2026
		Revision Date

Caring for Faculty/Staff/Family Members Policy

Faculty and staff deserve the right to privacy and students should not care for any member of the NU School of PA Medicine in the clinical environment. Therefore, if the student notices a NU PA program faculty or staff member on the patient schedule, the student must be excused from that patient experience.

All NU PA students are prohibited from caring for family members during the clinical year.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Use of Electronics at SCPES Policy Student Handbook ARC-PA 5TH Edition	Policy #	CP021
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

Use of Electronics at SCPES Policy

Use of cell phones/tablet devices and other personal technological devices while at the SCPE site is at the discretion of the preceptor and should be limited to course-relevant medical applications, such as patient logging and reference review.

 Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine SCPE Injury or Exposure Incident Reporting in Clinical Year Policy Student Handbook ARC-PA 5 TH Edition (Standard A3.07-09)	Policy #	CP022
		Effective Date	03/2024
		Review Date	03/2026
		Revision Date	

SCPE Injury or Exposure Incident Reporting in Clinical Year Policy

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Enrollment in PA and medical educational programs often yields unintentional exposure to diseases such as viruses that are unavoidable. It is the student's responsibility to pursue healthcare and treatment advice, including a timeframe for safe return to SCPE site, from their medical provider, should the need arise.

It is the policy of the NU School of PA Medicine to follow the guidelines made by the [Centers for Disease Control \(CDC\)](#) and the [Occupational Safety and Health Administration \(OSHA\)](#) regarding the use of Standard/Universal Precautions to prevent the spread of infection and reduce occupational exposure to blood and body fluid pathogens.

Usually before matriculation, but always before patient care or laboratory experiences, including on-campus learning activities, students MUST undergo training focused on potential hazards, standard precautions, and safety procedures related to chemical and bloodborne pathogens exposure. NOTE: As part of the supervised clinical practice experience, students may be required to complete additional site-specific safety or security training.

When hazardous exposure to chemical agents or blood or body fluids occurs, the incident must be immediately reported. After initial first aid and safety procedures (limiting exposure and risk) have been completed – e.g., thorough hand washing, flushing of mucous membranes, etc.:

- Events occurring at clinical sites are reported to the Clinical Education Manager, and an [Incident Report Form](#) (Appendix G or Eagle) is completed within 48 hours of the incident.

In all exposure instances, medical evaluation, treatment of injuries, and evaluation focused on risk limits should be conducted immediately at:

- Any local occupational medicine clinic, urgent care clinic, or if warranted, the emergency room.
- If an emergency, call 911 for rapid treatment and transport to the nearest emergency room; and,

NOTE: Neither the clinical agency nor NU is responsible for the cost of the care involved in the treatment, maintenance, or surveillance of exposure to blood or body fluids.

Accidental Exposure to Infectious Diseases Incident Reporting

The procedures for care and treatment after exposure to infectious or potentially infectious blood and/or body fluid remain the student's financial responsibility.

NU PA students exposed to blood or body fluids (e.g., from a needle stick or scalpel injury or splashing of body fluids in the eye, the mucous membranes of the mouth and nose, or on non-intact skin) **must** adhere to the following exposure protocol for proper workup, counseling, and follow-up.

In the event of accidental exposure (needle stick, splash, TB exposure, etc.), students should follow these basic principles:

- Remove or dilute the infectious material and institute first aid measures as appropriate.
- Remove soiled clothing.
- Thoroughly wash skin and mucosa by washing with copious amounts of water and soap. Contamination of the eyes requires immediate flushing with water or ophthalmic saline irrigation solution for 15 minutes (remove contacts first if you are a contact wearer).
- The student will notify the preceptor and the Clinical Education Manager.
- **THE STUDENT MUST BE EVALUATED IMMEDIATELY BY A MEDICAL PROVIDER** for treatment and evaluation for prophylaxis.
- The student should utilize the onsite Emergency Department or Urgent Care, if possible, or another local hospital Emergency Department for 24-hour accessibility or Urgent Care with extended hours, depending on the time of exposure and the geography of the clinical rotation assignment. If the facility in which the student is assigned has a protocol for testing students, the School of PA Medicine encourages the student to utilize those services.
- Along with the medical provider in the facility above, a student should assess the infection risk, including an evaluation of the type and amount of infectious material, the mode of transmission, the portal of entry, and the general and specific conditions of the host. The student should obtain the name and medical record number of the patient source. For accidents with microorganisms for which serological tests are available, a baseline serum sample should be obtained at the time of occurrence.
- The student must submit an Incident Report Form (found on Eagle) within 48 hours.

NOTE: All expenses incurred related to an exposure are the sole responsibility of the PA student. Clinical sites and Northwest University and NU School of PA Medicine are not liable for the cost of exposure testing.

Students should follow the guidance of their evaluating clinician based upon established guidelines and have appropriate interval follow-ups.

OSHA standards 1910-1030 require the record of the exposed student to be kept for the duration of the status as a student plus 30 years. These copies reside with the student and the healthcare provider.

Effects of Infectious/Environmental Disease or Disability:

Students who contract infectious/environmental disease or disability will be reviewed individually based on the status of their individual cases. Students whose disease/disability necessitates an extended leave will require a medical deceleration granted by the SPC and Executive Committee.

Standard Precautions per CDC Guidelines

Standard precautions are the minimum infection prevention practices that apply to all patient care and laboratory or technical skills training experiences, regardless of the patient or colleague's

suspected or confirmed infection status, in any setting where health care is delivered. These practices are designed to protect healthcare providers (HCP) and prevent HCP from spreading infections to others. Standard precautions include:

- Hand hygiene.
- Use of personal protective equipment (e.g., gloves, masks, eyewear).
- Respiratory hygiene/cough etiquette.
- Sharps safety.
- Safe injection practices (i.e., aseptic technique for parenteral medications).
- Sterile instruments and devices.
- Clean and disinfected environmental surfaces.

Hand Hygiene

Hand Hygiene means cleaning your hands by using either handwashing (washing hands with soap and water), antiseptic hand wash, antiseptic hand rub (e.g., alcohol-based hand sanitizer including foam or gel), or surgical hand antisepsis.

Cleaning your hands reduces:

- The spread of potentially deadly germs to patients.
- The risk of healthcare provider colonization or infection caused by germs acquired from the patient.

Two methods for hand hygiene:

- Alcohol-based hand sanitizers are the most effective products for reducing the number of germs on healthcare providers' hands.
- Alcohol-based hand sanitizers are the preferred method for cleaning your hands in most clinical situations.
- Wash hands with soap and water whenever they are visibly dirty, before eating, and after using the restroom.

Use an Alcohol-Based Hand Sanitizer

- Immediately before touching a patient.
- Before performing an aseptic task (e.g., placing an indwelling device) or handling invasive medical devices.
- Before moving from work on a soiled body site to a clean body site on the same patient.
- After touching a patient or the patient's immediate environment.
- After contact with blood, body fluids, or contaminated surfaces.
- Immediately after glove removal.

Wash with Soap & Water

- When hands are visibly soiled.
- After caring for a person with known or suspected infectious diarrhea.
- After known or suspected exposure to spores (e.g., B. anthracis, C difficile outbreaks).

Refer to the [CDC Website](#) for information regarding when/how to perform hand hygiene, glove use, hand hygiene for surgery, skin and nail care.

Personal Protective Equipment (PPE)

PPE includes non-sterile gloves, facial masks (N95 or higher respirator), protective eyewear (face shield or goggles), and isolation gowns. It should be worn whenever the risk of exposure to infectious diseases, blood, or body fluids are present.

According to the CDC, PPE should be used by the following:

- **Patients** with confirmed or possible SARS-CoV-2 infection should wear a face mask when being evaluated medically.
- **Healthcare personnel** should adhere to Standard and Transmission-based Precautions when caring for patients with SARS-CoV-2 infection. Recommended PPE is described in the Infection Control Guidance.

At a minimum, PPE includes:

- Exam gloves:
 - Handling blood or body fluids.
 - Touching mucous membranes, non-intact skin, or a body orifice.
 - Touching contaminated equipment.
- PLUS, facial masks, protective eyewear, and gowns:
 - Performing or assisting procedures with a risk of body fluid or other hazardous material exposure (splashes or sprays). This includes but is not limited to debridement, excision, and irrigation type procedures in any healthcare setting and operating room surgical treatment.
- Donning and doffing PPE gear must follow the [CDC Guidelines](#) found on the CDC website.
- Safe injection practices.
- NEVER recap needles.
- Use self-sheathing needles or needleless systems when available.
- All needles and other disposable sharps will be placed in designated puncture-resistant containers as soon as possible after use.
- As often as possible, use single dose vials.
- Safe handling of potentially contaminated surfaces or equipment.
- Environmental cleaning:
 - Areas in which patient care is performed will be cleaned and disinfected after every activity.
- Medical equipment safety
 - Reusable medical equipment must be cleaned and disinfected (or sterilized) according to the manufacturer's instructions.
 - If the manufacturer does not provide guidelines for cleaning a device, it may not be suitable for multi-patient use. In this instance, always check with the course director or clinical supervisor on how to proceed.

Respiratory hygiene/cough etiquette:

The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection.

- Cover your mouth and nose with a tissue when coughing or sneezing.

- Use the nearest waste receptacle to dispose of the tissue after use.
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.
- Use a mask to prevent aerosol spread.
- Social distance from others as much as possible.
- Advise healthcare personnel to observe Droplet Precautions (i.e., wearing a surgical or procedure mask for close contact), in addition to Standard Precautions, when examining a patient with symptoms of a respiratory infection, particularly if a fever is present. These precautions should be maintained until it is determined that the cause of symptoms is not an infectious agent that requires Droplet Precautions.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Grading Plan Student Handbook ARC-PA 5TH Edition	Policy #	CP023
		Effective Date	03/2025
		Review Date	03/2026
		Revision Date	

Clinical Year Grading Plan

SCPE specific grading details are located in the SCPE Specific Syllabi.

Letter Grade	Percentage Scale	Corresponding GPA per NU Graduate Handbook
A	94-100	4.0
A minus	90- <94	3.7
B plus	84- <90	3.3
B	80- <84	3.0
B minus	77- <80	2.7
C plus	74- <77	2.3
C	70- <74	2.0
F	<70	0.0

Students who fail a required core SCPE may lose the privilege to choose an elective, as this time may be used to repeat the failed SCPE. However, this does not replace the original grade earned for the failed SCPE.

Failure of a SCPE course may delay completion of the clinical year, graduation, eligibility to take the PANCE. In addition, delays may have significant financial implications, including additional costs or other financial aid issues.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine SPCE Grade Calculations Student Handbook ARC-PA 5TH Edition (Standard A3.15a, A4.01)	Policy #	CP024
		Effective Date	03/2025
		Review Date	03/2026
		Revision Date	

SCPE Grade Calculations^{xxxix}

The SCPE grade is a combination of experiential logging/professionalism, assignments, preceptor evaluation of the student and the PAEA EOR exam grade.

Student Evaluation and Grading

Specific requirements, evaluation, and grading are addressed in each SCPE Specific Syllabus. The SCPE-Specific syllabus should be reviewed before the start of each SCPE.

The content for assessments of student learning during SCPE is cumulative, with clinical knowledge building upon didactic knowledge. Therefore, the assessment content is objective and outcome-based and taken from SCPE activities, PANCE Blueprint, Didactic phase content, assigned readings, and SCPE objectives.

The following assignments and assessment tools will be used:

- SCPE Calendar
- Mid-SCPE Preceptor Evaluation of Student
- Preceptor Evaluation of Student
- Student Evaluation of Preceptor & Student Evaluation of SCPE Site & SCPE
- Experiential Logging & Professionalism
- PAEA End of Rotation TM Exams
- Clinical Skills Checklist
- Personalized PANCE Prep Assignment
- Callback Days Assessments

See SCPE Specific Syllabi and Discovery for directions and instructions for completing and submitting all graded elements.

Experiential Logging accounts for 5% of the SCPE grade. The grade is determined by the following:

- | | |
|------------------|---|
| 50 points | Experiential Logging: Includes all elements listed in the CORE logging information folder located in the SCPE Discovery course, SCPE resources section. |
| 50 points | Professionalism: Student adherence to the information contained in the <i>NU School of PA Medicine Policies and Procedures Manual</i> . |

Program Self-Assessment of End of Rotation Exam Scores

End of Rotation™ Exam Scores are reported as scaled scores, with a known national mean and standard deviation. We convert each scaled score into a percentage using a Z-score calculation. A Z-score is a value given to compare each student's performance to the national mean. A scaled score converting to a Z-score of zero (0) means that the student has scored on the national means.

Our program set the score conversion based on the mean scaled score converting to a grade of 85%. The following equation is used to convert from the z-score to the percentage:

$[85 + (z\text{-score} \times 10)] = \text{Grade \%}$. For example, a:

- z-score of +1.5 gives student a score of 100%.
- z-score of +1 means student gets a 95%.
- z-score of 0 (national mean) gives student a score of 85%.
- z-score of -1 means student score= 75%
- z-score of -1.5 means student score= 70%

Once each student completes an End of Rotation™ Exam, the professor calculates a Z-score from the raw score on each exam as follows:

Student's raw score on the exam minus national mean score for that exam/ National Standard deviation for exam

$$Z \text{ score} = \frac{\text{student's raw score} - \text{national mean score for exam}}{\text{national standard deviation for exam}}$$

Any Z-score below -1.5 will require remediation of the EOR™ exam. The student must discuss this with the clinical education manager within a week to outline the remediation plan, which might include an analysis of student weaknesses based on keyword feedback and category feedback, assignments to research each topic missed on the exam, and/or retaking the End of Rotation™ exam as a different version.

EOR™ exam performance in each cohort is analyzed using averages of z-scores to determine how the cohort compares with the national mean performance.

The operations committee also analyzes category feedback on the EOR™ exam to determine if there are patterns of strengths and weaknesses in the cohort.

Throughout the clinical phase, the clinical team tracks the student's academic progress to maximize their potential to successfully meet program competencies and pass the PANCE the first time. EOR™ and EOC™ scores sometimes identify students at risk of failing the PANCE, whether or not they have received a failing grade on any individual exam. Examples of at-risk students include those who have scored one standard deviation below the national mean on at least one occasion and students who have failed their first attempt at one or more EOR™ exams. The clinical team may assign supplemental study material for these at-risk students at any time during the clinical year.

 School of PA Medicine Northwest University College of Health Sciences School of PA Medicine	School of PA Medicine Clinical Year Remediation Student Handbook ARC-PA 5TH Edition (Standard A3.15a, A4.01)	Policy #	CP025
		Effective Date	03/2025
		Review Date	03/2026
		Revision Date	

Clinical Year Remediation^{xl}

Student progress is monitored and documented in a manner that promptly identifies deficiencies in knowledge or skills and establishes means for remediation as described herein. This policy aims to help the student master the material, not to improve the numerical grade.

During the clinical year, the following circumstances will necessitate a meeting with the Clinical Education Manager and/or other faculty to design a performance improvement plan:

- Any EOR™ Exam score less than 80%.
- Any Mid-SCPE Preceptor Evaluation of Student less than 80% overall.
- Any Preceptor Evaluation of Student component score of less than 3 on the Likert scale.

This plan may include (but is not limited to) an individual keyword feedback study plan, additional formative testing, study methods improvement discussion, a focused SCPE improvement plan with a preceptor, and/or referral to the disability center for evaluation.

The following circumstances will require a formal remediation plan:

- Any EOR™ Exam score less than 70%.
- Any End of SCPE Preceptor Evaluation of Student less than 80% overall
- Any Skills or OSCE Testing score less than 80% overall.

Any student who scores less than 70% on an EOR or less than 80% on any skills, OSCE, or End of SCPE Preceptor Evaluations will meet with the Clinical Education Manager for a formal remediation plan. Deficiencies will be discussed and documented in writing, and the student and the CEM will mutually work to design a personalized remediation plan to address the deficiencies outlined by the keyword feedback from the EOR exam, or the feedback from the preceptor evaluation, or skills exam.

If a student receives a 'not observed' on a preceptor evaluation or the clinical skills checklist, the student will be notified, and a meeting will be held with the CEM or designated faculty. Documentation of the learning outcome or clinical skill not observed will be placed in their student record, and a plan to meet the learning outcome and/or clinical skill requirements will be individually created.

After the remediation process is complete, if the remediation is for the EOR exam, the student will re-take the second available version of the PAEA EOR exam to demonstrate competency in the learning outcomes. If the student scores less than 70% again, the student meets once again with the CEM to discuss an updated remediation plan. Once remediation is complete, the student is then allowed a second retake of an alternative multiple-choice exam in the EOR exam format. If the exam score is over 70% at any time, the process is complete, but the score will be changed to

a maximum of 70%. If the student fails the second retake, they will be referred to the SPC for consideration of dismissal or another plan.

In the case of a failed preceptor evaluation, the student must meet with the CEM for a remediation plan. The CEM will then arrange a remediation SCPE, which may be between one and five weeks in duration. It may be in the same or alternative site. The preceptor will complete another evaluation of the student and if over 80%, the plan is complete. The grade will be changed to 80% but no higher. If a student receives a second evaluation under 80%, the CEM and student will meet with the preceptor and program director to discuss additional remediations. The student may then have an additional opportunity to remediate. Each additional remediation SCPE may result in a delay in the student's clinical year progress and potentially delayed graduation. If the student receives a third preceptor evaluation under 80 percent overall, they will be referred to the SPC for consideration of dismissal.

Any overall clinical course failure will result in the student having to repeat the entire clinical course and therefore will result in delayed graduation. If the student fails two or more clinical year courses, they will be referred to the SPC for consideration of dismissal. The following special circumstance will result in immediate referral to the SPC for consideration of dismissal from the program:

- a student who is asked to leave a clinical site due to unprofessional, unethical, or illegal behavior.

Remediation Responsibilities, Process and Special Circumstances:

- The CEM will be responsible for coordinating the remediation plan.
- Remediation plans during the SCPE phase of the program will be made in a timely manner, considering the scheduled SCPEs, Callback Days, proctored exams, and availability of SCPEs.
- Professionalism is a core tenant of the behavior expected of a PA student. Failure to adhere to the professionalism policy will result in disciplinary action as described in the Professional Conduct policy (page 21) in the **NU School of PA Medicine Policy and Procedure Handbook**.
- If there are critical errors in professional conduct, the student may be required to repeat the SCPE and will be referred to the SPC for consideration of dismissal from the NU School of PA Medicine.

Summative Evaluation

- The Summative Evaluation is part of the Course PAMA 5923 Capstone, Summative and Scholarly Project. The components of the Summative Evaluation are the following:
 - Multiple choice summative EOC™ Exam
 - Skills testing in the form of OSCEs, Skills Stations and Simulation
 - Essays/Self-Reflections

Any component of the summative evaluation above with a score of less than 70% will require a formal remediation plan and will follow the remediation process defined above. The student must successfully remediate any failed component of the summative evaluation before graduating from the program. Therefore, graduation may be delayed while the student remediates. If the entire PAMA 5923 course average falls below 70%,

the student will have to remediate the entire course according to the clinical year remediation process and graduation will be delayed. A student must successfully remediate the PAMA 5923 course to graduate from the program.

Appendix A: Student Handbook and Agreement

POLICIES AND PROCEDURES STUDENT ACKNOWLEDGEMENT FORM

In addition to the university policies, students are expected to read and comply with all SPAM program policies. Because many of these policies are student-centric, you are required to read the SPAM Student Handbook. Other policies can be found on the Eagle Site. Of particular importance are policies regarding the following ARC-PA 5th Edition Standards.

Standard No.	Standard Description	Policy Location
A3.03	Students must not be required to provide or solicit clinical sites or preceptors. The program must coordinate clinical sites and preceptors for program required rotations.	PA Program Student Handbook (CP002)
A3.04	Students must not be required to work for the program.	PA Program Student Handbook (PP007)
A3.05a	Students must not substitute for or function as instructional faculty.	PA Program Student Handbook (PP007)
A3.05b	Students must not substitute for or function as clinical or administrative staff.	PA Program Student Handbook (PP005)
A3.06	Students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners.	PA Program Student Handbook (PP005)
A3.07	The program must have and implement a policy on immunization and health screening of students and such policy must be based on current Centers for Disease Control and Prevention recommendations for health professionals and state-specific mandates.	PA Program Student Handbook (PP002)
A3.08	The program must inform students of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk.	PA Program Student Handbook (PP003, CP022)
A3.09	Principal faculty, the dean and the medical director must not participate as health care providers for students in the program, except in an emergency situation.	PA Program Student Handbook (PP003)

****You will be sent a digital copy of this appendix to sign before starting the program.***

Appendix B: Attestation of Technical Skills

Technical Standards

The Physician Assistant Master of Science degree signifies that the holder is prepared for entry into the practice of medicine. It follows that the graduate must have the knowledge, skills, and abilities to function in a broad variety of clinical situations and to render a wide spectrum of patient care. It is essential for good patient care to require minimum standards for the education of the physician assistant. Students admitted in the School of PA Medicine at Northwest University are selected based on their academic, personal, and extracurricular attributes. In addition, students must have the intellectual, physical, and emotional capacities to meet the requirements of the school's curriculum and of a successful medical career.

The School of PA Medicine admits students of any race, age, sex, color, disability, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate based on race, age, sex, color, disability, or national or ethnic origin in administering its educational policies, admission policies, employment, promotion and compensation policies, scholarship, and loan programs, and athletic or other University-administered programs.

The School of PA Medicine will consider for admission any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform the skills listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and the Rehabilitation Act. Candidates and current students who have questions regarding the Technical Standards, or who believe they may need to request reasonable accommodation(s) to meet the Standards are encouraged to review the disability-accommodation guidelines.

Disability Resources

Email: ada@northwestu.edu / testing@northwestu.edu

Phone: 425-889-5227

Office Location: Williams Hall Room 10

Office Hours: Monday -Friday 8am-5pm

PA students are reviewed individually and, on a case-by-case basis, using the factors listed below. In accordance with university policy and as delineated by Federal and Washington law, the university does not discriminate in admissions, educational programs, or employment against any individual on the basis of that individual's disability and will make good faith efforts at providing reasonable accommodation as needed.

Northwest University Physician Assistant students must possess the intellectual ability to learn, integrate, analyze, and synthesize data. They must have functional use of the senses of vision, hearing, equilibrium, and taste. Their exteroceptor (touch, pain, and temperature) and proprioceptor (position, pressure, movement, stereognosis and vibratory) senses must be sufficiently intact to enable them to carry out all the activities required to complete the activities

described below. PA students must have sufficient motor function capabilities to meet the demands of the PA program and the demands of total patient care.

Students in the PA program must possess the ability, aptitude, and skills in the following areas: observation, communication, motor function, intellectual-conceptual-integrative, behavioral, social, and physical. The PA student must be able to prove adequate and appropriate immunization and titer status. The PA student must be able to meet the requirements and worker attributes of a Physician Assistant as defined by the U.S. Dictionary of Occupational Titles (DOT) – Physician Assistant and the Bureau of Labor and Statistics, U.S. Department of Labor/Employment and Training Administration's Occupational Information Network (O*NET) Handbook – Physician Assistant (updated 2021).

Observation:

The PA student must be able to observe and actively participate in demonstrations and experiments in the basic sciences, visual presentations in lectures and laboratories, laboratory diagnostic procedures and microscopic studies of microorganisms and tissues/fluids in normal and pathologic states in the same manner as required in clinical practice. The PA student must be able to observe a patient accurately and completely at a distance and at a close range (within a few feet of the observer). Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by a sense of smell.

Communication:

The PA student must be able to communicate (includes not only speech but also reading and writing) effectively, sensitively, and efficiently with patients, their families, health care professionals, colleagues, faculty, and staff. They must be able to listen to and understand information and ideas as well as express and exchange ideas. The PA student must be able to acquire the patient's medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. They are also required to record information accurately and clearly; and communicate effectively and efficiently in English with other health care professionals.

As defined by the Dictionary of Occupational Titles (DOT), the PA student must be able to meet the following general standards. Reading: Read literature, books, scientific and technical journals, abstracts, financial reports, and legal documents. Writing: write editorials, journals, speeches, manuals, and critiques. Speaking: conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, discussion, and debate (DOT Language Development Level 05).

Motor Function:

The PA student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The PA student must possess sufficient motor function to be able to document and record information elicited from patients. The PA student must be able to carry out basic laboratory tests (urinalysis, wet mount, gram stain, occult blood card test, rapid culture tests, etc.) carry out diagnostic and therapeutic procedures (venipuncture, arterial blood gas sampling, injections, splinting, casting, IVs and nasogastric tube placement), and read electrocardiograms and diagnostic images (i.e., x-rays, ultrasounds, CT scans, MRI scans etc.). The PA student must have motor function including arm-hand steadiness

sufficient to execute motor movements reasonably required to provide general care and emergency treatment for patients. Examples of emergency treatment reasonably required of a physician assistant are cardiopulmonary resuscitation, the administration of intravenous medications, the application of pressure to arrest bleeding, the opening of obstructed airways, suturing of wounds, the application of casts and splints and the performance of obstetrical maneuvers. Such skills require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual-Conceptual, Integrative and Quantitative Abilities:

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem identification and problem solving, the critical skills demanded of PA's require all these abilities. The PA student must possess sufficient intellectual capacity to gather and identify essential information. They must demonstrate the ability to combine evaluation and reasoning with information and data to make decisions and solve problems. They must also be able to tell when something is wrong or likely to go wrong.

The PA student must also demonstrate inductive reasoning. They must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. This includes the ability to read and interpret charts and graphs and the ability to use a microscope. The PA student must possess sufficient intellectual capacity and maturity to fulfill the curricular requirements of the various basic medical science and clinical courses. They must demonstrate the ability to collect, synthesize and analyze complex medical, laboratory data, and verbal information to reach logical conclusions. The PA student must demonstrate the ability to read and comprehend technical materials, medical and/or laboratory reports and medical text and journals to define complex problems and prepare solutions. The PA student must be able to use scientific methods to solve problems and apply knowledge of biomedical principles to the process of information gathering. They must possess critical thinking skills that allow them to use logic and analysis to identify the strengths and weaknesses of different approaches. They must be able to identify and integrate findings pertinent to the process of problem identification to formulate and implement adequate and appropriate diagnostic and/or therapeutic plans.

As defined by the Dictionary of Occupational Titles (DOT), the PA student must be able to deal with a system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions and inverse functions related algebraic solution of equations and inequalities; limits and continuity; and probability and statistical inference. Deductive axiomatic geometry, plane, solid, and rectangular coordinates. Practical application of fractions, percentages, ratios and proportion, measurement, logarithms, practical algebra, geometric construction, and essentials of trigonometry (DOT Mathematical Development Level 04).

Behavioral and Social Attributes:

The PA student must possess the emotional and mental health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. The PA student must be able to tolerate physically and mentally taxing workloads, effectively carry out responsibilities and to function effectively under stress. They must possess sufficient emotional stability to withstand stress, uncertainties and changing circumstances that characterize the dependent practice of medicine. They must possess social perceptiveness and be aware of other's reactions and understand why

they react the way they do. The PA student must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainty inherent in the clinical problems of many patients. The PA student must possess the physical and mental capacity to meet all the program's academic standards (classroom and clinical). The PA student must be able to work with and cooperate with faculty, students, staff, preceptors, healthcare professionals, the public and employees at all levels. The PA student must be capable of developing constructive and cooperative working relationships with others. They must be capable of working directly with the public. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the PA education process.

Physical Demands:

The U.S. Dictionary of Occupational Titles (DOT) defines the physical demands strength rating as the estimated overall strength requirement of the job. It represents the strength requirements, which are important for average, successful work performance. The strength rating is expressed by one of five terms and the PA profession is considered (L), light work. The PA student must possess the physical ability to learn and implement the various technical skills required by the program. The PA student must possess an adequate range of body motion and mobility, with or without accommodation to perform the following essential functions: prolonged periods of sitting and/or standing, occasional bending and stooping and the ability to lift and carry books and other items such as medical instruments weighing up to ten (10) pounds with or without accommodation. They must be able to exert up to twenty (20) pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (constantly is defined as an activity or condition that exists 2/3 or more of the time) to lift, carry, push or pull or otherwise move objects including the human body. Physical demand requirements are in excess of those for sedentary work. Light work requires walking or standing to a significant degree but may also involve sitting for prolonged periods of time.

Ability to Practice Medicine:

The U.S. Dictionary of Occupational Titles (DOT) for Physician Assistants defines the general educational development (GED) and strength required of the physician assistant for satisfactory job performance. The PA student must demonstrate the ability to practice medicine. The ability to practice medicine is to be construed to include all of the following:

The cognitive capacity to make appropriate clinical diagnoses and exercise reasonable medical judgments and to learn and keep abreast of medical developments.

The ability to apply principles of logical or scientific thinking, to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables. (DOT Reasoning Development Level 05).

The ability to communicate those judgments and medical information to patients and other healthcare providers with or without the use of aids or devices, such as a voice amplifier.

The physical and mental capability to fully perform medical tasks such as physical examinations, surgical procedures, laboratory procedures and other technical skills without limitations, with or without the use of simple aids or devices, such as corrective lenses or hearing aids.

Ability to Meet the School of PA Medicine Technical Standards

All candidates for the School of PA Medicine will be required to complete a Technical Standards Attestation form. If at any point an enrolled candidate ceases to meet the technical standards of the School of PA Medicine, they must notify Disability Resources, who will determine what accommodations are reasonable.

References

1. U.S. Dictionary of Occupational Titles (DOT)
Physician Assistant <https://www.occupationalinfo.org/07/079364018.html>
<http://www.occupationalinfo.org/07/079364018.html>
2. Occupational Information Network Physician's Assistants
<https://occupationalinfo.org/onet/32511.html>
3. U.S. Department of Labor/Employment and Training Administration's Occupational Information Network (O*NET) Handbook –Physician Assistant
<https://www.onetonline.org/link/summary/29-1071.00>

****You will be sent a digital copy of this appendix to sign before starting the program.***

Appendix C: Student Participation Agreements

Any grade or credit received relating to one's participation in the NU PA program is dependent upon compliance with this agreement.

Confidentiality of Information:

1. During the course of my participation in the NU PA program, I understand that I will have access to, and be provided with, certain confidential information for educational purposes including but not limited to: patient information, information obtained prior to the simulation or actual clinical experience, information obtained during the simulation or actual clinical experience, and information obtained during the debriefing portion of the simulation or actual clinical experience.
2. I agree to maintain strict confidentiality about the details of simulated clinical experiences, including patient identification, the simulation scenarios, and the performance of any participant(s). I will not discuss my assignments, findings, or experiences in the simulation center or debriefing room until all students have completed the assignment. Doing so may compromise the learning experience for my peers.
3. During the course of my participation in this program, I may have access to medical information which NU may have a duty to treat as confidential. I agree that I will maintain strict confidentiality of records, documents, and all other information to which I have access during and after my student participation in the NU PA program. I understand that the disclosure by me of the information to any unauthorized person could result in disciplinary action including expulsion from the university, and/or criminal or civil penalties.
4. I will not permit myself or any other person to copy or reproduce NU PA program or clinical facility documents other than what is required/allowed in the regular course of my academic studies. I will immediately report to the faculty or other university administrator any unauthorized use, alteration, duplication, or disclosure of information.

Use of Equipment and Supplies:

1. I acknowledge that NU PA program student clinical supplies are intended for educational purposes only and are not intended for general consumer, personal, clinical, or diagnostic use. I will follow all instructions provided regarding the utilization and return of clinical lab supplies.
2. I acknowledge that the use of student clinical supplies involves potentially hazardous activities. Universal precautions are required to prevent contact with blood or other potentially infectious body fluids. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious. Any syringes or needles must be kept in a contained location and must be disposed of in a biohazard container after use.
3. I acknowledge that I am solely responsible for the appropriate utilization and security of student clinical supplies issued by Northwest University. The university strongly

recommends that students purchase a locking device to place on the supply container and keep the container locked at all times when not in use.

Participation in Class, Simulation Lab, Clinical and Other Educational Activities:

1. I agree to conduct myself in a professional manner at all times.
2. I agree to comply with all university policies, including but not limited to standards of conduct, the use of alcohol and drugs, safety rules, the use of personal protective equipment, dress code, and emergency procedures.
3. I acknowledge that my participation in class or clinical assignments while impaired by alcohol or drugs, horseplay and other unsafe behaviors are strictly prohibited.
4. I agree that I will immediately report to my supervisor or other university administrator any injury, accident, exposure to blood or bodily fluids, or other serious incident that I incur or witness.
5. I agree to follow program procedures and the verbal or written instructions of NU faculty/administrators and clinical facility supervisors.
6. I will remain current on all procedures and rules related to the NU PA program and to attend all mandatory training or orientation sessions. I understand that I am required to successfully complete training provided by the university or clinical facilities to which I am assigned, and abide by all rules regarding emergency response procedures, bloodborne pathogens and general safety procedures.
7. I agree to complete my assignments in a timely manner as scheduled.
8. I agree to apply the PA process and my critical thinking abilities to the best of my ability.
9. I understand that I am required to stay within my assigned student scope of responsibility. I understand that I am not allowed to make a diagnosis or recommendation for treatment of any patient, and I am not allowed to assess/critique an existing diagnosis or recommendation for treatment of any patient.
10. If I need a short break, I will leave the environment quietly without disturbing my peers. I will speak at the volume and tone appropriate to the setting.
11. I understand that participating in simulation-based training is part of my clinical learning experience. I will engage in and participate in the simulation fully as a professional and treat it as a realistic patient care experience. I will remain current on all procedures and rules related to the NU PA program, and I will attend all mandatory training or orientation sessions.
12. I agree to follow NU PA program procedures and the verbal or written instructions of faculty and facility supervisors.
13. I understand that any grade or credit I receive relating to my participation in the NU PA program is dependent upon my compliance with this agreement.

Authorization to Audiovisual Record and Display of My Coursework:

1. I understand that all classrooms, labs and simulated clinical experiences may be audio and video recorded to be used for debriefing and educational purposes.
2. Photographs may be taken of any activity in the NU PA program. These photographs may be used for the NU/NU PA Program website and/or promotional purposes. I

understand that I will not be compensated in any way for the use of my image or coursework.

3. The university may also photograph, video, and/or audio record me during examinations and these recordings may be used as evidence for any cases of expected violation of any university, college, or program policies.
4. I agree to allow Northwest University to use any of my work produced for any NU course to be displayed, available to accrediting agencies, or be used in recruitment. I understand and agree that I shall not have any rights or claims of any kind against NU, or its students or employees, arising out of this use.

OR

I you can choose to formally decline permission for audiovisual recording and display of your coursework.

Consent for Drug Testing:

1. As a participating student attending NU, I hereby acknowledge that I have received information about and have been allowed an opportunity to discuss the Drug and Alcohol Testing policy with representatives of NU. I understand the meaning, goals, and provisions of this policy as well as sanctions and interventions that will be administered if I am found to have tested positive for prohibited substances.
2. I understand that my participation in drug testing is a condition for my participation in this program. I agree to participate, and I accept the conditions of the policy as interpreted by designated representatives of NU. I understand that I may revoke this consent form at any time. However, if I revoke this consent form or refuse to participate in drug testing, I understand that I surrender the privilege to participate in the program at NU.
3. I agree that employees, agents, or drug testing vendors designated by NU will: oversee my participation in drug testing and related activities; obtain urine or other specimens from me; test and analyze such specimens; maintain records and results of such tests and use those records for the purposes of the policy; and take other actions as provided in the policy. I agree to provide any specimens as requested. I understand that my selection to participate in testing may or may not be as a result of random selection.
4. I agree to disclose all medications that I may take during my participation in the program to the drug testing facility as required per the NU's Drug and Alcohol Policy. I understand that taking nutrition supplements may result in a positive drug test and that I take supplements at my own risk.
5. I understand that a violation of NU's Drug and Alcohol Policy or my failure to report for testing at the date, time and place designated or any attempt I make to alter, mask or substitute my specimen will result in sanctions, including temporary or permanent suspension from participation in the program, and that professional counseling and/or follow-up testing may be required as terms for reinstatement. If I am selected to participate in a drug test, the contact information above will be used as the primary means to contact me. I attest that it is current and if it changes, I agree to notify the SPAM dean and the Registrar's Office immediately.

Consent to Release Information:

1. I authorize the NU PA program dean, or designee, to release information regarding my compliance with the drug and alcohol policy, including my drug testing results, and other information relevant to my continuation in the Program.
2. I authorize the NU PA program dean, or designee, to release information to clinical facilities (preceptor and administrative personnel) the results of my background check, and my required vaccination/immunization status as stated within the rules, regulations, and contractual affiliation agreement of the facility and NU.
3. I understand that this consent and the results of my testing shall only be disclosed in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (Buckley Amendment), including my right to obtain copies of my records related to the Program.

Release:

I understand that participating in the NU PA program and activities is potentially hazardous, and that I could suffer injury or death from risks which include, but are not limited to, exposure to contagious illnesses in clinical facilities; contact with patients, blood or bodily fluids, radiation, chemicals; and the use of equipment provided by NU or clinical facilities. By participating in the SPAM program, I am accepting and assuming full responsibility for any risk of death or injury arising from my participation.

I forever discharge, waive, and release any claim to recover from NU or its employees or agents (the "Released Parties") any damages, costs, attorneys' fees, expenses, or obligations of any kind which I or any person acting on my behalf might otherwise have for injuries, illnesses, disabilities, death, or property loss which I may sustain arising out of my participation in NU PA program. Neither I nor any personal representative, agent, or other representative acting on my behalf will make any claim or bring any suit or action against the Released Parties for any injuries to me or my property arising out of the NU PA program even if it is caused by the negligence of the Released Parties, excepting only harm intentionally caused by the Released Parties.

If I bring a lawsuit or action against one or more of the Released Parties in connection with a claim I have undertaken to waive and release with this Agreement, I will indemnify and hold the Released Parties harmless from all damages, costs, and expenses, including but not limited to attorneys' fees and court costs, which any of the Released Parties might incur in defending such an action.

I understand that NU assumes no responsibility for medical expenses incurred by students and strongly recommend that I maintain individual medical insurance.

I affirm that I am at least 18 years of age. I have read this document carefully, and I understand that it is a binding commitment which waives and releases legal rights which I might otherwise have.

****You will be sent a digital copy of this appendix to sign before starting the program.***

Appendix D: Student Information and Health Insurance Acknowledgment Form

It is the student's responsibility to maintain current information with the NU Registrar's Office AND with the School of Medicine Program.

The information needed from the student for record:

- Basic student Information
- Emergency Contact Information
- Health Insurance Information with a copy of your insurance card

This document will need to be uploaded to complio when finished.

****You will be sent a digital copy of this appendix to fill out and sign before starting the program.***

Appendix E: Health Policies

One of the core values of the Northwest University School of PA Medicine is to “Protect the physical, emotional, and spiritual well-being of others.” This value compels the PA student, PA faculty, and staff to protect patients, co-workers, and students by complying with healthcare safety expectations. The immunization and health policy at NU School of PA Medicine seeks to protect patient and student safety interests.

We partner with many hospitals, health systems, and medical clinics, each of which has their own immunization policies and medical requirements. While we strive to ensure that each student is placed in a clinic where they are accommodated based on their sincerely held religious beliefs, we cannot guarantee placement if a student chooses to request a COVID-19 vaccine exemption; nor does Northwest University School of PA Medicine maintain control over policies of individual health systems

Immunizations

The program requires that all students maintain documentation of immunizations as recommended by the [CDC for healthcare providers](#). Therefore, all PA students must provide records of CDC-recommended immunizations to the program prior to contact with any patient in the didactic year, updated verification before starting the clinical year of the program, and yearly thereafter for any student extending enrollment in the program. The student must notify Northwest University School of PA Medicine of a need for a vaccine medical exemption or religious accommodation immediately to determine eligibility for clinical rotation placement. Due to clinical site constraints, the only religious exemptions considered will be for the COVID-19 vaccine.

- **Hepatitis B immunization:** Evidence of a complete 2-or 3-dose Hep B series and evidence of immunity with a titer, or Hepatitis B waiver declaring the Hep B vaccine series is in progress.
- **Influenza:** Evidence of flu shot annually.
- **MMR:** Evidence of 2-dose MMR or evidence of positive Measles, Mumps, Rubella titers.
- **Varicella:** Evidence of Varicella immunization or evidence of positive varicella titer.
- **Tetanus, diphtheria, and pertussis:** Tdap evidence; if over 10 years old, evidence of a Td booster.
- **COVID Vaccination:** The program recommends that all students obtain a current vaccine booster. Our partner healthcare systems require students to show either proof of an up-to-date COVID vaccination or proof of a valid medical or religious exemption. A medical or religious exemption must be submitted by the student to seek approval from the healthcare organization. The program will not submit exemptions on behalf of any student and will not approve any exemptions. Northwest University School of PA Medicine cannot guarantee that any student will be able to complete their clinical rotation if a health system will not approve an exemption. If an exemption is not approved, a student will be ineligible for clinical placement, and their academic progress will be held until the student is determined to be eligible and allowed to advance in the clinical rotation schedule. Due to the dynamic nature of the COVID-19 response, this policy is subject to change at any time.

Tuberculosis Screen

Students must have a two-step PPD (with negative results) within the last year; in addition, a negative PPD will need to be current for the entire duration of the program. This documentation must be supplied to the School of PA Medicine Program.

The QuantiFERON Gold TB blood test may be used as an appropriate substitution in lieu of the two-step PPD (and annually thereafter) and for students having previously been vaccinated with BCG.

CDC recommendations on TB Screening and Testing of Health Care Workers.

Students need to submit Immunization Status to the program prior to matriculation. Upon entering the program, it will be students' responsibility to maintain their immunization records in Complio.

International travel

The PA student must adhere to the CDC guidelines regarding international vaccination requirements outlined on the website. The CDC guidelines, based on the country of travel, list the required vaccines to legally enter the assigned country. The PA program will require all students to obtain the necessary vaccination requirements and show valid proof to progress with the SCPE elective rotation. The cost of the additional vaccines will be the responsibility of the PA student.

Affiliated Clinical Facility Requirements

Various clinical facilities affiliated with the School of Medicine program may have specific requirements which must be met before students are permitted to care for clients within the given facility. Because requirements are site-specific and are subject to frequent change, more detailed information will be provided in individual course syllabi and/or by the clinical facility prior to the start of clinical experiences.

Students enrolled in the School of PA Medicine must authorize the program to share their immunization and TB records, drug screening outcomes, as well as criminal background checks with external institutions for the purpose of arranging clinical rotations. Failure to grant this permission may impede the program's ability to secure clinical rotations for a student. These authorizations will remain in effect throughout the student's enrollment at NU. If desired, a student may opt to withdraw this permission by submitting a written request to the Clinical Education Manager at any time.

****You will be sent a digital copy of this appendix to sign before starting the program.***

Appendix F: Consent to Release Personal Data

The School of PA Medicine program at Northwest University will share immunization and TB records, drug screening outcomes, as well as criminal background checks with external institutions for the purpose of arranging clinical rotations. Failure to grant this permission may impede the program's ability to secure clinical rotations. These authorizations will remain in effect throughout entire enrollment at NU. If desired, you may opt to withdraw this permission by submitting a written request to the Clinical Education Manager.

****You will be sent a digital copy of this appendix to sign before starting the program.***

Appendix G: Incident Report Form

In the event you are injured on campus or at a clinical site, your highest priority is prompt treatment. Do not delay seeking appropriate treatment to fill out paperwork or make notifications. Students should comply with all accident/injury protocols in place at the clinical site. In the absence of a protocol, seek treatment in the nearest emergency department.

In the event of an incident, please fill out a [PA Program Incident Report Form](#).

Endnotes

ⁱ ARC-PA 5th Edition Standard A3.01-A3.02

ⁱⁱ ARC-PA 5th Edition Standard A2.05a

ⁱⁱⁱ ARC-PA 5th Edition Standard A3.13e

^{iv} ARC-PA 5th Edition Standard A1.04

^v ARC-PA 5th Edition Standard A3.12e

^{vi} ARC-PA 5th Edition Standard A3.09

^{vii} ARC-PA 5th Edition Standard A3.07a

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We partner with many hospitals, health systems, and medical clinics, each of which has their own immunization policies and medical requirements. While we strive to ensure that each student is placed in a clinic where they are accommodated based on their sincerely held religious beliefs, we cannot guarantee placement if a student chooses to request a COVID-19 vaccine exemption; nor does Northwest University School of PA Medicine maintain control over policies of individual health systems

Immunizations

Student health records are confidential and must not be accessible to or reviewed by the PA Program faculty or staff, except for immunization and screening results, which may be maintained and released with the student's written permission. This written consent (see Appendix F, page 130) allows the following:

- Complio/American Databank to release information regarding immunizations, tuberculosis screenings, drug screenings, and background checks to the PA Program
- PA Program to release information regarding immunizations, tuberculosis screenings, drug screenings, and background checks with clinical sites.

The program requires that all students maintain documentation of immunizations as recommended by the [CDC for healthcare providers](#). Therefore, all PA students must provide records of CDC-recommended immunizations to the program prior to contact with any patient in the didactic year, updated verification before starting the clinical year of the program, and yearly thereafter for any student extending enrollment in the program. The student must notify Northwest

University School of PA Medicine of a need for a vaccine medical exemption or religious accommodation immediately to determine eligibility for clinical rotation placement. Due to clinical site constraints, the only religious exemptions considered will be for the COVID-19 vaccine.

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viii ARC-PA 5th Edition Standard A3.08a-b

ix ARC-PA 5th Edition Standard A3.08c

x ARC-PA 5th Edition Standard A3.06

xi ARC-PA 5th Edition Standard A3.15e

xii ARC-PA 5th Edition Standard A3.04

xiii ARC-PA 5th Edition Standard A3.05a

xiv ARC-PA 5th Edition Standard A3.05b

xv ARC-PA 5th Edition Standard A3.03

xvi ARC-PA 5th Edition Standard A3.15f

xvii ARC-PA 5th Edition Standard A3.17c & C4.01

xviii ARC-PA 5th Edition Standard A3.17a

xix ARC-PA 5th Edition Standard A3.19e

xx ARC-PA 5th Edition Standard A3.15a

xxi ARC-PA 5th Edition Standard A3.15b

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- xxii ARC-PA 5th Edition Standard A3.17b
- xxiii ARC-PA 5th Edition Standard A3.17b
- xxiv ARC-PA 5th Edition Standard A3.17e
- xxv ARC-PA 5th Edition Standard A3.15c
- xxvi ARC-PA 5th Edition Standard A3.15d
- xxvii ARC-PA 5th Edition Standard A3.17c
- xxviii ARC-PA 5th Edition Standards B1.01, B1.02, B1.03, B1.04, B4.01
- xxix ARC-PA 5th Edition Standards B3.03, B3.04, B3.07, B4.02
- xxx ARC-PA 5th Edition Standards A1.10, A2.17, B3.01, B3.05, B3.06
- xxxi ARC-PA 5th Edition Standard A3.04, A3.05, A3.06
- xxxii ARC-PA 5th Edition Standards A2.16, B3.07, B3.02
- xxxiii ARC-PA 5th Edition Standard A3.05
- xxxiv ARC-PA 5th Edition Standards A3.07, A3.08
- xxxv ARC-PA 5th Edition Standards B3.01, B3.02, B3.03, B3.04, B3.05, B3.06, B3.07, B4.01, B4.02, B4.03
- xxxvi ARC-PA 5th Edition Standards A2.16, B3.06, B3.07
- xxxvii ARC-PA 5th Edition Standard A2.16, B3.06
- xxxviii ARC-PA 5th Edition Standard A3.07, A3.08, A3.09
- xxxix ARC-PA 5th Edition Standard A3.15a, A4.01
- xl ARC-PA 5th Edition Standard A2.05, A3.15