

DEPARTMENT *of*
PHYSICIAN ASSISTANT STUDIES
AT THE



HOFSTRA NORTHWELL
SCHOOL *of* GRADUATE NURSING
AND
PHYSICIAN ASSISTANT STUDIES

DIRECT ENTRY STUDENT HANDBOOK

September 2017

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ACCREDITATION

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Hofstra University Department of Physician Assistant Studies Program sponsored by Hofstra 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remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards.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 2026. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

MISSION, VISION, VALUES AND GOALS OF THE HOFSTRA NORTHWELL DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

Program Mission

The mission of the Hofstra Northwell Department of Physician Assistant Studies is committed to the interprofessional development of Physician Assistant leaders who demonstrate clinical excellence, compassion, and the promotion of health to the diverse communities they serve.

Program Vision

The vision of the Hofstra Northwell Department of Physician Assistant aspires to be an innovative global leader in the preparation of the next generation of Physician Assistants.

Program Values

- **Life-long Learning**
 - The program is committed to promoting the ongoing professional growth and betterment of clinical practice through self-directed learning activities.
- **Innovation**
 - We facilitate learning with a multimodal approach that is creative, interprofessional, collaborative, and student-centered using the most advanced medical resources and technologies that will provide the student with the tools for life-long learning.
- **Collaboration**

The program is committed to fostering a learning environment where students partner with members of an interprofessional healthcare team to promote excellence in patient-centered care.
- **Compassion**

We embrace a patient-centered, caring, empathetic approach to the delivery of healthcare.
- **Excellence**

We are committed to preparing clinically competent Physician Assistants that excel in their ability to critically think and problem solve in order to provide comprehensive patient care.
- **Leadership**

We inspire our students and faculty to positively influence their professional, institutional, and patient care communities.

- **Diversity**
We instill awareness of and respect for individual cultures by educating our students on the importance of understanding the unique needs of a diverse patient population.
- **Professionalism**
We challenge our students to become exemplary Physician Assistants by exhibiting respect, integrity, honesty and ethical behavior in all circumstances.
- **Scholarship**
We foster an environment that encourages the use of evidence-based medicine in clinical practice. We also promote the student and faculty's contributions to the advancement of scientific knowledge for the betterment of the profession.

Program Goals

- Train highly qualified physician assistants to practice medicine
- Develop effective oral and written communication skills
- Develop the skills necessary for life-long learning
- Promote professionalism through respectful, compassionate and responsive interactions with patients, peers, and supervisors
- Reinforce collaborative learning and working styles needed in order to participate in the team approach to medicine
- Cultivate pride and leadership skills within the profession, institution, and community
- Instill a desire among physician assistants to serve populations with limited access to quality care

GRADUATE FUNCTIONS AND TASKS

Graduates of the Hofstra University Physician Assistant Program will be expected to demonstrate competence in the following functions and tasks:

Medical knowledge

- Determine the etiologies, risk factors, and epidemiology for medical conditions.
- Identify signs and symptoms of medical conditions.
- Elicit a detailed medical history, perform appropriate physical examination, and accurately record all pertinent data.
- Identify and formulate an appropriate assessment and management plan.
- Select and interpret appropriate diagnostic or lab studies.
- Identify pharmacologic agents and other relevant treatment modalities as they relate to general medical conditions to include understanding the indications, contraindications, side effects, interactions, and adverse reactions.
- Determine the normal and the abnormal in anatomy, physiology, laboratory findings, and other diagnostic data.

Graduates will demonstrate competence by the successful completion of the following:

- Didactic coursework; specifically, Human Anatomy, Physiology, Physical Examination and Diagnostic Modalities I, II & III, Medicine I, II, and III, Pharmacy I, II, and III, Epidemiology, Preventative Medicine, Correlative Medicine I & II.
- Supervised clinical practice experiences (rotations).
- Successful completion of summative examinations.

Interpersonal & communication skills

- Use effective interviewing skills to elicit a detailed history.
- Use effective basic counseling and patient education skills.
- Work collaboratively as a member of interprofessional healthcare team.
- Accurately and adequately document medical information.
- Effectively complete oral presentations.

Graduates will demonstrate competence by the successful completion of the following:

- Didactic coursework; specifically, Physical Examination and Diagnostic Modalities I, II and III, PA and Society, Correlative Medicine I & II and Health Psychology.
- Supervised clinical practice experiences (rotations).
- Successful completion of summative examinations.

Professional behaviors

- Demonstrate empathetic and respectful behaviors.
- Exhibits reliability and dependability.
- Exhibits an understanding of the physician assistant profession.
- Demonstrates and identifies appropriate ethical behavior and attitudes.

Graduates will demonstrate competence by the successful completion of the following:

- Didactic coursework; specifically, PA and Society and Health Psychology.
- Supervised clinical practice experiences (rotations).
- Successful completion of summative examinations.
- Successful completes professional development evaluations.

Clinical reasoning and problem solving ability

- Utilize critical thinking and problem solving skills to identify and manage medical conditions.
- Synthesize and analyze clinical data correctly.
- Locate, appraise, and apply evidence from scientific studies.

Graduates will demonstrate competence by the successful completion of the following:

- Didactic coursework; specifically, Physical Examination and Diagnostic Modalities I, II & III, Medicine I, II, and III, Evidence Based Medicine, Research Design and Analysis, Research Project, and Correlative Medicine I & II.
- Supervised clinical practice experiences (rotations).
- Successful completion of summative examinations.

Technical Skills

- Performs procedures safely and at an appropriate skill level.
- Identifies the indications and contraindications of technical procedures.

Graduates will demonstrate competence by the successful completion of the following:

- Didactic coursework; specifically, Physical Examination and Diagnostic Modalities III.
- Supervised clinical practice experiences (rotations).

HOFSTRA UNIVERSITY

DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES

Technical Standards

A physician assistant student must possess a number of abilities and skills. The use of a trained intermediary is not acceptable in many clinical situations in that it implies that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore, each student must be able to:

- Observe a patient accurately, at a distance and close at hand, with or without standard medical instrumentation.
- Acquire information from written documents and to visualize information as presented in images from paper, film, slides or video.
- Comprehend X-ray, EKG and other graphic images with or without assistive devices.
- Speak, hear and observe patients by sight in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication.
- Communicate effectively with patients and their families in both written and oral modalities.
- Possess motor skills necessary to perform palpation, percussion, auscultation and other diagnostic and therapeutic maneuvers, basic laboratory tests and emergency therapeutic procedures, including airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, and suturing of wounds.
- Measure, calculate, reason, analyze, integrate, synthesize and comprehend three-dimensional relationships and understand spatial relationships of structures according to standard medical care.
- Exercise good judgment and complete all responsibilities attendant to the diagnosis and care of patients promptly. Develop mature, sensitive and effective relationships with patients.
- Tolerate physically taxing workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the practice of clinical medicine.

Where a candidate's ability to observe or acquire information through sensory modalities is compromised, the candidate must demonstrate alternate means and/or abilities to acquire and demonstrate comprehension of essential information. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded. Students wishing to receive reasonable accommodations must first follow all registration procedures through Student Access Services.

STUDENT ACCESS SERVICES (SAS)

If you believe you need accommodations for a disability, please contact for Student Access Services (SAS). In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, qualified individuals with disabilities will not be discriminated against in any programs, or services available at Hofstra University.

Individuals with disabilities are entitled to accommodations designed to facilitate full access to all programs and services. SAS is responsible for coordinating disability-related accommodations and will provide students with documented disabilities accommodation letters, as appropriate.

Please note that accommodations may require early planning and are not retroactive; please contact SSD as soon as possible. All students are responsible for providing accommodation letters to each instructor and for discussing with him or her the specific accommodations needed and how they can be best implemented in each course. For more information on services provided by the university and for submission of documentation, please contact the Services for Students with Disabilities, 107 Student Center, 516-463-7075

DISCRIMINATORY HARASSMENT, RELATIONSHIP VIOLENCE AND SEXUAL MISCONDUCT

Hofstra prohibits sexual and other discriminatory harassment, stalking, domestic and dating violence, sexual assault and other sexual misconduct (collectively, “Gender Based Offenses”). If you or someone you know believes they have been subjected to any of these Gender Based Offenses, help is available. To make a report, or for more information about Hofstra’s Student Policy Prohibiting Discriminatory Harassment, Relationship Violence, and Sexual Misconduct (available at <http://hofstra.edu/sexualmisconduct>), please contact the Title IX Officer for Student Issues at (516) 463-5841 or StudentTitleIX@hofstra.edu or Public Safety at (516) 463-6606. Confidential resources and support are also available from medical and counseling professionals in the Student Health and Counseling Center (516-463-6745) and clergy in the Interfaith Center.

GUIDELINES RELATED TO ABSENCES FOR RELIGIOUS OBSERVANCES

Absences for Religious Observance

Hofstra University recognizes that students and/or faculty may from time to time miss class due to religious observances. Students who anticipate missing class for this reason should notify faculty members in advance. Likewise, faculty members who anticipate missing class for religious observance should notify students in their classes. As per Faculty Policy Series 12 (B): “No student shall be expelled or refused admission to Hofstra University because he or she is unable to participate in any examination, study or work requirement because of his or her religious obligations and practices. However, all students are expected to complete all assignments and examinations. It is understood that no adverse or prejudicial effects shall result to any student who avails him or herself of religious observances. The University, faculty, and student shall work together to achieve a reasonable accommodation concerning any conflicts between educational and religious obligations.”

In accordance with New York State Law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of that absence on any particular day or days.

CURRICULUM DESIGN

OVERVIEW

The dual-degree program is designed to provide students with the opportunity to earn both a Baccalaureate and Master of Science degree in physician assistant studies (dual BS/MS degree). It is divided into two parts: the undergraduate, or “pre-professional” phase, and the graduate, or “professional” phase. The pre-professional phase is three years (six semesters). The professional phase is 28 months including two summers (seven semesters). From start to finish, the entire curriculum is completed in five and one half years.

THE PRE-PROFESSIONAL CURRICULUM

The **dual-degree pre-professional phase** is similar to any rigorous undergraduate course of study. The curriculum includes all of the Hofstra University general education and distribution requirements necessary to earn a baccalaureate degree, as well all prerequisites to begin the physician assistant program. These requirements must be completed in three years. If desired, a student may choose a dual major or minor.

Students who enter the dual-degree program together are called a cohort. Each year there are cohorts of freshmen, sophomores and juniors.

THE PROFESSIONAL CURRICULUM

The professional curriculum is divided into didactic, clinical, and research phases. During the professional phase of the program, taking classes outside of the prescribed curriculum is prohibited.

DIDACTIC PHASE

The didactic phase is one full year in length and includes summer semesters. It is comprised of classroom and laboratory instruction in basic science, behavioral science and clinical medicine. As much as possible, the curriculum is integrated so that students study aspects of an organ system in several courses at the same time. For example, diseases of the lung might be studied jointly in Medicine, Human Anatomy, and Physical Diagnosis. The course load during the didactic year may include up to eight courses per semester.

CLINICAL PHASE

The clinical phase is one full year in length and includes a summer semester. The clinical year is comprised of eight six-week clerkships. Mandatory clerkships include: internal medicine, pediatrics, obstetrics and gynecology, psychiatry, family medicine, emergency medicine, and surgery. In addition to the mandatory clerkships, there is also one elective. Clerkships are completed off campus in various clinical settings such as hospitals and private offices. Some rotations will require students to work during weekends, holidays, overnight, or late into the evenings. Students return to campus for “call back” days at the end of each clerkship. These day-long sessions consist of oral presentations, end of rotation examinations, and special lectures related to clinical medicine.

RESEARCH PHASE

The research phase is one semester in length and includes courses in Epidemiology, Research Design and Analysis, and Research Project. During this phase, students learn to synthesize didactic and clinical knowledge and collaborate with a community organization in completing a research project assessing a specific dimension

of health at the population level. The Epidemiology course explores issues related to health and illness within communities rather than individuals. The Research Design and Analysis course provides the framework in which data can be analyzed and presented. The Research Project is a culmination of the research curriculum, and a summation of cumulative knowledge gained in medical science, health care objectives, and community-based health care. Using skills learned, students will collaborate with a community organization and complete a Master's thesis assessing a specific dimension of health at the population level. The project will culminate with a formal research paper and poster presentation of significant findings. Students will present their research to their peers, professors, and the scientific community in a conference-style setting.

DUAL-DEGREE PROGRAM CURRICULUM

Advanced placement (AP), International Baccalaureate (IB) or college credit will not be applied to direct entry courses that begin with BIO, CHEM or MATH.

Pre-Professional Phase: 86 Credits

First Year: Fall Semester

14 credits

Composition	3 credits	WSC 001
Animal Form and Function	4 credits	BIO 012
General Chemistry I with Lab	4 credits	CHEM 003A, 003B
Language Level 1	3 credits	

First Year: Spring Semester

15 credits

Composition	3 credits	WSC 002
Introductory Cell Biology and Genetics	4 credits	BIO 011
General Chemistry II with Lab	4 credits	CHEM 004A, 004B
Physician Assistant Seminar I	1 credits	PHA 101
Language Level 2	3 credits	

Second Year: Fall Semester

13 credits

Foundations of Organic Chemistry	4 credits	CHEM 135
Genetics	3 credits	BIO 135
Any LT distribution course	3 credits	
Language Level 3	3 credits	

Second Year: Spring Semester

15 credits

Cell Biology	3 credits	BIO 137
Biostatistics, Statistics or Statistics in Sociology	4 credits	BIO 100 or PSY 040 or SOC 180
Physician Assistant Seminar II	1 credits	PHA 102
Any HP distribution course	3 credits	
Human Anatomy and Physiology I	4 credits	BIO 103

Third Year: Fall Semester

15 credits

Microbiology: Immunity and Infection	4 credits	BIO 025
Precalculus or Analytic Geometry and Calculus	4 credits	MATH 050 or 071
Human Anatomy and Physiology II	4 credits	BIO 105
Any BH distribution course	3 credits	

Third Year: Spring Semester

14 credits

Human Physiology	4 credits	BIO 140
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Fundamentals of Biochemistry or Bio-Organic Chemistry of Metabolism	3 credits	BCHM 162 or BCHM 163
Any CC distribution course	3 credits	
Any AA distribution course	3 credits	
Physician Assistant Seminar III	1 credits	PHA 103

Professional Phase: 79 Credits

Fourth Year: Fall Semester	17 credits	
Physiology	4 credits	PHA 212
Physical Examination and Diagnosis Modalities I	3 credits	PHA 215
Pharmacology I	2 credits	PHA 217
Anatomy	4 credits	PHA 223
Medicine I	4 credits	PHA 224

Fourth Year: Spring Semester	18 credits	
Physician Assistant and Society	2 credits	PHA 200
Evidence-Based Medicine	2 credits	PHA 202
Health Psychology	2 credits	PHA 216
Physical Examination and Diagnosis Modalities II	3 credits	PHA 220
Pharmacology II	2 credits	PHA 221
Medicine II	5 credits	PHA 225
Correlative Medicine 1	1 Credit	PHA 232
Preventative Medicine	1 credit	PHA 235

Fourth Year: Summer Semester	12 credits	
Physical Examination and Diagnosis Modalities III	2 credits	PHA 219
Medicine III	7 credits	PHA 227
Correlative Medicine	1 credits	PHA 233
Pharmacology III	2 credits	PHA 234

Fifth Year:		
Fall, Spring and Summer Semesters (Clerkships)	24 credits	
Family Medicine	3 credits	PHA 250
Internal Medicine	3 credits	PHA 255
OB/GYN	3 credits	PHA 260
Surgery	3 credits	PHA 265
Emergency Medicine	3 credits	PHA 270
Pediatrics	3 credits	PHA 280
Psychiatry	3 credits	PHA 285
Elective	3 credits	PHA 290

Research Semester: Fall Semester	8 credits	
Epidemiology	2 credits	PHA 218
Research Design and Analysis	3 credits	PHA 301
Research Project	3 credits	PHA 302

Curriculum Total	165 credits
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AWARDING OF A BACCALAUREATE DEGREE

Students who complete 126 semester hours of course work and all Hofstra University undergraduate degree requirements are eligible for the B.S. degree. This generally occurs at the end of the didactic (fourth) year. However, students are not eligible either to sit for the PANCE exam or to receive the M.S. degree until all requirements for the M.S. degree are fulfilled, including completion of the professional phase of the program.

TUITION

Students enrolled in the Dual-Degree PA Program will be charged the standard [undergraduate tuition](#) until a Bachelor of Science degree is earned (at least 126 s.h.). Once the degree is granted, students will be charged the standard [graduate tuition](#). Most students reach this point at the end of the didactic (fourth) year.

DUAL-DEGREE PA MEETINGS

The first meeting will be a dual-degree PA freshman orientation and is held in the fall semester. Dual-Degree PA program meetings are typically held once per academic year. All meetings are **mandatory**. Some meetings occur with all three cohorts, and some with individual cohorts. Meetings are social events which provide an opportunity for students to raise questions and concerns, and to interact with other students and faculty. Meetings may focus on program policy review, study strategies, time management skills, or other aspects of the PA program.

PA CLUB

The PA club is open to all students in the University and focuses on PA and health related awareness. Club members provide community service, and have the opportunity to network with fellow students. The Program faculty supports this club, and encourages all dual-degree PA students to join.

STUDENT ADVISEMENT

Each student is assigned a faculty advisor who is available for counsel on matters concerning academic curricular changes, performance, professional behavior, or personal issues. The faculty advisor for your cohort is Dr. Robert Seagull, 516-463-5267, Gittleson 222, Robert.W.Seagull@Hofstra.edu. Student advisement will occur at a minimum once each semester. A checklist delineating the plan of study is followed by the student and advisor. It is the student's responsibility to assure all required courses are being taken. Should a student want to make a curricular change, he or she should contact Dr. Seagull. If academic difficulties arise, the student should reach out for assistance immediately. The student should first reach out to the course director, but may want to also involve the university undergraduate advisor, faculty advisor or the dual-degree coordinator.

If academic performance issues occur (low GPA), the PA Program faculty may request additional advisory sessions. If a student would like to speak with a PA Program faculty member, he/she is encouraged to arrange a meeting and can do so by contacting Mary Banahan, MS, PA-C, Dual-Degree Coordinator at 516-463-4161 or via email at Mary.K.Banahan@hofstra.edu.

Personal issues that may impact academic and/or clinical performance may be self-identified by students, or identified by faculty during advisement sessions. Should a student be concerned about a personal matter, he/she is encouraged to contact his/her advisor or the dual-degree coordinator. The faculty can facilitate the

acquisition of services either within Hofstra University or privately. Student services are available at the Joan and Arnold Saltzman Community Services Center on the South Campus. Additional services can be found elsewhere in the *Guide to Pride*, which is located online at http://www.hofstra.edu/studentaffairs/deanofstudents/commstandards/commstandards_guidetopride.html

HEALTH-CARE RELATED EXPERIENCE

As a requirement for entrance into the professional phase of the program, 50 healthcare related hours must be documented. Many types of experiences will qualify, but direct observation of a practicing physician assistant ("shadowing") is highly recommended. Other experiences include volunteering at health-care facilities, or paid employment, such as working as a paramedic, medical scribe or EKG technician. Students are encouraged to both observe the system of health care delivery, and to meet and talk with PAs.

Documentation of health-care experiences must be submitted to the PA Program faculty advisor prior to beginning the professional phase of the program. Documentation should be in the form of a letter, on letterhead from the institution(s), stating the student's name, number of hours and the capacity in which the student worked. Submit a copy of this letter to the dual-degree coordinator, and keep the original for personal records.

JUNIOR YEAR INTERVIEW

During the junior year dual-degree students are required to attend an interview with the PA Program faculty. The interview is designed to assess the student's readiness for entry to the professional phase of the program. Based on the results of the interview a student may be accepted into the program, further reviewed by an Ad-hoc Committee, or denied entrance to the program.

CALCULATION OF SCIENCE GPA

The science grade point average is calculated using ALL science courses taken beginning with CHEM, BIO, BCHM or PHYS. If a course is repeated, both classes will count in the science GPA calculations. BIO 100 is excluded from this calculation.

RESIDENCY REQUIREMENT

Dual-degree students must complete three years at Hofstra in the pre-professional program before entering the professional phase of the program. Students must complete the entire pre-professional curriculum within three years; i.e. by the end of the spring semester of their junior year. Students must attend Hofstra University for all undergraduate course work.

WITHDRAWAL FROM DUAL-DEGREE PROGRAM

Should a student decide to withdraw from the dual-degree physician assistant program, the student must email the physician assistant program dual-degree coordinator to notify he/she of their desire to withdraw. Students should also contact their undergraduate university advisor and the dual degree science advisor to discuss change in major options. Students must also fill out the appropriate change in major form and submit to the registrar http://www.hofstra.edu/pdf/studentaffairs/student-services/acdrec/acdrec_study.pdf

If a student withdraws from the dual-degree program, they are not permitted to re-enter the program. Students who withdraw from the dual-degree Pre-PA program have the option of applying to the Master's level PA program as a post-baccalaureate student via the Central Application Service for Physician Assistants (www.caspaonline.org).

ACADEMIC INTEGRITY

Cheating and plagiarism are grave infractions of academic and professional ethical behavior and are contrary to the purpose of any educational institution. They must be addressed seriously for student scholarship to have validity. Faculty are required to report all suspicions of academic dishonesty. Faculty may require students suspected of cheating or plagiarizing to confirm the originality of their work. Student breaches of academic standards may be subject to disciplinary or academic action.

ACADEMIC HONESTY

Hofstra University Honor Code: "As a member of the Hofstra community I pledge to demonstrate integrity and ethical behavior in all aspects of my life, both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the P.R.I.D.E. Principles. I accept the responsibility to follow this Honor Code at all times."

Honor Code Short Form: "I pledge on my honor that I have done this work with honesty and integrity, without giving or receiving unauthorized assistance."

Academic Honesty: Plagiarism and other forms of academic dishonesty are serious ethical and professional infractions. For information regarding Hofstra's statement of principles with respect to academic honesty, examples of violations, procedures for handling violations, as well as a student's right to appeal a charge, see [Faculty Policy Series #11](#) for undergraduate students and [Faculty Policy Series #11G](#) for graduate students.

PROFESSIONAL INTEGRITY POLICY

TENENTS OF PROFESSIONAL CONDUCT

Students must adhere to standards of professional behavior at all times. These standards are the ethical foundation of medical practice and of our integrity as physician assistants. Professional behavior is expressed through respect for instructors, fellow students, patients, preceptors and colleagues. Violation of one of the Tenants of Professional Conduct may result in the need to appear before the Academic Standing Committee. Professional behavior is evaluated throughout the course of study and is also formally evaluated during advisement sessions in the professional phase of the program.

Examples of unprofessional behavior include but are not limited to:

- poor attendance or tardiness;
- multiple excused absences;
- unexcused absences or not following program protocol for notifying program personnel of an absence;
- not following program protocol for reporting lateness or leaving early;
- lack of preparation;
- lack of involvement;

- plagiarism;
- falsifying documents;
- inability to accept constructive criticism;
- lack of respect for the rights of patients to competent, confidential service;
- failure to follow protocol, or directions of supervising physician, physician assistant or program faculty;
- endangering the health and welfare of any patient;
- utilizing illegal substances;
- being under the influence of alcohol during class, while on clerkships, or completing other aspects of the program curriculum;
- violation of the Health Insurance Portability and Accountability Act (HIPAA);
- failure to perform all or part of assigned tasks and responsibilities;
- leaving the clinical setting without permission from the preceptor;
- performing any activity which is beyond the scope of the role of a student;
- failure to identify as a physician assistant student;
- failure to report all observed unethical conduct by other members of the health profession, including other students;
- engaging in conversation with others during a class or lecture;
- leaving the classroom during lectures;
- using personal e-mail, Facebook, or other social media while in class;
- posting inappropriate content on social media platforms or otherwise violating the social media policy;
- Connecting on social media with faculty, preceptors or supervisors while a student in this program;
- exhibiting un-truthful behavior;
- lying to preceptor, faculty, or staff;
- failure to submit program evaluations in a timely fashion;
- neglecting to turn off cell phones, texting or talking on a cell phone during class, examinations, meetings, on the clinical site, or during any other professional functions;
- unacceptable dress;
- Failure to submit an incident report both to the program and the clinical site;
- Using scrap paper other than what is distributed by the program.

PATIENT RIGHTS AND CONFIDENTIALITY

All information regarding a patient's health is privileged information. All students must strictly adhere to each institution's policy governing patient rights and confidentiality and to all federal, state and local regulations. Students must not discuss any information regarding a patient in a manner or location that might reveal the identification of the patient to individuals not directly involved in that patient's care. For this reason, all students must complete HIPAA training and provide proof of completion before entrance to the professional phase of the PA Program. Patient charts, inclusive of progress notes or lab reports, must not be removed from the clinical site by the physician assistant student.

SUGGESTIONS FOR PRE-PROFESSIONAL STUDENTS

The following suggestions can enhance your experience at Hofstra, assure you will be prepared for the professional phase of the program, and increase your chances of success in the program.

- Take higher level math and science courses whenever possible.
- Whenever possible, take 16 credits per semester.
- Develop time-management, study and test-taking strategies.

- Shadow physician assistants.
- Talk with physician assistants and/or current physician assistant students.
- Participate in community service activities.
- Take a minimum of two science courses in the same semester for each semester.
- Earn a grade point average of no less than 3.3 for any one semester.

PROGRESSION FROM THE PRE-PROFESSIONAL TO THE PROFESSIONAL PHASE OF THE PA PROGRAM

Several conditions must be met in order to progress from the pre-professional to the professional phase of the program:

1. Complete a successful interview during the junior year;
2. Successful completion of a background check during their junior year;
3. Attend Hofstra University for all undergraduate course work;
4. Maintain a minimum cumulative overall and science grade point average of 3.3 for each of the six semesters prior to beginning the PA program curriculum;
5. Achieve a minimum cumulative overall and science grade point average of 3.3 at the end of the spring semester of the junior year;
6. Advanced placement (AP), International Baccalaureate (IB), or college level credit will not be applied to direct entry courses that begin with BIO, CHEM or MATH;
7. Follow the prescribed pre-professional curriculum; and remain in the Dual-Degree Physician Assistant Program.
8. Complete three years in-residence before entering the professional phase of the program;
9. Meet with a pre-professional science adviser (and the PA program adviser, if appropriate) at least once each semester;
10. Document 50 hours of health care experience.

Should a student meet all conditions, a space will be reserved in the professional phase of the PA program beginning in his/her senior year. Please note, to secure a seat in the professional phase of the program a deposit, which is applied toward tuition, is required.

DEPARTMENTAL ACADEMIC STANDING COMMITTEE (ASC)

The ASC is comprised of PA Program faculty. The purpose of the ASC is to provide help and advice to students who are experiencing academic or professional difficulties. The student may be invited or may request to appear before the committee to discuss the difficulty. Should remediation be required the ASC will notify the student in writing regarding the course of action to be followed. Remediation opportunities may include repeating a course, supplemental course work, tutoring sessions, and/or additional advisement.

ACADEMIC STANDING

Students will receive a letter from the Department of Physician Assistant Studies at the end of the first year of the program, and every semester thereafter during the pre-professional phase of the program. The letter will notify the student of his or her academic standing. Students who do not meet the required grade point average noted above of the progression requirements above will be required to meet with the Academic Standing Committee and be advised of the necessary steps to regain good academic standing. The student will have one semester to raise their grade point average to a 3.3. If the student does not obtain the minimum cumulative and science GPA within one semester, or has another semester in which their GPA falls below this minimum, he/she will be dismissed from the dual-degree pre-PA program.

DUAL-DEGREE PRE-PA PROGRAM DISMISSAL

Dismissal from the pre-PA program may result from academic or professional deficiencies. The director of a graduate program shall notify a student of his/her dismissal from that program in writing (certified return receipt requested) within 7 days following the decision to dismiss. The notification shall state the reasons for the dismissal and shall be as explicit as possible. A copy of the letter shall be sent to the appropriate dean, the University advisor, and the Faculty advisor.

Students dismissed from the dual-degree Pre-PA program have the option of applying to the Master's level PA program as a post-baccalaureate student via the Central Application Service for Physician Assistants (www.caspaonline.org).

Dismissal from the dual-degree PA program does not indicate dismissal from the University. Students dismissed from the dual-degree PA program are encouraged to contact their University advisor to plan for completion of a different major at Hofstra. The BA in Natural Science is specifically designed for students who are not successful at completing the dual-degree PA program.

GRADE APPEAL

According to the University's grade appeal policy (http://www.hofstra.edu/pdf/senate_fps_42.pdf), it is the right and responsibility of the faculty to determine student grades at Hofstra University. An instructor's right to determine the grades assigned in his or her classes shall be abrogated only if it is demonstrated (through the procedure below) that a course grade was based on factors other than the student's academic performance in the course. To ensure a fair and expeditious processing of appeals, the following deadlines should guide the entire appeals process:

- Students must contact their instructor with a formal appeal in writing about their final grade no later than three (3) weeks into the subsequent fall or spring semester following the issuance of the grade.
- The instructor must then reply in writing within two (2) weeks.
- If the student wishes to appeal to the Chair, he or she must submit a formal appeal within two (2) weeks of receiving the instructor's reply. If the student does not get a response from the instructor within two (2) weeks, the student may proceed directly to the Chair, also within a two (2) week period.
- The Chair will have two (2) weeks to mediate a resolution.
- If the student wishes to appeal further, he or she must submit an appeal in writing to the Dean within two (2) weeks of hearing from the Chair.
- The Dean shall have three (3) weeks to dismiss, begin mediation or empanel an Ad Hoc Appeals Committee and investigate the appeal.
- By the end of the semester in which the appeal process began, the Ad Hoc Appeals Committee should notify the student, instructor, Chair, Dean, and Provost of its decision.
- The student and instructor then have two (2) weeks to ask for a review by the Provost.

PHYSICIAN ASSISTANT ORGANIZATIONS

The American Academy of Physician Assistants (AAPA) and the New York State Society of Physician Assistants (NYSSPA) are instrumental in Physician Assistant Advocacy and are primary resources for information regarding the profession.

American Academy of Physician Assistants

The American Academy of Physician Assistants (AAPA) is the national organization representing physician assistants. The AAPA provides leadership opportunities, works toward improving legislation on a national level, provides continuing medical education (CME) opportunities and has an abundance of additional resources. Students who join the AAPA are represented in the Student Academy of the American Academy of Physician Assistants (SAAAPA), assuming that they establish a student society within their PA program. Charter societies are represented in two ways: The first is through their regional chairs serving the northeast, southeast, north central, south central and western regions of the country. The second way is through the Student Academy's Assembly of Representatives (AOR) which is a two-day session held during AAPA's annual conference. The AOR establishes Student Academy policy for the coming year by voting on resolutions submitted to the AOR. AOR representatives are responsible for discussing the resolutions with students from their program prior to the conference, debating and voicing the concerns of their fellow students during the conference, and voting on each resolution as the representatives from their PA Program.

In addition to discussing resolutions, the AOR representatives are also responsible for electing the Student Board of Directors (SBOD) for the following year. These student officers will direct the Student Academy activities for the year, based on the guidelines that have been provided to them by the resolutions.

American Academy of Physician Assistants
950 N. Washington St.
Alexandria, VA 22314-1552
(703) 836-2272 ext. 3303. Fax: (703) 684-1924
www.aapa.org

The registration fee is a one-time fee that expires four months following your graduation.

New York State Society of Physician Assistants (NYSSPA)

The New York State Society of Physician Assistants (NYSSPA) is the state organization representing physician assistants. NYSSPA provides access to valuable resources, provides scholarship opportunities, sponsors continuing medical education (CME), lobbies to improve state law and regulation for PAs and much more. Students who join NYSSPA are full members and can vote for the student director at large.

New York State Society of Physician Assistants
100 North 20th Street, Suite 400
Philadelphia, PA 19103
(877) 769-7722. Fax: (212) 564-2175
www.nysspa.org

DUAL-DEGREE PROGRAM IN PHYSICIAN ASSISTANT STUDIES

STUDENT HANDBOOK AGREEMENT

Class Entering the Dual-Degree Program in the Fall of 2017
(Policy & Procedural Guidelines)



DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES 2017-2020 Dual Degree HANDBOOK AGREEMENT FORM

September 2017 Edition

The 2017-2020 Dual-Degree Physician Assistant Studies Program Student Handbook outlines school-wide and program-specific policies and regulations for Physician Assistant Program students in the pre-professional phase of the program. If the student is in doubt about the intent or content of any of the material in this handbook, it is his or her responsibility to initiate a discussion with the Physician Assistant faculty advisor.

I have read and understand the policies, rules and regulations as outlined within the Hofstra University Physician Assistant Program Dual-Degree Handbook and agree, without reluctance, to abide by them.

NAME (Signature): _____

NAME (Print): _____

DATE: _____