

HARRIS DEPARTMENT OF PA STUDIES
STUDENT HANDBOOK
2021-2022



W I N G A T E



Physician
Assistant Studies

WELCOME!

Welcome to the Department of PA Studies (WUDPAS) at Wingate University. You are about to begin a demanding course of study leading you to your new career. You will learn and grow in a supportive, but challenging environment. The faculty and staff will help you to take full advantage of the wonderful resources and rich experiences available to you here at Wingate. The PA Faculty is committed to providing you with an excellent education in an atmosphere of mutual respect and support. Experienced and motivated faculty and staff will guide your educational experiences and assist you as you progress through the Program. This Student Handbook has been developed to provide students with information about institutional and department policies. Please read this handbook carefully and completely. On behalf of the WUDPAS faculty and staff, I extend our best wishes for a successful and rewarding educational experience.

Sincerely,

David Weil, DMSc, PA-C
Program Director



Table of Contents (A3.02)

WELCOME!	2
HISTORY OF THE DEPARTMENT	7
ACCREDITATION	8
MISSION STATEMENT	8
PROGRAM GOALS	8
WINGATE UNIVERSITY PA PROGRAM COMPETENCIES (ESTABLISHED 2021)	9
FACULTY	12
DEPARTMENT OF PA STUDIES TECHNICAL STANDARDS	13
TITLE IX	15
DISABILITY SUPPORT SERVICES	16
ACADEMIC ADVISEMENT	17
ACADEMIC CALENDAR (CLASS OF 2022 AND 2023)	17
ACADEMIC PERFORMANCE AND PROGRESSION	18
ACADEMIC STANDING	18
ACADEMIC STANDARDS FOR PROGRESSION	19
CUMULATIVE GPA (3.0 Rule)	19
3 C RULE	20
REMEDIATION POLICY	20
DIDACTIC PHASE REMEDIATION	20
CLINICAL PHASE REMEDIATION	21
SUMMATIVE REMEDIATION	22
ACADEMIC PROBATION	22
PROGRESSION TO GRADUATION	22
TIME TO COMPLETION	22
DEGREE CONFERRED	22
PROFESSIONAL DEVELOPMENT (PROFESSIONALISM)	21
PROGRESSION COMMITTEE	23

DECELERATION	24
LEAVE OF ABSENCE	24
LEAVE OF ABSENCE IN THE DIDACTIC YEAR	25
LEAVE OF ABSENCE IN THE CLINICAL YEAR	25
WITHDRAWAL	26
DISMISSAL	26
DISMISSAL PROCESS	27
APPEAL OF DISMISSAL OR GRIEVANCE	27
REFUNDS	27
SUPERVISED CLINICAL PRACTICE EXPERIENCE (SCPE)	28
REQUIREMENTS FOR PROGRAM GRADUATION	28
HONOR CODE	28
REPORTING, INVESTIGATING SUSPECTED VIOLATIONS OF HONOR CODE	30
HONOR COUNCIL	30
COMMUNITY STANDARDS	31
PA STUDENT GOVERNMENT	31
HEALTH AND SAFETY POLICIES	31
BLOOD AND BODY FLUID EXPOSURE	32
MEDICAL TREATMENT BY PA PROGRAM FACULTY	33
STUDENT HEALTH	33
COUNSELING SERVICES & MENTAL HEALTH	34
STUDENT HEALTH INSURANCE	35
MALPRACTICE INSURANCE	35
DRUG SCREENING POLICY	35
ALCOHOL POLICY	36
TOBACCO AND E-CIGARETTE POLICY	37
CAMPUS SAFETY	37
VEHICLE REGISTRATION	38
IDENTIFICATION CARDS	38

WUDPAS INFORMATION AND POLICIES	39
STUDENT ATTENDANCE POLICY	39
SATURDAY AND EVENING CLASS SESSIONS	40
PA PROGRAM DRESS CODE	40
CHILDREN	36
WEATHER DELAYS AND CLOSINGS	41
SHADOWING AS A PA STUDENT	41
STUDENT EMPLOYMENT	42
CONTACT INFORMATION	42
STUDENT NAME BADGE	42
BACKGROUND CHECKS	42
PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS	43
STUDENT HOUSING AND TRANSPORTATION	43
ELECTRONIC TECHNOLOGY	43
WINGATE EMAIL	43
ZOOM SESSION LOGIN	43
ONLINE LEARNING MANAGEMENT SYSTEM	43
LAPTOP COMPUTERS/NOTEBOOKS/iPADS	44
PERSONAL ELECTRONIC DEVICES	44
SOCIAL MEDIA	45
EXAMINATIONS/ELECTRONIC TESTING	45
FINANCIAL INFORMATION	46
APPENDICES	49
PA COURSE DESCRIPTIONS	49
MAP TO DEGREE	60
COVID 19 Vaccination Notice	61
SCPE ACKNOWLEDGEMENT	62
HONOR CODE	63

INFORMED CONSENT FERPA	64
EVALUATION OF PROFESSIONALISM RUBRIC	65
PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS	67
SCAN MODEL RESPONSIBILITY RELEASE FORM	68
PHOTO/VIDEO RELEASE	69
ELECTRONIC MEDIA GUIDELINE	70
ABSENCE REQUEST FORM - DIDACTIC YEAR	72
REMEDIATION FLOWCHART	73

HISTORY OF THE DEPARTMENT

In 2002, the President and Trustees began considering a Doctor of Pharmacy program based on their perception of a need for pharmacists in the greater Charlotte area and the incredible growth in the population in the Piedmont area of North Carolina. Wingate University School of Pharmacy, begun in 2003, continues to be successful. The Trustees directed University administration to explore other allied health programs and in April 2006, the Trustees funded the PA program initiative. In April 2007, 100 physicians and 100 physician assistants in the region surrounding Wingate University were surveyed to determine their perceptions of a need for a PA program and the extent of their support for this endeavor. The evaluation of the data supported the development of a Masters in PA Studies at Wingate University with a majority of those responding expressing an interest in assisting the program and affirming the need for such a program in the Piedmont area of North Carolina. SACS granted approval on January 10, 2008, for Wingate University to offer the Master of Physician Assistant Studies degree. The Wingate University PA program received provisional accreditation through the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) on March 10, 2008.

In August 2008, the inaugural class for the Master of Physician Assistant Studies degree was admitted. Eighteen students in the inaugural class graduated on December 14, 2010. In 2008, the PA program classroom, lab, and administrative offices were located in the Hayes Building, named after Miriam Cannon Hayes. The program received continuing accreditation through the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) in September 2010. The Department of PA Studies relocated to the Levine College of Health Sciences building in 2011. The William and Loretta Harris Department of Physician Assistant Studies, dedicated on August 4, 2011, honors the Harris Family's encouragement and support of PA education. Their generosity allows Wingate University to pursue its goal of improving primary health care in the Carolinas and the Southeast. William and Loretta Harris are residents of Union County, North Carolina. In September 2012, the ARC-PA granted approval for the PA program's expansion to the University's distant campus in Hendersonville, NC joining the School of Pharmacy in offering graduate health sciences education in Western North Carolina. The first cohort of students matriculated to the Hendersonville campus in fall semester 2013 as part of the Class of 2015. The PA program received continuing accreditation through the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) in September 2014. In 2018, ARC-PA granted approval for change in class size to 60 effective August 2019.

ACCREDITATION

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2024. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed [here](#) on the ARC-PA website.

Wingate University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters and doctorate degrees. More information about the University's accreditation can be viewed at <https://www.wingate.edu/about/accreditation>

MISSION STATEMENT

The Wingate University Department of PA Studies is dedicated to developing educated, productive, and ethical PAs to serve the health care needs of the communities in which they practice.

PROGRAM GOALS

1. Provide comprehensive education that ensures graduates possess core knowledge in established and evolving biomedical and clinical sciences and can apply this knowledge to decision-making in clinical practice
2. Provide a range of clinical experiences to ensure that graduates have the broad patient exposure necessary to develop essential clinical skills
3. Provide graduates with a strong foundation in health information technology, evidence-based medicine, and quality improvement practices aimed at improving the

effectiveness and reliability of health processes and outcomes

4. Provide instruction and experiences that ensure graduates are prepared to work collaboratively in interprofessional, patient-centered teams

WINGATE UNIVERSITY PA PROGRAM COMPETENCIES

(Revised 2021)

Wingate PA Program competencies represent the medical knowledge, skills, clinical reasoning and problem-solving abilities, and professional behaviors each student must satisfactorily demonstrate in order to graduate from the Wingate PA Program. The framework of these competencies was informed by the updated Competencies for the PA Profession, the PAEA Core Competencies for New PA Graduates and guided by the mission and values of the Wingate PA Program. The Wingate PA Program Competencies are organized into 8 core domains outlined below.

Knowledge for practice

K1. Apply knowledge from basic, clinical, and social sciences when recognizing, assessing, diagnosing, and treating patients with a variety of common conditions seen in the emergent, acute, and chronic clinical practice of medicine. (Knowledge)

K2. Perform an appropriate physical exam, order and interpret appropriate diagnostics, and properly record the pertinent information in the medical record. (Clinical and technical skills)

K3. Demonstrate clinical reasoning and problem-solving, adherence to the standard of care, and other evidence-based practice skills when delivering cost-effective individual and population-based care. (Clinical Reasoning and Problem Solving)

Person-Centered Care (PCC)

PCC1. Elicit and understand the stories of individual patients and apply the context of their lives (including environmental influences, cultural norms, socioeconomic factors, and beliefs) when determining healthy versus ill patients. (Knowledge, Interpersonal Skills, Clinical and Technical Skills, Professional Behaviors)

PCC2. Counsel, educate, and empower patients and their families to participate in their care and enable shared decision-making. (Knowledge, Interpersonal skills, Professional Behaviors)

PCC3. Develop, implement, and monitor effectiveness of individualized patient management plans that incorporate sensitivity to differences in culture, beliefs, language, health literacy and other communication needs. (Knowledge, Clinical and Technical Skills, Clinical Reasoning and Problem-solving)

Interpersonal and Communication Skills

ICS1. Demonstrate the ability to use written documentation, verbal, and non-verbal skills to communicate information accurately and effectively to patients, families, and members of the healthcare team. (Interpersonal Skills, Professional Behaviors)

Society and Population Health

SPH1. Understand and apply the fundamentals of epidemiology when characterizing disease prevalence, identifying risk factors, and identifying opportunities for disease prevention and health promotion for both individuals and populations. (Knowledge, Clinical Reasoning and Problem Solving)

SPH2. Recognize the influence of psychosocial, socioeconomic, environmental, and other population-level determinants of health and consider their impact on health disparities, disease prevention, and patient outcomes. (Knowledge, Clinical Reasoning and Problem Solving)

Interprofessional Collaboration

IPC1. Work effectively with other health professionals to provide collaborative, patient-centered care while maintaining a climate of mutual respect, dignity, diversity, ethical integrity, and trust. (Interpersonal skills, Professional Behaviors)

Professionalism and Ethics

PE1. Demonstrate an understanding of and commitment to the ethical principles of autonomy, justice, beneficence, nonmaleficence. (Clinical and technical skills, Clinical Reasoning and Problem-Solving, Interpersonal skills, Professional behaviors).

PE2. Demonstrate professionalism by utilizing the principles of integrity, compassion, respect, adaptability, and self-awareness in the interactions with diverse populations of patients, families and health care teams. (Interpersonal Skills, Professional Behaviors)

PE3. Demonstrate professionalism in all areas of instruction and evaluation within the PA program to include all interactions with faculty, staff, fellow students, and standardized patients. (Professional Behaviors, Practice-Based Learning and Quality Improvement)

Practice-based Learning and Quality Improvement

PBLQI1. Demonstrate a strong foundation in health information technology, evidence-based medicine, and quality improvement practices aimed at improving the effectiveness and reliability of health processes and outcomes. (Knowledge, Professional Behaviors, Clinical Reasoning and Problem-Solving)

PBLQI2. Utilize self-awareness to identify and improve gaps in knowledge, skills, or attitudes. (Knowledge, Professional Behaviors, Clinical Reasoning and Problem Solving)

Health Care Finance and Systems

HCFS1. Understand different types of health systems, funding streams, and insurance, including the role of Medicare and Medicaid as payors. (Knowledge, Professional Behaviors, Clinical Reasoning and Problem Solving)

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DEPARTMENT OF PA STUDIES TECHNICAL STANDARDS

Preface to Technical Standards

The Rehabilitation Act of 1973 is the primary non-discrimination law applicable to the admissions and post-secondary education of disabled persons. Section 504 of this statute prohibits discrimination solely on the basis of the disability of an “otherwise qualified” person seeking admission to any college, university, or other institution of higher learning.

The purpose of the Americans with Disabilities Act (ADA) enacted in 1990, as far as schools are concerned, is to assure a level playing field so that individuals with disabilities can compete with other applicants on the basis of their ability without being eliminated specifically because of a disability. Disability is defined in the ADA as a physical or mental impairment. The ADA requires that:

- Schools judge a person on the basis of his or her ability to complete the education program rather than on their status as a disabled person
- The person seeking admission must be able to perform the “essential functions” of the program in spite of the disability
- Reasonable accommodations” may be needed and, if so, must be provided
- The “essential functions” of the educational program are matters for each school to determine
- Pre-admission inquiry as to whether a person is disabled is not permitted, but a school may seek as much information as needed to make a determination that an individual can perform the “essential functions” of the education program

The accreditation standards of the Liaison Committee on Medical Education (LCME) state:

“While physical disability should not preclude a student from consideration for admission, each school should develop and publish technical standards for the admission of handicapped applicants, in accordance with legal requirements.”

Any applicant who plans to enter the physician assistant program at Wingate University must possess certain abilities that will enable him/her to master the educational and clinical content of the program within a reasonable time frame and to function as a physician assistant after graduation.

Wingate University welcomes specific inquiries from potential students with disabilities regarding required technical skills and how mastery of those skills might apply to his/her unique situation. Federal law prohibits programs from making inquiries about specific disabilities prior to admission; however, applicants who are selected for admission must be prepared to meet the educational and technical performance standards in order to complete the program. Students who are unable to master these skills will not be allowed to continue in the program.

TECHNICAL STANDARDS

Observation and Sensory Integration

The student must:

- Be able to acquire information in all didactic and clinical settings through sources including, but not limited to, oral presentation, written material, visual media, and live presentations.
- Possess function of visual, tactile, and auditory skills necessary for physical examination and documentation.

Communication

The student must:

- Be able to communicate effectively verbally and in writing, at a level consistent with graduate-level work, using proper English grammar, spelling and vocabulary which is necessary for patient evaluation and documentation.
- Be able to communicate in a professional manner to all faculty, peers, health care professionals, patients and their families.
- Demonstrate the ability to record activity and account for allocation of time in the clinical setting.
- Confidently, concisely and professionally communicate relevant information regarding patient status with appropriate members of faculty and the health care team.

Motor Coordination and Function

The student must:

- Possess the necessary motor skills to perform a comprehensive physical examination, maneuver instruments or diagnostic tools, and perform medical procedures.
- Have the physical capability, strength and stamina to stand, sit, and move within the classroom, laboratory and clinical areas, including but not limited to, examination rooms, treatment rooms, confined spaces, and surgical suites for long periods of time.

Intellectual/Conceptual Abilities

The student must:

- Be able to think critically and with sound judgment in order to understand, assess, and solve complex clinical problems. This includes the ability to collect, organize, prioritize, reason, analyze, integrate, learn, and retain information, often in a limited time frame.
- Must be able to apply basic principles of the scientific method in reading and interpreting professional literature, to integrate data, and to develop appropriate differential diagnoses. · Be able to comprehend two and three-dimensional structures and understand spatial relationships of structures.

Behavioral, Emotional, and Social Abilities

The student must:

- Be flexible and respond appropriately and professionally to stress during the educational period.
- Respect and work within the framework of individual, cultural, religious, and socioeconomic differences.
- Be capable of regular, reliable, and punctual attendance at classes and in regard to clinical responsibilities.
- Demonstrate emotional and psychological stability at a level necessary to deliver sound patient care in all settings and while interacting with interdisciplinary health care teams. · Behave in an ethical and moral manner consistent with professional values and standards.

TITLE IX

Wingate University is operated on a nondiscriminatory basis. Wingate University abides by the provisions of Title VI of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Wingate University does not discriminate on the basis of race, gender, religion, color, national or ethnic origin, age, disability, or military service, in its administration of education policies, programs, activities, or services.

In accordance with federal regulations, we've appointed a Title IX Coordinator responsible for the administration and implementation of Wingate University's Title IX compliance efforts. If you have Title IX questions, complaints or concerns, please contact:

Title IX Coordinator:

Nancy Horak Randall

Efird Building

704.233.8065

nrandall@wingate.edu

Inquiries regarding the application of Title IX may be referred to the Department of Education's Office of Civil Rights (OCR). The OCR ensures institutions receiving federal funding comply with Title IX regulations.

If you feel you've been the victim of sexual harassment, misconduct, assault or violence or sex discrimination, we encourage you to reach out. That goes for students, faculty, staff, visitors and applicants for admission or employment. Federal and state laws prohibit retaliation against individuals who file a complaint in good faith or participate in an investigation involving an alleged Title IX violation.

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and its amendments and the Rehabilitation Act of 1973, Section 504, and to providing equal educational opportunities to otherwise qualified students with disabilities.

DISABILITY SUPPORT SERVICES

Any student who, because of disability, may require special arrangements in order to meet the curriculum requirements, is expected to obtain approval for accommodations through the Director, Wingate University Academic Resource Center. Accommodations are for present and future activities and are not retroactive. Students will not receive special arrangements unless accommodations are approved by the University's Office of Disability Support Services.

Kristin Wharton, Ed.S
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ACADEMIC ADVISEMENT

Upon matriculation, each student is assigned a faculty advisor to assist with issues involving curriculum, academic progression, professional growth, and career decisions. Students are encouraged to meet with faculty advisors regularly.

Appointments with advisors or course instructors should be requested by email. All students, even with a scheduled appointment, must check in with the department's administrative assistant who will notify the faculty member of the student's arrival.

While every effort is made to respond quickly and appropriately to students' phone calls and emails, this happens more routinely during the business day. Calls or emails sent after office hours will likely have a response on the next business day.

ACADEMIC CALENDAR (CLASS OF 2022 AND 2023)

Class of 2023*

Fall 2021

August 20th	First day for students
August 20th and August 23rd	Orientation
August 24th	First day of classes
September 6th	Labor Day-No classes
October 11th - 12th	Fall Break
November 24th - 26th	Thanksgiving Break – No classes
December 3rd	Classes End
December 6th -10th	Final examinations
December 13th – January 2nd	Winter Break

Spring 2022

January 3rd	First day of classes
January 17th	Dr. Martin Luther King Holiday - No classes
March 10th and 11th	Spring Break
April 14th	Classes End
April 15th – 17th	Easter Break
April 18th – 22nd	Final examinations
April 25th – May 1st	Summer Break

Summer 2022

May 2nd	First day of classes
May 30th	Memorial Day Holiday – No classes
July 4th	4th of July Holiday – No classes
July 8th	Classes End
July 11th – 15th	Final Exams

*Subject to change (students will be notified in advance)

Class of 2022*

Fall 2021

August 30th	First Day of classes
August 30th – September 3rd	Clinical Orientation Week 1
September 6th	Labor Day Holiday
September 7th – October 29th	Transitions Course
November 1st – 5th	Clinical Orientation Week 2
November 8th – 11th	Clinical Bootcamp/Olympics
November 12th	White Coat Ceremony
November 15th	Rotation 1
December 13th	Rotation 1 End of Rotation Exam

*Remainder of the clinical schedule available in Clinical Manual and Clinical Homepage

ACADEMIC PERFORMANCE AND PROGRESSION

Due to the sequential nature of the curriculum, students must successfully complete all courses in a given semester before becoming eligible to take courses in the subsequent semester. At the conclusion of each semester, the Progression Committee reviews each student's academic and professional performance. Students must be recommended for progression by the Progression Committee to be eligible to take courses in the subsequent semester. In the event that a student is remediating a course component, they may progress to the subsequent semester at the discretion of the Progression Committee and Program Director.

ACADEMIC STANDING

All students begin the program in good academic standing. In order to remain in good standing, a student must:

- Receive a passing score of "C" or higher in all courses
- Maintain an overall GPA of 3.0 or higher

A student whose academic performance falls below the acceptable standards will be placed on academic probation and is no longer in good standing.

Students not in good academic standing risk the loss of financial aid and scholarship funding.

Students must be in good standing in order to hold elected or appointed student leadership positions and to participate in program, state, or national events/activities.

Academic standing may impact a student's clinical rotation placement including the need to repeat a clinical rotation and/or limiting elective opportunities.

Students requesting temporary leave of absence must be in good academic standing.

ACADEMIC STANDARDS FOR PROGRESSION

Course Grades

A = 90-100% 4.0 grade points

B = 80-89.99% 3.0 grade points

C = 70-79.99% 2.0 grade points

F = Below 70% 0 grade points

Grades on exams, projects, assignments, and final course grades are not rounded. For individual assignments and activities, students should achieve a grade of $\geq 70\%$ in both the didactic and clinical phases. Assignment grades below this standard will trigger the remediation process. Please refer to the remediation policy for details. Final examinations will not be remediated.

Students must receive a passing score of "C" or higher in all courses throughout the program. Any final course grade below "C" in any portion of the program will result in dismissal from the program. See [dismissal policy](#).

CUMULATIVE GPA (3.0 Rule)

Both didactic and clinical students must maintain an overall GPA of 3.0 or higher in order to remain in good standing. If at the end of any given semester a student's overall GPA falls below 3.0, they will be placed on academic probation and given one semester to raise their overall GPA to 3.0 or greater. If a student fails to raise their overall GPA to ≥ 3.0 within one semester, they will be dismissed from the program. A student may be dismissed by the program if it is mathematically impossible to improve their GPA to ≥ 3.0 within one semester.

A cumulative grade point average (GPA) of ≥ 3.0 is required to graduate from the program.

3 C RULE

Students are allowed to obtain no more than three final course grades of C throughout the entire program. If a student obtains a fourth final grade of C, they will be dismissed from the program. Additionally, students are allowed no more than two final course grades of C within a single

semester. If a student obtains three or more final course grades of C within a single semester, they will be dismissed from the program.

REMEDIATION POLICY

The ARC-PA defines remediation as “The program defined and applied process for addressing deficiencies in a student’s knowledge and skills, such that the correction of these deficiencies is measurable and can be documented.”

The purpose of remediation is to identify areas of weakness, based on objectives, outcomes, or competencies as evidenced by poor performance on evaluation(s), and once identified, to assist the student in overcoming those weaknesses and provide an opportunity for the student to demonstrate achievement in the area(s) of identified weakness.

Course Coordinators may initiate remediation measures at any time when an area of weakness is identified and the following phase-specific guidelines will serve as the minimum requirement for remediation.

DIDACTIC PHASE REMEDIATION

Assessment scores <75 , but ≥ 70 will result in an assessment review (strengths & opportunities) with the Course Coordinator or Instructor and do not trigger a formal remediation process.

Students are required to remediate any summative evaluation in which they score less than 70%. This includes all exams, skills assessments, and OSCEs, but does not include quizzes. Remediation methods are at the discretion of the Instructor or Course Coordinator administering the assessment and may include independent study, exam review, additional assessments (re-test), oral exam, practical exam, self-reflection exercises, or other activities targeted at demonstrating mastery of the material. Unless otherwise directed by the Instructor or Course Coordinator, all remediation assignments or activities should take place within one week from the original assessment. No assessments will be remediated for a grade change. The Instructor or Course Coordinator will determine what is required for successful remediation and notify the student in advance of the expectations. Failing to successfully remediate will result in a referral to the Progression Committee and potential dismissal from the program. Remediation of three or more assessments within a single semester will result in a referral to the Associate Program Director and a formal action plan will be created and implemented. This action plan will include clear and measurable goals established by the Associate Program Director. This action plan must be successful for a student to remain in good academic standing. If the action plan is unsuccessful, the student will be referred to the Progression Committee and considered for

dismissal. All remediation assignments must be completed before the start of the next semester. Courses or overall course grades will not be remediated. Significant deficiencies, or those involving professionalism, may be referred directly to the Progression Committee for further review.

* See accompanying "[Remediation Flowchart – Didactic](#)" in Appendix M.

CLINICAL PHASE REMEDIATION

Assessment scores <75, but ≥ 70 will result in an assessment review with their advisor and do not trigger a formal remediation process.

Students in the clinical phase of the program who receive a grade less than 70% in any area of assessment, including End of Rotation Exams (EOR), OSCEs, capstone assignments, skills assessments, professionalism evaluations, and preceptor evaluations are required to meet with Clinical Director or the appropriate course coordinator within 2 days to discuss the needed intervention(s). Failure to contact either will be considered poor professionalism and be treated as such. It is at the discretion of the Clinical Director or Course Coordinator to determine what remediation or intervention(s) need to take place and the timing of the activities. This will depend on the area(s) and the severity of the identified deficiency and should take place in a timely manner, ideally within 7 days. Failure to pass the remediation activity or complete the remediation goals will result in referral to the Progression Committee. Remediation activities will not result in a grade change. Clinical students are required to maintain an overall GPA of ≥ 3.0 . If a student's overall GPA falls below 3.0, they will be placed on academic probation and given one semester to raise their overall GPA to ≥ 3.0 . Failure to raise their overall GPA to ≥ 3.0 after one semester will result in dismissal from the program. Significant deficiencies, or those involving professionalism, may be referred directly to the Progression Committee and risk dismissal. Students are not permitted to fail an overall SCPE. Failure of a SCPE will result in dismissal from the program.

SUMMATIVE REMEDIATION

Students who score lower than 70 percent on the written exam or any OSCE station will be allowed one-time remediation before December graduation.

- In the event of a second failure in the summative assessments, the student will be required to further remediate deficiencies. This will delay graduation from the program.

The student may be required to register for an 8th semester. A student cannot take the PANCE until the successful completion of the PA Program.

ACADEMIC PROBATION

A student whose academic performance falls below the acceptable standards will be placed on academic probation and is no longer in good standing. The Program Director will notify the student of the probation in writing once the semester GPA and cumulative GPA have been confirmed. If/when the student improves their academic performance and meets the minimal standard, they will again be notified in writing informing them that they are no longer on academic probation.

PROGRESSION TO GRADUATION

A student who does not meet the minimum cumulative GPA of ≥ 3.0 at the completion of the final (7th) semester will meet with the Progression Committee and be required to remediate deficiencies prior to graduation from the program. This may include, but is not limited to, enrolling for an 8th semester. Additional tuition charges are the responsibility of the student. Failure to complete remediation successfully may result in dismissal from the Program.

TIME TO COMPLETION OF PROGRAM

Students are allowed 39 months to complete the program (standard 27 months plus a maximum of 12 months of approved extension)

DEGREE CONFERRED

Graduates will receive a Master of Physician Assistant Studies degree.

PROFESSIONAL DEVELOPMENT (PROFESSIONALISM)

Students in the PA program are expected to demonstrate high standards of professional behavior in all educational settings including the classroom and laboratories, professional and clinical sites, and in non-educational settings. Professional behavior is also expected in the remote learning and remote assessment environment. Professional development (professionalism) is considered and evaluated on an individual basis each semester and/or as needed. [AAPA Guidelines for Ethical Conduct for the PA profession](#) serves as a framework for our expected professional standards. Wingate PA students' behavior should emulate that of the profession as described in the AAPA guidelines.

Components of professional behavior include:

- Honesty and integrity
- Reliability and responsibility
- Respect
- Self-improvement
- Self-awareness/knowledge of limits
- Adaptability

The Progression Committee completes a [Professional Development Evaluation](#) (see Appendix). When a student receives a “needs improvement” or “Unacceptable” on an evaluation, the student is required to meet with his/her advisor. Failure of the student to modify/correct behavior based on advisor feedback, or continuing to exhibit unprofessional behavior will result in the student being referred to the Progression Committee. After meeting with the student, a progress recommendation will be made to the Program Director and may include a recommendation for probation or dismissal. A student may be immediately dismissed from the PA Program without probation if his or her actions are deemed dangerous, illegal, unethical, or otherwise egregious.

PROGRESSION COMMITTEE

The Progression Committee is charged with the maintenance of the academic and professional standards of the WUDPAS and is composed of PA program's principal faculty members. The Medical Director will serve as Chair of the committee. All formal meetings of the Progression Committee will result in a recommendation to the Program Director.

Students in the PA Program are expected to make satisfactory academic and professional progress toward completion of the degree requirements. Any student not making satisfactory progress is referred to the Progression Committee to determine appropriate actions to further support the student's success. At times, circumstances may warrant a recommendation of dismissal. A student appearance before the committee will be arranged by the chair and, when possible, confirmed in writing prior to the meeting. Students will be notified of the final decision of the Program Director in writing within 5 business days after the meeting.

The committee may recommend to the Program Director any of the following:

- Recommendations for academic progression
- Academic Warning
- Professionalism Warning

- Academic Probation/Deceleration
- Academic Dismissal
- Disciplinary/Professionalism Probation
- Disciplinary/Professionalism Dismissal
- Voluntary Withdrawal
- Leave of Absence
- Remediation Plans

DECELERATION

Deceleration of a student is defined as a student leaving their current cohort to join a cohort following behind with the goal to satisfactorily complete the program with the new cohort. Deceleration will only be offered in rare instances and in most cases not offered to students who are not meeting academic standards.

LEAVE OF ABSENCE

The Department of PA Studies recognizes that there may be circumstances other than academics that require a student to alter his or her course of study during the didactic year. A student in good academic standing who experiences a significant interruption in the full-time plan of study may submit a written request to the Program Director to decelerate. The letter must have sufficient information to explain the request. Deceleration may also be recommended by the Progression Committee. In either instance, if deceleration is approved, the Program Director will convey recommendations and expectations to the student in writing in the form of a Deceleration Contract outlining said plan and requiring student agreement and signature.

The student will return to the program as a full-time student at the beginning of the semester in which he/she decelerated during the following year unless otherwise stated in the Deceleration Contract. For example, a student leaving the didactic portion of the program in the middle of the spring semester will return to the program at the beginning of the following spring semester. Due to didactic courses only being offered once per year, there is no option for a shorter absence in the didactic year.

The student may be required to demonstrate competencies prior to returning to the program by taking written competency examinations and/or practical clinical skills assessment. The student must achieve a score of 70% or higher on competency exams in order to return to the program. On return, the student is subject to the policies and procedures of the Handbook in effect at the time of return.

LEAVE OF ABSENCE IN THE DIDACTIC YEAR

On the rare occasion that a didactic student requires a temporary leave of absence, the student must be in academic good standing and submit a written request for leave of absence to the Program Director.

The letter must have sufficient information to explain the request. If the leave of absence is approved, the student will return to the program as a full-time student at a time agreed upon by the Associate Program Director or Program Director.

LEAVE OF ABSENCE IN THE CLINICAL YEAR

The Department of PA Studies recognizes that there may be circumstances other than academics that require a student to alter his or her course of study during the clinical year. A student in academic good standing may submit a written request for leave of absence to the Program Director.

The letter must have sufficient information to explain the request. If the leave of absence is approved, the student will return to the program as a full-time student at a time agreed upon by the Director of Clinical Education and the Program Director.

The student may be required to demonstrate competencies prior to returning to the program by taking written competency examinations and/or practical clinical skills assessments. The student must achieve a score of 70% or higher on competency exams in order to return to the program. On return, the student may be subject to revisions or additions to the program curriculum or policies.

A leave of absence in the clinical year may not exceed one calendar year.

WITHDRAWAL

Program withdrawal is defined as a voluntary action of student withdrawal from all PA program courses and the PA program with no opportunity for readmission. Students are not permitted to withdraw selectively from courses in the PA program. A student who wishes to voluntarily withdraw from the program must notify the Program Director in writing. The Program Director will provide a signed acknowledgement of the student's desire to withdraw and the student will present the acknowledgement to the Registrar's office for processing.

A student will not be automatically withdrawn from the program if he/she stops attending class. It is the student's responsibility to follow the appropriate procedures to withdraw from the program. No refunds will be provided upon withdrawal from the program.

Students are required to withdraw from the program prior to the final two weeks of all courses in order to obtain a "W" on their transcript. Later withdrawals will result in final course grades being submitted to the registrar.

DISMISSAL

Program Dismissal is defined as a formal action of administrative withdrawal from all PA program courses and the PA program with no opportunity for readmission. Students who are dismissed from the program may receive an "F" in all courses in which the student was registered at the time of dismissal but in which the student has not yet completed.

Recommendation for dismissal may result from any of the following:

- A failing grade (<70%) in any course or SCPE
- Failure to raise GPA of <3.0 in the semester following probation
- Three or more final course grades of C within a single semester
- Four or more final course grades of C throughout the program
- Failure to meet the requirements of a course as stipulated in the syllabus
- Failure to successfully remediate any failed summative evaluations to include routine exams, End of Rotation Exam, End of Curriculum Exam, and any OSCE.
- Failure to meet goals of formal action plans implemented by the Program Director, Associate Program Director, or Clinical Director.
- Failure to comply with professional behavior standards as deemed appropriate by the faculty of the PA Program including the Medical Director and Program Director with guidance from the AAPA Guidelines for Ethical Conduct.

A student may be immediately dismissed from the PA Program without probation if his or her actions are deemed dangerous, illegal, unethical, or otherwise egregious.

DISMISSAL PROCESS

- Students will be notified in writing by letter of dismissal from the Program.
- Letter of dismissal will be signed by the student and Program Director.

- A student choosing to appeal the dismissal decision should do so in writing to the University Provost. See contact information in the [Appeal of Dismissal or Grievances](#) section below.
- Once dismissed from the program, the student is no longer able to register for, or attend, classes within the PA program even if an appeal is initiated. The program will notify the Registrar office that the student is no longer part of the program.

APPEAL OF DISMISSAL OR GRIEVANCE

A student dismissed from the Program for any reason may appeal the dismissal in writing to the University Provost within five calendar days of receipt of written notification of the dismissal.

The Provost's decision on any such appeal will be final and will not be subject to further appeal. Likewise, any grievances not resolved by the Program Director should be addressed in writing to the Provost.

Jeff Frederick, Ph.D.
Provost
Stegall Administration Building
220 North Camden Road
Wingate, NC 28174
j.frederick@wingate.edu

REFUNDS

No tuition refunds will be provided for students upon leave of absence, dismissal, or withdrawal from the program.

SUPERVISED CLINICAL PRACTICE EXPERIENCE (SCPE)

Supervised clinical practice experiences (SCPE) are not sequential but all must be successfully completed to graduate. Clinical year curriculum will be delivered in affiliated sites such as hospitals, medical practices, and other health care related facilities. The PA program has established clinical rotation affiliations in the greater Charlotte and Hendersonville areas as well

as other communities. It is the student's responsibility to plan in advance for transportation costs such as gas and a reliable vehicle. A student can expect to incur additional housing costs if a clinical rotation site is outside a reasonable commuting distance.

Students may request consideration for placement at specific approved practice sites but the PA program reserves the right to place students as necessary. Students may not solicit preceptors or sites without the permission of a Clinical Coordinator.

Following completion of each rotation, students will return to campus, take an end of rotation examination and participate in one or more days of medical or administrative education. Students who relocate after the didactic year are responsible for housing for these campus sessions.

Students are provided a SCPE manual at the beginning of the clinical year.

REQUIREMENTS FOR PROGRAM GRADUATION

A student must successfully complete all requirements for the first, second, and third year of the Program in good standing and fulfill financial obligations to the University to graduate.

Graduates will receive a Master of Physician Assistant Studies degree. See the [Map to Degree in Appendix K](#).

HONOR CODE

PA Students at Wingate University recognize the importance of their own professional development. The Honor Code is a system of self-regulation that includes education, support and when necessary, investigation by the Honor Council. Students are required to read and sign the Professional Honor Code during orientation of the first semester. The Honor Code form is found in [appendix C](#). This document is kept on file in the student's record.

Honesty

I will not:

- Cheat or lie
- Alter or falsify academic, research, or patient documents
- Commit plagiarism or submit another individual's course work unless it is an accepted group learning exercise as defined by the course instructor

- Provide or gain access to academic or administrative files, research documents, or unauthorized patient medical records via computer or any other method
- Misrepresent myself as a licensed or certified health care professional

Integrity

I will:

- Recognize the limitations of my knowledge, skills, or physical or emotional state, and seek advice or appropriate help from my advisor or the Program Director before acting
- Engage in responsible and ethical conduct while a student in the PA program
- Take responsibility for what I say and do

Respect

I will:

- Respect the dignity of others, treating them with understanding and civility
- Not tolerate discrimination
- Contribute to creating a safe and supportive atmosphere for teaching and learning.
- Regard privacy and confidentiality as core obligations

Honor Code Pledge

As a student in the Wingate Physician Assistant Program, I will strive to demonstrate the highest standard of personal integrity and honesty and recognize these attributes are essential to the medical profession.

- I will demonstrate compassion and altruism in my interactions with colleagues, faculty, staff, clinical preceptors and patients.
- I will demonstrate excellence in professional endeavors including developing medical knowledge and skills to the best of my ability.
- I will address actions or practices on the part of a colleague that breach the principles of honor and integrity. If I believe that another student's behavior violates the Honor Code, I am bound by this code to contact the Program Director.
- I understand and pledge to adhere to the above.

REPORTING, INVESTIGATING SUSPECTED VIOLATIONS OF HONOR CODE

When a student observes what appears to be a violation of the Honor Code, he or she should promptly seek help from a faculty member. The faculty member, at his or her discretion, will determine the proper steps to be taken to address the issue. The student may also file a written complaint with the Program Director.

HONOR COUNCIL

The Honor Council is composed of three faculty members and one PA student. PA faculty members may include principal faculty and long-term adjunct professors. The student member is an elected member of the student government. The council will elect a faculty chairperson. Any member of the council who believes they have a conflict of interest may disqualify him/herself. The Honor Council is a closed session and parties outside the university will not be involved. The Council will convene within 5 business days of receiving notice of a potential violation.

The Honor Council will review facts gathered and reserves the right to interview the complainant, alleged student and any witnesses. Faculty has the right to review academic and professional records of the alleged student.

Interviews will be held in private and conducted separately. Failure of the complainant, alleged student, or witness to appear for an interview will not stop the Honor Council from proceeding.

At the conclusion of the investigation, Council members will deliberate in private and make a recommendation by majority vote. The chairperson will not vote except in the event of a tie.

The Council may take one of the following actions:

- No corrective action if there is insufficient evidence to support the allegation of an honor code violation.
- A written reprimand to be placed in the student's file that chronicles the violation; the reprimand will be destroyed after the student's graduation if there are no further honor code violations.
- A written reprimand to be placed in the student's file that chronicles the violation; this information can be included in the student's Performance Evaluations for potential employers and remain a permanent component of the student's file.
- Require that the student seek professional assistance in order to remain in the program
- Require specific conditions must be fulfilled to continue in the program
- Dismiss the student from the PA program

COMMUNITY STANDARDS

This Policy adopts and incorporates by reference the Wingate University Code of Community Standards policies and procedures. In the event the Wingate University Code of Community

Standards policies and procedures are inconsistent with, or conflict with, any applicable accreditation standards or any other policies herein, the policies herein shall supersede the [Wingate University Code of Community Standards](#) policies and procedures. The Community standards page will provide policies and processes for the following:

- General incident reporting
- Bias incident reporting
- Academic Integrity reporting
- Sexual Misconduct
- Alcohol Misuse
- Illegal substances
- Grievances and Appeals
- Mistreatment

PA STUDENT GOVERNMENT

The PA program at Wingate University has an active student government, the Wingate University Physician Assistant Student Society (WUPASS), a part of the Student Academy of the American Academy of Physician Assistants (SAAAPA).

Students are encouraged to participate in government locally as well as at state and national levels. Participation offers opportunities for leadership as well as involvement with fellow students, the PA profession, and the greater community.

HEALTH AND SAFETY POLICIES

IMMUNIZATIONS

Immunization requirements are reviewed annually to be consistent with the recommendations of the Centers for Disease Control as well as the general requirements of clinical affiliates.

Immunizations at student expense are required prior to matriculation for PA students:

- DTP or Td (3 doses – month, day, year of each dose)
- Td or Tdap or Tdap booster (within last 10 years – month, day, year)
- Polio (3 doses – month, day, year of each dose)
- MMR (after age 1, 2 doses – month, day, year of each dose) OR
 - Measles (2 doses – month, day, year of each dose or titer date and result)
 - Mumps (2 doses – month, day, year of each dose or titer date and result)
 - Rubella (1 dose – month, day, year or titer date and result)
- Tuberculin test (within 12 months, mm induration and date read)

- 2-step required within 12 months of starting the clinical phase
- Chest x-ray if positive PPD (date and results)
- Treatment for latent TB, if applicable (date)
- Hepatitis B series (3 doses – month, day, year of each or titer date and result)
- Varicella (chicken pox) (2 doses – month, day, year of each or titer date and result)

*Influenza vaccine and TB testing are required annually. Only laboratory proof of immunity to measles, mumps, rubella, or varicella is acceptable if the vaccine is not taken. Statement of disease is not sufficient for immunization record purposes.

*COVID 19 Vaccination- Although Wingate University does not currently require that students receive the COVID 19 vaccination, most clinical sites require that students show proof of vaccination before they will be allowed to care for patients at their site. Additionally, most clinical partners do not allow for any type of vaccine exemption. The program expects that most, if not all, clinical partners will eventually require COVID 19 vaccination. Given this, the program strongly encourages all students to receive their COVID 19 vaccination. See waiver in appendix.

BLOOD AND BODY FLUID EXPOSURE

Exposure to another person's blood or body fluids by needle stick, splash, or other exposure may place you at risk for exposure to HIV, Hepatitis B, Hepatitis C, or other infectious agents. Post-exposure prophylactic medication is available that may reduce your risk of acquiring HIV. A safe and effective vaccine is available for Hepatitis B. Though actual transmission of HIV in the workplace is rare, you should always seek medical evaluation and necessary care immediately for any exposure that involves bloodborne pathogens.

WUDPAS has a protocol for addressing potential exposures to bloodborne pathogens. This protocol is in accordance with the OSHA Bloodborne Pathogens Standard and Centers for Disease Control and Prevention recommendations for Occupational Blood and Body Fluid Exposure. CDC strongly recommends HIV prophylaxis starts, as soon as possible, if assessment of an occupational bloodborne pathogen exposure indicates moderate or high risk of exposure to HIV. In the event of a blood or body fluid exposure, perform the following emergency care:

1. Wash the site immediately with soap and water. Splashes to the eye should be flushed for 5-10 minutes with water.
2. If you are in an outlying location, follow the hospital/clinic policy for cleansing and reporting. Use your insurance to cover necessary initial evaluations at that location.

3. Call Wingate Student Health at 704.233.8102 to report the exposure and arrange for lab tests and follow-up, if necessary.
4. Contact the Clinical Director, if on a rotation, after exposure.

Additional information:

<https://www.cdc.gov/niosh/topics/bbp/>

National Clinicians' Post-Exposure Prophylaxis Hotline 1-888-488-4911 (24/7)

MEDICAL TREATMENT BY PA PROGRAM FACULTY

Accreditation standards set by the ARC-PA do not allow faculty to treat students except in emergency situations.

STUDENT HEALTH

Wingate Campus

In case of illness, students may contact the Health Center. The Health Center is located on campus in Holbrook and is open Monday through Friday from 8:00am to 4:00pm. Students can be seen by appointment from 9:00am to 3:00pm. Walk-ins are accepted as time permits. More information about the Health Center can be accessed at <https://www.wingate.edu/mygate/students/healthcenter>

After- hours options include:

Minute Clinic (inside CVS-Hilltop)

625 E Roosevelt Blvd, Monroe, NC 28112 704.289.8513

Carolinas Healthcare System Urgent Care-Monroe

613 E Roosevelt Blvd, Monroe, NC 28112 704.283.8193

FastMed Urgent Care

2242 W Roosevelt Blvd A, Monroe, NC 28110 704.220.1904

Emergencies are handled through the Emergency Department of Atrium Health – Union in Monroe. Emergency physicians are available 24 hours per day. The student assumes all

responsibility for payment of services. Students are also responsible for payment when referred to off-campus offices for treatment or follow-up care.

Hendersonville Health Sciences Center

FastMed

825 Spartanburg Hwy, Suite 17 • Hendersonville, NC 28792
Phone: 828.233.1664

Pardee Urgent Care

212-A Thompson Street
Hendersonville, NC 28792
Phone: 828.697.3232

Emergency services are available at Margaret Pardee Memorial Hospital adjacent to the Hendersonville Health Sciences Center.

Address: 800 North Justice Street, Hendersonville, NC 28796.1000

Students with any exposure to or symptoms of COVID-19 should contact [Student Health](#).

Current University COVID policies and procedures can be found here [Coronavirus Information](#)

COUNSELING SERVICES & MENTAL HEALTH

The Counseling Center, located in Holbrook, is open Monday through Friday from 9:00am to 5:00pm. Currently the Counseling Center is offering teletherapy sessions to students. Information is available at https://www.wingate.edu/mygate/students/counseling_services

FALL 2021 Message from the Counseling Center Staff

Success in this course of study depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. We know this past year has been exceptionally unexpected. You are strongly encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out about any difficulty you may be having that may impact your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor, you are encouraged to contact the many other support services on campus that stand ready to assist you.

STUDENT HEALTH INSURANCE

Students are required to maintain personal health insurance coverage during their enrollment in the PA program. Neither the University nor clinical practice sites bear any responsibility for healthcare costs of the student. Students are responsible for all health care costs associated with an illness or injury that results from any activity on campus or at an affiliated training site.

Unless the student provides proof of other health insurance coverage through the website link provided by Student Health, the student will be automatically enrolled in the student health insurance plan established for students of the university. Premiums will be billed through the student's university account. Information concerning enrollment or waiving university coverage will be provided to all students each year. More information about insurance coverage can be found at <https://www.wingate.edu/mygate/students/health-center/health-insurance-requirements>

Premiums for the insurance plan will be billed by the business office to each student and can be included in student loans. Family or major medical coverage will be paid by the student directly to the insurance provider.

MALPRACTICE INSURANCE

PA students are covered by Wingate University's liability insurance policy. This coverage is effective only for program-approved activities.

DRUG SCREENING POLICY

Students admitted to the PA program are required to have a drug screen during orientation of the first year. Students are subject to random and for-cause drug screening during both the didactic and clinical semesters of the program. A urine drug screen result of "negative-dilute" will require repeat testing. A positive drug screen result for any substance not legally prescribed for the student will result in an automatic referral to Wingate Counseling Services and disciplinary action at the discretion of the program and can result in dismissal from the PA program. A refusal to comply with either Counseling Service referral or a request to submit to a drug screen at any time will result in dismissal from the PA program. Any subsequent treatment or evaluation will be at the students expense.

A clinical facility may require a drug screen independent of screening required by the Program. If a student has a positive drug screen while on a clinical rotation, the student will be placed on leave from the rotation by the clinical practice pending further investigation. The student must

notify the Director of Clinical Education if he or she undergoes a drug screen while on rotations and is subsequently placed on leave by the clinical site pending finalization of drug screen results.

ALCOHOL POLICY

Wingate PA students are expected to behave in a manner that does not jeopardize the health or safety of others or themselves, fulfilling their role as examples of the benefits derived from a safe and healthful life.

- Wingate PA students are expected to follow local, state, and federal laws regarding the use, possession, and distribution of alcohol at all times, maintaining a view as to the future impact their choices will have on licensing and credentialing to work in healthcare.
- Alcohol misuse is any use that adversely impacts a student's health, professional status, or leads to inappropriate or unsafe behaviors. Incidents of alcohol misuse will be evaluated and can lead to a range of actions, from professional probation up to and including dismissal from the program. Examples of misuse include:
 - Use of alcohol while performing a safety-sensitive action such as driving a motor vehicle
 - Disruptive or disrespectful alcohol-related behavior at any time
 - Provision of alcohol to underage individuals
 - Possession or use of multi-user paraphernalia for consumption of alcohol
 - Reckless alcohol consumption
 - Unauthorized public display or public consumption of alcohol
- Presenting oneself for participation in class, clinic, or other program activity while under the influence of alcohol or drugs will result in disciplinary action at the discretion of the program and can result in dismissal from the program.
- Alcohol testing: At any time during the program, the department of PA Studies may request that the student present for alcohol testing. A refusal to comply with a request to submit to alcohol testing will result in dismissal from the program.
- A Wingate PA student who is charged by civil or university authorities with an alcohol or drug related offense must inform the program director immediately.
 - Students who do not provide this information but who are later discovered to have an alcohol or drug related charge or conviction (on a repeat background screen or through other means) will be dismissed from the program.

TOBACCO AND E-CIGARETTE POLICY

Because we recognize the health hazards caused by exposure to environmental tobacco smoke and use of tobacco products, it shall be the policy of Wingate University and the Harris Department of PA Studies to provide a tobacco-free environment for all employees, students, and visitors.

Use of tobacco products and e-cigarettes or other “vaping” devices is not allowed within the facilities or on the campus at any time. This includes online learning environment, clinical rotations sites or University sponsored events.

Physician Assistant students who desire assistance with discontinuing use of tobacco should contact Student Health.

CAMPUS SAFETY

Wingate University believes safety is a partnership between the community and its members; both have a responsibility to each other. Together, a safe environment can be created and maintained. A multi-layered safety system has been developed that proactively supports a safe community with the ability to respond to any emergency that may occur. Important campus safety information is available at <https://www.wingate.edu/campus-safety>

Wingate Campus

Blue light help phones are located through the campus including the parking lot of the Levine College of Health Sciences. These phones serve as a direct link to an emergency dispatcher. Never hesitate to contact emergency personnel if the situation warrants urgent attention.

Campus Safety is also available to assist with flat tires, dead batteries, and being locked out of one's vehicle or building. Campus Safety can be reached 24 hours per day.

- Campus Safety: 704-233-8999
- Wingate Police (non-emergency): 704-289-1591
- Police (emergency): 911
- Address: 204 North Main Street Wingate, NC 28174

Hendersonville Health Sciences Center

- Pardee Security (for outside and parking lot) 828.696.4730
- Hendersonville Police 828.697.3025

- Police (emergency): 911
- Blue Ridge Community College Police Cell Phone 828.674.5954

VEHICLE REGISTRATION

Wingate Campus

Students provide license plate and driver's license information for parking registration. Parking stickers may be picked up at the office of Campus Safety and should be displayed in the rear windshield. Students are not to park in marked visitor or faculty lots. Violations may result in fees. Students will be assessed a parking fee each year.

Hendersonville Health Sciences Center

Students provide license plate and driver's license information for parking registration. This should be placed on the rear window or bumper. You will need your license plate number and driver's license number for sticker registration. Forms will be provided the first week of the semester.

Parking is available in the lower north lot, west lot and unmarked spots in the east lot with overflow available in the St. Paul's Tabernacle lot. Handicap parking is on the northeast side of the building. Please do not park in marked Pardee patient or Medical Office Building (MOB) spots.

IDENTIFICATION CARDS

Personalized identification cards are made and distributed to new students during orientation. ID cards should remain in a student's possession at all times while in the PA program. The ID card is required for entrance into the Levine College of Health Sciences after hours and to use the copier/printer equipment. The ID card may also be used to add Secure Spending Funds which can be used in all dining facilities and the University Bookstore. Lost cards can be replaced at a cost of \$25 which is charged to the student's account in the Office of Residence Life. Any student withdrawing from the University or dismissed from the PA program must return his/her ID card to the Office of Residence Life.

Hendersonville Health Sciences Center

In addition to the Wingate University ID, students have 24/7 building access via the door access pass issued by Blue Ridge Community College. An access pass will be issued when classes

begin. Lost access passes should be reported to the program administration. There is a fee of \$8 for a replacement access pass.

WUDPAS INFORMATION AND POLICIES

STUDENT ATTENDANCE POLICY

Due to the intensity and rapid pace of the PA curriculum, attendance for all classes and required activities is mandatory. Students are expected to be on time for class and should plan their schedules accordingly. Medical and other personal appointments should be scheduled during semester breaks, evenings, or weekends as much as possible.

During the didactic year, all absences due to illness, accident, or other unexpected personal or family emergency must be reported via email or telephone to the Associate Program Director as soon as the student is aware that he/she will miss class time. These absences will be excused on a case-by-case basis and appropriate faculty will be notified. Students will be responsible for any missed content or assignments on these days. Clinical year students will report any missed days due to illness, accident, or other unexpected personal or family emergency to the Clinical Director via email or telephone as soon as possible. The student is also responsible for communicating the absence to their rotation site. The Clinical Director will determine when clinical hours have satisfied completion of a rotation and students may be required to “make up” missed days. Any unreported absence will be considered unexcused. Excessive absences, whether excused or unexcused, may be considered unprofessional and treated as such at the discretion of program faculty.

While the program has a 100% attendance policy, each student is allowed three (3) discretionary personal days during the year. The days can only be used one day at a time, once during each semester: fall (September-December), spring (January-April), and summer (May-July). The days cannot be used in increments or carried over to the next semester. Personal days must be approved in advance by the Associate Program Director during didactic year and Clinical Director during clinical year. Students are responsible for any missed content or assignments on these days. Personal days cannot occur on days when there are group presentations, exams, quizzes, procedures or skills check-offs, or on days that involve specialized instruction in areas such as male/female exam training, and OR orientation classes.

Request forms should be submitted during the business week and at least 48 hours prior to the absence. During the didactic year, forms must be submitted electronically or in-person to Prof. Boeschel and should not be left at the front desk. Sample forms are found in [Appendix M](#) and

can be downloaded from the Didactic Year Canvas Home Page. During the clinical years, requests should be logged in Exxact.

SATURDAY AND EVENING CLASS SESSIONS

On the rare occurrence that Saturday or evening class sessions must be scheduled, attendance is mandatory. Students will be notified of Saturday or evening class sessions with as much advance notice as possible.

CHILDREN

Parents should plan their schedules such that their children are not attending classes, labs, or clinical rotations. Students with children are expected to make child care arrangements to avoid conflicts with the educational experience.

PA PROGRAM DRESS CODE

Students are expected to dress in a manner that reflects maturity and matriculation in a professional course of study. Business casual is appropriate attire for students in class, clinical rotations, and when attending PA program events. Students are to refer to course syllabi for specifics of lab attire.

All students are expected to dress in business casual attire unless otherwise told by faculty or preceptor.

- Clothing should be clean and free of holes, tears or rips.
- Clothing should not have offensive language or images.
- Clothing should not be too revealing.
- Clothing should allow freedom of movement necessary to provide medical care.

Examples of business casual clothing include: dress pants or skirts with a blouse, collared shirt, or sweater. Please exercise good judgment.

Business casual DOES NOT include:

- Jeans, regardless of color, shorts, exercise attire, T-shirts, tops with hoods or “hoodies.”

Hair and Beards

- Hair must appear clean and well-kept.

- Hairstyles that do not allow medically necessary headgear to be worn are prohibited. Facial hair must be neatly trimmed; beards that interfere with the proper wear of protective masks or equipment are prohibited.

Body Art and Jewelry

- Ornamentation on the face or in the mouth, aside from piercings in the ear, is not permitted. (Examples include facial tattoos, tongue or lip piercings)
- Jewelry should be conservative as it presents a safety hazard when working with medical equipment and in labs.

Hats, caps, and other headgear are not permitted in the classroom unless worn for religious purposes.

WEATHER DELAYS AND CLOSINGS

Wingate Campus

On days when the weather is potentially hazardous, a message will be posted on the University's website stating whether classes will be in session that day. A message will be posted before 6:30 a.m. Without a posted message, classes are in session.

Wingate Hendersonville Health Sciences Center

The Hendersonville campus usually follows Blue Ridge Community College for weather delays and closings. Students will receive an email from the Hendersonville campus with delay/closing details. Students can also check WLOS News or the website: <http://wlos.com/> for updates regarding campus operating details.

There will be occasions when classes are canceled on one campus only, either Wingate campus or Wingate Hendersonville campus. When this occurs, students on the closed campus will have access to a link to Zoom live if they are able or the recorded lectures.

SHADOWING AS A PA STUDENT

Shadowing will not be facilitated by the WUDPAS. Students who want to shadow a practitioner must make arrangements independently and be aware that they are not representing the WUDPAS, will not wear the white coat with the department logo, and are not covered by the

program's liability insurance. Students are obligated to make this clear with the practitioner with whom the arrangements are made.

Students making shadowing arrangements independent of the program are advised that their status reverts back to that of a non-provider observer and even tasks considered routine for a PA student on an approved clinical rotation should not be performed.

As senior students approach graduation, they should be aware that the North Carolina Medical Board does not allow shadowing of a provider prior to employment. In addition, there are significant ethical considerations in "shadowing" a potential employer.

STUDENT EMPLOYMENT

PA students are strongly discouraged from any employment due to the academic and time demands of the didactic and clinical years of PA education. If students choose to have outside employment, PA program obligations will NOT be altered due to a work situation.

CONTACT INFORMATION

PA students must furnish, and keep current, contact information to the PA program including street address, mailing address, email address and telephone numbers. Each PA student must provide the name and telephone number of an emergency contact to be used if an emergency arises or the PA program is unable to contact the student.

STUDENT NAME BADGE

All students are provided with a name badge during orientation into the program. The name badge is required to be worn during program functions and on the white coat during each clinical rotation. A hospital ID badge does not supersede the PA student name badge. A student can reorder a name badge at their own expense payable to Wingate University due at the time of the reorder.

BACKGROUND CHECKS

Each year, the WUDPAS performs background checks on students prior to their matriculation and again in the clinical year as required by our clinical partners. Any past or new, felony or misdemeanor convictions, or other issues, which may impact the student's future as a healthcare professional, must be disclosed to the Program Director as soon as possible. Full disclosure is mandatory, and discovery of undisclosed convictions may result in dismissal from the program. Additionally, as covered in the Professional Development Policy, a student may be

immediately dismissed from the PA Program without probation if his or her actions are deemed dangerous, illegal, unethical, or otherwise egregious.

PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS

As part of learning, students utilize peer physical exams. While doing so, students are expected to behave professionally and respectfully. The full policy is available in [Appendix H](#).

Additionally, students will be instructed on point-of-care ultrasound. Ultrasound scans on student models are for instructional purposes only and not diagnostic. Release forms for participation can be found in [Appendix I](#).

STUDENT HOUSING AND TRANSPORTATION

Students are responsible for housing and transportation arrangements and expenses during the full 27 months of PA education and for any extended curriculum situations.

ELECTRONIC TECHNOLOGY

WINGATE EMAIL

PA program news, information, and course updates are communicated through either email or Canvas announcements. Students should check both regularly. Use of your wingate.edu address is required for all program related correspondence.

ZOOM SESSION LOGIN

Students must login to program-related zoom sessions/meetings using their Wingate credentials. Details of login will be provided by IT.

ONLINE LEARNING MANAGEMENT SYSTEM

The PA program uses Canvas or Exxat learning platforms for course management. Course updates, syllabi, information and general announcements related to a specific course will be posted on either platform. Students are responsible for regularly checking individual course pages and didactic/clinical year home base pages.

LAPTOP COMPUTERS/NOTEBOOKS/IPADS

- Each student in the PA Program is required to have a laptop computer. · Laptop computers, notebooks, tablets, and iPads are permitted to view course materials and take notes. Accessing other forms of information (i.e. email, internet search, g-chat, etc.) is strictly prohibited during class sessions and seminars.
- Most tablets, including iPads and Chromebooks, are not supported by the exam testing software and cannot be used for taking exams. Devices MUST support the latest Windows or MAC operating systems to function with testing software. Technology specifications will be distributed to each student prior to orientation.
- It is the responsibility of the student to ensure that laptops are fully operational within the Wingate network. Personal data/apps on a computer may interfere with effective use of the computer for educational purposes. It is the student's responsibility to ensure his/her computer is operable prior to the class and each exam.
- Course assignments are often required to be submitted via computer. A malfunctioning computer, internet connection failure, inability to upload, etc. is the responsibility of the student and not an acceptable excuse for late submissions.

PERSONAL ELECTRONIC DEVICES

In classroom and seminars, unless specifically instructed otherwise by the instructor, cell phones must be turned off (not on vibrate) and off desks/tabletops.

- Video recording by students is strictly prohibited
- Students must ask permission from faculty or instructors for audio recording of lectures prior to the start of the semester. Any such recordings are for personal use only and not to be shared under any circumstances unless permission is sought and granted.

Students experiencing difficulty with email accounts or Canvas should contact the Information Technology Facilitators for assistance. Improperly functioning accounts are not acceptable excuses for missed information or announcements.

Kevin King (Levine College of Health Sciences, Wingate campus 1st floor)

k.king@wingate.edu

704.233.8968

Andrew Hutchison (Hendersonville Health Sciences Center)

a.hutchison@wingate.edu

828.697.0105

SOCIAL MEDIA

Electronic media are internet-based applications which support and promote the exchange of user-developed content. Posting or transmitting personal images, experiences, and information using services of this type poses a set of unique challenges for all members of the medical community, including employees, faculty members, volunteers, and students.

The Wingate University PA program is committed to supporting your right to interact knowledgeably and socially; however, these electronic interactions have a potential impact on colleagues, patients, your professional reputation, and future employers' opinions of you.

[Electronic Media Guidelines](#) are found in the appendix. The principal aim of the guidelines is to identify your responsibilities in relation to electronic media and to help you represent yourself in a responsible and professional manner.

EXAMINATIONS/ELECTRONIC TESTING

The following applies to all students taking examinations on campus:

- Have a working laptop computer compatible with ExamSoft testing software (iPad and Chromebooks are not supported)
- Download appropriate exam the night before the testing session
- Arrive 10 minutes prior to the scheduled start of the exam to set up laptop computers · Backpacks, notes, cell phones, smartwatches, Bluetooth earbuds, and items other than the laptop computer must be turned off, removed from the desk or table, and placed on the floor at the side of the room prior to the start of the exam
- Whiteboards and dry erase markers are allowed and will be provided if requested · If computer problems occur during the exam, the student should notify the proctor by raising their hand
- Exam proctors will not interpret exam questions or otherwise speak with students during the testing
- All personal items including laptop must remain in the classroom if a student is granted permission to leave for any reason before finishing the exam
- Upon completion of the exam, students will submit the exam, show the successful submission screen to the proctor, and immediately exit the classroom

The following applies to all students taking examinations off-campus:

- Have a working laptop computer compatible with ExamSoft testing software (iPad and Chromebooks are not supported) AND have a charged phone or other camera-enabled device connected to Zoom
- Download appropriate exam the night before the testing session
- Log into Zoom (using Wingate credentials) 15 minutes before the exam start time. Be prepared to provide a brief 'tour' of your desktop or table area and, if using a whiteboard, show the blank board to the proctor upon request.
- Backpacks, notes, cell phones, smartwatches, Bluetooth earbuds, and items other than the laptop computer must be removed from the desk or table prior to the start of the exam. During testing, your camera should remain on and audio is muted; communication with the proctor is via the chat feature
- If computer problems occur during the exam, the student should notify the proctor by chat. If you should lose the Zoom monitor connection during the exam, don't take more than 1-2 minutes attempting to reconnect. Do not leave the room. Continue with the exam, be sure it uploads, then email/call your proctor to let them know what happened. The proctor will see the disconnect as well and will notify IT. Remember to focus on the exam and not panic about the lost Zoom connection.
- Exam proctors will not interpret exam questions or otherwise speak aloud with students during testing.
- All personal items including laptop must remain in the testing area if a student has permission to leave the room for any reason before finishing the exam.
- Upon completion of the exam, students will submit the exam, show the successful submission screen to the proctor and sign off zoom when given the OK.

While graded exams are not returned, each student receives his/her individual scores, a class average, and an analysis of individual performance. The *Strength and Opportunities* report identifies areas/categories of strength and weakness on a particular assessment.

FINANCIAL INFORMATION

Tuition for the 2021-2022 academic year is \$13,250 per semester. PA tuition increases once in the Fall of the 2nd year.

Please utilize the Wingate University [Financial Aid page](#) for more information. Scholarship opportunities are listed on the [WUDPAS page](#).

The student is responsible for any and all costs associated with coursework, including those involving clinical education experiences. Costs to each student may include room and board, transportation, health insurance, and other expenses.

STUDENT LOAN PROGRAMS

The Federal Direct Loan Program allows students to borrow education loans directly from the federal government. Visit www.studentloans.gov or www.studentaid.ed.gov for more information about Federal Direct Subsidized, Federal Direct Unsubsidized, and/or Federal Direct Plus Loans for Graduate Students.

Applying for a Federal Direct Student Loan:

New and Continuing Students

- Complete and submit the Free Application for Federal Student Aid (FAFSA) ▪ Direct loan eligibility will be determined by the Wingate University Office of Student Financial Planning and included on your financial aid award letter
- Complete and return the Graduate Loan Confirmation Form

New Borrowers

- Visit www.studentloans.gov to complete the following loan documents
 - Graduate Student Loan Entrance Counseling
 - Subsidized/Unsubsidized Loan Master Promissory Note
 - Federal Direct Graduate PLUS Loans

Graduate loans allow graduate students to borrow long-term, low-interest funds to meet college costs. Graduate PLUS maximums are set at Cost of Education minus Aid received. Borrowers must maximize their Unsubsidized Loans in order to receive a Graduate PLUS Loan.

- Visit www.studentloans.gov to complete the following loan documents
 - Federal Direct Graduate PLUS Loan Pre-Approval
 - Graduate PLUS Loan Master Promissory Note

Forgivable Education Loans for Service (FELS)

The Forgivable Education Loans for Service Program was established by the General Assembly in 2011 to provide financial assistance in the form of forgivable loans to qualified students who

are committed to working in North Carolina to lessen identified critical employment shortages. The Program is designed to be flexible so that it will respond to current as well as future employment shortages in the State. The Program will initially target future teachers, nurses and allied health professionals. Students must be NC residents. Students may be eligible for up to \$10,000 annually with a maximum aggregate limit of \$20,000. For more information or to apply visit www.cfnc.org/fels

APPENDICES

APPENDIX A

PA COURSE DESCRIPTIONS

PA 521. Clinical Orientation

This course will provide first-year students with procedures and expectations to develop skills to maximize the learning process during the clinical rotation phase of the PA Program.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 1 hour (Fall) Pass/Fail

PA 524. Topic Exploration I

This is the first of two courses that will engage students in small group discussions related to concurrent topics in Clinical Medicine, Pathophysiology, and Patient Assessment. The interactive discussion format will develop critical thinking skills as students review disease etiology, pathophysiology, pertinent history and clinical findings, pertinent physical exam, differential diagnosis, and treatment. In addition, students will be guided through refinement of taking an adequate disease history and making decisions based on key points uncovered in the history by experienced faculty facilitators.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 0 hour (Fall) Pass/Fail

PA 525. Topic Exploration II

This is the second of 2 courses that will engage students in small group discussions related to concurrent topics in Clinical Medicine, Pathophysiology, and Patient Assessment. The interactive discussion format will develop critical thinking skills as students review disease etiology, pathophysiology, pertinent history and clinical findings, pertinent physical exam, differential diagnosis, and treatment. In addition, students will be guided through refinement of taking an adequate disease history and making decisions based on key points uncovered in the history by experienced faculty facilitators.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 0 hour (Spring) Pass/Fail

PA 527. Health Care Issues I

This course serves as an introduction to communication skills for person-centered care. Evidence-based strategies for decreasing implicit bias, providing patient education, giving serious news, developing cultural humility and behavior change will be provided. Additionally, students will learn evidence-based strategies to increase resilience.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 1 hour (Fall)

PA 528. Health Care Issues II

In this course, students will explore the unique role of PAs and the ethical and professional challenges that may be encountered in the student experience and in collaborative medical practice. Through discussion and case analyses, students will better understand the ethics of decision-making that affects others, as well as recognize external factors that influence such decision-making. Students will learn to identify, evaluate and manage ethical challenges and conflicts of values with a process that ensures critical reflection. In addition, students will have the opportunity to examine and model professional attributes of a *good clinician* – one who provides compassionate, comprehensive care and who recognizes the value of shared decision-making with patients, families and other members of an interprofessional healthcare team. This course will also include an introduction to the fundamentals of health policy and an in-depth exploration of social determinants of health and health disparities. Through discussion, case analysis, and self-reflection students will demonstrate the ability to identify and apply strategies to help address barriers to health equity as a PA professional within various practice settings.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hour (Spring)

PA 529. Medical Diagnostics

Medical diagnostics is a single-semester course designed to develop techniques for the interpretation of electrocardiograms and radiographic results and images. The electrocardiogram component of the course will build upon the information learned in the cardiology section of Clinical Medicine. Basic concepts needed to read electrocardiographs will be introduced with an emphasis on the development of a systematic format for interpretation. The radiology component of the course will involve recognition and interpretation of common imaging modalities, with an emphasis on plain film radiographs. Students will develop an understanding of the mechanisms by which common medical images are created along with how best to utilize various modalities given a clinical scenario. The course will incorporate a combination of lecture format and active learning exercises. This approach will facilitate development of the skills necessary for the recognition of normal disease patterns and the anticipated progression of disease as measured using the ECG and imaging.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 1 hour (Spring)

PA 530. Clinical Medicine I

Clinical Medicine I is the first of a series of three courses designed to provide the essentials of diagnosis and management of the most common and important clinical disorders seen by primary care practitioners. Using a systems approach, clinical information presented includes disease etiology, presentation, physiology and pathophysiology of disease (when not covered elsewhere), pertinent laboratory and radiographic concerns, treatment options (pharmacological and non-pharmacological), patient education and follow up care. Treatment and care options presented include: preventive, emergent, acute, chronic, rehabilitative, and palliative when applicable. Major systems areas covered in Clinical Medicine I include: Dermatology, HEENT, Hematology, Gastroenterology, Cardiology, Pulmonary, and Nutrition/Preventative Medicine.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 6 hours (Fall)

PA 531. Clinical Medicine II

Clinical Medicine II is the second of a series of three courses designed to provide the essentials of diagnosis and management of the most common and important clinical disorders seen by primary care practitioners. Using a systems approach, clinical information presented includes disease etiology, presentation, physiology and pathophysiology of disease (when not covered elsewhere), pertinent laboratory and radiographic concerns, treatment options (pharmacological and non-pharmacological), patient education and follow-up care. Treatment and care options presented include: preventive, emergent, acute, chronic, rehabilitative, and palliative when applicable. Major system areas covered in Clinical Medicine II include: Neurology, Orthopedics, Rheumatology, Renal, Urology and Endocrinology.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 6 hours (Spring)

PA 532. Clinical Medicine III

Clinical Medicine III is the third of a series of three courses designed to provide the essentials of diagnosis and management of the most common and important clinical disorders seen by primary care practitioners. Using a systems approach, clinical information presented includes disease etiology, presentation, physiology and pathophysiology of disease (when not covered elsewhere), pertinent laboratory and radiographic concerns, treatment options (pharmacological and non-pharmacological), patient education and follow-up care. Treatment and other care options presented include: preventive, emergent, acute, chronic, rehabilitative, and palliative when applicable. Clinical practice areas covered in Clinical Medicine III include Psychiatry and Infectious Disease.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours (Summer)

PA 538. Patient Assessment I

This is the first of three consecutive courses that develop foundational skills and techniques required to gather a complete medical history and perform a thorough physical examination. This course introduces the student to the art of history taking and physical exams of skin, eyes, ears, nose, throat, gastroenterology, cardiovascular, and pulmonary systems. A combination of lecture, assigned readings, self-directed learning, and hands-on experience in a laboratory setting will be used to develop student's ability to critically evaluate information obtained through patient interviews and physical exam in the formation of diagnostic possibilities. Laboratory sessions will emphasize the proper use of diagnostic equipment and techniques for performing a comprehensive physical examination. In addition, students will learn documentation skills needed to completely and accurately document a history and physical exam.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours (Fall)

PA 539. Patient Assessment II

This course teaches foundational skills and techniques required to gather a complete medical history and perform a thorough physical examination. This course introduces the student to the art of history taking and physical exams of neurological and musculoskeletal systems, as well as, male and female genitalia. During this course, the integration of the student's knowledge of the structure and function of the human body will be coupled with laboratory sessions emphasizing the proper use of diagnostic equipment and techniques for performing a comprehensive physical examination.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours (Spring)

PA 540. Patient Assessment III

This course expands on knowledge and skills acquired in PA 538 and PA 539 Patient Assessment I and II, as well as Clinical Medicine and Pharmacology courses to further develop diagnostic and patient management skills.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 1 hour (Summer)

PA 541. Pharmacology I

This is the first class in a three-part series, based on the NCCPA blueprint, the AMSPC Knowledge Objectives in Medical Pharmacology, and nationally accepted competencies for Physician Assistants. Students will be introduced to pharmacokinetic, pharmacodynamic, and pharmacotherapeutic principles, and are expected to acquire knowledge and develop the skills that a physician assistant will need to enhance patient care in clinical practice focusing on efficient and efficacious use of pharmacologic materials.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 3 hours (Fall)

PA 542. Pharmacology II

This is the second class in a three-part series. Students will be introduced to systematic pharmacology and pharmaceutical agent use. Combined lecture and active learning exercises are designed to develop the skills that a physician assistant will need to enhance patient care in clinical practice focusing on efficient and efficacious use of pharmacologic materials.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 3 hours (Spring)

PA 543. Pharmacology III

This is the third and final class in a three-part series. Students will be introduced to additional classes of medications and expected to apply accurate and appropriate pharmacokinetic, pharmacodynamic, and pharmacotherapeutic principles. Combined lecture and active learning exercises are designed to develop the skills that a physician assistant will need to enhance patient care in clinical practice.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Summer)

PA 544. Clinical Anatomy

This course is designed to provide Physician Assistant students with a working knowledge of the major anatomical regions and structures of the body. Emphasis will be placed upon the relationships of components within a specific region as well as surface and functional anatomy as it relates to physical examination skills and clinical applications.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Fall)

PA 546. Pathophysiology I

This is the first of two courses where students learn integrative human pathophysiology by studying interrelationship of function and dysfunction at the molecular, cellular, tissue, organ, and body system level. With emphasis on understanding homeostatic mechanisms that maintain health and alterations of function brought about by disease, injury and aging, students learn principles and develop conceptual models of pathophysiology that can be applied to decision-making in clinical practice.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 3 hours (Fall)

PA 547. Pathophysiology II

This is the second of two courses where students learn integrative human pathophysiology by studying interrelationship of function and dysfunction at the molecular, cellular, tissue, organ, and body system level. With emphasis on understanding homeostatic mechanisms that maintain health and alterations of function brought about by disease, injury, and aging, students learn principles and develop conceptual models of pathophysiology that can be applied to decision-making in clinical practice.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 3 hours (Spring)

PA 550. Emergency Medicine

Emergency Medicine is an advanced clinical course designed to review the treatment of trauma and medical disorders commonly presenting to the emergency department. This lecture-based course is offered in the third and final didactic semester. Using an organ system approach, clinical information presented includes review of anatomy, physiology, pathophysiology of disease (when not covered elsewhere), clinical presentation, pertinent laboratory and radiographic testing, treatment options (pharmacological and nonpharmacological), patient education and follow up care. Material covered previously in the curriculum will be integrated into this course as we explore emergent presentations of past material. Prerequisite course requirements: Successful completion of all first and 2 nd semester didactic courses.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hour (Summer)

PA 552. Medical Procedures

Utilizing a combination of lecture and laboratory teaching methods students learn the indications, preparation, administration and potential complications of various clinical procedures. While utilizing standard precautions students learn to perform procedures such as point-of-care ultrasound, injections, venipuncture, intravenous insertions, nasogastric

intubations, urinary catheter insertion, suturing, splinting, casting and wound care. Students will also learn the principles of surgery including pre-operative, intra-operative and post-operative care, and minor surgical procedures.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Summer)

PA 553. Pediatrics

This course will provide students with a foundational knowledge of primary care pediatrics from the newborn period through adolescence. The course addresses issues unique to childhood and adolescence by focusing on growth and development, recognition and management of common acute and chronic illnesses, performance of age appropriate H & P, health promotion, and disease and injury prevention.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Summer)

PA 554. Women's Health

Students must understand the special needs of patients within the primary care subspecialty of women's health. This class is taught in a comprehensive approach to women's healthcare by exploring issues that primarily impact women's health, including reproductive health. Upon its completion, students will be able to perform a thorough OB/GYN history, understand the skill of performing a thorough, painless OB/GYN examination, continue to develop the skills of formulating a diagnosis and management plan as it pertains to Obstetrics and Gynecology, understand the mandate and guidelines to practice preventive care and health maintenance for women, and demonstrate a foundational fund of knowledge in obstetrics, gynecology and women's health necessary for all physician assistants (regardless of career specialty). Finally, this course will prepare students to provide medical care to patients with consideration for disability status or special health care needs, ethnicity/race, gender identity, religion/spirituality, sexual orientation, and social determinants of health.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hour (Summer)

PA 580. Research, Epidemiology and Statistics

The Research, Epidemiology, and Statistics course provides an introduction to basic methods for undertaking research and program evaluation to include: methods and measures, epidemiology, critical evaluation, and analytical concepts. Also included are modules covering critical evaluation of printed and presented materials, basic epidemiology, and evidence based medicine.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Spring)

PA 600. Ambulatory Medicine I

This course will provide the student with clinical instruction and hands-on experience in primary care medicine that build upon the knowledge and skills gained in the didactic year. The rotation will take place in an outpatient setting and may include a family medicine clinic, an internal medicine clinic, or an urgent care facility. The student will gain knowledge, clinical skills, and

experience in the evaluation and management of a wide range of medical problems seen in primary care. There will be emphasis on the comprehensive care of patients, including chronic and acute disease management, preventive care and health maintenance, and patient/family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 602. Internal Medicine

This course will provide the student with clinical instruction and hands-on experience in inpatient internal medicine that build upon the knowledge and skills gained in the didactic year. The rotation will take place in an inpatient hospital setting. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical problems seen in internal medicine. There will be an emphasis on comprehensive care of the patient, including chronic and acute disease management, preventive care and health maintenance, and patient/family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 603. Pediatrics

This course will provide the student with clinical instruction and hands-on experience in pediatrics that build upon the knowledge and skills gained in the didactic year. The rotation will take place in hospital, outpatient clinic, or private practice settings. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical problems seen in pediatrics. There will be an emphasis on comprehensive care, including chronic and acute disease management, preventive care and health maintenance, and patient/family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 604. Psychiatry

This course will provide the student with clinical instruction and hands-on experience in general psychiatry/ behavioral health that build upon the knowledge and skills gained in the didactic year. The rotation will take place in inpatient or outpatient settings. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical problems seen in psychiatry/behavioral health. There will be an emphasis on comprehensive care of the patient, including chronic and acute disease management, preventive care and health maintenance, and patient/family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 605. General Surgery

This course will provide the student with clinical instruction and hands-on experience in surgical care that will build upon the knowledge and skills gained in the didactic year. The rotation will take place in surgical outpatient and inpatient facilities as available. Regardless of setting, there will be an emphasis on the medical management of a surgical patient including: preoperative

care (history, physical exam, risk assessment, recognition of surgical emergencies), perioperative care (antibiotic and thromboprophylaxis, scrubbing, sterile field/technique, retraction, hemostasis), and postoperative care (wound management, fluid, electrolyte and acid-base balance, blood products, management of complications, nutrition, patient education).

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 606. Women's Health

This course will provide the student with clinical instruction and hands-on experience in women's health that build upon the knowledge and skills gained in the didactic year. The rotation will take place in hospital, clinic, or private practice settings and will include prenatal care, gynecology, and in some practice settings, labor and delivery. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical conditions seen in women's health. There will be an emphasis on comprehensive care of the patient, including chronic and acute disease management, preventive care and health maintenance, and patient education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 607. Emergency Medicine

This course will provide the student with clinical instruction and hands-on experience in emergency medicine that build upon the knowledge and skills gained in the didactic year. The rotation will take place in emergency department settings and students may be required to participate in rotating shifts. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical problems seen in emergency medicine. There will be an emphasis on emergency care (ranging from routine to life-saving) as well as patient and family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 608. Elective Rotation I

This course will provide advanced training and clinical experience in a medical/surgical field of interest to the student. The student will engage in all appropriate aspects of patient care from initial patient evaluation, diagnostic workup, assessment and management. A variety of outpatient and inpatient clinical sites will be used as appropriate to the medical specialty. The goal of the elective rotation is to provide the student with practical experience and exposure in a medical field of interest which will build upon knowledge and skills gained in the didactic year and in completed required clinical rotations.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 609. Elective Rotation II

This course will provide advanced training and clinical experience in a medical/surgical field of interest to the student. The student will engage in all appropriate aspects of patient care from initial patient evaluation, diagnostic workup, assessment and management. A variety of

outpatient and inpatient clinical sites will be used as appropriate to the medical specialty. The goal of the elective rotation is to provide the student with practical experience and exposure in a medical field of interest which will build upon knowledge and skills gained in the didactic year and in completed required clinical rotations.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 610. Ambulatory Medicine II

This course will provide the student with clinical instruction and hands-on experience in primary care medicine that build upon the knowledge and skills gained in the didactic year and in PA 600 Ambulatory Medicine I. The rotation will take place in an outpatient setting and may include a family medicine clinic, outpatient internal medicine clinic, or an urgent care facility. The student will gain knowledge, clinical skills and experience in the evaluation and management of a wide range of medical problems seen in primary care. There will be an emphasis on the comprehensive care of patients, chronic and acute disease management, preventive care and health maintenance, and patient/family education.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours

PA 611. Clinical Transitions Course

The Clinical Transition Course is the first clinical course in the Wingate PA curriculum and offered in the Fall semester of the 2nd year. This course will provide 1-week intensives dedicated to each of the required clinical rotations (SCPEs). Each week will be dedicated to an area of practice and include instruction, workshops, guest speakers, and other additional activities. The represented areas of practice are Ambulatory Medicine I & II, Internal/Hospital Medicine, Pediatrics, Behavioral Medicine, Women's Health, Emergency Medicine, and Surgery & Skills (POCUS). Topics covered in each of the 1-week intensives include The PA Role, Documentation, Common Inpatient Conditions, Common Outpatient Conditions, Specialty Pharmacology, Communication (consults and reports), Common Procedures, and other specialty-specific topics. Following the listed 1-week intensives, the course will finish with "Olympic" activities where teams can demonstrate their acquired knowledge, skills, and attitudes through various competitions.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 10 hours (Fall)

PA 620. Capstone Project I

PA 620 is the first of two courses dedicated to the PA Capstone Project. The successful completion of a capstone project is a requirement for a Masters of Physician Assistant Studies degree from Wingate University. This culminating experience requires students to apply knowledge and skills obtained throughout their graduate studies to identify and analyze quality improvement initiatives in healthcare. Students will complete a project that demonstrates their ability to independently conduct research, thoughtfully evaluate data, synthesize information and present important findings. Students successfully completing the project will be armed with

quality improvement knowledge and skills that will serve them, their employers, and their patients well when they enter the workforce.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Fall)

PA 623. Professional Development

Students will continue to build on their foundation of the Physician Assistant profession by looking at topics such as resume development, employment strategies, completing of state applications, medical malpractice, and reimbursement issues. This course is designed to promote collaborative learning and to cultivate effective communication skills to successfully transition from a student to a certified PA.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 1 hour (Summer)

PA 624. PANCE Preparation

This course prepares students to successfully complete the Physician Assistant National Certifying Examination (PANCE), necessary for entering medical practice. Review material uses a systems approach, integrating all aspects of medicine including medical and surgical disorders encountered.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hours (Fall) Pass/Fail

PA 710. Summative Evaluation

This course provides a series of summative evaluation events that are used to measure cognitive, motor, and affective domains in the final semester of the program.

Students must successfully complete a 300 question multiple-choice, end-of-program examination that covers all areas of learning and perform a multi-station objective standardized clinical examination (OSCE). For the OSCE, students must demonstrate competency in clinical and technical skills, clinical reasoning and problem-solving abilities, interpersonal skills, medical knowledge, and professional behaviors.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 2 hour (Fall)

PA 720. Capstone Project II

PA 720 is the second of two courses dedicated to the PA Capstone Project. The successful completion of a capstone project is a requirement for a Masters of Physician Assistant Studies degree from Wingate University. This culminating experience requires students to apply knowledge and skills obtained throughout their graduate studies to identify and analyze quality improvement initiatives in healthcare. Students will complete a project that demonstrates their ability to independently conduct research, thoughtfully evaluate data, synthesize information and present important findings. Students successfully completing the project will be armed with quality improvement knowledge and skills that will serve them, their employers, and their patients well when they enter the workforce.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 4 hours (Fall)

Interprofessional Education 700. Interprofessional Teamwork

Interprofessional Teamwork is a course designed to introduce first year pharmacy and PA students to key principles and behaviors associated with effective teamwork in preparation for working collaboratively in interprofessional patient-centered teams.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 0 hour (Spring) Pass/Fail

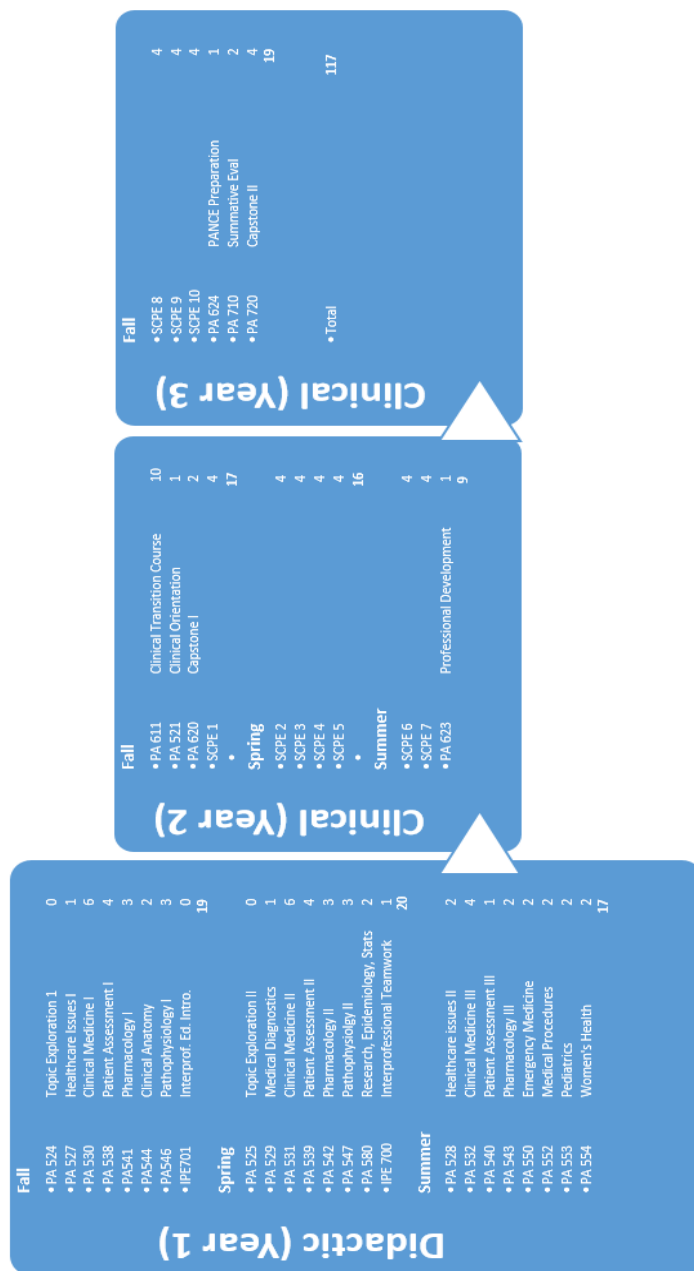
Interprofessional Education 701. Interprofessional Education Introduction I

This course provides an introduction to the interprofessional education competencies where health science students will learn about, from, and with each other regarding roles and responsibilities, communication, teamwork, and values and ethics.

Prerequisite: Physician Assistant Studies Program Standing

Credit: 0 hour (Spring) Pass/Fail

Wingate University Physician Assistant Program Degree Map



(Revised: August 2021)

Appendix B

Appendix C



COVID 19 Vaccination Notice

Although Wingate University does not currently require that students receive the COVID 19 vaccination, some clinical sites may require that students show proof of vaccination before they will be allowed to care for patients at their site. The number of sites requesting that students be vaccinated is increasing and the program anticipates that this will eventually be required by the majority of our clinical partners. Given this, the program strongly encourages all students to receive their COVID 19 vaccination series.

First-year students should submit a copy/scan/photo of their vaccination record to Ms. Carolyn Little (clittle@wingate.edu) and all clinical (2nd and 3rd year) students should upload their documentation through Exxat.

At this time, students may opt out of receiving the vaccination series. This document serves as notice that should you choose to opt out of receiving the vaccine, participation in certain programmatic activities may be limited. This includes limited clinical rotation placement that may delay your progression through the program.

By signing below, I hereby acknowledge that I have completely read this notice and fully understand the potential impacts of declining the COVID 19 vaccination.

Student Name _____

Student Signature _____

Class of _____

Date _____

Appendix D



SCPE ACKNOWLEDGEMENT

Supervised Clinical Patient Encounters (SCPE) or “Clinical Rotations” are designed to provide the student with clinical instruction and hands-on experience in a variety of settings such as hospitals, public health facilities, and private practices.

While the program tries to limit travel to distant sites, I understand that I may need to travel to distant SCPE locations (greater than 60 miles), including those located out-of-state, to fulfill program requirements. Following the completion of each SCPE, I may be required to return to campus to complete End of Rotation (EOR) activities. **I understand that transportation, living arrangements, and all other expenses related to SCPEs are my responsibility.**

I understand that I may participate in, travel to, and/or reside in or near one or more third-party sites and that while the University intends to make reasonable efforts to ensure that all members of the University community are safe and protected, it cannot guarantee my safety at all times. Accordingly, I release and waive my right to bring suit against the University and its employees, officers, officials, trustees, agents, or other representatives in connection with my travel to, residence in, or participation in any third-party clinical program. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease, or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen. I understand and agree that the law of the State of North Carolina will apply to this contract.

I understand that the clinical faculty reserve the right to place students at any clinical site, as necessary, and to determine in which order the rotations occur. In addition, I may have to repeat a required SCPE in place of one, or both, of my electives if it is determined that there is an area of deficiency.

Student Name _____

Student Signature _____

Class of _____

Date _____

Appendix E



HONOR CODE

PA Students at Wingate University recognize the importance of their own professional development. The Honor Code is a system of self-regulation that includes education, support and when necessary, investigation by the Honor Council. Students are required to read and sign the Professional Honor Code during orientation of the first semester. This document is kept on file in the student's record.

Honor Code Pledge

As a student in the Wingate Physician Assistant Program, I will strive to demonstrate the highest standard of personal integrity and honesty and recognize these attributes are essential to the medical profession.

- I will demonstrate compassion and altruism in my interactions with colleagues, faculty, staff, clinical preceptors and patients.
- I will demonstrate excellence in professional endeavors including developing medical knowledge and skills to the best of my ability.
- I will address actions or practices on the part of a colleague that breach the principles of honor and integrity. If I believe that another student's behavior violates the Honor Code, I am bound by this code to contact the Program Director.
- I understand and pledge to adhere to the above.

Student Name _____

Student Signature _____

Class of _____

Date _____

APPENDIX F

INFORMED CONSENT FERPA

In compliance with the Family Educational Rights and Privacy Act (FERPA), the Wingate University Physician Assistant Program must have my written and informed consent to release information concerning me to its educational partners (e.g., clinical rotation sites, service learning sites) on a strictly need-to-know basis. This sharing of personal information may include the following:

- Social security number
- Immunization record
- Email address and telephone number
- Results of health care tests or screenings
- Criminal records known to Wingate University
- Credit or background check

My signature below authorizes the Wingate University Physician Assistant Program to release any information required of affiliated sites in order for me to complete the requirements for my graduation from the program.

Student Name _____

Student Signature _____

Class of _____

Date _____

APPENDIX G



Physician
Assistant Studies

EVALUATION OF PROFESSIONALISM

Student _____

COMPONENTS of PROFESSIONALISM An area marked 'needs improvement' or 'unacceptable' will be discussed with the student with their advisor. The student signature indicates awareness of the faculty concerns and need to improve professional development within the program.	Meets Expectation	Needs Improvement	Unacceptable
Honesty/integrity Is truthful with peers, faculty and staff (ex: communication, documentation, presentations, academic integrity).			
Reliability/responsibility Is accountable to peers, faculty and staff. Complete assigned duties and tasks on time. Accepts responsibility for errors and performance. Is on time and prepared for the start of class lectures, labs and examinations.			
Respectful of others Talks about and treats all persons with respect. Works cooperatively to promote relationships with peers, faculty and staff. Is attentive during class lectures and presentations. Maintains confidentiality.			
Self-improvement Contributes to discussions and question/answer sessions in class. Seeks to learn from errors. Aspires to excellence through self evaluation and acceptance of the critiques of faculty. Understands the goal of PA education is the accumulation of knowledge for patient care.			
Self-awareness/knowledge of limits Recognizes need for guidance and supervision. Is insightful of the impact of one's behavior on others and cognizant of appropriate professional boundaries, demeanor, and appearance.			

Adaptability Accepts changes in scheduling, environments and new information.			
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APPENDIX H

PARTICIPATION OF STUDENTS AS HUMAN SUBJECTS

I understand that as part of my experience at the Wingate Physician Assistant Program I will be utilizing peer physical exam (PPE) as part of my learning. Peer physical exam has been shown to support student learning of physical exam techniques through the following ways:

- learning normal physical exam findings
- obtaining a patient's perspective by learning what physical exam maneuvers feel like.
- improve physical exam technique by allowing students to practice the same exam multiple times on the same patient
- receive peer feedback to improve technique
- practice in a safe environment

I understand that the program faculty expect that all students will be professional and respectful in participating in the physical examination courses and practicums. All students will be required to perform physical exams on peers as part of patient assessment courses in order to become proficient.

I understand that any personal medical history or physical exam findings obtained as part of PPE should remain confidential and I agree to uphold this standard.

I understand that I must practice in a professional manner and inappropriate behavior is not tolerated.

I understand that I am responsible for seeking independent professional medical advice for any abnormalities that are discovered during PPE.

I understand that participation as a peer patient means that I agree to undergo inspection, palpation, percussion and auscultation of my head, torso and extremities. I understand that participation will not include breast or genitalia examinations. Male students will wear shorts and tank tops and female students will wear shorts, tank tops and sports bras. As a peer patient I may be asked to expose areas of my body to allow for better examination (e.g. remove tank top for thorax exam). I understand that at any time I am uncomfortable with these I can defer being the patient model.

I understand that faculty expect all students to dress as listed above for the designated activities. I understand that faculty will take reasonable steps to ensure that all students feel safe and comfortable.

I have read, understand, and agree to abide by this policy.

Student Name (Printed Legibly)

Student Signature

Date: _____

APPENDIX I

W I N G A T E



Physician Assistant Studies

Point of Care Ultrasound Instruction

Scan Model Responsibility Release From

By signing below, I will not hold Wingate University or its affiliates responsible for any injury or finding while being scanned as a live model for the use of instruction in the Physician Assistant Program. I understand that there will be students performing sonographic exams under the instruction of a program faculty for the sole purpose of instruction and not diagnosis.

NOTE: Patients who are pregnant or who may be pregnant are asked to abstain from participation as models during instructional time.

Date: _____

Student Printed Name: _____

Student Signature: _____

APPENDIX J

W I N G A T E



Physician
Assistant Studies

PHOTO/VIDEO RELEASE

I do hereby grant to Wingate University the unlimited right to use and/reproduce my photograph, likenesses or my voice in any legal manner and for the internal or external promotional and informational activities of Wingate University. I also agree to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of Wingate University in which I am involved. I also agree for my photograph to be published on the Wingate University Internet/Intranet Web Pages and/or publications. I further understand that by signing this release, I waive any and all present, or future compensation rights to the use of the above stated materials(s).

Student's Name _____

Student's Signature _____

Date _____

APPENDIX K

ELECTRONIC MEDIA GUIDELINE

The following Guideline describes appropriate standards of conduct related to all electronic information (text, image, or auditory) that is created, transmitted, or posted internally or externally by faculty, staff, and students (hereafter “personnel”) affiliated with the Wingate University PA program. It applies whether personnel are posting to Wingate University-hosted media or external systems or sites; electronic media in which one’s affiliation is known, identified, or presumed; or self-hosted sites, distributions, or transmittal sites where the views and opinions expressed are not intended to represent the official views of the Wingate University PA program.

Best Practices

Everyone who participates in electronic media activities should understand and follow these simple but important “Best Practices”:

Take responsibility and use good judgment. You are responsible for the material you transmit by email or post on personal blogs and other electronic media. Be courteous, respectful, and thoughtful about how other personnel may perceive or be affected by the postings. Incomplete, inaccurate, inappropriate, threatening, harassing, or poorly worded postings may be harmful to others. They may damage relationships, undermine the Wingate University PA program’s reputation, discourage teamwork, and negatively impact perceptions of the program’s commitment to patient care, education, research, and community service.

Think before you post. Electronic media is generally retained and subject to investigation, subpoena, discovery, or other legal actions. Further, the organization providing the service (email, social site, etc.) owns your material at the moment of posting or transmission. Thus, anything you post or transmit is highly likely to be permanently connected to you and your reputation. Future employers and patients may come across this information and may use it to evaluate you, making it important that you take great care and thought before placing comments in the public domain.

Protect patient privacy. Disclosing information about patients without written permission, including photographs or potentially identifiable information is strictly prohibited. HIPAA guides us to take extreme care when sending any information that could possibly be linked to a patient or patient’s family. These rules also apply to deceased patients and to posts in the secure sections of your electronic media pages that are accessible by approved friends only.

Protect your own privacy. Make sure you understand how the privacy policies and security features work on your own devices, the devices provided in workplaces and schools, and on the sites where you are posting material.

Respect work commitments. Ensure that your emailing, messaging, blogging, electronic networking, and other external media activities do not interfere with your

work commitments.

Identify yourself. If you communicate in electronic media about the Wingate University PA program, disclose your connection with Wingate University and your role in the program.

Use good judgment and strive for accuracy in your communications. False or unsubstantiated claims and inappropriate, inaccurate, or inflammatory postings may create liability for you.

Use a disclaimer. Where your connection with Wingate University is apparent, make it clear that you are speaking for yourself and not on behalf of the Wingate University PA program. A disclaimer, such as, "The views expressed on this [blog, website] are my own and do not reflect the views of Wingate University or the Wingate University PA program," may be appropriate.

Respect copyright and fair use laws. For Wingate University's protection, as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including Wingate University's own copyrights and logo brands.

Protect proprietary information. Do not share confidential or proprietary information that may compromise the Wingate University PA program's practices or security. Similarly, do not share information in violation of any laws or regulations.

Seek expert guidance. Consult with the PA Program Director if you have any questions about the appropriateness of materials you plan to publish or if you require clarification on whether specific information has been publicly disclosed. Electronic media may generate interest from the press. If you are contacted by a member of the media about a Wingate University-related blog posting or program information of any kind, contact the PA Program Director before disclosing information to the media.

Failure to adhere to the aforementioned best practices will be considered a breach of appropriate professional behavior and can result in discipline, up to and including, removal from the program.

Appendix L

Didactic Year Absence Request Form

Absence Information

Student Name: _____

Type of Absence:

☐

Personal Day

☐

Family Emergency

☐

Illness/Accident

☐

Other

Date of Absence: From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than illness/accident and family emergency, at least two days prior to the day you will be absent.

Student Signature

Date

Associate Director Approval

☐

Approved

☐

Not Approved/Unexcused

Comments:

Associate Director Signature

Date

Attendance Policy Summary (See Student Handbook for complete policy)

1. Attendance for all classes and other required activities within the PA program is mandatory. Students are expected to be on time for class and should plan their schedules accordingly.
2. Students must notify the Associate Program Director of any absences due to illness, accident, or family emergency via email (r.boeschel@wingate.edu) or telephone (704-233-8095) as soon as the student is aware that he/she will not be in attendance. The Associate Program Director will notify appropriate faculty members. These absences will be excused on a case-by-case basis.
3. Request for approval of all other absences must be submitted to the Associate Program Director during the business week and at least 48 hours prior to the absence using the Didactic Year Absence Request Form. The Associate Program Director will notify appropriate faculty members. All absences that are not pre-approved by the Associate Program Director will be unexcused.
4. Students are allowed one discretionary personal day during each of the three didactic semesters. The days cannot be used in increments or carried over to the next semester. The absences must be approved in advance by the Associate Program Director and cannot occur on days when there are exams, quizzes, procedures/skills check-offs or days involving specialized instruction with standardized patients or surgical scrub classes that cannot be made up. Students are responsible for any material missed during a personal day.
5. Unexcused absences, repeated absences, or repeated tardiness are considered unprofessional behavior and can be grounds for remedial action or dismissal from the program.

Appendix M

