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Revised: January  3, 2017
INTRODUCTION

The University of North Carolina at Chapel Hill Physician Assistant (UNC-CH PA) Program welcomes you to our educational community. We are committed to providing the highest quality Physician Assistant training. The educational process will lead to personal and professional growth that will enable you to serve others and your communities.

This handbook defines the policies and procedures of the UNC-CH PA Program and orients you to resources available to you. It is your guide through the twenty-four months of the UNC-CH PA Program. We hope this manual will be useful to you. It will familiarize you with your rights as a student and our expectations concerning your professional development. Please do not file this and forget it. For questions about the Program policies, refer to the handbook first, either in its paper or electronic form.

Note that new policies may be established or changes made in existing policies. All changes or additions will be in the online handbook. The latest revision date can be found on the footer. Check this frequently when you have questions. These policies apply to all students even when participating at clinical sites off the UNC campus. In the event there are clinical site policies that differ from program policies students will be informed in writing of the specific policies that apply.

As every student is required to act in compliance with all policies of the University of North Carolina, becoming knowledgeable of the contents of this handbook, as well as the policies and regulations of the University of North Carolina, the UNC School of Medicine and the UNC Graduate School, is both necessary and represents a most worthwhile investment in the successful completion of your training as a physician assistant!

As this handbook cannot be construed to be all inclusive, there may be policies that pertain to students not described herein or the other cited sources. Any questions not addressed in these resources should be discussed with your faculty advisor, course directors, or other members of the administration.

Feel free to contact the Program Coordinator, the Program Director, or your PA Program Faculty Advisor for questions not answered by the handbook.

UNC-CH Honor Code
Since 1875, students at the University of North Carolina have had a tradition of self-governance in matters of student discipline. Our students have pledged themselves not to lie, cheat, or steal. This commitment to academic integrity, ethical behavior, personal responsibility and civil discourse exemplifies the “Carolina Way” and serve as the foundation for our student-led Honor System:
http://studentconduct.unc.edu/

Mission Statements
The UNC-CH PA Program is within the Department of Allied Health Sciences, which is part of the University of North Carolina at Chapel Hill School of Medicine (UNC-CH SOM). Mission statements from both the UNC-CH SOM and the UNC-CH PA Program enunciate our guiding principles.
UNC-CH School of Medicine

Our mission is to improve the health of North Carolinians and others whom we serve. We will accomplish this by achieving excellence and providing leadership in the interrelated areas of patient care, education, and research.

- **Patient Care**
  As a key component of the UNC-CH Health Care System, the School of Medicine will provide superb care to North Carolinians and others whom we serve. We will maintain our strong tradition of reaching underserved populations. Excellence in education and research will enhance our delivery of the very best medical care, which will be presented in an environment that is exceptionally welcoming, collegial, and supportive both for those receiving and those providing the care.

- **Education**
  We will achieve excellence in educating tomorrow’s health care professionals and biomedical researchers by providing exceptional support for outstanding teaching and research faculty. We will offer an innovative and integrated curriculum in state-of-the-art facilities. The School will attract the very best students and trainees from highly diverse backgrounds.

- **Research**
  We will achieve excellence in research and in its translation to patient care by developing and supporting a rich array of outstanding research programs, centers, and resources. Proximity to the clinical programs of UNC-CH Hospitals, to UNC-CH other premier health affairs Schools (Dentistry, Nursing, Pharmacy, and Public Health) and the other departments, schools, and programs on the UNC-CH campus affords an exceptional opportunity for innovative, world-class research collaborations.

In all of these missions, we will strive to meet the needs of our local, state, national, and global communities.

**UNC-CH PA Program**

The mission of the UNC-CH PA Program is to promote high-quality, accessible patient-centered health care for the people of North Carolina and the nation through excellence in education, scholarship and clinical service. The UNC-CH PA Program is committed to the health care and workforce needs of North Carolinians and will use an inter-professional approach to prepare skilled and compassionate health care practitioners across the continuum of life.

**UNC-CH PA Program Goals**

These specific goals support the mission of the UNC-CH PA Program:

- Create a diverse educational environment that fosters learning and graduates students who possess the knowledge and skills required to practice in a wide range of clinical practice settings.
- Educate our students in a generalist curriculum which promotes practice in rural or urban medically underserved populations of North Carolina.
- Foster inter-professionalism as a cornerstone of learning and practice.
- Recruit non-traditional students, with special attention to North Carolina residents and veterans.
GENERAL INFORMATION

Program Contact Information
General Phone Line: 919-962-8008
General Email: paprogram@unc.edu

Program Staff
Tracy Velez, BS
Manager, Business & Student Affairs
UNC-CH Physician Assistant Program
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Assistant Director of Student Services & Financial Aid
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Meg Beal, MHS, PA-C
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Janelle Bludorn, MS, PA-C
Clinical Assistant Professor, UNC-CH PA Program
janelle_bludorn@med.unc.edu

Revised: January 3, 2017
**Cost of Program**

Below is an *estimate* of what you can expect to pay per year:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition/Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC Resident</td>
<td>24,000*</td>
<td>27,000*</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>46,000*</td>
<td>49,000*</td>
</tr>
<tr>
<td>Special Course Fees</td>
<td>500</td>
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<td>Graduate Student Fees</td>
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<tr>
<td><strong>Travel</strong></td>
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<td><strong>Health Insurance</strong></td>
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<td><strong>Personal</strong></td>
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<tr>
<td><strong>Total Budget</strong></td>
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<td>Non-Resident</td>
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<td>81,897</td>
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</tbody>
</table>

*Anticipated increase of $2,000 per year

**UNC-CH AND UNC-CH PA Program Facilities**

- **Medical School Wing B**
- **UNC-CH PA Program classroom - Room 112**
- **Student conference room - Room 108**

**Bondurant Hall**
- **Student Services - Room 1022**
- **Program Faculty - Second Floor Suite**

**Berryhill Hall**
- **Clinical Skills Patient Simulation Center – floor 3**
- **Anatomy Lab – floor 6**

**Parking**
- [http://move.unc.edu/parking/](http://move.unc.edu/parking/)

**Public Safety Building, 285 Manning Drive**

**Bookstore and Medical Bookstore**
- [http://www.store.unc.edu/](http://www.store.unc.edu/)
- Daniels Building, 207 South Road

**Libraries**
- Health Sciences Library
  - [http://hsl.lib.unc.edu/](http://hsl.lib.unc.edu/)
  - 335 S. Columbia Street
- Liaison Librarian for Allied Health Sciences, Barbara Renner, PhD
  - (919) 843-7249
  - brrenner@email.unc.edu

**Davis (Main Campus) Library**
- [http://library.unc.edu/](http://library.unc.edu/)
- 208 Raleigh Street
GENERAL UNIVERSITY POLICIES

Non-Discrimination and Equal Opportunity
UNC-CH is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. The University champions a community that is inclusive, welcoming and free from discrimination, harassment and retaliation. Consistent with these principles and applicable laws, it is the University’s policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, genetic information, disability, veteran status, sexual orientation, gender identity or gender expression. All faculty, staff, and students are required to complete an online Title IX Awareness and Violence Prevention training.

The UNC-CH Equal Opportunity/ADA (Americans with Disabilities Act) Office is charged with upholding the University’s commitment to non-discrimination and equal opportunity. Detailed information is available at: [http://eoc.unc.edu/](http://eoc.unc.edu/)

Harassment, Misconduct and Sexual Harassment
The University recognizes the rights of all members of the university community to learn and work in an environment that is free from harassment. The UNC-CH PA Program will not tolerate harassment, misconduct, and sexual harassment. The Program complies with the UNC-CH policy on prohibited misconduct for all faculty, staff and students. The policy recognizes your right to be free from harassment in eleven categories: race, gender, color, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, and gender identity or gender expression.

The complete university policy regarding prohibited forms of harassment and the procedures for filing a complaint are available at the following websites:

Policy library: [http://eoc.unc.edu/resources/policy-library/](http://eoc.unc.edu/resources/policy-library/)


Prohibited Discrimination, Harassment, Related Misconduct: [http://policies.unc.edu/files/2013/04/PPDHRM.pdf](http://policies.unc.edu/files/2013/04/PPDHRM.pdf)

Student Records: Protection of Privacy
The UNC-CH Office of the Registrar is charged with protecting the confidentiality of your educational records. Under the federal Family Educational Rights and Privacy Act (FERPA), personally identifiable information may not be released from a student’s education records without the student’s written consent. The full UNC-CH FERPA policy regarding your privacy rights and exceptions to confidentiality is available at:

FERPA: [http://registrar.unc.edu/files/2012/03/CCM3_033554.pdf](http://registrar.unc.edu/files/2012/03/CCM3_033554.pdf)

FERPA Release Exemptions:
[http://registrar.unc.edu/academic-services/UNC-CHferpa/students/ferpa-release-exceptions/](http://registrar.unc.edu/academic-services/UNC-CHferpa/students/ferpa-release-exceptions/)
Request for Accommodation
The UNC-CH PA Program in accordance with the UNC-CH SOM policies will work with the Office of Accessibility, Resources & Service in order to provide reasonable classroom and testing accommodations. To obtain accommodations, documentation of disability must be submitted to ARS. To request accommodations or other disability support services, you must submit documentation of your disability to the Office of Accessibility Resources & Service. Requests will be reviewed and eligibility for accommodations or services will then be determined. The request process is detailed at: https://accessibility.unc.edu/accommodations.

Smoking
UNC-CH is committed to maintaining a healthy work and learning environment. The University prohibits smoking inside its buildings and facilities, in State-owned vehicles, and up to 100 feet of outdoor areas controlled by the university. Additional details are available at: http://policies.unc.edu/policies/no-smoking/

Student Alcohol Policy
Students and their guests aged 21 or older may possess and consume alcoholic beverages in individual campus residence hall rooms or apartments on campus, but not in common areas of residence halls on campus. Common source containers of alcohol (kegs) are not permitted on the UNC-CH campus. No public possession or consumption of alcohol is allowed at any time. No person, organization, or corporation may sell or indirectly sell any kind of alcoholic beverage on campus. No alcohol may be served or consumed in any University building or open space except as provided in the University’s Guidelines.

No Student Activity Fees or other University collected fees shall be used to purchase alcohol for use either on campus or off campus. No other funds of an officially recognized student group deposited or administered through the Student Activities Fund Office (from dues, donations, etc.) may be used to purchase alcohol for use either on campus or off campus.

Further details: https://alcohol.unc.edu/files/2015/02/Alcohol-Policy-of-The-University-of-North-Carolina-at-Chapel-Hill-Final-6-3-16.pdf

Food and Drink
Food and drinks are permitted in classrooms for students, but only when class is not in progress. Students must recognize this is a privilege and as such it may be retracted at any point if students do not clean up after themselves or in any way abuse this privilege. Students are not permitted to eat in classrooms during class time. It is unprofessional, disrespectful, and distracting to eat while professors and guest speakers are lecturing.

Health Insurance and Immunizations
Health Insurance Information

All students enrolled at UNC-CH are required to have health insurance coverage. The University provides affordable insurance through the UNC-CH System Student Health Insurance Plan. This is a cost-effective policy administered by Blue Cross/Blue Shield and endorsed by the University. Enrolling in the UNC-CH System Student Health Insurance Plan is one means to meet health insurance requirement. You are not required to enroll in this specific plan. If you choose not to, however, you must show
evidence of creditable coverage health insurance. Information on the UNC-CH System Student Health Insurance Plan and other options is available at the following website:

https://campushealth.unc.edu/charges-insurance/mandatory-student-health-insurance

Immunizations and Health Assessment Requirements

The UNC-CH PA Program complies with the University’s Immunization Requirement for Health Sciences Students. This policy is based on recommendations set forth by the Centers for Disease Control (CDC) and the North Carolina Required Immunizations requirement. The policy for Health Sciences Students is available at:

https://campushealth.unc.edu/services/immunizations/health-science-students-immunizations

Specific requirement for physician assistant and other health sciences students include:

- Influenza vaccine when seasonally available. This is required of all medical sciences students.
- Tetanus/Diphtheria/Pertussis: 3 DTP (diphtheria, tetanus, pertussis),Td (tetanus, diphtheria), or Tdap (tetanus, diphtheria, pertussis) doses (this fulfills the primary series requirement) with date of completion of the primary series; 1 booster dose of Tdap (tetanus, diphtheria, pertussis) vaccine after completion of the primary series. A booster dose is required every 10 years.
- Measles/Mumps/Rubella: 2 Measles (rubeola), 2 Mumps, 1 Rubella doses (2MMR doses meet this requirement) OR positive titers.
- Tuberculin Skin Test (TST): 2-step TST completed within the previous 6 months of 1st day of class; 1-step TST required annually thereafter. Students with a positive TST are required to consult with Campus Health Services for further evaluation and counseling. Campus Health Services will decide if a chest x-ray is warranted and will require an annual system review. Any student who feels he/she has been exposed to TB during the year is also encouraged to have an additional skin test performed at that time. If a student has had TB in the past, written verification of appropriate treatment is required. The student is required to complete a form available from Campus Health Services annually, which monitors potential symptoms of this disease. The presence of symptoms may necessitate an additional chest x-ray.
- Varicella (chicken pox): A positive varicella titer or two dates of immunization done four to six weeks apart OR immunity by positive titer. An affidavit of having the disease is not accepted.
- Hepatitis B: Three Hepatitis B immunizations and a positive QUANTITATIVE serologic Hepatitis B titer. (Documentation must show date of immunizations and date of the quantitative results of titer.) Please be advised that it takes a minimum of seven (7) months to complete this.

These requirements must be sent to Campus Health Services on the Immunization and Health History Form that can be found at: http://connectcarolina.unc.edu under the “More Student Links” tab. Once the online form has been completed, you will need to send the printed, signed copy of ALL immunizations (both state and UNC-CH School of Medicine) to:

Campus Health Services
Attn: Health Information Management Department
James A. Taylor Building, CB# 7470
Chapel Hill, NC 27599-7470
Each student must update their influenza and PPD status and statement of good health every 12 months or more frequently if required by a clinical site to which the student is assigned.

Students are advised that the information above may be released to third parties to facilitate their clinical placements.

All students accepted for admission must provide required immunization/titer documents to the Program no later than December 1 prior to matriculation.

Student Wellness
Your physical and psychological wellness is an important determinant of your ability to grow and function as a physician assistant student. The UNC-CH PA Program believes strongly that you should attend promptly to health issues that may threaten your wellness. Although you are free to choose where and from whom you receive care, the UNC-CH PA Program wants you to be aware of the university-based resources that are available to you as a Physician Assistant student. It is important to note that the UNC-CH PA Program Principal Faculty, the Program Director and the Medical Director are not allowed to provide you medical care or access your health records, but they may facilitate referrals to health facilities.

Medical
In the event of medical need, you can see your personal provider or you may use UNC-CH Campus Health Services, which is open seven days a week. Hours and services are listed on the Campus Health website: [https://campushealth.unc.edu](https://campushealth.unc.edu). For after-hours urgencies or emergencies, students can use the UNC-CH Hospitals Emergency Department or a variety of other urgent care facilities close to the Medical School.

Psychological
For mental health issues, you have 24-hour access to the UNC-CH Campus Health Counseling and Psychological Services (CAPS). CAPS provides a broad spectrum of services. Information is available at: [https://campushealth.unc.edu/services/counseling-and-psychological-services](https://campushealth.unc.edu/services/counseling-and-psychological-services).

GENERAL PROGRAM POLICIES

Infectious Disease/Environmental Exposure
The UNC-CH SOM has well-defined policies and procedures that apply to all Health Sciences Students regarding infectious disease and environmental exposures (e.g. chemicals or radiation), which are explained below.

Campus Health Services evaluates students in the event of needle sticks, high-risk body fluid exposures, or environmental exposures that could lead to transmission of infectious agents or injury. This service is available 7 days a week, 24 hours a day. ([https://campushealth.unc.edu/urgent-needs/health-science-students-blood-borne-pathogen-exposure](https://campushealth.unc.edu/urgent-needs/health-science-students-blood-borne-pathogen-exposure))
If you have had a possible exposure to blood borne pathogens, follow the steps below:

Step 1. Immediately clean the affected area.
For splashes to the nose, mouth or eyes, flush the area with water. Irrigate the eyes with clean water, saline or sterile irrigant. If you are stuck with a sharp, clean the site with soap and water.

Step 2. Immediately notify your supervisor (clinical instructor, resident, attending, etc.) to document the incident.

Step 3. Obtain source patient information (patient name, medical record number and location).

Step 4. CALL CAMPUS HEALTH SERVICES AND ASK TO SPEAK TO THE PHYSICIAN ON DUTY: 919-966-6561

Exposure to other environmental hazards follows the same contact procedure above. The Campus Health Services provider consults with the hospital environmental health office to determine appropriate treatment depending on the nature of the exposure.

Please read the Communicable Disease Exposure Policy listed on the UNC PAP website.

http://www.med.unc.edu/ahs/unc-pa/current-students/communicable-disease-exposure-policy

Security and Personal Safety
Your personal security and safety is the highest priority for the UNC-CH PA Program. The UNC-CH Department of Public Safety (DPS) provides sworn officers who respond to calls for the university and provide regular patrols (http://dps.unc.edu/safety/). In addition, the UNC-CH Hospital Police provide security within the five hospitals and the ambulatory care building on campus. Each student, faculty member, and staff employee is issued a photo ID badge/access smart card (proximity card, often referred to as a “prox” card). There are proximity readers on all entrances to hospital and SOM buildings. The buildings are locked 6:00pm-6:00am. Multiple security cameras monitor building entries, animal facilities and other critical locations. The number of cameras increases each year. Physician assistant students will receive information regarding safety in and around the campus and town of Chapel Hill during orientation and at the beginning of each year.

The following safety measures are in place for the entire campus:

- Carolina Alert warning system for emergencies and disasters, which alerts the University community is alerted by public address, phone, and computer.
- Blue light emergency phones connected to DPS are located strategically around campus.
- SAFE – Students Averting Frightening Encounters – provides escort for solo students on the main campus when classes are in session 1:00am-7:00am, Sunday through Thursday.
- Point-2-Point Campus Shuttle buses (P2P) are available from 7:00pm-4:00am to transport faculty, staff, and students around campus and to their cars on campus.
Safety in the Clinical Setting

During the psychiatry rotation, your inpatient experiences may be on locked units with some patients who have the potential for violent behavior. You shall conduct interactions with such patients by placing yourself so that you are always in clear view of staff. You are encouraged to never allow themselves to be in a situation that they think could become unsafe. You are encouraged to discuss concerns about safety with their preceptor and other medical personnel prior to any patient interaction. You will learn about red flags in the history and clinical presentation. We emphasize that your role as a student is not to become directly involved but rather to distance yourself. You can be helpful, for example, in gathering medication data, or relaying important historical information to physicians who are called to the situation.

While working in the Emergency Department:

1. Safe practices for dealing with dangerous and agitated patients shall be reviewed at the beginning of the rotation.
2. Students are instructed not to become directly involved with management of violent patients. As with the psychiatry rotation, you shall distance yourself from a confrontation. You can be helpful in gathering medication data, or relaying important historical information to physicians who are called to the situation.
3. UNC-CH hospital police are stationed in the emergency department and are available to deal with agitated or violent patients. You are instructed to be aware of potentially dangerous situations. If you think that a situation could become unsafe, you are to notify ED staff, faculty, or UNC-CH hospital police.

Identification Badges and UNC-CH One Card

You are issued a School of Medicine identification (ID) badge upon matriculation into the Program. It serves also as your “prox” card. The badge is a necessary component of your professional presentation and it helps insure your security on the medical campus. You must wear your ID badge while on UNC-CH medical campus, its affiliated clinical facilities and during all clinical rotations. You cannot use another student’s ID badge or to permit anyone else to use your ID badge.

You will also be issued a UNC-CH One Card by the University. This is an interactive, multipurpose identification card that can be used for administrative purposes, purchases, and financial transactions with the program and university.

Inclement Weather

In the event of adverse weather conditions, the policies and procedures of the University are the main guide for the UNC-CH PA Program. Unless closed by the Chancellor or designee, the University is always open. Information about the University’s operating status and transportation may be obtained through:

- Email: The University informs students, faculty and staff of cancellations and alterations in operations through their University email accounts.
- Telephone: 919-843-1234.
- University home page: [www.unc.edu](http://www.unc.edu)
- Chapel Hill Transit:
• http://www.townofchapelhill.org/town-hall/departments-services/transit/routes-schedules/all-routes-schedules

• Radio broadcast at WUNC (91.5 FM), WCHL (1360 AM) or WNDW (1610 AM)

If the University is open during inclement weather, class, lab and clinical schedules will be followed to the extent possible. Individual faculty and students are in the best position to judge whether they can travel safely to campus or a clinical site. Individual judgments about personal circumstances must be made so that no one jeopardizes their safety and health.

Due to the variability of supervised practice activities, cancellations or alterations of educational responsibilities will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, you must contact the Program Coordinator and the Clinical Facility as soon as possible to inform them that he/she will not be there and to help insure that important patient responsibilities are covered. We recommend that you speak directly to the Supervising Preceptor and discuss alternatives for patient responsibilities, including the option of coming in later in the day (also see policy on Attendance below). In making the decision regarding attendance during inclement weather, consider that:

• You have a professional responsibility to the patients and the facility to which you are assigned.
• The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

Criminal Background Checks and Drug Screening
You are required to undergo criminal background checks (CBC) and drug screens through the agency specified by the DAHS at the time of matriculation and at the beginning of each year. In addition, clinical affiliates may require additional CBC and drug screens prior to participation in educational experiences at the site. All CBC and drug screening expenses are born by the student. Failure to comply will result in a hold being placed on student registration and the inability to complete the Program. The policies governing CBC and drug screens can be reviewed on the UNC-CH PA Program, the DAHS, and the UNC-CH SOM websites:


http://www.med.unc.edu/ahs/student-services/copy_of_policies#healthandsafety


Employment
The UNC-CH PA Program cannot prohibit you from working, but student employment while being enrolled in the Program is strongly discouraged. This includes part-time work. (If you must work, we strongly recommend working no more than 20 hours a week.) The UNC-CH PA Program is a full-time obligation, and it is very difficult to maintain even part-time employment while enrolled. Attendance in scheduled academic activities (e.g. classes, labs, clinical experiences) is not optional. Employment responsibilities cannot be used as a justification to miss scheduled learning activities or for poor academic performance. In addition, students may not work for the UNC-CH PA Program or function as instructional or clinical faculty. You may not function as or substitute for clinical or administrative staff during your practice experiences.
Liability Insurance
All UNC-CH PA students are covered for professional liability by the University of North Carolina Liability Insurance Trust Fund. This fund provides coverage for students while practicing within the scope of their responsibilities. There is no separate charge for this insurance.

During the clinical year it is possible that selected hospitals or clinics will require you to maintain a policy of commercial general liability insurance with a limit of $1,000,000 per claim or occurrence and $3,000,000 annual aggregate and provide certificates evidencing the same prior to the initiation of the clinical rotation. This means that as a student you may have to purchase additional insurance at the cost of $19 per semester. If this situation arises, you will be informed in advance.

Health Insurance Portability and Accountability Act (HIPAA) Requirements
HIPAA adherence is an essential component of professionalism. All students must complete HIPAA compliance training online annually. You can access HIPAA policies and training at: http://www.med.unc.edu/security/hipaa

Disorderly or Disruptive Conduct
Conduct that interferes with, impairs, or obstructs the orderly conduct, processes and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to, excessive noise, public intoxication, loud or indecent conduct, interference with the ability of others to enter, use, or exit any University facility, service, or activity, intentionally interfering with the freedom of expression or movement of others, interfering with University activity such as teaching, research, recreation, meetings, and public events, physical violence, reasonable apprehension of harm, or threat of violence against oneself or any member or guest of the University community. This prohibition extends to conduct outside the University that, in the University’s sole judgment, is detrimental to its mission and interests (See also Classroom Disruption).

Classroom Disruption
Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with a professor or instructor’s individual request regarding appropriate classroom behavior.

Lecture Capture
Lecture Capture records a classroom presentation and audio, which allows students to review lectures anywhere with an internet connection. All courses in the UNC PA Program will utilize Lecture Capture unless otherwise specified. The audio and visual recording will begin and end according to the class schedule regardless of the actual commencement of class activities. Students who do not want to be recorded are advised to hold questions or comments until the end of the recording time. Students must be aware that conversations in the classroom during scheduled class time may be recorded and therefore be public. Students are advised to hold private conversations outside of scheduled class time or out of the classroom.
ACADEMIC AND PROFESSIONAL STANDARDS

Technical Standards
The definition of Technical Standards is personal attributes and capabilities essential for admission, promotion, and graduation of a UNC-CH Physician Assistant Student. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) requires all Physician Assistant (PA) programs to publish technical standards for admission. The Technical Standards encompass knowledge, skills, attitudes, and physical capabilities necessary to master the didactic and clinical requirements of the curriculum. The provision of medical care is inherently a problem-solving endeavor that requires completing a series of tasks within a limited timeframe. Possession and application of the Technical Standards by the PA student recognizes that mastery and efficiency are closely coupled in the practice of medicine.

The following five technical standards are the non-academic qualifications the program considers essential for successful completion of its curriculum:

1. **Attitudinal, Behavioral, Interpersonal, and Emotional Attributes:** The student must have the capacity to learn, understand, and embody the ethical principles that underlie the practice of medicine. Likewise, the student must understand and comply with state and federal laws that govern medical practice. The candidate should be able to relate to colleagues, staff and patients with honesty, integrity, non-discrimination, self-sacrifice and dedication.

   The student should be able to understand and use the power, special privileges, and trust inherent in the PA-patient relationship for the patient's benefit, and to know and avoid the behaviors that constitute misuse of this power. The UNC-CH diversity policy requires that students have the interpersonal skills necessary to interact respectfully and appropriately with all persons regardless of race, ethnicity, belief systems or socioeconomic status.

   The student must be of sufficient emotional health to fully utilize his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity.

   The ability to participate collaboratively and flexibly as a professional team member is essential. The student must display this emotional health in spite of stressful work, changing environments, and clinical UNC-CH entities. The student must be able to modify behavior in response to constructive criticism. The student must be open to examining personal attitudes, perceptions, and stereotypes (which may negatively affect patient care and professional relationships).

2. **Stamina:** The study and ongoing practice of medicine often involves taxing workloads and stressful situations. A student must have the physical and emotional stamina to maintain a high level of function in the face of these likely working conditions.
3. **Intellectual Skills:** A student must possess a range of intellectual skills that allows him/her to master the broad and complex body of knowledge that comprises the PA curriculum. The student's learning style must be effective and efficient. The ultimate goal will be to solve difficult problems and to make diagnostic and therapeutic decisions. A candidate must be able to memorize, perform scientific measurement and calculation, and understand and cognitively manipulate three-dimensional models.

Reasoning abilities must be sophisticated enough to analyze and synthesize information from a wide variety of sources. It is expected that the student be able to learn effectively through a variety of modalities including, but not limited to: classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer based technology.

4. **Communication Skills:** The student must be able to ask questions, to receive answers perceptively, to record information about patients and to educate patients. The student must be able to communicate effectively and efficiently with patients, their families, and with other members of the health care team. This must include written, spoken and non-verbal communications such as interpretation of facial expressions, affects and body language. Mastery of both written and spoken English is required.

5. **Visual, Auditory, Tactile and Motor Competencies:** A student must possess sufficient visual, auditory, tactile and motor abilities to allow the student to gather data from written reference material, from oral presentations, by observing demonstrations and experiments, by studying various types of medical illustrations, by observing patients and their environments, by observing clinical procedures performed by others, by reading digital or analog representations of physiologic phenomena, and by performing a basic physical examination of a patient.

**Academic Standards and Professionalism**

Grades, academic integrity and professionalism are the three determinants of student promotion and graduation in the UNC-CH PA Program. As a student, you must meet all three to progress in the Program and graduate.

**Grades/Evaluation**

UNC-CH PA Program students are required to take all elements of the curriculum. The Program does not grant advanced placement credit. The program does not allow transfer credit for course work completed at another PA program.

The student’s grade in Program courses is determined by:

- Course participation.
- Written examinations.
- Clinical performance evaluations.
- Other written and/or oral assignments.
Academic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, you must adhere to the highest standards of individual honesty in his/her scholastic work and must at no time undermine the work of others. All students are expected to conform to, and are entitled to the protection of, the standards of Academic Integrity and Ethics endorsed by the UNC-CH Graduate School. Matters involving academic integrity proceedings will be handled in accordance with the procedure found at:

http://gradschool.unc.edu/academics/resources/ethics.html

The Office of Student Conduct is responsible for promoting academic integrity at UNC-CH through the Honor Code and Honor Court. The Instrument of Student Judicial Governance is the guiding document that defines the principles, rights, policies and procedures intended to uphold academic integrity.

Office of Student Conduct: https://studentconduct.unc.edu

Instrument of Student Judicial Governance:

Professionalism

As members of the health care community, UNC-CH PA students are expected to adhere to high standards of medical professionalism. Maturity, integrity, honesty, respect, compassion, and self-control are expected of students in all aspects of the didactic and clinical education. Professionalism should be manifest as a high level of professional judgment and composure in interactions with instructors, preceptors, fellow students, staff, and patients. Most of all, a medical professional understands that the welfare of the patient is paramount and takes precedence over other considerations.

Unprofessional behavior usually involves aberrations of attitude and behavior. Lapses in professionalism may be grounds for remediation, discipline or dismissal – independent of a student’s standing in individual courses. All professionalism lapses will be shared with the program director by the student’s faculty advisor or other responsible faculty or staff member. They will be documented on a SAEF form which the student must sign. Repeated episodes of unprofessional behavior or a single egregious episode may result in dismissal.

The American Academy of Physician Assistants takes professionalism very seriously. As a Physician Assistant student, you should be familiar with the Academy’s comprehensive statement of values and guidelines for ethical conduct:


Much has been written about medical professionalism, and there are many dimensions to what constitutes professional and unprofessional conduct. The UNC-PA Program curriculum will address professionalism in depth. We want you to be aware--at the beginning of your training--of some specific unprofessional behaviors that may jeopardize your standing and result in sanction or dismissal from the program. These include but are not limited to:
• Breaching patient confidentiality. This is not limited to identifying patients and their health issues to others not involved in the patient’s care. This also includes indiscreet conversations in public places (e.g. elevators, hallways, the cafeteria).

• Illegal drug use, alcohol abuse or abuse of controlled substances.

• Sexual involvement with a patient.

• Engaging in scope of practice beyond that of a student.

• Misrepresenting one’s position in the medical care system.

• Abandonment of duties.

• Serious legal infractions.

• Disobeying or showing disrespect to faculty or preceptors.

• Abusive and/or threatening behavior or language toward fellow students, instructors, preceptors or staff.

• Misuse of social media and electronic communication. Social media has created unprecedented opportunities to enhance communication, but there is equally great potential for the rapid, unfair, unethical, and unprofessional dissemination of information. Misuse may be a breach of patient confidentiality or may involve posting of opinions, complaints, derogatory comments, observations about other students, staff, faculty, the educational environment or the healthcare system. A moment’s indiscretion may not easily be undone. The UNC-CH Healthcare System has a well-elaborated policy pertaining to the use of social media and dissemination of digital content, including images: http://intranet.unchealthcare.org/intranet/policies/unc-hcs-policies-pdf-new-format/ADMIN0228.pdf

We provide some general rules with regard to digital communication are below:

• You must not use personal social media accounts to communicate with patients.

• You must not communicate patient information in text messages or unsecured email (Your UNC email accounts are secure and you can use this to exchange patient care information with other health care professionals within the UNC-CH SOM if there is a patient care need or legitimate educational purpose. The UNC Electronic Health Record, EPIC, is the preferred method for secure patient care communication.)

• You must never share images taken in clinical settings by text or unsecure email.

ACADEMIC POLICIES

Faculty Advisors
You will be assigned a Faculty Advisor. The role of the Faculty Advisor is to monitor your academic progress in the program and to serve as your advocate. You are required to meet with your Faculty Advisor at a minimum of once every semester. You will meet your advisor at orientation.

Your Faculty Advisor will be responsive to your needs. We recommend emailing your advisor first to set up an appointment or arrange a phone call. If an academic problem arises, you should promptly meet with your Faculty Advisor. In case you need to remediate or decelerate in the program, your Faculty Advisor is formally involved in the process.
If a personal problem arises, you are advised to contact your Faculty Advisor, particularly if the problem is impacting your academic performance. You may be referred to on-campus services at UNC-CH Campus Health Services including the CAPS program.

You may request a change in your Faculty Advisor if you feel that there are compatibility issues. Please make this request first to the Program Coordinator who will work with the Program Director to find a new advisor.

**Attendance**

The UNC-CH PA Program is a community of learners. You will be expected to master a large amount of material in a relatively short period of time. We all learn from each other and in teams. Attendance in classes, examinations and Structured Clinical Practice Experiences (SCPEs) is mandatory. See following sections regarding attendance policies for class, exams, and SCPEs.

**ATTENDANCE POLICY - CLASS**

Attendance is required at ALL classes and examinations. You are permitted to have 3 *excused absences within each didactic semester*. Excused absences are those that are approved using the Absence Request Form found in the Student Handbook. For anticipated absences, the Absence Request Form (found in the forms section of the Student Handbook) must be submitted to the Academic Coordinator or Academic Advisor at least 24 hours in advance of the absence. Communication of approved absences will be by email. In the case of an emergency, email your Faculty Advisor and the Academic Coordinator as soon as possible. For each unexcused absence resulting in not attending a class, 1% will be deducted from the course grade. Late arrival to class will result in a 0.5% course grade deduction per incidence as well. Unexcused repeated absences or repeated lateness is unprofessional behavior and can be grounds for disciplinary action or dismissal from the program.

**ATTENDANCE POLICY - EXAMS & TESTING**

Attendance is required at all examinations. You are expected to take all examinations on the scheduled date. Exams will begin on time. Students who arrive after an examination has begun may be refused admission to the examining room. Additional time will not be given for late arrivals. There will be NO make-up examinations given except at the discretion of the course director and ONLY with justification of a valid reason. If you are planning to miss an examination, for whatever reason, please notify the course director by email within 24 hours of the exam date. Make-up examinations, when appropriate, will be offered only at a date and time that is convenient to the course director. The make-up exam may not be identical to the regularly scheduled exam.

If a student fails to take a scheduled examination, without obtaining permission from the course director prior to the examination, the student will receive a “zero” on that examination. Examinations are timed and extra time will be given only at the discretion of the professor.
Please note: Reasonable examination accommodations cannot be applied retroactively. Therefore, it is in your advantage to have any accommodations instituted early rather than waiting until after exam or course failures.

ATTENDANCE POLICY - SCPEs

• Absenteeism Policies: General
  o Adherence to scheduled rotation hours and attendance at all end-of-rotation activities are mandatory. See course syllabus for specific information on required number of hours for SCPEs.
  o Failure to fulfill this requirement is considered in the evaluation of the academic performance and professionalism and may result in a failing grade for the rotation.
  o If a student must be absent from a rotation, both the preceptor and the Clinical Coordinator must be notified as soon as possible.
  o If the appropriate parties cannot be reached, then students must leave a message regarding the absence and a number where they can be reached.
  o For all absences, students must complete and submit a Clinical Absence Form to the Clinical Coordinator in advance of 24 hours of the date of the absence.
  o Failure to follow this procedure may result in an unexcused absence, negatively affecting the final rotation grade and, potentially, resulting in rotation failure.
  o Each student will be allowed FIVE excused days off during the clinical year.

• Absenteeism Policies: Excused Absences
  o Incapacitating illness or injury, such as those requiring bed rest and unexpected personal or family emergencies are considered valid reasons for absenteeism; however, the procedure for absenteeism is outlined above and must be followed.
  o Absences for scholarly and service activities, such as attendance at NCAPA or AAPA conferences or committee work, may be granted on a case-by-case basis, at the discretion of the Clinical Coordinator. Students who wish to attend such activities must submit their intentions in writing to the Clinical Coordinator three months in advance.
  o Should a preceptor grant a student permission for absence from scheduled clinical experiences, the student is responsible for notifying a Clinical Coordinator in writing prior to the missed time. Missed time is not approved until a Clinical Coordinator or the Program Director has agreed to the absence.
  o All excused absences of greater than two days, must be rescheduled with the preceptor and made up during the clinical rotation.

• Absenteeism Policies: Unexcused Absences and Tardiness
  o Absenteeism not reported as outlined above will be considered unexcused regardless of cause.
  o As arriving on-time is considered a part of professionalism, tardiness to rotations and/or end-of-rotation events is not acceptable. For each episode of tardiness to a clinical rotation, one point for each hour will be deducted from the Professionalism grade in the Preceptor Evaluation up to but not exceeding the number of hours for that day’s experience.
  o Multiple episodes unexcused absences and tardiness are considered a violation of professionalism and subject to consequences up to and including course failure and delay of graduation.
As the clinical experiences are vital to the PA student’s education, missing clinical experiences and tardiness represents a significant obstacle to success in the MPAS Program. Given this, the Program has developed the following policies specific to unexcused absences in SCPE courses:

- **First Event** - will result in a deduction in score of Professionalism as listed above
- **Second Event** - will result in a mandatory meeting with the Clinical Coordinator and make-up of patient-contact clinical time specific to that day’s rotation specialty must be completed prior to the end of the SCPE. It is the student’s responsibility to schedule the make-up time with their preceptor.
- **Third Event** – the student will have a mandatory meeting with the Clinical Coordinator and the Program Director which will result in either course failure or an ‘incomplete’ grade for the course at the discretion of the Program Director, and will mandate repeating the SCPE at the end of the year and delaying graduation.
- **Note**, students are fully responsible for all tuition and fees associated with any delayed course or course activity completion.

**Communication and Office Support**

**Email**

You will be assigned a UNC-CH email account. The program will use this email address for program-related communication. Emergency communications from the university are also sent through your campus email account. Students are responsible for checking their email regularly (at least daily while in academic session). If you receive a Program or University-related query that requires a response, you are expected to respond within 48 hours unless a different response interval is specified in the communication. Responding to email promptly is *an important component of professionalism*. Choosing to not use your UNC-CH email is **not** an acceptable justification for missing important communications. UNC-CH email is intended for Program and academic-related purposes only.

**Cell Phones**

Cell phones/Internet PDAs must be turned off during class or when dictated by the policies in a clinical facility. During written or practical exams or exam reviews, students may not have cell phones, pagers, Smartphones/Internet PDAs, or any other electronic devices on their person or at their desk. Other arrangements should be made for emergency calls during these times.

**Fax and Copiers**

The Departmental and Program’s office fax and copy machines are not for student use.

**Dress Code**

*Academic Phase:* All students must wear: 1) UNC-CH identification badge; and 2) Publicly acceptable attire in the classroom setting. An example of publicly acceptable attire is business casual.

Attire that exposes areas of the chest, abdomen, thighs, midriff or back is unacceptable. In settings that include patient contact, clinical phase requirements will be enforced.

*Clinical Phase:* All students must wear: 1) A short white lab coat with; 2) A UNC-CH PA Program identification badge which identifies a Physician Assistant Student from the UNC-CH PA Program; and 3) professional attire.
Jeans, shorts, cutoffs, t-shirts, “recreational clothing” or attire that exposes areas of the chest, abdomen, thighs, midriff or back are unacceptable. Only closed toes shoes are allowed in the clinical setting. You should avoid wearing perfumes, scented lotions, or colognes in clinical settings. With the exception of small, non-dangling earrings, no body piercings are acceptable in the clinical setting. Ostentatious tattoos should be covered whenever possible. Scrubs may be worn in certain clinical settings and at the discretion of the supervising preceptor.

**Examinations**

You are expected to take all examinations on the scheduled date. Make-up examinations are given at the discretion of the course director and only with a valid justification. Exams will begin on time. Students who arrive after an examination has begun may be refused admission to the examining room. Additional time will not be given for late arrivals.

If an absence is inevitable, you should notify the course director by email within 24 hours of the exam date. Make-up exams, when appropriate, will be offered at a date and time convenient to the course director. The make-up exam may not be identical to the regularly scheduled exam. If you fail to take a scheduled examination without obtaining permission from the course director prior to the examination, you will receive a “zero” on that examination. Examinations are timed and extra time will be given at the discretion of the professor.

**Grading**

In accordance with UNC-CH policy, the grading system to be used in the PA Program is as follows:

- H = 90% - 100%
- P = 80% - 89%
- L = 70% - 79%
- F < 70%
- IN = incomplete

The weighted scores for each graded component of the course will be averaged for each student, yielding a final score. Then a mean and standard deviation will be calculated for the final scores. The low passing mark (L = Low Pass) for the course will be 70% or 1.0 standard deviations below the mean, whichever benefits the student.

You are required to achieve minimum grades of pass (L or higher) in didactic and clinical courses in order to advance through the curriculum and to graduate.

**Clinical Sites and Structured Clinical Experiences (SCPEs)**

The program is responsible for developing, providing, and evaluating clinical practice sites, preceptors, and experiences for students. You cannot be required to provide or solicit clinical sites or preceptors. If you are interested in practicing in a site outside of the Program’s established SCPEs, you must submit a written request to the Clinical Coordinator. The Clinical Coordinator, in consultation with the Program Director, has the ultimate authority to review, evaluate, and approve alternative sites and preceptors based on compatibility with the Program’s stated mission and goals. Please see UNC Clinical Year Manual for more information.
**Promotion and Graduation**
You must meet all of the following requirements to be promoted to the clinical year and to be awarded the degree of Master of Health Sciences in the UNC-CH PA Program.

**Academic:**
- The student must complete all coursework.
- The student must achieve a minimum grade of L in all coursework; have no academic deficiencies and no incompletes.
- The student must pass summative evaluations near the end of each of the didactic and clinical years.
- The student must adhere to the Code of Ethics.
- The student must have maintained acceptable professional standards.

**Administrative:**
- The student must complete criminal background checks and drug screens.
- The student must meet all financial obligations to the University.
- The student must complete required documentation to the program and the University.

Students having satisfied all of these requirements will be recommended by the Program Director to the Dean for graduation from the Program.

**Summative Evaluations**

**Didactic year:** At the end of the didactic year, we will perform a global summative assessment focusing on the core competencies of knowledge, patient care, effective communication and interpersonal skills and professional conduct. You will take a didactic summative assessment (DSA) that includes comprehensive OSCEs and clinical skill demonstrations. At the end of the DSA, you will receive feedback in preparation for the clinical year.

To advance to the clinical year, you must pass all courses in the didactic year in addition to passing all components of the DSA.

**Clinical Year:** At the end of the clinical year, we will administer a global summative assessment focusing on core competencies. You will take a three-day clinical summative assessment (CSA) that includes a comprehensive written exam, comprehensive OSCEs (with skill demonstrations) and structured exit interviews with the student’s Faculty Advisor. The centerpiece of the CSA is an integrated half-day of clinic where you will sequentially see four patients. These OSCE/patient scenarios require that a student show sufficient mastery of all six competencies.

To graduate, the you must pass the written exam and each of the four OSCE/patient scenarios, as each scenario is designed to showcase the ability to demonstrate adequate medical knowledge, interpersonal skills, patient care skills, professionalism, ability to work in teams, and troubleshoot systems problems in the clinical environment.

At the exit interview, you will receive their grade for the CSA. Those who have passed will receive feedback on the individual components. This feedback will serve as the foundation for
recommendations on how you, as a potential graduate can improve as a medical practitioner moving forward. A component of the exit interview will elicit feedback on the program itself.

If you do not pass the required CSA components, you will be given one additional opportunity to successfully complete it. For those students who do not pass the CSA on their first attempt, the exit interview is used to identify weaknesses and to assess whether or not you have sufficient motivation, acumen, and time to enter the remediation process as described herein.

Remediation
If you are at risk of non-progression in the program for academic reasons, you will first meet with your Faculty Advisor in consultation with your course director and/or preceptor to identify the specific issues that have resulted in unsatisfactory academic performance or unprofessional behavior.

Unit Remediation
A unit grade of F will result in an advising meeting and consideration for remediation. Successful remediation must occur for students to continue and advance in the program. A unit grade of L will result in an advising meeting with your advisor, the course director, or the course instructor for the particular course content involved.

Course Remediation
Students are required to achieve minimum grades of P in didactic and clinical courses in order to progress through the curriculum and to graduate. A final course grade of F at any time during the curriculum will result in dismissal from the program. Students who have 6 or more credit hours with a course grade of L in one semester with satisfactory grades in all other courses in the curriculum will receive consideration for remediation. Successful remediation must occur for the student to continue and advance in the program. Students are not eligible to remediate two consecutive semesters. Earning 6 or more credit hours of L in two consecutive semesters may result in dismissal from the program.

IN = Incomplete. A grade of IN is given when the instructor/course director determines that exceptional circumstances warrant extending the time for the student to complete the course.

If remediation is appropriate, the student and the Faculty Advisor will establish a remediation agreement plan that will specify the rationale for remediation, the deficiencies identified, specific goals, an action plan, student responsibilities, program responsibilities, and a timeline. The Program Director, in consultation with the Medical Director and the Principal Faculty, will decide on the appropriateness of remediation. You will receive a response within seven working days of submitting the request. Students desiring remediation will have to show a high degree of motivation to be eligible for it.

The agreement also specifies intervals for review of progress. The student, the Faculty Advisor, and the Program Director will all sign the agreement (See Remediation Agreement Plan in Forms section of handbook).

The following factors will be considered to determine the appropriateness of remediation:
- The student’s global academic standing and the likelihood that he/she will complete the Program.
• The student’s life circumstances (e.g. personal or family illness, pregnancy).
• The availability of Program resources.
• An assessment of the student’s commitment to remediate and complete the Program.

Deceleration
Rarely, a student may have to extend his/her training beyond 24 months due to extenuating circumstances. Deceleration may be necessary for academic or personal reasons. To explore the possibility of deceleration, you will first meet with your Faculty Advisor to discuss feasibility and appropriateness. You will then submit a formal written request to decelerate to the Program Director who, in consultation with the Medical Director and Principal Faculty, will act on the request. You will receive a response within seven working days of submitting the request. Students requesting deceleration will have to show a strong commitment to completing the program if an extension is granted. You will have a total of 36 months to complete the UNC-CH PA Program.

Academic Appeal of Grades
You are entitled to appeal a course grade. Appeals must be based on one of the six following grounds:

• Arithmetic or clerical error.
• Arbitrariness.
• Personal malice.
• Honor Court sanction.
• Harassment.
• Discrimination.

Prior to filing a formal appeal of a grade, the student should first address concerns to the instructor who assigned the grade. If the result of this discussion is not satisfactory, the student can then appeal to the instructor’s chair or dean. Appeals should be made no later than the last day of the succeeding regular semester (fall or spring). Full details of the appeals process are available at the following websites:

http://registrar.unc.edu/academic-services/grades/grade-changes/

Withdraw/Cancellation
In the event you withdraw from the program, there are certain policies and procedures established by the University. The Program Coordinator is available to assist you in this process.

An official withdrawal occurs when you, as an enrolled student, decide you must leave the university in a given term once the term begins and you have attended at least one class. If you must leave, you are required to notify the university through the withdrawal process and then cease attendance in all classes and/or academic activities. Tuition charges may be prorated according to the withdrawal refund calendar at: http://registrar.unc.edu/guide/registration-policies/tuition-refund-policy/.

A cancellation results in removal of all enrollments for the term. Cancellations are not noted on the permanent record. No tuition or fees are charged, but other charges related to attending the university are the responsibility of the student. Details of the withdrawal and cancellation policies are available at:

http://registrar.unc.edu/academic-services/withdrawals-cancellations/
Dismissal
If the Division Director, in consultation with the Division Faculty and in accordance with Divisional policies, determines that a student’s academic or professional behavior warrants dismissal, the student will be informed of this decision in writing. If you wish to appeal the dismissal decision, you may appeal to the Chair of the Department of Allied Health Sciences. The appeal must be submitted in writing within 20 days of the date you received the dismissal letter from the Division Director. The appeal must consist of a written, signed statement, stating the specific grounds and all the supporting facts upon which you base the appeal. The appeal must cite evidence that the dismissal was not in accordance with the Division’s policies. The Chair of the Department of Allied Health Sciences will refer the appeal to the AHS Appeals Committee. The Appeals Committee will review the written appeal and may seek additional information as needed. You may request a meeting with the Appeals Committee. The AHS Appeals Committee will make a recommendation to the AHS Chair. The AHS Chair will make the final decision and inform you in writing. Any further right of appeal will be established by University policies or procedures. Appeal of a Dismissal Decision. Dismissals are classified as disciplinary withdrawals and tuition refunds are prorated per the withdrawal refund calendar.

The dismissal policy can be found at:


STUDENT RESOURCES
Department of Allied Health Student Recourses
http://www.med.unc.edu/ahs/student-services/resources

UNC-CH Student Store
The UNC-CH Campus Store is located at 207 South Road in the Daniels Building. With three floors of clothing, books, gifts, supplies and a post office in it, the Campus Store is sure to have everything you will need. Their phone number is 919-962-5066 and their hours are posted online at http://www.store.unc.edu/.

Dining on Campus
Carolina Dining Service has a wide variety of options for students, faculty, staff and visitors to choose from when dining. While studying in Bondurant Hall, the closest options for PA Program students are the Beach Café (Chick-Fil-A, EspressOasis, Grab & Go, Greens and MedDeli), the Friends Café (located in the Health Sciences Library), Starbucks and the Terrace Café (open 24 hours, 7 days a week) located on the 2nd floor above the lobby of the N.C. Women’s and Children’s Hospitals. A complete list of these and other options around campus can be found at http://menus.dining.unc.edu/.

Athletic Facilities
Personal Fitness

The UNC-CH Campus Recreation website is http://campusrec.unc.edu/. Here, you can find information about the fitness centers on campus, their hours of operation, the many fitness programs the University
has to offer, and much more. Recreation Membership is automatic for full-time graduate students through enrollment and payment of mandatory student fees.

Athletic Events

For information on how to obtain tickets to UNC-CH Athletic events, you can visit this [website](http://dps.unc.edu/).

Transportation

There are many options for students travelling both on and off campus. The Chapel Hill Transit, P2P Express, Safe Ride, Park & Ride lots, and the Triangle Transit are a few of the options. Parking on campus is available for students through a lottery system. Safewalk is an initiative by the Student Government designed to increase safety at nighttime for UNC students. You can request this service by calling 919-962-SAFE (7233). Bicycle registration can be found on the UNC Public Safety webpage: [http://dps.unc.edu/](http://dps.unc.edu/). All options can be explored further at: [http://www.unc.edu/current-students/](http://www.unc.edu/current-students/).

Financial Aid

All applicants interested in financial aid should first complete the Free Application for Federal Student Aid (FAFSA) and use UNC Chapel Hill’s code of 27599. Once a student has been admitted the Office of Scholarships and Student Aid will begin the process of awarding financial aid. For information about department-specific scholarship opportunities please review the website on [Financial Assistance](http://dps.unc.edu/).

State Assistance

The NC State Education Assistance Authority offers the Forgivable Education Loan for Service (FELS) Program for NC Residents ([https://www.cfnc.org/FELS](https://www.cfnc.org/FELS)). Established by the North Carolina General Assembly in 2011, the Forgivable Education Loans for Service provides financial assistance to qualified students enrolled in an approved education program and committed to working in critical employment shortage professions in North Carolina. Physicians Assistants are considered crucial. Please review the website thoroughly for rules and procedures.

Veterans Benefits

Veterans Benefits are certified by the University Registrar’s Office. Depending on the type of benefits received, initial aid packages may be revised according to federal and institutional guidelines.

Residency

All students are considered non-residents for tuition purposes when they are admitted to the Master of Health Sciences – Physician Assistant Program. If you wish to be considered for residency for tuition purposes, you should first read the residency guide on applying for in-state resident status. Once you have read it, you can submit the [Residence and Tuition Status Application](http://dps.unc.edu/)

Benita Burton, Residency Officer
Department of Allied Health Sciences
321 South Columbia Street, CB 7120
Chapel Hill, NC 27599

Reminder: Do not complete the Graduate School’s online residency application; your application link is listed above. For overall questions about financial aid please email Perry Studevent at [ahs_financialaid@med.unc.edu](mailto:ahs_financialaid@med.unc.edu) for assistance.
Scholarships
National Health Service Corps

The National Health Service Corps (NHSC) scholarship is a competitive program that pays tuition, fees and provides a living stipend to students enrolled in accredited medical (MD or DO), dental, nurse practitioner, certified nurse midwife, and physician assistant training programs. Upon graduation, scholarship recipients serve as primary care providers between 2 and 4 years in a community-based site in a high-need Health Professional Shortage Area (HPSA) that has applied to and been approved by the NHSC as a service site.

Awards are made to applicants most committed to serving underserved people, most likely to build successful careers in HPSAs, and meet future needs for care throughout the nation. Application instructions can be found at the NHSC website.

Other Possible Funding Sources

PA students are encouraged to apply to clubs, organizations, corporations, agencies and foundations for funding that may be used at any school the student chooses to attend. These groups may be able to offer students scholarship and grant funding that does not have to be repaid. In addition, many healthcare institutions offer tuition reimbursement for students who contract to work at their facility where they currently work or are interested in working after graduation. You should inquire about this possibility at the facility where they are interested in working. A spreadsheet listing external scholarship opportunities is maintained on each cohort class’ Sakai site under Resources.

Professional Organizations
American Academy of Physician Assistants (AAPA)
https://aapa.org/
North Carolina Academy of Physician Assistants (NCAPA)
http://ncapa.org/
Triangle Association of Physician Assistants (TAPA)
http://www.trianglepas.org/

Living in Chapel Hill and the Triangle

Residing in the Triangle area with access to Chapel Hill, Durham, and Raleigh is an exciting place to be! Housing options abound near the UNC campus in Chapel Hill, although commuting from close by is also possible. The University offers Graduate student and family housing apartments which you can learn more about at http://housing.unc.edu/baithill. In addition, there are many unaffiliated off-campus accommodations where UNC-CH Graduate students often reside. Apartment communities with nearby bus access to the campus include Southern Village, Glen Lennox, Meadowmont, and Alta Springs, among many others.

For those Graduate students with children, UNC-CH offers childcare programs and resources, which can be reviewed at http://hr.unc.edu/benefits/work-life-programs/child-care-programs/.
APPENDIX 1

Curriculum Outline Academic Year 2017

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter/Spring Semester (January 2017 – May 2017)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy</td>
<td>PASC 701</td>
<td>4</td>
</tr>
<tr>
<td>Physiology</td>
<td>PASC 702</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Medical Sciences</td>
<td>PASC 703</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Medicine I (Cardiology, Hematology/Oncology, Pulmonology)</td>
<td>PASC 710</td>
<td>4</td>
</tr>
<tr>
<td>Diagnostic Methods I</td>
<td>PASC 713</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacology and Therapeutics I</td>
<td>PASC 711</td>
<td>3</td>
</tr>
<tr>
<td>History and Physical Diagnosis I</td>
<td>PASC 704</td>
<td>4</td>
</tr>
<tr>
<td>Professional Practice and the Health System I</td>
<td>PASC 705</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td></td>
<td>22</td>
</tr>
</tbody>
</table>

| **Summer Semester (May 2017 – July 2017)**      |               |         |
| Clinical Medicine II (Infectious Disease, Nephrology, Gastroenterology, Neurology, Endocrinology, Obstetrics/Gynecology/Genitourinary) | PASC 720 | 8 |
| Pharmacology and Therapeutics II                | PASC 721      | 2       |
| Patient Assessment I                            | PASC 722      | 6       |
| Diagnostic Methods II                           | PASC 723      | 1       |
| Behavioral Medicine                             | PASC 727      | 2       |
| **Total credits**                               |               | 19      |

| **Fall Semester (August 2017 - December 2017)** |               |         |
| Clinical Medicine III (Pediatrics, Geriatrics)  | PASC 730      | 5       |
| Pharmacology and Therapeutics III               | PASC 731      | 3       |
| Patient Assessment II                           | PASC 732      | 3       |
| Diagnostic Methods III                          | PASC 733      | 2       |
| Evidence Based Medicine I                       | PASC 736      | 2       |
| Professional Practice and the Health System II  | PASC 735      | 1       |
| Fundamentals of Surgery                         | PASC 734      | 3       |
| **Total Credits**                               |               | 19      |
## Curriculum Outline Clinical Year 2017

### Winter/Spring Semester January 2017-May 2017

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective I *</td>
<td>PASC 808</td>
<td>4</td>
</tr>
<tr>
<td>Elective II *</td>
<td>PASC 809</td>
<td>4</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>PASC 803</td>
<td>4</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>PASC 800</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
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### Summer Semester May 2017-July 2017

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>PASC 801</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>PASC 807</td>
<td>4</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</table>

### Fall Semester I August  2017 – December 2017

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB/GYN</td>
<td>PASC 804</td>
<td>4</td>
</tr>
<tr>
<td>Evidence Based Medicine</td>
<td>PASC 806</td>
<td>4</td>
</tr>
<tr>
<td>General Surgery</td>
<td>PASC 802</td>
<td>4</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>PASC 805</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

* The order of rotations varies for each student.

** Evidence Based Medicine Course is interwoven throughout the second year. Credits are awarded in the Fall semester after presentation of Capstone Project.

***Elective Rotations may be selected from any one of the following:

- Dermatology
- Family Medicine/Primary Care
- Inpatient Medicine
- OB/GYN
- Orthopedics
- Psychiatry and Behavioral Medicine
A student who receives a unit grade of F may qualify for remedial instruction. If you are at risk of non-progression in the program for academic reasons, you will first meet with your Faculty Advisor in consultation with your course director to identify the specific issues that have resulted in unsatisfactory academic performance or unprofessional behavior. If remediation is appropriate, the student and the Faculty Advisor will establish a Remediation Agreement Plan that will specify the rationale for remediation, the deficiencies identified, specific goals, an action plan, student responsibilities, program responsibilities, and a timeline. The Program Director, in consultation with the Medical Director and the Principal Faculty, will decide on the appropriateness of remediation. You will receive a response within seven working days of submitting the request. Students desiring remediation will have to show a high degree of motivation to be eligible for it.

The following factors will be considered to determine the appropriateness of remediation:

- The student’s global academic standing and the likelihood that he/she will complete the program
- The individual student’s life circumstances (e.g. personal or family illness, pregnancy)
- The availability of program resources
- An assessment of the student’s commitment to remediate and complete the program

Reason(s) for Remediation:
1. 
2. 
3. 

Deficiencies or Gaps:
1. 
2. 
3. 

Specific Goals:
1. 
2. 
3.
Action Plan:
1.
2.
3.

Student Responsibilities:
1.
2.
3.

Program Responsibilities:
1.
2.
3.

Timeline:

Progress Reviews:
Two-Weeks.

Six-Weeks.

Student ____________________________________________

Faculty Advisor ______________________________________

Program Director ____________________________________

Date ____________________________________________
### APPENDIX 3

**ABSENCE REQUEST FORM**

Complete Part 1 and submit electronically to the Program Coordinator within 24 hours of your absence unless there has been a medical emergency. The Academic Coordinator will approve or deny the request and provide a completed copy of this form to the student and maintain a copy in the student’s file.

<table>
<thead>
<tr>
<th>Part 1: To be completed by the student.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s name</strong> ______________________</td>
</tr>
<tr>
<td><strong>Date(s) of absence:</strong> __________________</td>
</tr>
<tr>
<td><strong>List of classes/Exams/Quizzes missed:</strong></td>
</tr>
<tr>
<td><strong>Reason for absence:</strong> ___________________</td>
</tr>
<tr>
<td><strong>Signature of Student:</strong> __________________</td>
</tr>
<tr>
<td><strong>Date:</strong> ___________________</td>
</tr>
</tbody>
</table>

**Decision**

- Absence request approved by Academic Coordinator
- Absence request not approved.

**Conditions (if any):**

**Explanation (if appropriate):**

---

**Academic Coordinator signature:** ___________________ **Date:** ________
APPENDIX 4

HANDBOOK RECEIPT

I have received instruction regarding the online copy of the Student Manual for the Physician Assistant Program. I understand that I am responsible for the information contained in this Manual, and I will abide by the standard operating procedures as stated in this Manual. I also understand that, at any time, the Physician Assistant Program may change a standard operating procedure, and that I will be responsible for any changes.

I also acknowledge that this Manual not only contains information that is helpful to me as a new student in the UNC-CH Physician Assistant Program, but also contains information about graduation, licensure, and certification. Therefore, since this Manual may be the only source of such information, and will be referred to by the faculty of the Physician Assistant Program, I will keep this Manual available for use throughout my education in this professional Program.

________________________________________
Student Name

________________________________________
Student Signature

___________
Date

To be retained in your student file.

Return to PA Program Administrative Office:
CB#7121, Bondurant Hall, UNC Chapel Hill,
Chapel Hill, NC 27599