Physician Assistant Program Student Handbook 2020 – 2021
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Section 2: Physician Assistant Program

Program Information

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Section 3: Introduction

Welcome to the Bay Path University Physician Assistant Program. This program is an intense, engaging and rewarding educational experience. Faculty and staff of the Bay Path University PA Program are dedicated educators who will assist you in achieving successful completion of the program and becoming a certified physician assistant.

This handbook has been assembled to assist students through the PA Program and while at Bay Path University. Students should keep this handbook accessible to refer to throughout the PA Program.

Bay Path University

Mission

A Bay Path University education empowers undergraduate women and graduate women and men to become leaders in their careers and communities with an innovative approach to learning that prepares students to flourish in a constantly changing world. The Bay Path experience is nothing less than transformational. Our women-only undergraduate programs and our coeducational graduate programs are offered both on campus and online, providing a flexible, 21st-century education for learners at all stages of life and career. Bay Path students find a supportive and diverse community, close mentoring, and rigorous preparation for success in a complex and globally interdependent society. Students graduate with the applied knowledge, portable skillset, and confidence to thrive in their professions, identify and realize their dreams, and make a lasting difference in the world.

Physician Assistant Program

Mission

The Bay Path University Physician Assistant Program educates a diverse student body to develop compassionate, culturally aware healthcare providers who advocate for their patients, maintain the highest quality and ethical standards of care, and recognize their obligation to care for the underserved, and fosters the advancement of and leadership in the Physician Assistant profession.

Vision

Bay Path University strives to:

- Empower Physician Assistant students to take ownership of their learning by engaging them in a transformative, highly personalized learning experience.
- Utilize technology and innovative teaching strategies to provide PA students with the necessary knowledge, skills, and abilities to be team-based, lifelong learners.
- Educate PA students to be prepared and able to adapt to the changing health care environment.

Program Goals

Goal #1
Matriculate a diverse student body with a commitment to professional involvement and service to all members of their communities.
Goal #2
Foster the development of compassionate, culturally aware healthcare providers with the virtues of professional responsibility and ethics

Goal#3
Recruit qualified applicants who successfully complete medical education as a physician assistant

Goal#4
Maintain an accredited program that ensures graduates will have the requisite knowledge and skills for entry to PA practice

Goal #5
Maintain PANCE pass rates above the national average

Goal #6
Educate physician assistant students to be integral members of the interprofessional team to serve our community and meet its educational and healthcare needs.

Program Location
The Bay Path University Physician Assistant Program is offered on the East Longmeadow, MA campus only.
Section 4: Program Policies

Attendance

Punctual classroom attendance in all program courses (live or online) is mandatory. A student who arrives late or leaves early will be considered absent unless granted permission by the program or course instructor. Regular class attendance is required for students receiving federal financial aid. Students must begin attendance in all courses to qualify for financial aid. Students reported for non-attendance in any or all of their courses could have their financial aid withdrawn. Excessive absences from class or clinical rotations may result in the reduction in grade or failure of the course or both. Please consult the course syllabus for instructions and policies regarding make-up, absence, and lateness.

Excessive absences will result in reduction of course grade and possible course failure. Excessive absences is defined as more than 3 per 8 week semester or repeated tardiness or leaving class early (> 3 times/8 week semester). If a student exceeds the maximum number of absences, excused or unexcused, course failure or an incomplete may be awarded. This could lead to deceleration in or dismissal from the program.

Any planned absence must be requested as soon as you are aware an absence is needed, but no less than one week prior to the requested absence. Absence Request Form (Appendix P) can be found on Canvas under files. Supporting documentation may be required. Students, who encounter difficulty in maintaining a professional commitment to their clinical education or academic studies, must meet with the program director to discuss continuance in the program. Issues will be documented via the Professional Assessment Tool (Appendix C). In order for a student who has missed classes to remain in the program, all missed work, to the degree possible, must be made up by the end of the course. It is the student’s responsibility to make up missed work. If work cannot be made up by the end of the course, the student may receive a reduction in grade, failure, withdrawal or an incomplete as determined by the Promotion and Remediation Committee. This may lead to deceleration in or dismissal from the program.

E-mail Policy

The University provides a free e-mail account to all of our students. Once enrolled, you are notified by mail of your assigned username and password. You are required to check this e-mail account regularly so you do not miss important Bay Path and PA Program communication.

**The PA Program will only use your Bay Path University e-mail for means of communication.**

Technology-Related Issues and Problems

The Bay Path University ITS Department is always available to assist you with technology related issues that may arise during your courses. The best way to contact them is through the Technology Support tab under IT Resources found on the top of the main page on the BPU Connect portal. You can also e-mail your questions or problems to techsupport@baypath.edu or you can call the ITS Department during regular business hours at 413-565-1487.
Scheduling

A module schedule for the Class of 2022 will be maintained on a google calendar. Updates may be made as needed as content experts from the medical community are utilized for lecturing to facilitate student learning which may require flexibility in scheduling.

Work Policy

Because of the intensity of the program, students are strongly discouraged from attempting to work. Students should bear in mind that any work undertaken outside the program is not covered by the student malpractice insurance required during the program. Course work and clinical experiences will not be arranged to accommodate any outside work.

Use of Students as Staff

The PA Program should be an educational experience for the student. Per program policy, at no time should a student work for the program, substitute or function as instructional faculty or administrative staff in the didactic or clinical setting. Should the circumstance arise, the student should contact the program immediately for resolution.

Travel

In order to provide students with exposure to a broad range of patients in a wide variety of practice settings, travel beyond the metropolitan Springfield area will be required. Students are responsible for costs incurred.

Transportation

The student will be held responsible for transportation to and from all assigned didactic experiences and clerkship sites, regardless of their location. In addition, the student is also responsible for any expenses incurred while rotating at the clinical site including food, parking, and any other incidentals. Distant sites may require additional cost for housing and airfare. Transportation costs vary by clinical site assignments/requests.

Survey/Assessment Expectations

The Bay Path University PA Program is engaged to pursue excellence; therefore, the program will collect and analyze data for continuous self-assessment. The following surveys/assessments will be conducted:

- Instructor Assessment Survey
- Professionalism evaluation
- Course evaluations
- Rotation logs
- Clinical Site evaluations
- Program evaluations
- Exit surveys
- PANCE scores
- Graduate surveys
Section 5: Competencies

Expected Competencies and Outcomes of PA Graduate

Bay Path University Physician Assistant Program graduates are expected to perform and be competent in many functions and tasks as entry-level physician assistants. The entry-level physician assistant must be able to function in various clinical encounters, including: initial workups, continued care, and emergency care. The graduate must be able to identify, analyze, and manage clinical problems and be able to apply a scientific method to the solution of the medical problems. The graduate’s functions and tasks are divided into seven categories: professional responsibility, evaluation, monitoring, diagnostics, therapeutics, counseling, and referral.

Professional Responsibility
The graduate shall have the duty to respect the law, to uphold the dignity of the physician assistant profession, and to accept its ethical principles. The physician assistant shall not participate in or conceal any activity that will bring discredit or dishonor to the physician assistant profession and shall expose, without fear or favor, any illegal or unethical conduct in the medical profession.

Evaluation
The graduate will be able to perform an accurate and comprehensive history and physical examination for patients of any age, in any health care setting, and be able to recognize and interpret pertinent factors in the patient’s history and physical findings. Elicit a screening and problem-based health history consisting of the chief complaint, history of present illness, pertinent review of systems, past medical history, family and social history and alternative therapy practices. Perform skills necessary to accomplish screening and problem-specific physical examination involving major organs and systems of the human body. The medical information obtained will be organized and presented in a form that lends itself to interpretation and will be recorded in the medical record. Recognize personal prejudices and biases that affect the ability to incorporate cultural beliefs and alternative therapy practices of patient groups into the care planning process. Develop rapport and trust by using interpersonal skills to facilitate patient sharing of personal information including cultural beliefs, at-risk behaviors, and alternative therapy practices. Synthesize patient data pertinent to the identification of age-related physiologic changes, health risk factors, medical illness, behavioral disorders, socioeconomic problems, cultural beliefs about health/illness, and alternative therapy practices.

Monitoring
The graduate will be able to manage health care activities in the acute care, long term care, home care and outpatient settings by making routine rounds, ordering needed diagnostic tests and therapies, accurately recording progress notes and other documentation, providing services necessary for continuity of care, nursing homes and house calls. The graduate will be able to focus on identifying risk factors and characteristics for patient population groups at risk. Define accurately problems of a biological, functional, psychosocial, environmental, and cultural nature and their differential diagnosis. Generate care plans that are relevant to the further evaluation and management of a range of at-risk behaviors, illnesses, and injuries that incorporate the conventional medical therapies, cultural beliefs and alternative therapy practices of individuals.
Implement problem management and treatment decisions for individuals seen initially or in follow-up for a previously diagnosed problem that acknowledges cultural beliefs and alternative therapy preferences.

Provide continuous care to persons in the home, nursing home, extended care facility, hospital and any other setting considered part of the physician practice.

**Diagnostics**
The graduate will be able to initiate requests for diagnostic procedures, obtain quality specimens and/or performing common laboratory and diagnostic procedures, and establish priorities for appropriate diagnostic and laboratory testing.

The graduate will be able to order and interpret common laboratory procedures, pulmonary function testing, electrocardiograms, and various radiographic imagining and other diagnostic studies to further delineate and monitor health risks, illness, or injury with attention to risks and costs.

**Therapeutics**
The graduate will be able to determine appropriate therapeutics regimes and perform routine therapeutic and/or diagnostic procedures including injections, immunizations, applying and removing casts and splints, debriding and repairing minor lacerations and wound care, assisting surgeons, and in the management of complex illnesses and injuries such as: initiating evaluation and management of acute life-threatening situations from motor vehicle accidents and trauma injuries, cardiac arrest, respiratory failure and other life-threatening situations.

**Counseling**
The graduate will be able to provide patient education and counseling services such as: instructing preventive medicine measures and the impact of habits and life styles on health; fostering an awareness of signs, symptoms and precautions for certain diseases common to certain age groups; helping patients and families understand issues of normal growth and development; sensitively working with patients making family planning decisions; helping patients cope with emotional problems of daily living; helping patients and family members cope with the emotional issue of the dying patient; and the ability to discuss implications of certain diagnostic and therapeutic procedures, diseases, and medications. Communicate with and counsel individuals and families about growth and development, family planning, disease prevention through risk factor reduction, diet and nutrition, immunizations, illness and injury evaluation, and therapeutic management plans including alternative therapies and advanced care directives. Assess patient and family member comprehension of a health problem, illness, or injury and the diagnostic and therapeutic care plans for that problem.

**Referral**
The graduate will be able to recognize their own limitations and the limitations of their practice setting, facilitating timely referral of patients to appropriate providers and others in the interdisciplinary health care team and social service agencies.

Report, record, and retrieve findings obtained through interview, examination, and diagnostic testing to the supervising physician and other health care providers in an articulate, efficient, and accurate manner. Communicate with physicians, other members of the health care team, and peers about the evaluation and management of patients based upon illness severity and personal level of confidence.
Section 6: Professionalism

Professionalism

Students are expected to exhibit professional behavior in the classroom, laboratory and clinical settings on and off University property. Students should understand that their personal behavior as a member of the PA program and their future profession reflects not only on themselves but their profession, fellow PA students, future colleagues and the entire Bay Path University faculty and staff.

Student Code of Conduct

The Bay Path University Physician Assistant Program has established a Student Code of Conduct with the understanding of professionalism’s important role in medical education. In recent years, there has been a consensus to foster and ensure the development of professional skills with the same thoroughness that has been dedicated to academic knowledge and technical skills.

See Appendix A

Code of Conduct for Certified and Certifying Physician Assistants

The National Commission on Certification of Physician Assistants (NCCPA) attempts to ensure certified Physician Assistants meet specific standards of knowledge and skills as well as upholding appropriate standards of professionalism and ethics in practice. The NCCPA has established a Code of Conduct for Certified and Certifying Physician Assistants which outlines these principals.

See Appendix B

Professional Assessment Tool

Student’s professionalism will be documented minimally each semester with their Academic Advisor or advising panel. Additional documentation may occur at any point when indicated by any core faculty. A Professional Assessment Tool (PAT) will be completed and included in the student’s permanent record. Clinical students will also be evaluated by clinical preceptors for professionalism.

See Appendix C

Didactic Attire and Appearance

Patients should be confident you are part of professional team involved in their care. Students must demonstrate a public image consistent with the quality of patient care services they intend to provide. Patients must never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress. Dress must conform to the health and safety regulations of the hospital, laboratory, clinic, etc., to protect patients, staff, visitors and students.

- Through the normal course of interaction with others, the wearing of a head scarf, hat or other head coverings in the building is unacceptable unless such items are worn as part of medical treatment, religious observance, or clinical rotation.
- In all didactic settings students should be dressed in appropriate attire and avoid any of the following clothes: plunging neckline, midriff exposures, strapless or strapped blouses, cropped top, tank tops, mini-skirts, prominent slogans or images that may cause offense, jeans, shorts of any kind and any clothing with tears holes or rips.
- Students are not allowed to wear hospital specific operating attire, such as scrubs, anywhere on the Bay Path University campus unless instructed by PA program faculty.
- Students are expected to wear appropriate footwear while attending class, which includes closed-toe shoes in all laboratory settings.
- Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.
- Laboratory coats are required at professional events including grand rounds.
- Hair should be neat, clean and secured away from the face.
- Facial hair must be neat, clean and well-trimmed.
- Acrylic and gel fingernails are prohibited in all clinical settings.
- Jewelry should be kept to a minimum. Body jewelry is perceived as inappropriate for medical providers.
- Fragrances are inappropriate in all medical setting.
- Massachusetts state law states that students at healthcare facilities must where an identification badge at all times. Therefore, Bay Path University PA students must wear an ID badge when attending classes, clinical and other functions at all healthcare facilities.

Clerkship Attire and Appearance

CLINICAL ATTIRE
When in the clinical setting students are to be well groomed and appropriately dressed for working with patients and other health care professionals. Students not meeting such standards of dress may be denied access to both clinical settings and patients to the point where the student’s grade and satisfactory completion of the clerkship could be jeopardized. Attire may be dictated by practice/provider setting and will be adhered too. For purposes of example, the term “appropriately attired” can be described in the following manner:
All students will wear a short white lab coat/jacket with a BPU name tag listing their name and "Physician Assistant Student" along with their BPU ID badge and any other identification mandated by the institution to which they are assigned. Students will wear conservative attire along with appropriate professional shoes. Hair should be clean, neat and styled so as not to obstruct patient care. Nails should be clean, short, and trimmed. Jewelry worn must be in good taste and may include wedding bands, engagement rings, and small earrings. No other jewelry is permitted. The use of ornamentation (buttons, lapel pins, etc.) is at the discretion of the preceptor and clinical site. The use of cosmetics should be minimal and due to sensitivities associated with allergies, the use of fragrances is prohibited. Use of acrylic/gel nails is prohibited in clinical settings. Athletic shoes are not appropriate unless wearing "scrubs." Scrubs are to be obtained, worn and returned in the manner prescribed by the clinical site. Scrubs are not to be worn outside the clinical setting. Appearance projects a professional image representing the student, the profession and the University. Students improperly attired may receive a verbal warning from a clinical preceptor or faculty member. A second infraction during the same clerkship will result in a letter of concern and/or dismissal from the clerkship until the student can appear in proper attire.

SEMINAR ATTIRE
At Seminar all students (1st and 2nd year) are to be well groomed and appropriately dressed. Professional dress is as follows:
For males: Shirts (oxford, dress) with collars and ties; blazer/sports/suit coat optional; dress slacks (cotton, blends, wool) with belt, shoes with socks.
For females: Blouses, sweaters, slacks, suits (including pant suits), knit outfits, skirts, and dresses. Appropriate sleeveless blouses, knit tops and open toed shoes may be worn. White coats must be worn during Grand Rounds presentations. Jeans, leggings, shorts, tee shirts, sweatshirts, flip-flops, and other leisure/beach wear are not permitted. This dress code extends to any professional activity.

Classroom and Laboratory Policies

PA program curriculum is intensive and taught an accelerated pace. Therefore, appropriate classroom and laboratory behavior is necessary to ensure a proper learning environment.

- In all professional settings, PA program faculty and staff are to be addressed by their appropriate professional titles.
- Under no circumstances should the following activities take place in the classroom: dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or a display of temper. Such behavior will be immediately referred to the Program Director for disciplinary action and may result in program dismissal.
- Cell phones may not be carried during class or laboratory time. All phones will be in backpacks during class or laboratory sessions. At no time will students engage in a telephone call, e-mailing, texting or any other social media while in a classroom or laboratory setting. If it is essential you receive urgent information arrangements can be made with the program staff or course instructor.
- Students should feel comfortable asking questions in class. This requires cooperation of the entire class.
- Each student is required to purchase malpractice insurance each year in which they are enrolled in the PA program. The insurance is linked to tuition payment. Therefore, non-payment of tuition will result in lack of malpractice insurance, which will prevent students from engaging in history taking and physician examination exercises with classmates and patient encounters in the didactic year or clinical rotations.
- Students are expected to secure their own transportation (reliable car) to class, laboratory, on or off campus patient encounters, simulation exercises and clinical sites.
- Some of the clinical rotation experiences in the clinical year may require travel to sites outside the greater Springfield area. Students are responsible for all costs associated with these clinical rotations, including travel, parking, and/or living expenses.
- A Student Encounter Form (Appendix H) will be used to document irregularities in academic performance and will be included in the student’s permanent academic file.
- All criteria apply online and on ground learning.
- ZOOM CLASSROOMS:
  - Secure a quiet place to attend class with limited distraction.
  - Make sure the lighting is adequate.
  - Keep your mic muted until told otherwise.
If you have to move while in session, temporarily turn off your video until you are in a new location to decrease distraction.

The chat box is to pose questions, regarding the material presented, to the instructor or your classmates; it is not for private conversations, complaints or off topics items.

Criminal Background Check and Drug Screen

Purpose: In recent years, BPU clinical partners are under increasing scrutiny by various legal and regulatory agencies when obtaining licensure, hospital privileges, and insurance qualifications. Healthcare providers are routinely asked to respond to queries regarding aspects of past and current behavior including criminal histories and drug use. Clinical partners of the BPU PA Program now require that students undergo certain reviews that include criminal background checks and drug screens. Students who refuse to submit to a required criminal background check or drug-screening tests may be subject to dismissal from the program. Any positive drug test for a non-medically prescribed substance or positive criminal background check will result in the student’s removal from a clinical rotation and prohibit any patient contact, pending further investigation.

Drug screening is required prior to program matriculation and as indicated by clinical site requirements. Students are responsible for costs associated with background checks and drug screens.

Confidentiality: Background check and drug screen results are maintained in secure files.

Please see University Policies (under Campus Public Safety) for additional details.

SEE APPENDIX S FOR CORI/SORI POLICY
Section 7: Technical Standards for Admission and Graduation

Observation
Students must have appropriate visual and auditory capacity to observe and participate in lectures and demonstrations in the classroom, laboratory and clinical setting. Students must be able to observe the patient accurately at a distance and close at hand while observing verbal and nonverbal signs. Sensory skills to perform a physical examination are required which include functional vision, hearing, smell and tactile sensation. These skills are required to properly observe the patient’s condition and to perform adequate and appropriate evaluation. These evaluations include but are not limited to inspection, auscultation, percussion, palpation, performance of special physical examination techniques and use of diagnostic tests and instruments.

Communication
Students must be able to effectively relate to patients, conveying a sense of compassion and empathy. They must be able to clearly communicate in academic and health care settings with patients, family members and other healthcare professionals to obtain and convey information regarding the patient’s status. Students must be able to read and write English effectively in order to fulfill academic requirements and maintain accurate and legal clinical records on patient care. Students must be able to read efficiently, accurately and legibly record in legal documents such as patient records. Students must be able to elicit an appropriate history and physical exam from patients and concisely and clearly communicate with the medical team.

Sensory and Motor Coordination and Function
Students are required to possess sensory and motor skills sufficient to independently elicit information from patients using palpation, auscultation, percussion and other manually based diagnostic maneuvers. Students should be able to conduct laboratory tests and carry out diagnostic and therapeutic procedures. Students should possess and execute appropriate motor movement to provide basic medical care in a general medicine environment and coordinate fine and gross muscular movements to treat patients in emergency situations. Students must be able to move freely about patient care environments and must be able to move between settings such as clinics, classroom buildings and hospitals. Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. This includes, but is not limited to, long periods of sitting, standing or moving which are required in a variety classroom, laboratory and clinical experiences.

Intellectual, Conceptual, Integrated and Quantitative Abilities
Students should possess the following abilities: an aptitude for rapid problem solving, the capability to assess and interpret medical information independently, evaluate physical examinations, and formulate a logical diagnosis and effective medical treatment plan. Students must possess good judgment in patient assessment, the ability to incorporate new information, understand comprehensive three-dimensional relationships and curricular threads, and retain and recall pertinent information in a timely fashion. When appropriate, students must be able to identify and communicate the limits of their knowledge to others. Students must be able to read and understand the medical literature.
Behavioral and Social Attributes

Students must possess the physical and emotional health required for the application of his/her intellectual ability and the employment of sound judgment in an appropriate and prompt manner. Students must be able to function effectively under physically taxing workload and in times of physical and mental stress. Students must display compassion, sensitivity, honesty and concern while maintaining professional integrity at all times. Students are required to adapt to changing environments, have good interpersonal skills, flexibility and be self-motivated. Students must have the ability to accept constructive criticism and handle challenging interpersonal relationships during educating. Students must be able to develop mature and effective relationships with colleagues, patient and other members of the healthcare profession.

The technical standards for admission and graduation of the Bay Path University Physician Assistant Program are stated above. Bay Path University and the Physician Assistant Program are committed to meeting the special needs of students within established legal and institutional guidelines. However, the integrity of the medical curriculum and the required mental and physical capabilities to fulfill the obligation of that education must be sustained. For additional information please refer to the policy on services for students with disabilities.
Section 8: Safety and Security

Department of Campus Public Safety

The Department of Campus Public Safety (CPS) works to provide a safe and secure environment in which to live and work for the entire Bay Path community. CPS officers also enforce the University’s rules, regulations, and policies as well as town, state and federal laws.

Bay Path University is a safe school. CPS operates 24 hours a day, seven days a week with an advanced e-911 system connected to the Longmeadow and East Longmeadow Police and Fire departments to handle emergency and fire situations. A Public Safety Officer is on duty in the Ryan Health Science Center every evening from 4 PM to close and weekend hours. All doors require key card access for entrance. The building is monitored by twelve cameras and three emergency call boxes are located in the parking areas which connect to East Longmeadow Police. In addition to the above duties, CPS offers escort services as needed, enforce parking regulations, assist in special events, and provide crime prevention and campus safety workshops throughout the year. CPS can be reached at 413.565.1224 or in the case of an emergency Ext. 1225.

Clinical Site Safety

All clinical sites are evaluated for a safe and secure work environment at the time of site development. Clinical site safety is evaluated with each clinical site visit and with affiliation agreement renewal. Clinical students are directed to review safety and security policies at each clinical site placement.
Section 9: Health/Policies/Compliance

Professional Liability Coverage

A professional liability insurance policy providing adequate malpractice coverage for each student must be in effect throughout their educational experience and must be sustained uninterrupted throughout the clinical year. The Commonwealth of Massachusetts requires all practicing physician assistants and physicians to have minimum liability coverage of $1M/$3M. Consistent with this requirement, all affiliated clerkship educating sites require a minimum of $1M/$3M professional liability insurance coverage for each student.

The University, through payment of tuition, provides professional liability coverage of $1,000,000.00 per occurrence and $3,000,000.00 in the aggregate, ($1M/$3M), for claims made against students during their clinical clerkships. This policy covers all program-affiliated student clerkship activities throughout the clinical year. This policy DOES NOT cover a student for clinical or other activities which are not directly associated with the PA Program or affiliated clerkship sites.

The student should inquire with legal counsel if they should acquire additional malpractice insurance.

Health Insurance

Massachusetts law requires that all students have health insurance. Bay Path University complies with this requirement for all enrolled students. Bay Path University makes available a student health insurance plan to all enrolled students designed to provide protection against unexpected expenses or an accident or illness. Students with proof of comparable coverage may be exempt from the University health insurance policy. For additional information regarding the student health insurance plan contact the office of student services.

HIPAA Compliance

All students are educated in the Health Insurance Portability Accountability Act (HIPAA) (http://www.hhs.gov/ocr/hipaa/privacy.html) which outlines medical privacy regulations. Students will not be permitted to begin the clinical year without HIPAA educating and documentation. Students must demonstrate continuous compliance with these regulations throughout the clinical year. Failure to do so may result in suspension or dismissal from the program.

Immunization Requirements

Based on the Centers for Disease Control (CDC) immunization guidelines for healthcare providers the following immunizations are required for matriculation to the PA Program. The student must provide documentation to the PA Program that he/she is in compliance with the following Centers for Disease Control (CDC) guidelines:

All childhood immunizations must be current. This may consist of as many as five DPT (diphtheria, pertussis and tetanus and two MMR (measles, mumps and rubella) vaccinations. Depending on where and when the student was a child, the number and timing of the vaccinations may vary.

Measles/Mumps/Rubella: The Commonwealth of Massachusetts requires that all full-time undergraduate and graduate students, regardless of year of birth, as well as all part-time and full-time
graduate and undergraduate students enrolled in health science programs, have two doses of MMR vaccine or a positive titer.

Hepatitis B series: proof of three vaccination series and a positive titer. The vaccination series should include two doses IM four weeks apart; third dose five months after second; titer one to two months after third dose. This may require more than three doses for protective titer. Existing waivers dated prior to the effective date of this policy that exempt students from Hepatitis B Virus vaccination will remain in force.

Varicella/Chickenpox: An antibody titer test is necessary for all to confirm immunity. If negative, two doses of live virus vaccine given four to eight weeks apart are recommended.

Tetanus, diphtheria and pertussis (Tdap) booster should not be more than ten years old.

**NOTE: IMMUNIZATIONS ARE SUBJECT TO CHANGE PER CDC GUIDELINES AND REQUIREMENTS OF THE UNIVERSITY OR CLINICAL SITE.**

PRIOR TO the start of the student's first clinical clerkship, the student must obtain and provide evidence of the following to the director of clinical education:

TWO negative skin test for Tuberculosis (TB) 2 weeks apart. The initial test must be conducted after April 1, and it is the student’s responsibility to have this skin test repeated annually as long as patient contact continues, OR an IGRA-test (T-spot or QuantiFERON Gold test). If history of a positive TB, report of negative chest x-ray done within past 12 months and appropriate medical follow-up by the student’s health care provider is necessary. Upon completion of this work-up, the Program's director of clinical education must receive written documentation from the student’s health care provider that the student is able to return to clinical practice.

**IN ADDITION TO THE ABOVE REQUIREMENTS, WE STRONGLY RECOMMEND AN INFLUENZA VACCINE ANNUALLY PRIOR TO THE FLU SEASON. STUDENTS ELECTING TO DECLINE THE INFLUENZA VACCINE MAY BE REQUIRED TO WEAR A MASK WHILE IN CLINICAL SITES.**

In addition, be advised that some clerkship educating sites may have immunization requirements beyond the general requirements noted above. It will be the student’s responsibility to meet any additional immunization requirements of specific sites to which he/she is assigned.
Section 10: Incident Reporting

Incident Reporting

On rare occasion, incidents involving students may occur on or off campus while fulfilling requirements of the physician assistant program. Should an incident occur, the student should immediately notify the PA Program and public safety officials if indicated. These incidents must be documented for protection and safety of all students. If an incident occurs involving a student, he or she must fill out the Bay Path University PA Program Incident Report which is available from the PA program or in the Student Handbook.

See Appendix D

Blood Borne Pathogen Reporting

Following the exposure of a student to a blood borne pathogen the student should contact the PA Program immediately per PA Program Infection Control Policy. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols they should immediately be evaluated on site. If students are at a facility which cannot accommodate the appropriate evaluation, students may be evaluated at Work Wise Occupational Medicine at Mercy Medical Center. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the closet emergency department. All costs associated with any incident or exposure is the responsibility of student. Please refer to Appendix F for formal protocol.

See Appendix F
Section 11: Lockers

Student Lockers

All students will be provided with a locker located near the PA Lab. It is the student’s responsibility to obtain a lock for use on the locker. Additionally, students are required to clean out their lockers at the end of the didactic year. Any items left in lockers will be discarded.
Section 12: Academic Policies and Procedures

Admission Requirements

- A baccalaureate or graduate degree from an accredited US institution with an overall GPA of 3.0.
- All prerequisite course listed below must be completed with a grade of “C” or better and an overall and prerequisite GPA of 3.0.
- 15 semester hours of biological sciences, this must include Human Anatomy Physiology I & II with lab, and Microbiology.
- 15 semester hours of chemical/physical sciences, this must include Organic or Biological Chemistry.
- One University-level statistics course.
- One University-level ethics course.
- A minimum of 500 hours of patient contact hours are required. Examples of patient contact hours can include but are not limited to EMT, Paramedic, Scribe, Nurse’s Aide or volunteer as long as direct patient contact has occurred.
- A minimum of 24 hours of documented PA shadowing is required.
- A personal statement of interest and intent is required.
- All prerequisites must be completed within 10 years of matriculation.
- The BPU-PA Program will not allow advanced standing for any professional courses or clinical experiences.
- For international students: English Second Language – TOEFL score of 90 internet; 233 computer; 550 paper.

Meeting minimal requirements does not guarantee and interview.

Program Course Requirements

Didactic

**SUMMER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS500</td>
<td>Professional Practice in the 21st Century</td>
<td>1</td>
</tr>
<tr>
<td>PAS520</td>
<td>Evidence Based Medicine</td>
<td>1</td>
</tr>
<tr>
<td>PAS530</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PAS511</td>
<td>Clinical Anatomy &amp; Physiology</td>
<td>6</td>
</tr>
<tr>
<td>PAS512</td>
<td>Patient Assessment</td>
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<td><strong>Total</strong></td>
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**FALL I**

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<tr>
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<tbody>
<tr>
<td>PAS522</td>
<td>Public Health Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>PAS540</td>
<td>Clinical Medicine I</td>
<td>6</td>
</tr>
<tr>
<td>PAS540L</td>
<td>Clinical Medicine I Lab</td>
<td>2</td>
</tr>
<tr>
<td>PAS560</td>
<td>Therapeutics I</td>
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<td>Credits</td>
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<tr>
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<td>---------</td>
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<tr>
<td>PAS524</td>
<td>Public Health Seminar II</td>
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<td>PAS541</td>
<td>Clinical Medicine II</td>
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<td>PAS541L</td>
<td>Clinical Medicine II Lab</td>
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<td>PAS561</td>
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**FALL II**

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<td>Public Health Seminar III</td>
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<td>PAS570</td>
<td>Clinical Medicine III</td>
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<td>PAS570L</td>
<td>Clinical Medicine III Lab</td>
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<tr>
<td>PAS590</td>
<td>Therapeutics III</td>
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<tr>
<td>PAS598</td>
<td>Clinical Practice I</td>
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**SPRING I**

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<td>PAS571</td>
<td>Clinical Medicine IV</td>
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<td>Clinical Medicine IV Lab</td>
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<td>PAS591</td>
<td>Therapeutics IV</td>
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**SPRING II**

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<tbody>
<tr>
<td>PAS610</td>
<td>Psychiatry Clerkship</td>
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<tr>
<td>PAS625</td>
<td>Ambulatory Care Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS626</td>
<td>Ambulatory Care Clerkship II</td>
<td>4</td>
</tr>
<tr>
<td>PAS630</td>
<td>Emergency Medicine Clerkship</td>
<td>4</td>
</tr>
<tr>
<td>PAS645</td>
<td>Surgery Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS6446</td>
<td>Surgery Clerkship II</td>
<td>4</td>
</tr>
<tr>
<td>PAS655</td>
<td>Inpatient Medicine Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS 656</td>
<td>Inpatient Medicine Clerkship II</td>
<td>4</td>
</tr>
<tr>
<td>PAS670</td>
<td>Pediatric Clerkship</td>
<td>4</td>
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<tr>
<td>PAS680</td>
<td>Women’s Health Clerkship</td>
<td>4</td>
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<tr>
<td>PAS690</td>
<td>Elective Clerkship</td>
<td>4</td>
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<tr>
<td>PAS691</td>
<td>Physician Assistant Clinical Seminar I</td>
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</tr>
<tr>
<td>PAS692</td>
<td>Physician Assistant Clinical Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>PAS693</td>
<td>Physician Assistant Clinical Seminar III</td>
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<tr>
<td>PAS698</td>
<td>Capstone</td>
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**Clinical**

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<tr>
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<tbody>
<tr>
<td>PAS610</td>
<td>Psychiatry Clerkship</td>
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<tr>
<td>PAS625</td>
<td>Ambulatory Care Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS626</td>
<td>Ambulatory Care Clerkship II</td>
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<tr>
<td>PAS630</td>
<td>Emergency Medicine Clerkship</td>
<td>4</td>
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<tr>
<td>PAS645</td>
<td>Surgery Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS6446</td>
<td>Surgery Clerkship II</td>
<td>4</td>
</tr>
<tr>
<td>PAS655</td>
<td>Inpatient Medicine Clerkship I</td>
<td>4</td>
</tr>
<tr>
<td>PAS 656</td>
<td>Inpatient Medicine Clerkship II</td>
<td>4</td>
</tr>
<tr>
<td>PAS670</td>
<td>Pediatric Clerkship</td>
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<tr>
<td>PAS680</td>
<td>Women’s Health Clerkship</td>
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<tr>
<td>PAS690</td>
<td>Elective Clerkship</td>
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</tr>
<tr>
<td>PAS691</td>
<td>Physician Assistant Clinical Seminar I</td>
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<tr>
<td>PAS692</td>
<td>Physician Assistant Clinical Seminar II</td>
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<tr>
<td>PAS693</td>
<td>Physician Assistant Clinical Seminar III</td>
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<tr>
<td>PAS698</td>
<td>Capstone</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

**Total Program Credits** 116
Instructional Resources

Courses within the PA Program use multiple resources to aid students in acquiring the knowledge and skills essential for success in the Program and Profession. The Course Coordinator for each course will provide students with the essential resources needed for success in that course. It is the student’s responsibility to obtain the resources required for all courses and laboratory sessions. The table below includes costs associated with the program. The program reserves the right to add resources as deemed necessary for instructional purposes.

<table>
<thead>
<tr>
<th>Didactic Year Resources</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks/Educational Resources</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Medical Equipment</td>
<td>$1,000.00*</td>
</tr>
<tr>
<td>Entry screening (background check, drug screen, HIPPA, OSHA)</td>
<td>$200.00</td>
</tr>
<tr>
<td>BLS</td>
<td>$50.00</td>
</tr>
<tr>
<td>ACLS</td>
<td>$300.00</td>
</tr>
<tr>
<td>AAPA Membership (optional but recommended)</td>
<td>$75.00</td>
</tr>
<tr>
<td>State PA Association Membership (optional but recommended)</td>
<td>$25.00 - $50.00</td>
</tr>
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*May be up $1000 based on student preference

<table>
<thead>
<tr>
<th>Clinical Year Resources</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks/Educational Resources</td>
<td>$500.00</td>
</tr>
<tr>
<td>Clinical site background check</td>
<td>$80.00</td>
</tr>
<tr>
<td>Clinical site drug screen</td>
<td>$40.00</td>
</tr>
<tr>
<td>N95 Fit test</td>
<td>$95.00</td>
</tr>
<tr>
<td>Immunizations (depends on individual needs/insurance)</td>
<td>$100.00*</td>
</tr>
<tr>
<td>Updated physical exam (depends on individual needs/insurance)</td>
<td>$150.00*</td>
</tr>
<tr>
<td>Clinical Tracking System</td>
<td>$100.00</td>
</tr>
<tr>
<td>Travel to clinical site expenses (gas, parking)</td>
<td>Vary by clinical site</td>
</tr>
</tbody>
</table>

Total Estimated Fees and Resources                          | Cost         |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Not including travel to clinical site expenses</td>
<td>$4,240.00</td>
</tr>
</tbody>
</table>

*Varies – See notes on each item
The Massachusetts Universal Health Care Act mandates that all students enrolled three-quarter to full time in a degree-granting program at all colleges and universities in Massachusetts participate in a qualifying student accident and sickness insurance program. In accordance with Massachusetts State Law, Bay Path requires students to participate in the University’s Student Accident and Sickness Insurance Program unless proof of comparable coverage is provided.

Students must go on-line to www.chpstudent.com and complete the On-Line Enrollment Form to enroll in the Bay Path University Student Accident and Sickness Insurance Program, or complete the On-Line Waiver Form and provide proof of comparable coverage to waive this plan. Students interested in waiving this plan must do so prior to attending classes.

Cost of insurance programs vary and are the responsibility of the student.

Some students may elect to purchase additional equipment or educational resources in the clinical phase of the program. All costs are the responsibility of the student.

Equipment Kit
The equipment kit is as follows for ALL students

<table>
<thead>
<tr>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiology Grade Stethoscope with Bell and Diaphragm</td>
</tr>
<tr>
<td>Adult Sphygmomanometer (BP Cuff)</td>
</tr>
<tr>
<td>Oto/ophthalmoscope (options provided separately)</td>
</tr>
<tr>
<td>Penlight</td>
</tr>
<tr>
<td>Rosenbaum Pocket Eye Chart (Also on Maxwell from booklist)</td>
</tr>
<tr>
<td>Tuning Fork - 512 (Auditory Sensation)</td>
</tr>
<tr>
<td>Tuning Fork - 128 (Vibratory Sensation)</td>
</tr>
<tr>
<td>Two small containers for CN I testing (a contact lens case works well)</td>
</tr>
<tr>
<td>Reflex Hammer</td>
</tr>
<tr>
<td>Flexible Tape Measure with Centimeter Markings</td>
</tr>
<tr>
<td>ID Badge (BPU provides)</td>
</tr>
<tr>
<td>Short Lab Coat</td>
</tr>
<tr>
<td>Patient Gown</td>
</tr>
<tr>
<td>Watch with Second Hand</td>
</tr>
</tbody>
</table>

Demonstration of diagnostic equipment will be conducted prior to classes.

Student Encounter Form
A Student Encounter Form (SEF) will be used to document irregularities in academic performance and will be included in the student’s permanent academic file.

SEE APPENDIX H
ADA Policy

SERVICES FOR STUDENTS WITH DISABILITIES
Under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act, Bay Path University is committed to providing equal access to all students in all programs and services. Students with disabilities who wish to request reasonable accommodations to ensure equal access to classes, programs or services must register with the Director of Student Academic Support Services, located in Blake 111. Reasonable accommodations for coursework may include extended time on exams, distraction-free test locations, note-takers, auxiliary aids, and preferential seating. Accommodations for programs and services may include visual or auditory aids, preferential seating, special assistance or access to facilities. Each request is evaluated individually and accommodations vary depending on the type and severity of the disability. Students who wish to request accommodations must:

- Provide a written request for accommodations by completing the Intake Form available in Blake 111.
- Provide current documentation of the disability from a qualified evaluator (psychologist, physician, etc.) to the Director of Student Academic Support Services.
- Meet with the Director of Student Academic Support Services to review the request and discuss reasonable accommodations.

After reviewing the request and documentation, the Director of Student Academic Support Services determines what accommodations are reasonable and discusses these with the student at the scheduled meeting. Once reasonable accommodations have been approved, the student and Director work together with the faculty and staff to ensure that the accommodations are implemented. Students must request services each semester, and any changes to disability status or to the nature of the disability must be reviewed with the Director. Accommodations may be requested at any time during the semester, but students are encouraged to make requests in a timely manner. The Director may suggest alternate accommodations based on the documentation. The student may appeal the Director’s decision by making a written request to the Dean of Research and Academic Resources, who will meet with the Director and student to make a decision about reasonable accommodations. All participation in services for students with disabilities is voluntary.

AccessAbility Services

Examination Policy

Students are expected to present for all evaluations. The following practices will take place for all evaluations:

- Students will use the designated proctoring software to be eligible to take an exam.
- Students are expected to take examinations at designated times.
- Students who arrive late are a disturbance to classmates and therefore may not be allowed to enter the exam room or take the exam. Students may be given a makeup examination.
- In the event a student misses an exam, the student must contact the course coordinator and Program PRIOR to the exam time. The student will also need proper documentation to miss an exam.
- All missed examinations or missed assessments must be completed within one week.
- A proctor is always present in each testing room, or via testing software, throughout the examination.
• If a student must take a personal (restroom) break during an exam, the student WILL NOT be allowed additional testing time to make up for time lost during absence from the room.
• Personal belongings are not allowed into the seating area of the testing room. All other items must be stored prior to sitting for the exam.
• The following items are prohibited in the seating area of the testing room. Having any of these items will result in expulsion from the examination and score of zero for the exam. Students may also face disciplinary actions related to Academic Integrity and Social Behavior Policy.
  a. Smart watches
  b. Cellular phones
  c. Paging devices
  d. Recording/filming devices
  e. Personal digital assistants of any kind
  f. Reference materials
  g. Backpacks, briefcases, coats
  h. Hats of any kind, hoods from sweatshirts and sunglasses are not permitted to be worn during the examination.
• Students may be assigned seats by the proctor.
• Each student will sign the honor code on the cover of the examination prior to beginning the exam. Please See - *APPENDIX E*
• Each student is responsible to properly mark answers on the computer. In a multiple choice exam, credit will only be given for those answers recorded on the computer screen NOT the examination itself.
• At the end of the testing period, time will be called or the exam will shut off. Students WILL NOT be given extra time. Electronic exams will close when time expires. Students not conforming may face disciplinary action based on the Academic Integrity and Social Behavior Policy.
• No questions are allowed during the examination, unless of a clerical nature. The proctor will NOT answer any questions regarding content.

Grading Policy

The Bay Path University and the Physician Assistant Program grading system is as follows:

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<thead>
<tr>
<th>Numeric Score</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100</td>
<td>A</td>
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</tr>
<tr>
<td>90 - 94</td>
<td>A-</td>
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<tr>
<td>87 - 89</td>
<td>B+</td>
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<tr>
<td>83 - 86</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80 - 82</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>None</td>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>None</td>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*GRADERS BELOW A B CONSTITUTE A PA PROGRAM FAILURE.*
Progression Requirements

Students in the PA program must achieve a grade of B or better in all program courses to remain in good academic standing. Students who receive less than a B in one course will be given the option of withdrawing from the program, or may be offered the opportunity for remediation or deceleration. Failure of two courses will result in dismissal from the program, regardless of other grades attained in all other courses. Due to course scheduling, failure of a course may result in deceleration in the program. Each student will have only one opportunity to decelerate.

In addition, because the courses offered each semester are interrelated, students are required to:
- Attend all courses and complete all assessments in the semester that the failed course is repeated
- Register and pay for the repeated course and possible remediation fee
- Pass all evaluation requirements to demonstrate competency in the repeated course
- Failure to achieve a B or better on a second attempt of a course will result in dismissal from the program.

Course Remediation Policy

Each student will be reviewed by semester by the Promotions & Remediation Committee. For students who have demonstrated academic deficiency in a portion of the PA Program may be offered a remediation process. Students are only eligible for remediation in one course per semester, as long as the remainder of the semester grades are at or above a B and the student is in good professional standing. If a student is determined to be eligible for remediation, the course coordinator will refer a remediation plan to the Promotions & Remediation Committee. If remediation is approved, students will be assigned an academic remediation plan to address his/her performance issues.

Remediation may include repeating some portion of the module, course or clerkship and reexamination. In all cases, the process of remediation shall be at the discretion of the course coordinator and Promotion and Remediation Committee.

Should the remediation attempt be unsuccessful, students may apply for the opportunity to decelerate into the cohort below. The final decision is at the discretion of the Promotion and Remediation Committee.

Deceleration Policy

Under extraordinary circumstances students may be allowed additional time to complete the program. Due to the curricular thread, students will decelerate into the following year’s cohort. This request must be made in writing to the program director who, along with the Promotion and Remediation Committee, has the sole discretion to grant or deny such a request. All PA Program course work must be completed within 4 years of matriculation.

In order to be considered for deceleration, the following conditions must exist:
- Current minimum GPA of 3.0 in PA Program and
- A grade of at least "B" in program courses and
- Demonstrated behavior, attitude, and ethics consistent with professional demeanor expected of a physician assistant student as determined by the Promotion and Remediation Committee
- Academic deceleration per Promotion and Remediation Committee
Deceleration Conditions

- Deceleration will be offered once per student
- Failure to achieve a GPA of 3.0 and/or a grade of B or better in the repeated course will result in PA Program dismissal

**SEE APPENDIX Q**

Program Dismissal

- Students fail to achieve 3.0 after course remediation
- Students fail to achieve a B or better in 2 courses in one semester
- Students fail to achieve 3.0 or B in repeated course after deceleration
- Professional behavior issues
- Failure of 2 clinical courses or failure to pass repeated clinical clerkship
- Academic Dishonesty

Program Withdrawal

A student wishing to withdraw voluntarily from the University must confer first with the PA Program Director. Further details about the University refund policy are found in the financial section of the BPU Graduate Catalog.

Leave of Absence

- In the event a leave of absence is needed, students are urged to submit request to the Program Director and Registrar as soon as possible.
- In order to obtain a leave of absence, students must be in good academic standing.
- Leave of absence is granted for up to one academic year.
- Upon return, students may require additional documentation, exams or medical clearance as determined by the type of leave of absence.
- Please refer to the Bay Path University Graduate Catalog for further information.

**SEE APPENDIX R**
Section 13: Requirements for Matriculation

Didactic Year

The following rules and regulations reflect the minimum academic and behavioral standards expected of students during the didactic year of the program. In order to complete the didactic year, students must:

Determining Didactic Competence

- Earn a grade of at least “B” in all program courses.
- Demonstrate mastery of history taking and physical examination skills. Students will not be assigned their clinical rotations until they have demonstrated mastery of history taking and physical examination skills as determined by the course instructor, program faculty, and program director. Specifically: pass all practical examinations in Patient Assessment with an 80 or better. Students will have one opportunity to repeat each practical exam to achieve the score of 80. Students will not be assigned their clinical rotations until they have demonstrated mastery of history taking and physical examination skills.
- Attend all classes, lectures, seminars, and other learning activities as dictated by the course instructor.
- Attend all assigned clinical experiences and complete the work associated with patient encounters in these assignments.
- Be present and on time for all examinations.
- Meet a minimum of once per semester with assigned advisors.
- Obtain Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification.
- Demonstrate professional behavior and attitude consistent with the Program Code Of Conduct (APPENDIX A) as documented by the Professional Assessment Tool (APPENDIX C).

Clinical Year

Determining Clerkship Competency

FOR REQUIRED CLERKSHIPS: PAS 610 TO 680
Successful demonstration of 3 components is required to satisfy competency:

- Preceptor Evaluation of Clinical Competency
- Clerkship Specific End of Clerkship Examination
- Professional Behavior Assessment

FOR THE ELECTIVE CLERKSHIP PAS 690
Successful demonstration of 2 components is required to satisfy competency:

- Preceptor Evaluation of Clinical Competency
- Professional Behavior Assessment

Clinical Seminars & Capstone

Competency Demonstration Requirement
Successful completion of the following competencies is mandatory before graduation. If the student fails a competency on the first attempt, they will be offered a remediation exercise, placed on a one-month period of independent study and reevaluated. This remediation exercise will be performed in lieu
of any clinical clerkship, thereby delaying completion of clinical year and graduation. Students who fail on the second attempt will be recommended to the Program Director and Promotion and Remediation Committee for dismissal from the PA program.

The following are assessed during the clinical seminars:
- Summative OSCE
- Summative Written Exam
- Clinical Skills Competency
- Clinical Data
- Exxat PA Program Manager Logging Completion
- Grand Rounds Presentation

Refer to Clinical Manual for additional details on clinical competencies.

PA Program Graduation Requirements

The following requirements are required for graduation from the BPU PA Program.
1. Successful completion of all didactic coursework.
2. Demonstrated proficiencies in required skills and procedures.
3. Successful completion of all clinical clerkships.
4. Successful completion of all clinical seminar courses.
5. Successful completion of summative evaluation with a score of 83 or better.
6. Successful completion of Capstone project.
7. Demonstrate professional behavior and attitude consistent with the Program Code of Conduct (Appendix A) as documented by the Professional Assessment Tool (Appendix C).

University Graduation Requirements

Candidates for master’s degrees will be required to meet the University’s academic graduation requirements for graduate degrees. To qualify for any master’s degree, candidates must:
1. Complete a specific minimum number of approved graduate credits with a cumulative grade point average of 3.0 with no grade below a B.
2. Complete all designated courses and fulfill all program curricular policies as outlined in the program curriculum. If required in their program, submit a completed portfolio which becomes the property of the University.
3. Complete degree requirements within time allotted by the statute-of-limitations.
4. Complete the Application for Graduation sent to prospective graduating students early in the final semester.
5. Receive faculty approval for the award of the degree.

Participation in Commencement

Bay Path University holds one Commencement ceremony each year, usually during the second or third weekend in May. Students who are in good academic standing, but have not finished their degree requirements may in certain circumstances be allowed to participate in commencement. These students will receive a blank diploma cover and the students’ names will appear in the Commencement program with a notation that degree requirements were incomplete at the time of the printing of the program. Students are permitted to march in only one processional for a completed degree program. Petitions for
special consideration must be submitted to the director of the program and approved by the Dean of the Graduate School by March 1 prior to the May commencement.

*Bay Path University confers degrees three times a year, in August, December and May. Program remediation, deceleration or leave of absence may delay conferring of degree.*
Section 14: PA Program Committees

The PA Program Faculty and Staff meet bi-monthly and each committee chair will report the business of each committee at that time.

Admissions Committee

The Admissions Committee is responsible for all aspects of the admissions process from inquiry through matriculation. The Committee completes reviews of all applicants to the BPU PA Program, designs and implements the interview process and is responsible for the final decision on applicant admission. Refer to Program Policies for admissions requirements.

Promotions & Remediation Committee

The Promotion and Remediation Committee sets and the academic and professional standards of the program. The Committee is responsible for conducting interval academic and professionalism reviews of all students and determines progression through the program. Refer to Academic Policies and Procedures for academic requirements.

Curriculum Committee

The Curriculum Committee is responsible for the development and implementation of the didactic and clinical curriculum. The committee reviews and make recommendations on proposals for adding, deleting, modifying or expanding programmatic activities and course content.

Clinical Committee

The Clinical Committee is responsible for the development, implementation and maintenance of clinical year programming. The committee is comprised of core faculty and representatives of clinical affiliates who regularly reviews clinical policies and procedures.

Assessment Committee

The Assessment Committee is comprised of core faculty and meets monthly to assess all aspects of the BPU PA Program from the admissions process to didactic programming and clinical year experiences. The Assessment Committee recognizes ongoing program assessment contributes to strong academic experiences.
Section 15: Bay Path University Policies and Services

Student Health Services

Health Center
The Health Center Office is on the lower level of Theinert Hall. Graduate students may be eligible to use the Health Center on campus, but will assist/direct students to appropriate medical facilities. Multiple urgent care centers and hospitals are located close the university for health care access.

In case of medical emergency, call 9-1-1

Counseling Center
The Counseling Center offers short term personal counseling for a broad range of issues and can also refer students to outside professionals if longer term care is warranted. The center is equipped to serve undergraduate and graduate students. The center staffed by LMHC, LICSW, and a part time psychiatrist who can consult with students and prescribe medication when appropriate. Students may see the psychiatrist upon referral from a campus counselor. The counselors are available by appointment only. They can be reached at 565-1276 or by Bay Path email counseling@baypath.edu. Counseling services are confidential except in cases of imminent risk of harm to self and others. Services are free of charge to BPU students. PA Program faculty are aware of the services provided and when to refer students.

Hatch Library
The recently renovated Hatch Library offers an inviting atmosphere, not only for individual study, but also collaborative learning in our group study rooms. We have an up-to-date collection of over 400,000 items, which have been carefully selected to support your academic success. Bay Path students may also borrow recreational items such as popular fiction books or DVDs.

In addition, students may borrow items in person from the other academic libraries of the Cooperating Colleges of Greater Springfield, from the Storrs (Longmeadow Public) Library, or through free interlibrary loan from WorldCat: an international network of academic, public, and specialized libraries.

Our website offers 24/7 access to over 100 online databases, featuring full-text articles from thousands of scholarly journals and major newspapers. Whether on or off campus, students with Internet access can view over 350,000 ebooks and other electronic resources, including high quality, course-related web sites and online tools for citation, research, and writing help.

We are dedicated to helping our students complete research assignments or find library resources by phone, email, and also in person. At least one professional librarian is on duty whenever the library is open. Reference librarians at Hatch Library provide personalized service to every patron.

Hatch librarians also collaborate with Bay Path faculty in teaching information literacy skills required for the 21st Century workplace and valuable for lifelong learning by integrating with
both our Traditional and One Day programs in English and WELL (Women as Empowered Learners and Leaders) courses.

Ready reference collections and space to use them are also provided and staffed by Hatch librarians at Bay Path’s campuses in East Longmeadow, Sturbridge, and Burlington, MA. Hatch Library is open seven days a week year round; current hours are posted on the web site.

Bay Path University Policy on Academic Integrity & Classroom Behavior

(The policies and procedures set forth herein are subject to revision; changes are effective when they are posted online.)

The Bay Path University PA program honors the University’s Policy on Academic Integrity & Classroom Behavior. Specific university policies can be found in the BPU Graduate Programs Academic Catalog.

Grievance Policy

This policy and process applies to complaints that students may have concerning academic matters. The policy does not include issues related to final course grades (see challenge of final course grade policy). Also, it does not apply to such issues as sexual or other harassment based upon sex, age, race, religion, color, national origin, sexual preference, or disability (see policies on harassment and related issues).

The Bay Path University PA program honors the University’s Grievance Policy. Specific university policies can be found in the BPU Graduate Programs Academic Catalog.

The student may appeal to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final and may not be appealed further.

Anti-Harassment and Anti-Discrimination Policies

The Bay Path University PA program honors the University’s Anti-Harassment and Anti-Discrimination Policies. Specific university policies can be found in the BPU Graduate Programs Academic Catalog.

Alcohol, Drug and Tobacco Policies

Bay Path is an alcohol-free, tobacco-free and drug-free campus. Please refer to Bay Path University Campus Public Safety policies regarding alcohol, drug and tobacco policies.

Firearms and Weapons

Firearms and weapons are not permitted on campus. Please refer to Bay Path University Campus Public Safety policies regarding Firearms and Weapon policies.
Section 16: Professional Organizations

AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS (AAPA)
PA students are eligible for membership in the Student Academy of Physician Assistants (SAAPA). Members receive official publications of the Academy, have access to a job service, and are eligible to compete for scholarships. Membership involves a onetime enrollment, which expires 4 months after graduating from the PA Program. Association fees can be found on the AAPA website aapa.org.

MASSACHUSETTS ASSOCIATION OF PHYSICIAN ASSISTANTS (MAPA)
MAPA is constituent chapter of AAPA. Students are chosen from the programs in Massachusetts to sit on the MAPA Board of Directors. Each year MAPA offers one or more scholarships to MAPA student members and supports student projects in a variety of ways. Association fees can be found on the MAPA website mass-pa.com.

Students are encouraged to join any or all of the above organizations, including other state organizations.
Section 17: Appendices

Appendix A: Student Code of Conduct
Appendix B: Code of Conduct for Certified and Certifying PA’s
Appendix C: Professional Assessment Tool
Appendix D: Accident/Incident Reporting Form
Appendix E: Honesty Statement
Appendix F: Infection Control Policy
Appendix G: Appeal Procedure
Appendix H: Student Encounter Form
Appendix I: Declaration of Understanding
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Appendix M: Statement of Confidentiality
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Appendix P: Absence Request Form
Appendix Q: Application to Decelerate
Appendix R: Enrollment Status Change Form
Appendix S: CORI/SORI Policy
Appendix A: Student Code of Conduct

Members of the physician assistant profession must act in an appropriate way to monitor and maintain the integrity of the standards of the profession. The BPU PA Program is committed to excellence in patient care and education and the educating of physician assistant students. To further this goal, staff members and students are expected to adhere to a Code of Professional Conduct and Ethics in their interactions with patients, colleagues, other health professionals, and the public.

The following code of conduct and ethics is adapted from the Dartmouth University Medical School and Hitchcock Medical Center Code.

Professional Obligations

1. Respect for Persons
   - Practice the doctrine of informed consent for any patient diagnostic test or therapy
   - Treat patients, colleagues, students and teachers with the same degree of respect you would wish them to show you
   - Treat patients with kindness, gentleness, dignity, empathy, and compassion
   - Do not use offensive language verbally or in writing when referring to patients or their illnesses
   - Respect the privacy and modesty of patients
   - Do not harass others, physically, verbally, psychologically, or sexually
   - Do not prejudge others on the basis of gender, religion, race, age, or sexual preference

2. Respect for Patient Confidentiality
   - Do not share the medical or personal details of a patient with anyone except those health care providers integral to the well-being of the patient or within the context of an educational endeavor
   - Do not discuss patients or their illness in public places where conversations may be overheard
   - Do not publicly identify patients in spoken words or in writing without adequate justification
   - Do not invite or permit unauthorized persons into patient care areas of the institution
   - Do not share your confidential computer system password with nonprofessionals
   - Do not share clinical information of any kind on social media

3. Honesty
   - Be truthful in verbal and in written communications
   - Acknowledge your errors of omission and commission
   - Do not knowingly mislead others
   - Do not cheat, plagiarize, or otherwise act dishonestly
   - Do not falsify or fabricate scientific data

4. Responsibility for Patient Care
   - Assume 24-hour responsibility for patients under your care; when you go off duty, assure that your patients’ care is adequately covered by another practitioner
   - Follow-up on ordered laboratory tests and complete patient record documentation conscientiously
Coordinate with your team, the timing of information sharing with patients and their families to present a coherent and consistent treatment plan
- Do not use alcohol or other drugs that could diminish the quality of patient care or academic performance

5. Awareness of Limitations, Professional Growth
- Be aware of your professional limitations and deficiencies of knowledge and abilities and know when and of whom to ask for supervision, assistant or consultation
- Do not engage in unsupervised involvement in areas or situations where you are not adequately educated
- Avoid patient involvement when you are seriously ill, distraught, or overcome with personal problems
- Have all patient workups and orders countersigned by the appropriate supervisory personnel

6. Professional Behavior
- Clearly identify yourself and your professional level to patients and staff; wear your name tag when in patient areas
- Do not allow yourself, as a student, to be introduced as a physician assistant or doctor
- Dress in a neat, clean, and professionally appropriate manner
- Maintain a professional composure despite the stresses of fatigue, professional pressure, or personnel problems
- Do not have romantic or sexual relationships with your patients or supervisors; recognize that if such relations develop, seek help and terminate the professional relationship

7. Responsibility for Peer Behavior
- Take the initiative to identify and help rehabilitate impaired students, nurses, physicians, physician assistants, and other employees
- Report important breaches of the Code of Professional Conduct and Ethics

8. Respect for Personal Ethics
- You are not required to perform procedures (e.g., abortions, termination of medical treatment) that you feel are unethical, illegal, or may be detrimental to the patient, however, do not disrespect individual decisions
- Inform patients and their families of available treatment options that are consistent with acceptable standards of medical care

9. Respect for Property and Laws
- Respect the property of Bay Path University and other facilities with which you are affiliated
- Adhere to regulations and policies such as fire safety, hazardous waste disposal and universal precautions or Bay Path University and all other facilities with which you are affiliated
- Adhere to local, state, and federal laws and regulations
Appendix B: Code of Conduct for Certified and Certifying PA’s

AS OBTAINED FROM THE NCCPA.

Preamble
The National Commission on Certification of Physician Assistants endeavors to assure the public that certified physician assistants meet professional standards of knowledge and skills. Additionally, NCCPA attempts to ensure that the physician assistants it certifies are upholding appropriate standards of professionalism and ethics in practice. The NCCPA’s Code of Conduct for Certified and Certifying Physician Assistants outlines principles that all certified or certifying physician assistants are expected to uphold.

Breaches of these principles may be cause for disciplinary review. Disciplinary actions taken at the conclusion of that review may include formal censures, fines, revocation of certification or eligibility for certification and/or other actions as deemed appropriate by NCCPA. Some disciplinary actions are reported to the state licensing authorities and the Federation of State Medical Boards. This Code of Conduct represents some, though not necessarily all, of the behaviors that may trigger review under NCCPA’s Policies and Procedures for Disciplinary Review.

Principles of Conduct
CERTIFIED OR CERTIFYING PHYSICIAN ASSISTANTS SHALL PROTECT THE INTEGRITY OF THE CERTIFICATION AND RECERTIFICATION PROCESS.

- They shall not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing or otherwise misusing test questions or any part of test questions) before, during or after an NCCPA examination.
- They shall not obtain, attempt to obtain or assist others in obtaining or maintaining eligibility, certification, or recertification through deceptive means, including submitting to the NCCPA any document that contains a misstatement of fact or omits a fact.
- They shall not manufacture, modify, reproduce, distribute or use a fraudulent or otherwise unauthorized NCCPA certificate.
- They shall not represent themselves in any way as a Physician Assistant-Certified (PA-C) designee unless they hold current NCCPA certification.
- When possessing knowledge or evidence that raises a substantial question of cheating on or misuse of questions from an NCCPA examination, fraudulent use of an NCCPA card, certificate or other document or misrepresentation of NCCPA certification status by a physician assistant or any other individual, they shall promptly inform the NCCPA.

CERTIFIED OR CERTIFYING PHYSICIAN ASSISTANTS SHALL COMPLY WITH LAWS, REGULATIONS AND STANDARDS GOVERNING PROFESSIONAL PRACTICE IN THE JURISDICTIONS AND FACILITIES IN WHICH THEY PRACTICE OR ARE LICENSED TO PRACTICE.

- Certified or certifying physician assistants shall respect appropriate professional boundaries in their interactions with patients.
- Certified or certifying physician assistants shall avoid behavior that would pose a threat or potential threat to the health, well-being or safety of patients apart from reasonable risks taken in the patient's interest during the delivery of health care.
- Certified or certifying physician assistants shall recognize and understand their professional and personal limitations.
- Certified or certifying physician assistants shall practice without impairment from substance abuse, cognitive deficiency or mental illness.
- Certified or certifying physician assistants shall maintain and demonstrate the ability to engage in the practice of medicine within their chosen areas of practice safely and competently.
Appendix C: Professional Assessment Tool

### Professional Assessment Tool

**STUDENT NAME:**

Directions: This evaluation instrument is designed to assist students in self-assessment of their professional development towards becoming a Physician Assistant. The following rating scale is to be used by the student and the faculty advisor. Ratings are based on student assessment of self in the classroom, laboratory, as well as clinical and other professional situations.

- **9 = Unsatisfactory:** The student does not demonstrate the required level of professional skill. The student’s behavior is predicted to interfere with the ability to establish satisfactory therapeutic relationships with patients or effective working relationships with co-workers.
- **3 = Needs Improvement:** The student, while beginning to demonstrate the required level of professional skill, needs improvement in either quality or quantity.
- **1 = Satisfactory:** The student demonstrates the required level of professional skill.

***Note: Score >3 is satisfactory***

<table>
<thead>
<tr>
<th>HONESTY / INTEGRITY</th>
<th>STUDENT</th>
<th>FACULTY ADVISOR</th>
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<tbody>
<tr>
<td><strong>Behavior Descriptors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Adheres to code of ethics</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Admits and corrects mistakes</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>- Maintains confidentiality</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>- Represents self appropriately</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
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<thead>
<tr>
<th>RESPONSES TO FEEDBACK / SUPERVISION</th>
<th>STUDENT</th>
<th>FACULTY ADVISOR</th>
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<tbody>
<tr>
<td><strong>Behavior Descriptors</strong></td>
<td></td>
<td></td>
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<tr>
<td>- Respectful to instructors</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Chooses appropriate time to approach instructor</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>- Proactively identifies problems and possible solutions</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>- Accepts feedback in a positive manner</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>- Modifies performance in response to feedback</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
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<table>
<thead>
<tr>
<th>ABILITY TO WORK AS TEAM MEMBER</th>
<th>STUDENT</th>
<th>FACULTY ADVISOR</th>
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<tbody>
<tr>
<td><strong>Behavior Descriptors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Aware of others verbal/ nonverbal reactions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Responsive and respectful to the needs of others</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>- Allows others to express their opinions</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>- Maintains open mind to different perspectives</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>- Tactful in giving others suggestive/ feedback</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>- Participates as part of the team when doing group projects</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
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<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>STUDENT</th>
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</thead>
<tbody>
<tr>
<td><strong>Behavior Descriptors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Actively participates in discussions</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>- Initiates thoughtful/ relevant questions</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>- Summarizes verbal or written message clearly and concisely</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>- Recognizes impact of non-verbal communication</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>- Communicates with others in a respectful, confident, manner</td>
<td>COMMENTS</td>
<td>COMMENTS</td>
</tr>
</tbody>
</table>
### Self-Directedness

**Behavior Descriptors**
- Independently seeks out learning experiences
- Takes initiative to direct own learning
- Assumes responsibility for learning
- Uses adequate and appropriate resources to achieve goal
- Demonstrates functional level of confidence and self-assurance

### Dependability/Responsibility

**Behavior Descriptors**
- Attends all scheduled sessions
- Is on time for class/scheduled meetings
- Hands in assignments/papers when due
- Complies with program/course expectations
- Fulfills commitments and responsibilities
- Maintains a safe environment in class/lab

### Judgment/Clinical Reasoning

**Behavior Descriptors**
- Uses an inquiring or questioning approach in class
- Analyzes options prior to making a judgment
- Develops rationale to support choice
- Demonstrates awareness of possible bias
- Makes sound decisions based on factual information
- Generates alternative hypotheses/solutions to issues

### Organizational Ability

**Behavior Descriptors**
- Has all material ready for class
- Budgets time/material to meet program requirements
- Prioritizes multiple commitments
- Assists in organizing group assignments/projects

### Professional Presentation

**Behavior Descriptors**
- Wears neat clean clothing appropriate to setting
- Projects professional image to peers, clients, supervisors
- Displays a positive attitude toward becoming a professional

---

**Student Final Score:** 

**Faculty Final Score:** 

**Final Score:** 

---

Additional comments/Plan of Action:

---

Student’s signature

Faculty Advisor signature

Date

Revised: July 11, 2017

Updated: 5/19/20
Appendix D: Accident/Incident Reporting Form

Accident/Incident Reporting Form

Name ___________________________ Date ______________________

Location/Date/Time of Accident/Incident

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Location of injury (if applicable)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Description of Accident/Incident

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Address _____________________________

Telephone __________________________ E-Mail ______________________

Disposition

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature ___________________________ Date ______________________

Name & Title of Person Preparing Form (if not the injured party) ______________________ Date ______________________

THIS FORM MAY BE PHOTOCOPIED

45
Appendix E: Honesty Statement

I pledge that I have not given or received nor will I give or receive unauthorized aid on this examination, paper and/or assignment.

Honesty Pledge

Student Name: ________________________________________________________________

Student Signature: ____________________________________________________________

Student ID Number: _________________________ Date: ____________________________
Appendix F: Infection Control Policy

The following policy refers specifically to Bay Path University. Other policies may exist at clinical sites and will be distributed at those sites.

I. Exposure Determination
   A. Bay Path University Physician Assistant Program faculty and students in the course of their teaching or learning may be involved in exposure to blood or other potentially infectious materials through skin, eye, mucus membrane or parenteral contact.
   Exposure does not include incidental exposures that may take place at the school and that are neither reasonably nor routinely expected to incur in the normal school duties.
   The term ‘other bodily fluids’ and ‘other potentially infectious materials’ refer to semen, vaginal secretions, cerebral spinal fluid, plural fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any other body fluid that is visibly contaminated with blood, as well as any fixed tissue or organ (other than intact skin) from a human (living or dead).
   B. The following tasks involve exposure to blood or other potentially infectious materials:
      1. Class assignments and/or laboratory exercises in which the blood or other body fluids of human subjects are tested
      2. Activities involving phlebotomy, whereby blood samples are taken and analyzed for the purposes of scientific research
      3. Activities involving the administration of first aid to injured persons

II. Precautions to Prevent Transmission of HIV, HBV, and Other Blood Borne Pathogens
   A. Universal Precautions
      1. Blood and body fluid precautions should be consistently used in all instances when blood or other bodily fluids are present. “Universal blood and bodily fluid precautions” or “universal precautions”, should be used whenever there is a presence of blood or other body fluids.
      2. The individuals should routinely use appropriate barrier precautions to prevent skin and mucus membrane exposure when contact with blood or other body fluids of any subject is anticipated. Gloves should be worn for touching blood and body fluids, mucus membranes, or other non-intact skin of all subjects, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each subject. Masks and protective eye wear or face shield should be worn during procedures that are likely to generate droplets of blood or fluids to prevent exposure of mucus membranes of the mouth, nose, and eyes.
      3. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
      4. Individuals should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After they have been used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers for disposal. The puncture resistant containers should be located as close as practical to the use area. Large-bore needles should be placed in a puncture resistant container for transport to the reprocessing area.
5. Individuals who have exudative lesions or weeping dermatitis should refrain from all direct contact with equipment until the condition resolves.

6. Pregnant individuals are not known to be at greater risk of contracting HIV infection than other individuals. However, if a pregnant individual develops HIV infection, the fetus is at risk for infection. Because of this risk, pregnant individuals should be especially familiar with and strictly adhere to precaution to minimize the risk of HIV transmission.

B. Precautions for Laboratories

1. Blood and other body fluids from all subjects should be considered infective. To supplement the universal blood and body fluids precautions listed above, the following precautions are recommended for individuals in clinical laboratories.

2. All specimens of blood and body fluids should be put in a well-constructed container with a secure lid to prevent leaking during transport. Care should be taken when collecting each specimen to avoid contaminating the outside of the container.

3. All persons processing blood and body fluid specimens (e.g. removing tops from vacuum tubes) should wear gloves, masks and protective eye wear. Gloves should be changed and hands washed after completion of the process.

4. Mechanical pipetting should be used for manipulating all fluids. Mouth pipetting must not be done.

5. Laboratory work surfaces should be decontaminated with an appropriate chemical germicide after a spill of blood or other body fluids, and when work activities are completed.

6. Contaminated materials used in laboratory tests should be decontaminated before processing or be placed in bags and disposed of in accordance with institutional policies for disposal of infective waste.

7. Scientific equipment that has been contaminated with blood or body fluids should be decontaminated and cleaned before being repaired in the laboratory or transported to the manufacturer.

8. All persons should wash their hands after completing laboratory activities and should remove protective clothing before leaving the laboratory.

Implementation of universal blood and body fluids precautions for all subjects eliminates the need for warning labels on specimens since blood and body fluids from all individuals should be considered infective.

III. Post Exposure Follow-up

A. Should any individual exposed to blood or other potentially infectious materials by means of a specific eye, mouth or other mucus membrane, non-intact skin or parenteral contact, they must report the incident to the PA Program and complete the incident report form. A copy of the report shall be immediately furnished to the appropriate administrative.

B. Following the exposure of a student to a blood born pathogen the student should contact the PA Program immediately. If a student is at a healthcare facility or hospital that can provide the appropriate exposure protocols they should immediately be evaluated on site. If students are at a facility which cannot accommodate the appropriate evaluation, students may be evaluated at Work Wise Occupational Medicine at Mercy Medical Center. If the exposure occurs in the evening, weekend or holiday students should be evaluated at the Baystate Medical Center Emergency Department. All costs associated with any incident or exposure is the responsibility of student.
Appendix G: Appeal Procedure

A. APPEALING A PAS FINAL GRADE
Students enrolled in the Physician Assistant (PA) Program have the right to appeal a final grade in a PAS course. The process begins with the student’s requesting a review of his or her record with the course instructor. If unsuccessful, the student may pursue the review with the course coordinator. If unsuccessful, students may appeal to the program director, then Dean, in that order. A written request describing the circumstances of the appeal must be submitted within 3 days of the notification of the disputed grade. Due to the scheduling of PAS courses, this must be accomplished prior to the beginning of the next academic semester. Students may continue in coursework until resolution.

B. APPEALING TO THE AD HOC INSTITUTIONAL PROMOTIONS COMMITTEE (AHIPC) AFTER DISMISSAL
Reasons for dismissal from the program may include, but are not limited to, poor academic achievement, academic dishonesty, and behavior and/or attitude not consistent with the physician assistant profession. Students who have been dismissed from the program may appeal to the Ad Hoc Student Evaluation Committee. While an appeal is in process, the student may NOT continue in program activities. The AHIPC will consist of one Bay Path University Physician Assistant Program faculty member not directly involved with the appeal, and at least two (2) other members from the graduate faculty of Bay Path University. The following procedure will be followed:

1. Any student wishing to appeal dismissal from the program must submit a written request for a meeting with AHSEC to the Program Director within one week of receiving notification of dismissal. The student must clearly specify in writing why he or she feels the dismissal should be overturned.
2. The Program Director will form an Ad Hoc Committee within one week from receipt of the written appeal.
3. The Ad Hoc Committee will review all the facts along with any supporting documentation from the student and faculty. The appeal should be specific enough so that members of the committee will have a clear understanding of the student’s reason for the request. The student and the faculty member may be asked to present his or her statement concerning the appeal to the Ad Hoc Committee during the formal meeting of the committee.
4. The Program Director will notify the student in writing within 1 week after receiving the Ad Hoc Committee’s recommendation of the program’s final decision. There is no further recourse for appeal in the program.
5. Final recourse is referred to the office of Dean and Academic Affairs.
Appendix H: Student Encounter From

Student Encounter Form

Student: ____________________________ Date: ____________________________

Mode of Contact:
☐ Student contacted faculty
☐ Faculty contacted student
☐ Other ____________________________

Reason for Contact:
☐ Academics
    ☐ Student concerns
    ☐ Faculty concerns
    ☐ Course grade below minimum
    ☐ Late/missing assignments
    ☐ GPA below minimum
    ☐ Academic integrity
    ☐ Other ____________________________

☐ Professional
    ☐ Tardiness
    ☐ Unexcused absences
    ☐ Disruptive in Classroom
    ☐ Conduct/behavior
    ☐ Dress code
    ☐ Other ____________________________

☐ Advisor Meeting
    ☐ Routine
    ☐ Requested
    ☐ Personal
    ☐ Other ____________________________

Describe reason for encounter and content of discussion
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Result of Encounter

☐ Advisement
☐ Counseling
☐ Referral
  ☐ Student Affairs
  ☐ Academic Support
☐ LOA
☐ Withdrawal

Recommended Follow Up

☐ Faculty Advisor
☐ Course Coordinator
☐ Course Instructor
☐ Program Director
☐ Program Dean

Encounter Summary

☐ Location ____________________________

☐ Length ____________________________

☐ Copies of SEF to:
  ☐ Student File
  ☐ Student
  ☐ Advisor
  ☐ Student Affairs
  ☐ Academic Support
  ☐ Counseling

Faculty Signature: ____________________________  Date: ________________

Student Signature: ____________________________  Date: ________________

☐ Student declined to sign

updated 7/11/17
Appendix I: Declaration of Understanding

I have read and understand the document entitled Bay Path University Physician Assistant Program STUDENT HANDBOOK containing requirements, rules and regulations, policies and procedures, and expectations of the student enrolled in the Bay Path University Physician Assistant Program. I further understand that all policies will be applied to all phases of student education and evaluation. I agree to uphold all the policies stated herein for as long as I am enrolled as a student in the Bay Path University Physician Assistant Program.

STUDENT NAME ________________________________________________________________

STUDENT SIGNATURE ____________________________________________________________

DATE ___________________________
Appendix J: Technical Standards

I have reviewed and understand the Technical Standards for Admission and Graduation of the Bay Path University Physician Assistant Program. I declare that I have the abilities and skills as described in the Technical Standards for observation, communication, motor, intellectual and behavioral and social attributes.

STUDENT NAME

STUDENT SIGNATURE

DATE
Appendix K: Participation of Students as Human Subjects

Functional anatomy and physical diagnosis are best learned through the study of living subjects. The purpose of this policy is to establish a uniform set of expectations for all students practicing of physical examination skills with peers.

The Bay Path University Physician Assistant Program will instruct all students in physical examination and diagnosis. For the purpose of student learning, students will be required to serve as “patients” and examiners during selected courses. All students are expected to participate in all aspects of physical diagnosis in a professional, cooperative manner.

Physical examination will NOT include the genitalia or breast examination. These physical examination skills will be acquired via model and simulation experiences.

Laboratory attire will coincide with the expected laboratory assignment. Students should be dressed appropriately at the onset of the laboratory session. Laboratory attire includes: gym shorts and hospital gowns for men and women, sports bras for women and an appropriate shirt or lab coat to wear when not in the role of the patient.

Any student who feels uncomfortable with the peer physical examination policy described here should inform the PA program director to determine if accommodations may be necessary. Additionally, each student is reminded to adhere to the Bay Path University PA Code of Conduct.

I have reviewed and understand the Participation of Students as Human Subjects Policy. I agree to abide by the policy as well as all attire and appearance policies as indicated in this manual.

STUDENT NAME ____________________________________________

STUDENT SIGNATURE ____________________________________________

DATE __________________________
Appendix L: Release of Health Information

By signing below, I hereby grant Bay Path University Physician Assistant Program the ability to provide health care educating facilities the required health and immunization information as stated within the contractual affiliation agreements of said facilities and Bay Path University. My signature acknowledges my understanding and agreement to provide the above stated information.

STUDENT NAME _______________________________________________________________________

STUDENT SIGNATURE ___________________________________________________________________

DATE ____________________
Appendix M: Statement of Confidentiality

By signing below, I hereby acknowledge my responsibility under federal law and as stated within the contractual affiliation agreements of clinical educating facilities and Bay Path University to keep confidential any information regarding the facility or facility patients. I also agree, under penalty of law, not to reveal to any person/s, except authorized personnel, any information regarding patients or the facility.

My signature acknowledges my understanding and agreement to the Statement of Confidentiality.

STUDENT NAME ________________________________________________________________

STUDENT SIGNATURE __________________________________________________________

DATE __________________________
Appendix N: Disclosure Statement

The Bay Path University Physician Assistant Program, in accordance with the standards set forth by the Accreditation Review Committee on Education of the Physician Assistant (ARC-PA), will engage in surveys of students, preceptors, graduates and employers to assess development, skills, scope of practice and knowledge base.

The Bay Path University Physician Assistant Program uses all surveys and evaluations for continual program self-assessment. The program also uses, but is not limited to, admission criteria; didactic and clinical phase performance measures, Physician Assistant National Certification Exam (PANCE) and any other summative instrument.

My signature acknowledges my understanding and agreement of the Disclosure Statement.

STUDENT NAME

STUDENT SIGNATURE

DATE
Appendix O: Web Information

Home Page:  
http://www.baypath.edu/GraduateProgram/GraduateDegrees/MSPhysicianAssistant.aspx

Accreditation:  
http://www.baypath.edu/academics/graduate-programs/physician-assistant-studies-ms/

Admissions:  
http://www.baypath.edu/academics/graduate-programs/physician-assistant-studies-ms/admission-requirements/

Bay Path Mission and Goals:  
https://www.baypath.edu/about/our-mission/

Curriculum:  
http://www.baypath.edu/academics/graduate-programs/physician-assistant-studies-ms/curriculum-schedules/

Tuition:  
http://www.baypath.edu/admissions-aid/graduate-admissions/tuition/

PA Mission, Vision & Goals:  
http://www.baypath.edu/academics/graduate-programs/physician-assistant-studies-ms/mission-vision-physician-assistant-studies/
Appendix P: Absence Request Form

Absence Request

Absence Information

Name: ________________________________ Student ID #: ________________________________

Date of Absence: From: ________________ To: ________________

Type of Absence Requested:
☐ Health ☐ Jury Duty ☐ Other: ________________________________
☐ Military ☐ Bereavement

Reason for Absence:

Absences request forms should be sent in as soon as you are aware an absence is needed, but no less than one week prior for planned absence. Supporting documentation may be required.

Student Signature: ___________________________ Date: ________________

Program Approval

☐ Approved ☐ Rejected

Comments: ___________________________

Bay Path Faculty Signature: ___________________________ Date: ________________

Revised 6/21/17
Application to Decelerate

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Expected Graduation:</td>
</tr>
<tr>
<td>Date Notified:</td>
</tr>
</tbody>
</table>

Reason for Request

- [ ] Academic
- [ ] Personal
- [ ] Other

Explanation:

Why should the committee consider your application to decelerate?

Identify areas of opportunity and improvement.

Academic Success Plan:

______________________________  _______________________
Student Signature               Date
Promotion and Remediation Committee

☐ Approved  ☐ Denied  ☐ Pending Investigation

Comments:

_________________________________________  _______________________________________
Promotion and Remediation Committee Chair  Date

Disclaimer:
For consideration to decelerate, the application is due three working days from the time of notification of failed course(s).
An Enrollment Status Change Form should be completed and submitted to the Office of the Registrar.
Appendix R: Enrollment Status Change Form

ENROLLMENT STATUS CHANGE FORM

INSTRUCTIONS FOR THIS REQUEST
Please select one of the three options below and provide all necessary information for that option.

Name: ___________________________ Birthdate: ___ / ___ / ______ Last Four of SSN: ________________________

Preferred Phone: ________________________ Preferred Email: __________________________

☐ Leave of Absence
A leave of absence should be requested when a student has a medical condition, death in their immediately family, or military commitment that leaves them needing to interrupt their enrollment for a period of time but still has intent to return and complete their degree program at a later time. Students requesting a leave of absence must submit appropriate documentation supporting their request. A form received without appropriate documentation will not be approved. A leave of absence may not exceed more than 180 days in a 12-month period and is considered an exception to financial aid regulations that begin a student loan repayment grace period.

Date of Departure: ________________________ Expected Date of Return: ________________________

☐ Stop Out
A stop out should be requested when a student that is not eligible for a leave of absence needs to interrupt their enrollment for a period of time but still has intent to return and complete their degree program at a later time. A stop out does not apply to absences from classes for short-term reasons, including, but not limited to, illness. An approved stop out will begin a 180-day student loan repayment grace period.

Date of Departure: ________________________ Expected Date of Return: ________________________

☐ Withdrawal
I understand that all financial obligations must be fulfilled or arranged before my withdrawal from Bay Path University will be considered official.

Last Date of Attendance: __________________________

Reason for Leaving:
☐ Medical
☐ Personal
☐ Financial
☐ Transferring to another institution
☐ Other (please specify): __________________________

SIGNATURE
Please sign below to confirm your intent and to acknowledge your understanding that all financial obligations must be fulfilled or arrangements must be made before you are permitted to return to the University.

Signature: ___________________________ Date: ___________________________

APPROVAL
It is the student’s responsibility to have this form approved by their advisor and Student Financial Services prior to delivery in the Registrar’s Office. Forms received by the Registrar’s Office without prior approval will not be processed.

Advisor: ___________________________ Date: ___________________________

Student Financial Services: ___________________________ Date: ___________________________

University Registrar: ___________________________ Date: ___________________________

INTERNAL USE ONLY Date Processed: ____________ Initialed: ____________ Last Update: 4/27/16 MB
CORI / SORI POLICY

This policy is applicable to the criminal and sexual offender history screening of prospective and current employees, subcontractors, volunteers, interns, and students requiring MA CORI checks for student clinical rotations/fieldwork placements performed in the state of Massachusetts. Such checks will be done only when the University determines they are job related, academic program related, or consistent with business necessity.

Where Criminal Offender Record Information (CORI), Sexual Offender Record Information (SORI) and other criminal history checks may be part of a general background check for employment, volunteer work or student required clinical rotations/fieldwork placements, the following practices and procedures will be followed.

Bay Path University is currently authorized to request CORI information from the Department of Criminal Justice Information System (DCJIS) pursuant to M.G.L. c. 6, § 172. This currently includes:

1. conviction and pending criminal case data for the purpose of screening current and otherwise qualified prospective employees whom will have passkey access to residence halls and/or rooms, work primarily in the residential areas, security personnel, coaches and van drivers.
2. conviction and pending criminal case data for the purpose of screening all staff, faculty, volunteers and qualified prospective faculty, staff and volunteers at its Burlington, MA location located within the Burlington, MA high school.
3. pending case, conviction, and non-conviction criminal case data for the purpose of screening all staff, faculty, volunteers, vendors and contractors prior to service engaged in activities or programs to children 18 years of age or less.
4. all available CORI and juvenile data on employees or volunteers working or volunteering in our children's camp.
5. all adult/youthful offender convictions and pending offenses for required students completing clinical rotations/fieldwork placements in the state of Massachusetts.

I. CONDUCTING CORI SCREENING
CORI checks will only be conducted as authorized by the DCJIS, M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. Bay Path University will utilize the appropriate CORI Request Form provided by the DCJIS in accordance with requirements of such form. A candidate who has been a victim of identity theft, will be permitted to provide an identification theft index personal number and will have his/her CORI Request Form specifically processed in accordance with DCJIS procedures.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours’ notice that a new CORI check will be conducted.

II. ACCESS TO CORI
All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the CORI requests, staff charged with processing job applications and authorized Consumer Reporting Agencies (CRA). Bay Path University will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.
III. CORI TRAINING
An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Bay Path University will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Bay Path University is required by MGL c. 62, 171A, to maintain a CORI Policy. All personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, CRA’s utilizing in background checks requiring MA CORI will follow all DCJIS regulations.

IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING
CORI used for employment purposes shall only be obtained for applicants who are otherwise qualified for the position for which they have applied and after a conditional offer of employment has been made to them.

MA CORI shall be obtained for students performing clinical rotations/fieldwork placements in the state of Massachusetts as part of the standard background check in the Occupational Therapy, Physician Assistant and RN to BSN Nursing Programs.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

V. VERIFYING A SUBJECT’S IDENTITY
If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an authorized Bay Path University CORI representative to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

VI. INQUIRING ABOUT CRIMINAL HISTORY
In connection with any decision regarding employment or volunteer opportunities, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.
VII. DETERMINING SUITABILITY
If a determination is made, based on the information as provided in section V of this CORI policy, that the criminal record belongs to the subject, and the subject does not dispute the record’s accuracy, then the determination of suitability for the position, clinical rotation, fieldwork placement or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

(a) Relevance of the record to the position sought;
(b) The nature of the work to be performed;
(c) Time since the conviction;
(d) Age of the candidate at the time of the offense;
(e) Seriousness and specific circumstances of the offense;
(f) The number of offenses;
(g) Whether the applicant has pending charges;
(h) Any relevant evidence of rehabilitation or lack thereof; and
(i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI
If the University is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. All other decisions will be made on a case-by-case basis. The applicant shall be provided with a copy of the organization’s CORI policy, a copy of the criminal history and advised of the part(s) of the record that make the individual unsuitable for the position, clinical rotation / fieldwork placement or license. The source(s) of the criminal history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the CORI record. Applicants shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

If the individual disputes the accuracy and relevance of the CORI information, the applicant has 5 business days to request additional documentation in writing or by telephone from the DCJIS. The University, upon receipt of additional documentation from the applicant and/or the DCJIS, will review the information with the applicant and inform him/her of the decision. If the additional documentation is not requested within 5 business days, the University will deem the applicant is no longer interested in employment with the University and will cease the hiring process with that applicant immediately.

In the cases of student clinical rotations / fieldwork placements, if additional documentation is not requested within 5 business days, the University will deem the applicant is no longer interested in continuing in his/her current program.

IX. SECONDARY DISSEMINATION LOGS
All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.
I. SEXUAL OFFENDER RECORD INFORMATION (SORI) SCREENING
SORI checks will only be conducted pursuant to Massachusetts General Laws. Chapter 6, Section 178 only after a SORI Request for Sex Offender Registry Information Form has been completed.

SORI's will be conducted on all staff, faculty, volunteers, students, vendors and contractors prior to service engaged in activities or programs to children 18 years of age or less and/or on employees or volunteers working or volunteering in our children’s camps or summer programs.

II. ACCESS TO SORI
All SORI obtained is confidential, and access to the information must be limited to those individuals who have a “need to know”. This may include, but not be limited to, hiring managers, staff submitting the SORI requests, and staff charged with processing job applications.

III. USE OF SORI IN BACKGROUND SCREENING
SORI used for employment purposes shall only be obtained for applicants who are otherwise qualified for the position for which they have applied and after a conditional offer of employment has been made to them.

Unless otherwise provided by law, a record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

IV. VERIFYING A SUBJECT'S IDENTITY
If a record is received, the information is to be closely compared with the information on the SORI Sexual Offender Registry Information Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the SORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an authorized Bay Path University SORI representative to make such determinations based on a comparison of the SORI record and documents provided by the applicant.

V. INQUIRING ABOUT SORI HISTORY
In connection with any decision regarding employment or volunteer opportunities, the subject shall be provided with a copy of the SORI history record, whether obtained from the Sexual Offender Registry Board (SORB) or from any other source, prior to questioning the subject about his or her sexual offender history. The source(s) of the sexual offender history record is also to be disclosed to the subject.

VI. DETERMINING SUITABILITY
If a determination is made, based on the information as provided in section V of this SORI policy, that the sexual offender record belongs to the subject, and the subject does not dispute the record’s accuracy, then an adverse hiring decision will automatically be made disqualifying the subject for the position in which he/she has been made the conditional offer of employment.

VII. ADVERSE DECISIONS BASED ON SORI
If the University is inclined to make an adverse decision based on the results of a SORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the organization’s CORI/SORI policy, a copy of the SORI history and advised of the part(s) of the record that make the individual unsuitable for the position or license. The source(s) of the SORI history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the SORI record.
Applicants shall also be provided a copy of DCJIS’ Information Concerning the Process for Correcting a Criminal Record.

If the individual disputes the accuracy SORI information, the applicant should notify SORB and he/she has 5 business days to request additional documentation in writing or by telephone from the DCJIS.

The University, upon receipt of additional documentation from the applicant and/or the DCJIS, will review the information with the applicant and inform him/her of the decision. If the additional documentation is not requested within 5 business days, the University will deem the applicant is no longer interested in employment with the University and will cease the hiring process with that applicant immediately.

Contact information for the SORB is listed below.

Sexual Offender Registry Board (SORB):
Commonwealth of Massachusetts
P.O. Box 4547
Salem, Massachusetts 01970

Phone: (978) 740-6400
1 (800) 93-MEGAN
Facsimile: (978) 740-6464
INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617) 660-4640 or go to http://www.mass.gov/eopss/docs/cjis/cori_request_personal.pdf

2. The DCJIS charges $25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.

3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and “how to read a criminal record” on the DCJIS website www.mass.gov/cjis/cori/cori_boop.html

4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617) 660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617) 27-5300.

5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.

6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see www.mass.gov/cjis/cori/cori_codes_court.html

8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.

9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.

10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CARI Unit for assistance at (617) 660-4640.
CORI RELEASE AUTHORIZATION FORM

I, ______________________ formally request a copy and acknowledge receipt of my CORI record obtained by Bay Path University for the purpose of employment or clinical rotation / fieldwork placement suitability.

I have had the opportunity to review the CORI information with the University authorized individual. In addition I have been given the Information Concerning the Process in Correcting a Criminal Record should I deem the CORI information contained is incorrect.

I understand this CORI contains confidential information regarding myself.

______________________________
Print Name

______________________________  /  /  
Signature  Date