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INTRODUCTION (A3.01, A3.02)

The University of North Carolina at Chapel Hill Physician Assistant (UNC-CH PA) Program welcomes the student 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 the student to serve others and the student’s communities.

This handbook defines the policies and procedures of the UNC-CH PA Program and orients the student to resources available to the student. It is the student’s guide through the twenty-four months of the UNC-CH PA Program. We hope this manual will be useful to the student. It will familiarize the student with the student’s rights as a student and our expectations concerning the student’s 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. The student should check this frequently with any 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 the student’s 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 the student’s faculty advisor, course directors, or other members of the administration.

The student should contact the Program Coordinator, the Program Director, or the student’s 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/](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:

- Recruit non-traditional students with special attention to North Carolina residents and veterans
- Create a diverse educational environment that fosters inter-professionalism as a cornerstone of learning and practice
- Educate lifelong medical learners in a generalist curriculum which promotes practice in rural and urban medically underserved populations of North Carolina and beyond
- Graduate medical learners who possess the knowledge and skills required to practice as physician assistants in a wide range of clinical practice settings

**GENERAL INFORMATION**

**Program Contact Information**

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

**Program Staff**

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UNC-CH AND UNC-CH PA Program Facilities
Medical School Wing B
UNC-CH PA Program classroom - Room 108, 112
Student conference room - Room 1B

Bondurant Hall
Student Services - Room 1022
Program Faculty - Second Floor Suite & Third Floor Offices

MacNider Hall
Anatomy Lab – Room 76

Parking
http://move.unc.edu/parking/
Public Safety Building, 285 Manning Drive

Bookstore and Medical Bookstore
https://unc.bncollege.com/
Daniels Building, 207 South Road

Libraries
Health Sciences Library
http://hslib.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/
208 Raleigh Street

GENERAL UNIVERSITY POLICIES

Non-Discrimination and Equal Opportunity (A3.15f)
UNC-CH is committed to providing an inclusive and welcoming environment for all members of our community and 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/

**Harassment, Misconduct and Sexual Harassment (A3.15f)**

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 the student’s 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/

Reporting: http://eoc.unc.edu/discrimination-andor-harassment-complaint-form/

Prohibited Discrimination, Harassment, Related Misconduct: https://eoc.unc.edu/our-policies/ppdhrm/

**Student Mistreatment in Educational Settings**

The University of North Carolina School of Medicine is committed to preventing and addressing instances of student mistreatment in educational settings.


**Student Records: Protection of Privacy (A3.17, A3.18)**

The UNC-CH Office of the Registrar is charged with protecting the confidentiality of the student’s 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 the student’s privacy rights and exceptions to confidentiality is available at:

FERPA: 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/

**Request for Accommodation (A3.10)**

The UNC-CH PA Program in accordance with the UNC-CH SOM policies will work with the Office of Accessibility, Resources & Service (ARS) in order to provide reasonable classroom and testing accommodations. To request accommodations, documentation of disability must be submitted to ARS. To request accommodations or other disability support services, the student must submit

Revised: July 2020
documentation of the student’s 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: https://ehs.unc.edu/about/healthy/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/policies/

**Fireworks, Firearms, and Other Weapons**

It is a felony, punishable by fine and/or imprisonment, to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on any University campus, in any University-owned or operated facility, or at a curricular or extracurricular activity sponsored by the University. Such conduct also may constitute a violation of the Honor Code. (See North Carolina General Statute 14-269.2.)

A person who has a concealed handgun permit that is valid under North Carolina law, or who is exempt from obtaining a permit pursuant to North Carolina law, may have a handgun in a closed compartment or container within the person’s locked vehicle or in a locked container securely affixed to the person’s vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

It is a Class 1 misdemeanor, punishable by fine and/or imprisonment, to possess or carry any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), fireworks, or any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction, and maintenance) upon any University campus or in any University-owned or operated facility. Such conduct may also constitute a violation of the Honor Code.

**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. The student is not required to enroll in this specific plan. If the student chooses not to, however, the student 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 (A3.07)**

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)](https://www.cdc.gov) 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](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.
- Tuberculosis Screening:
  - In low risk individuals, the TB blood test is the preferred method for screening.
  - 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](http://connectcarolina.unc.edu) under the “More Student Links” tab. Once the online form has been completed, the student 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 via upload to their eMedley profile.

**Student Resources (A3.10)**

Directing a student to seek appropriate academic, health or personal counseling is within the purview of the UNC-CH faculty and staff. UNC PAP faculty or staff members are encouraged to recommend and facilitate referral to appropriate services to address student needs. We also recognize that students are not always ready to share personal issues with program faculty or staff. UNC student services are addressed in detail at orientation and students are provided with written material detailing the appropriate means of access. The PA program also has a policy within the PA Student Handbook and on the PAP website that directs a student to contact their advisor should a personal student issue arise. The advisor can then give timely referrals to student services. When medical or psychiatric consultation is required or recommended, faculty will respect patient/provider confidentiality. However, documentation of enrollment and/or completion may be required.

**Academic**

**Faculty Advisors**

The student will be assigned a Faculty Advisor. The Program Director does not serve as a faculty advisor. The role of the Faculty Advisor is to monitor the student’s academic progress in the program and to
serve as the student’s advocate. The student is required to meet with, or provide an update to, the student’s Faculty Advisor at a minimum of once every semester. The student will meet the student’s advisor at orientation. The student’s Faculty Advisor will be responsive to the student’s needs. We recommend emailing the student’s advisor first to set up an appointment or arrange a phone call. If an academic problem arises, the student should promptly meet with the student’s Faculty Advisor. In the event that the student needs to remediate or decelerate in the program, the student’s Faculty Advisor is formally involved in the process. If a personal problem arises, the student is advised to contact the student’s Faculty Advisor, particularly if the problem is impacting the student’s academic performance. The student may be referred to on-campus services at UNC-CH Campus Health Services including the CAPS program.

Faculty Advisors and course faculty work with students to formulate a collaborative plan to complete selected course objectives and incomplete work and/or seek assistance from the Learning Center (https://learningcenter.unc.edu/). Learning styles and tools for successful completion of a professional program are addressed at orientation.

UNC PAP students may also receive personal support from the UNC SOM Director of Academic Assistance. The DAA has a doctorate in higher education. She meets with students to coach them on study strategies and time management, how to perform individualized error analyses, and how to effectively address and test anxiety. Students can self-refer or be referred by program faculty.

Accessibility, Resources and Services (ARS)

The UNC-CH PA Program in accordance with the UNC-CH SOM policies will work with the Office of Accessibility, Resources & Service (ARS) in order to provide reasonable classroom and testing accommodations. Students with needs for special assistance due to physical or other disabilities, on either a temporary or long-term basis, are directed to contact the office of Accessibility, Resources and Services (ARS) (https://ars.unc.edu/). Students without documented special assistance needs who feel like they could benefit from these services are encouraged to seek guidance from ARS. Representatives from this office are available at orientation.

Health Services

The student’s physical and psychological wellness is an important determinant of the student’s ability to grow and function as a physician assistant student. The UNC-CH PA Program believes strongly that the student should attend promptly to health issues that may threaten the student’s wellness. Although the student is free to choose where and from whom the student receive care, the UNC-CH PA Program wants the student to be aware of the university-based resources that are available to a Physician Assistant student.
Psychological and Wellness

For mental health issues, the student has 24-hour access to the UNC-CH Campus Health Counseling and Psychological Services (CAPS). CAPS provides a broad spectrum of services. Information is available on the CAPS website (https://caps.unc.edu/services). In addition to CAPS, the UNC PAP hired an Executive Coach in 2015 who provides wellness and life skills coaching and organizes wellness programming for PA students. The Executive Coach has no role in evaluating PA students and his coaching sessions are provided off campus to protect student confidentiality. He is responsible for programs such as mindfulness meditation, yoga, and wellness-focused workshops throughout the curriculum. He plays an integral part in student orientation.

Medical

In the event of medical need, the student can see the student’s personal provider or the student 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) 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. Principal faculty, the program director and medical director do not participate as health care providers for students enrolled in the UNC-CH PA Program, except in an emergent situation.

GENERAL PROGRAM POLICIES

Incidental Findings (A3.09)

It is possible that during a student’s course of study, incidental medical findings may be noted. These incidental findings may include previously known or previously unknown pathological findings or normal variants. These discoveries may occur in physical examination, point of care ultrasound, or laboratory sessions, among other educational settings. When an incidental finding is noted, faculty should maintain confidentiality and instruct the student to follow up with his/her primary care provider, student health, or emergency services, as indicated for diagnosis and consideration of management. It is important to note that the UNC-CH PA Program Faculty, the Program Director and the Medical Director are not allowed to provide the student medical care or access to the student’s health records unless in the event of an emergency but may facilitate referrals to health facilities.

Student Exposure to Infectious Disease (A3.08)

Methods of Prevention

The UNC PAP carries out the following measures of prevention:

Immunizations: In order to reduce the risk of PA students of being exposed to infectious diseases, PA students are required to have immunizations as required by the Centers for Disease Control and Prevention, the North Carolina Department of Health and Human Services, North Carolina law, and UNC Health.
Training: The UNC CH Office of Environment, Health and Safety, and the UNC PAP require PA students, to complete training in infection prevention, bloodborne pathogens, tuberculosis awareness, emergency preparedness, hazard communication and safety, and fire safety prior to matriculation and the start of clinical rotations.

Annual Reminders and Publication of Procedures: PA students receive annual orientation modules on needle stick procedures and blood borne pathogen exposure procedures. Additionally, policies and procedures are posted on the programs website, in the eMedley management system site and Student Handbook/SCPE Handbook.

Procedures for Care and Treatment after Exposure

Campus Health (CH) functions as the occupational health care provider for medical students at UNC Medical Center in Chapel Hill. The components of care and treatment after exposure can be subdivided into three major areas:

- Blood borne pathogen exposures,
- Other communicable disease exposures, and
- Conditions requiring special consideration like pregnancy or immunosuppressive conditions.

Blood borne pathogen exposures: Students who have tested positive for a blood borne pathogen, such as HIV, HBV, or HCV, follow the policy outlined in “Environment, Health and Safety Manual – Chapter 06.07: Clinical Safety - Healthcare Personnel Who Are Infected With Hepatitis B Virus, Hepatitis C Virus, and/or Human Immunodeficiency Virus. This policy describes the effect on the student’s learning activities of testing positive for HBV, HCV, or HIV (https://unc.policystat.com/policy/5928484/latest/)

TB exposure: All UNC SOM students are required upon matriculation to have either a 2-step tuberculin skin test (TST) or an interferon-gamma release assay (IGRA) blood test prior to matriculation. In addition, students are required to have a either a TST or IGRA on an annual basis. Students who have tested positive for TB are evaluated at Campus Health, to determine whether the student has latent TB or active TB.

Financial Responsibility for Care and Treatment

UNC Hospitals in Chapel Hill: The costs of the initial evaluation and management of a blood borne pathogen exposure at UNCH is covered by UNCH for the source patient and the SOM for the PA student. A visiting student’s private insurance will be filed for labs drawn on the visiting student. UNC PA students should use the pharmacy benefit of their health insurance plan to pay for medications but may be reimbursed for the cost of the medication with documentation.

Outside Campuses/Sites: PA students who are on rotation at a site greater than one hour away from the Chapel Hill campus will be managed per the occupational health system in place at that institution. Students are given information regarding the management of blood borne pathogen exposure during their orientation to the site. The costs of the initial evaluation and management of a blood borne
pathogen exposure is typically covered by their respective occupational health offices for the source patient, and for the student. In some circumstances, the source patient’s insurance may pay for source patient testing. All costs associated with medications used for post exposure prophylaxis are typically filed using the pharmacy benefit of the student’s health insurance plan, but UNC PA students may be reimbursed for the cost of medications with documentation. In all cases, the exposure should be reported to the UNC Chapel Hill CHS for tracking purposes and when needed, to assist in the case.

Effects of Infectious and/or Environmental Disease or Disability on Educational Activities

Infectious Diseases:

- Blood borne pathogens: Students with HIV, hepatitis B, or other blood borne infections will be evaluated according to the University of North Carolina Policy on HIV-Infected and HBV-Infected Employees and Students Who are Engaged in University Patient-Care Activities policy, which can be found at [http://www.unc.edu/campus/policies/hiv_hbv.html](http://www.unc.edu/campus/policies/hiv_hbv.html).

- TB: Students with latent TB may participate in patient care activities without restriction but may wish to consult with a health care professional regarding treatment as studies have shown that treatment can reduce the incidence of disease progression. Students with active TB should be treated and placed in isolation and will not be allowed to participate in clinical activities until they are determined to no longer be infectious. The student may be referred to an infectious disease specialist, and if so, the physician will be required to comply with Non-Involvement of Providers of Student Health Services in Student Assessment if they are involved in medical student teaching and/or evaluation.

Environmental Disease:

Students with environmental diseases are evaluated at Campus Health (CH) to determine the impact, if any, on their learning activities. Depending on the nature of the student’s environmental disease, they may wish to consult with a specialist, and if so, the physician will be required to comply with Non-Involvement of Providers of Student Health Services in Student Assessment, if the health care provider is involved in PA student teaching and/or evaluation. Required limitations in learning activities will be communicated to the Director of Clinical Education and every effort will be made to minimize disruption of the student’s progress through the curriculum.

Disabilities: Students with disabilities should contact the UNC CH Accessibility Resources & Services (ARS) Office regarding accommodations, if applicable. The Office of Student Affairs will work with the student and the ARS to determine, the impact, if any, on the student’s learning activities.

Phase Specific Information:

Pre-clinical Phase:
• Preclinical students with infectious and/or environmental diseases may request an administrative excuse for any required activity from the UNC PAP. The administrative excuse allows the students to make up missed work without penalty.

• If the student needs to miss a significant amount of time, the student may receive a temporary grade of Incomplete for the course and a plan is worked out with the course director, the student’s advisor, or the Director of Pre-Clinical Education.

Clinical Phase:

• Clinical students with infectious and/or environmental diseases may also request administrative excuses from the Office of Student Affairs.

• In addition, clinical students who are unsure as to whether or not their condition should excuse them from a clinical setting for patient safety reasons may be screened by CHS according to the UNCH Infection Control Manual and they may be charged for this screening.

• In general, students who are afebrile may continue to work in clinical settings, but students who are febrile will be given an administrative excuse and be allowed to make up missed work when they are well.

Security and Personal Safety (A1.02g)

The student’s 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 (https://police.unc.edu/). 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
Please see Clinical Student Handbook.

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

The student 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
- Chapel Hill Transit:
  - 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. Please see the Supervised Clinical Practice Handbook for details on the inclement weather policy. Contact the Director of Clinical Education with any questions or concerns.

Criminal Background Checks and Drug Screening
The student is 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:


**Employment (A3.15e)**
The UNC-CH PA Program cannot prohibit the student from working, but student employment while being enrolled in the Program is strongly discouraged. This includes part-time work. (If the student 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. The student may not function as or substitute for clinical or administrative staff during the student’s 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 the student 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 the student may have to purchase additional insurance at the cost of $19 per semester. If this situation arises, the student 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. The student 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. Lecture Capture may be utilized at the discretion of course directors and instructors. 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 (A3.13e)**

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 pre-clinical 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, the student 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.
- Professionalism rubric.

**Academic Integrity**
Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, the student 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 (B1.05, C3.02)**
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 pre-clinical 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. However, professionalism will be taken into consideration as part of the overall course grade (see professionalism rubric section). 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, the student 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 the student to be aware—at the beginning of the student’s training—of some specific unprofessional behaviors that may jeopardize the student’s 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 health care system. A moment’s indiscretion may not easily be undone. The UNC-CH PA Program supports the American Medical Association’s (AMA) Code of Ethics Opinion 2.3.2 – “Professionalism in the Use of Social Media.” This is available: https://www.ama-assn.org/delivering-care/ethics/professionalism-use-social-media.

The student:
• Should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and refrain from posting identifiable patient information online
• Must not use personal social media accounts to communicate with patients
• Must not communicate patient information in text messages or unsecured email (The student’s UNC email accounts are secure and the student 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.)
• Maintain appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines when interacting with patients on social media, as they would in any other context
• Should never share images taken in clinical settings by text or unsecure email

ACADEMIC POLICIES

Attendance
The UNC-CH PA Program is a community of learners. The student 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 – PRE-CLINICAL
Attendance is required at ALL classes and examinations. The student is permitted to have 3 excused absences within each pre-clinical semester. Excused absences are those that are approved using the Absence Request Form found on the class Sakai site in the resources folder. For anticipated absences, the Absence Request Form 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 the student’s Faculty Advisor and the Academic Coordinator as soon as possible. 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. The student is 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 the student is 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 the student’s advantage to have any accommodations instituted early rather than waiting until after exam or course failures.

Exam Grievances and Appeals (A3.11, A3.17d)
Examination results that students remain confident are inaccurate will be reviewed on a case-by-case basis. Students should provide a written grievance to the course director within 2 days of test result review indicating the specific concern and reason for appeal. It is ultimately at the discretion of the course instructors and course directors whether test results are changed. If a test question is deemed by the instructor to be of poor quality, it is at that instructor’s discretion to drop the question from the test and will affect all test-takers for non-SCPE course examinations.

ATTENDANCE POLICY – SCPEs
Please refer to the Clinical Student Handbook.

Communication and Office Support

Email
The student 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 the student’s campus email account. Students are responsible for checking their email regularly (at least daily while in academic session). If the student receives a Program or University-related query that requires a response, the student is 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 the student’s 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, 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. Students may access the copy machines in the Health Sciences Library for use.

Dress Code

*Academic Phase*: All students must wear: 1) UNC-CH identification badge; and 2) Business casual attire in the classroom setting, unless instructed by the student’s course director (i.e. lab scrubs).

*Clinical Phase*: Please refer to the Clinical Student Handbook
There may be designated casual days during which deviation from business casual attire is acceptable; the Student Society may elect to adopt a casual day fundraiser at the approval of program faculty. Athleisure, cutoffs, and shorts are among clothing items considered unacceptable business casual attire. Overly revealing or unkempt clothing are never acceptable. Only closed toe shoes are allowed in the clinical or simulated clinical setting. Students should avoid wearing perfumes, scented lotions or colognes, especially in clinical settings. Tattoos should be covered if possible.

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 at the discretion of the course director.

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

Promotion and Graduation (A1.02e, A3.15b)

The student 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 pre-clinical 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.
- The student must return all programmatic materials borrowed (i.e. iPads, suture kits)

Students having satisfied all of these requirements will be recommended by the Program Director to the Department Chair for graduation from the Program.
**Academic Calendar**

Below you will find the general sequence of program deadlines, transitions, and milestones for each class and year in our program. In general, the UNC PAP follows the University Academic Calendar. Precise start and end dates, as well as holidays and semester breaks, vary by year and are reported on the University calendar. Additional information pertaining to course sequencing and content is also available on the UNC PAP website curriculum page. Information regarding registration deadlines and tuition is available on the tuition page.

**Pre-Clinical Phase**

- Orientation: 1st and/or 2nd week of January
- Start of Spring Semester Classes: 2nd week in January
- End of Spring Semester: 1st or 2nd week in May
- Spring Final Exams: 2nd and/or 3rd week in May
- Start of Summer Semester Classes: 2nd or 3rd week in May
- End of Summer Semester: 3rd or 4th week in July
- Summer Final Exams: 4th week in July
- Summer Break: 1st through 2nd or 3rd week in July
- Start of Fall Semester Classes: 3rd week in August
- End of Fall Semester: 1st week in December
- Fall Final Exams: 2nd and/or 3rd week in December
- Pre-Clinical Summative Assessment: 2nd or 3rd week in December

**Clinical Phase**

- Clinical Year Orientation – Part I: Spring Semester in the pre-clinical year
- Clinical Year Orientation Part II: End of Fall Semester in the pre-clinical year
- Start of Supervised Clinical Practice Experiences (SCPEs): 1st week in Spring Semester
- Last Day of Supervised Clinical Practice Experiences (SCPEs): 1st week in November
- PA Program Written Summative Examination: 2nd week in November
- Evidence-Based Medicine II (PASC 806) Capstone Presentations: 3rd week in November
- PA Program Objective Structured Clinical Examination (OSCE) Summative: 3rd week in November
- PANCE Board Review Workshop: 3rd week in November
- PACKRAT Formative Assessment: 4th week in November
• PA Program Exit Interview: 1st week in December
• PA Program Graduation: 2nd Saturday in December

**Summative Evaluations**

**Pre-clinical year:** At the end of the pre-clinical year, a global summative assessment will be performed focusing on the core competencies of knowledge, patient care, effective communication and interpersonal skills and professional conduct. The student will take a pre-clinical summative assessment (PCSA) that includes comprehensive OSCEs and clinical skill demonstrations. At the end of the PCSA, the student will receive feedback in preparation for the clinical year.

To advance to the clinical year, the student must pass all courses in the pre-clinical year in addition to passing all components of the PCSA.

**Clinical Year (B4.03):** At the end of the clinical year, a global summative assessment will be administered focusing on core competencies. The student 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. These OSCE/patient scenarios require that a student show sufficient mastery of all six competencies.

To graduate, the student 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, the student 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 the student, 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 the student does not pass the required CSA components, the student 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 the student has sufficient motivation, acumen, and time to enter the remediation process as described herein.

**Remediation (A3.15c)**

If the student is at risk of non-progression in the program for academic or professional reasons, the student will first meet with the student’s Faculty Advisor in consultation with the student’s 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. Students will be offered the ability to remediate a failing unit grade to 70%. **If a student requires remediation of 50% or more of the course units, they will be required to achieve a minimum of 70% on the cumulative final.**

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 to identify particular course content that needs clarification prior to the cumulative final.

**Course Remediation**

Students are required to achieve minimum grades of L in didactic and clinical courses in order to progress through the curriculum and to graduate. A student at risk of failing a course will result in an advising meeting with your advisor, the course director, or the course instructor for the particular course content involved to identify particular course content that needs clarification prior to the cumulative final.

Successful remediation must occur for the student to continue and advance in the program. Students who have 6 credit hours with a course grade of L at any time in the program will be placed on probation. Students who have 7 or more credit hours of L will be dismissed from the program. A final course grade of F at any time during the curriculum will 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. 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.

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 (A3.15c)
Rarely, a student may have to extend his/her training beyond 24 months due to extenuating circumstances. Deceleration may be necessary for personal reasons. To explore the possibility of deceleration, the student will first meet with the student’s Faculty Advisor to discuss feasibility and appropriateness. The student 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. The student 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. The student will have a total of 36 months to complete the UNC-CH PA Program.

Academic Appeal of Grades (A3.15g)
The student is 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 program director. Full details of the appeals process are available at the following websites:

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

Withdraw/Cancellation (A3.15d)
In the event the student withdraws from the program, there are certain policies and procedures established by the University. The Program Coordinator is available to assist the student in this process.

An official withdrawal occurs when the student, as an enrolled student, decides the student must leave the university in a given term once the term begins and the student have attended at least one class. If the student must leave, the student is 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 (A3.15d)**

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 the student wish to appeal the dismissal decision, the student 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 the student 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 the student 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. The student 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 the student 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:


**ADDITIONAL STUDENT RESOURCES**

*Department of Allied Health Student Resources*

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.

https://unc.bncollege.com

*Dining on Campus*

Carolina Dining Service has a wide variety of options for students, faculty, staff and visitors to choose from when dining. 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/.
Athletic Events
For information on how to obtain tickets to UNC-CH Athletic events, the student can visit this website.

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. The student 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/. All options can be explored further at: 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.

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). 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 the student wish to be considered for residency for tuition purposes, the student should first read the residency guide on applying for in-state resident status. Once the student have read it, the student can submit the Residence and Tuition Status Application to:

Laura Tremaine, 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; the student’s application link is listed above. For overall questions about financial aid please email Perry Studevent at 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. The student 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 the student can learn more about at https://housing.unc.edu/baity-hill-apartments. 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 https://hr.unc.edu/benefits/work-life/child-care/
APPENDICIES

**APPENDIX 1 (A3.12 d & e)**

**Curriculum Outline Academic Year**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Winter/Spring Semester (January – May)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy</td>
<td>PASC 701</td>
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<tr>
<td>Physiology</td>
<td>PASC 702</td>
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<tr>
<td>Fundamentals of Medical Sciences</td>
<td>PASC 703</td>
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<tr>
<td>Clinical Medicine I (Cardiology, Hematology/Oncology, Pulmonology)</td>
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<td>Diagnostic Methods I</td>
<td>PASC 713</td>
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<td>Pharmacology and Therapeutics I</td>
<td>PASC 711</td>
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</tr>
<tr>
<td>History and Physical Diagnosis I</td>
<td>PASC 704</td>
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<tr>
<td>Professional Practice and the Health System I</td>
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<td><strong>Summer Semester (May – July)</strong></td>
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<tr>
<td>Clinical Medicine II (Infectious Disease, Nephrology, Dermatology, Endocrinology, Gynecology/Genitourinary, ENT)</td>
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<td>Patient Assessment I</td>
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<td>Diagnostic Methods II</td>
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<tr>
<td>Behavioral Medicine</td>
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<td><strong>Fall Semester (August - December)</strong></td>
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<tr>
<td>Clinical Medicine III (GI, OB, Pediatrics, Geriatrics, Musculoskeletal, Neurology, Ophthalmology)</td>
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<td>Pharmacology and Therapeutics III</td>
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<td>Diagnostic Methods III</td>
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<td>Evidence Based Medicine I</td>
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<td>Professional Practice and the Health System II</td>
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<td>Fundamentals of Surgery</td>
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</table>
Curriculum Outline Clinical Year

*Please see Clinical Student Handbook for SCPE coursework.

Evidence Based Medicine II                        PASC 806                        2
APPENDIX 2

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.

________________________________________
Student Name

________________________________________
Student Signature

____________
Date

To be retained in the student’s student file.

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