

Master of Science in Physician Assistant Studies (MSPA)

Student Handbook

2022-2023

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Purpose (A3.01, A3.02)

The purpose of the *MSPA Program Student Handbook* is to provide clear and detailed information about the MSPA Program, including program expectations, policies, procedures, and important contact information.

This handbook is specific to the MSPA Program and should be used in conjunction with other MSPA handbooks and the *KGI Student Handbook*. These policies apply to all MSPA students, MSPA Program principal faculty, and the MSPA Program Director regardless of location. A signed clinical affiliation agreement may specify that certain program policies will be superseded by those at the clinical site. The information listed within the *MSPA Program Student Handbook* also does not supersede policies in the *KGI Student Handbook* except if specifically noted. For full policies, please refer to the *KGI Student Handbook* – <https://www.kgi.edu/student-life/student-affairs/handbook>.

Each student is responsible for reviewing and acting in compliance with the policies and procedures within the *KGI Student Handbook* and the *MSPA Program Student Handbook*. At orientation, each student must sign the MSPA Program Student Handbook and Policy Acknowledgement form, which can be found in Appendix K.

The MSPA Program reserves the right to amend this handbook at any time, as it does not address every situation that may arise. Any revisions to the current policies will be clearly communicated to all students. The most current version of the *MSPA Program Student Handbook* can be viewed at <https://www.kgi.edu/degrees-certificates/master-of-science-in-physician-assistant-studies/mspa-handbook>.

KGI Mission and Values

KGI Mission

To enrich society with breakthrough approaches to education and translational research in healthcare and the life sciences.

KGI Values

The schools at KGI uphold the following values:

- Entrepreneurial and Innovative approaches to solve problems
- Growth through Learning and Reflection
- Ethical, Accountable, and Professional behavior
- Collaborative and Interdisciplinary approaches
- Evidence-based decision-making
- Leadership in applied research and education
- Educate students with a Global perspective
- Embrace Diversity and Inclusivity

Mission, Vision, and Goals of the MSPA Program

MSPA Program Mission

The mission of the KGI Master of Science in Physician Assistant Studies (MSPA) program is to develop high-quality physician assistants (PAs) who are dedicated to advancing healthcare through leadership, commitment to their communities, and the compassionate care of diverse populations.

MSPA Program Vision

KGI's MSPA program will redefine PA education through innovative teaching methods, rich clinical experiences, interprofessional collaboration, and leadership training. Our graduates will play an integral role in promoting health equity and shaping the future of healthcare in clinical, administrative, and academic roles.

MSPA Program Goals

1. Recruit and matriculate a diverse class of highly qualified students.
2. Provide innovative, student-focused instruction to ensure the academic success of each of our students.
3. Create a team-based environment within the KGI healthcare and bioscience programs through strong interprofessional collaboration.
4. Develop strong leadership, communication, and entrepreneurial skills through didactic instruction, engagement in advocacy efforts, and leadership opportunities.
5. Encourage a strong dedication to serving the needs of diverse communities with compassion, sensitivity, and cultural awareness.

Program Competencies and Learning Outcomes

Upon completion of the KGI MSPA Program, students will have acquired the following program competencies and learning outcomes, which are required for successful entry into PA professional practice. The development of these program competencies and learning outcomes were guided by the AAPA's *Competencies for the Physician Assistant Profession* (revised in 2012), Association of American Medical Colleges' *Core Entrustable Professional Activities for Entering Residency* (2014), PAEA's proposed entrustable activities for PA graduates (2017), and PAEA's *Core Competencies for New Physician Assistant Graduates* (2018). They were also organized to align with the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) definition of program competencies.

Medical Knowledge (MK)

- PL01 – Integrate social, behavioral, medical, and professional practice knowledge into the effective and equitable care of patients across a continuum of ages, populations, and conditions. (MK)

Interpersonal and Communication Skills (ICS)

- PL02 – Utilize advanced interpersonal and communication skills to interview and elicit a patient history with cultural competence and cultural humility. (ICS, PROF)
- PL03 – Develop individualized patient education and care recommendations to support patients and caregivers in making informed health decisions. (ICS, MK)
- PL04 – Demonstrate effective oral and written communication with members of the interprofessional healthcare team. (ICS, PROF)

Clinical and Technical Skills (CTS)

- PL05 – Apply clinical and technical skills to perform an appropriate, patient-centered physical examination and advanced clinical procedures. (CTS, MK)

Clinical Reasoning and Problem-Solving Skills (CRPS)

- PL06 – Apply an evidence-based medicine approach to the evaluation and management of patients. (CRPS, MK)
- PL07 – Utilize advanced clinical reasoning and problem-solving skills to formulate a logical differential diagnosis. (CRPS, MK)
- PL08 – Evaluate a patient effectively through the proper selection and accurate interpretation of laboratory and diagnostic studies. (CRPS, MK)
- PL09 – Integrate findings from the patient history, physical exam, and diagnostic studies with consideration of social of determinants of health to develop a comprehensive, patient-centered management plan. (CRPS, MK)

Professional Behaviors (PROF)

- PL010 – Demonstrate sensitivity, ethical behavior, and professionalism with patients, their caregivers, and interprofessional healthcare team members with respect to age, gender, gender identity, sexual orientation, ethnicity/race, religion/spirituality, socioeconomic status, educational level, and/or disabilities. (PROF, ICS)

Program Accreditation (A3.12a, A1.02k)

The MSPA Program must receive accreditation from two separate sources: Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) and Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC)

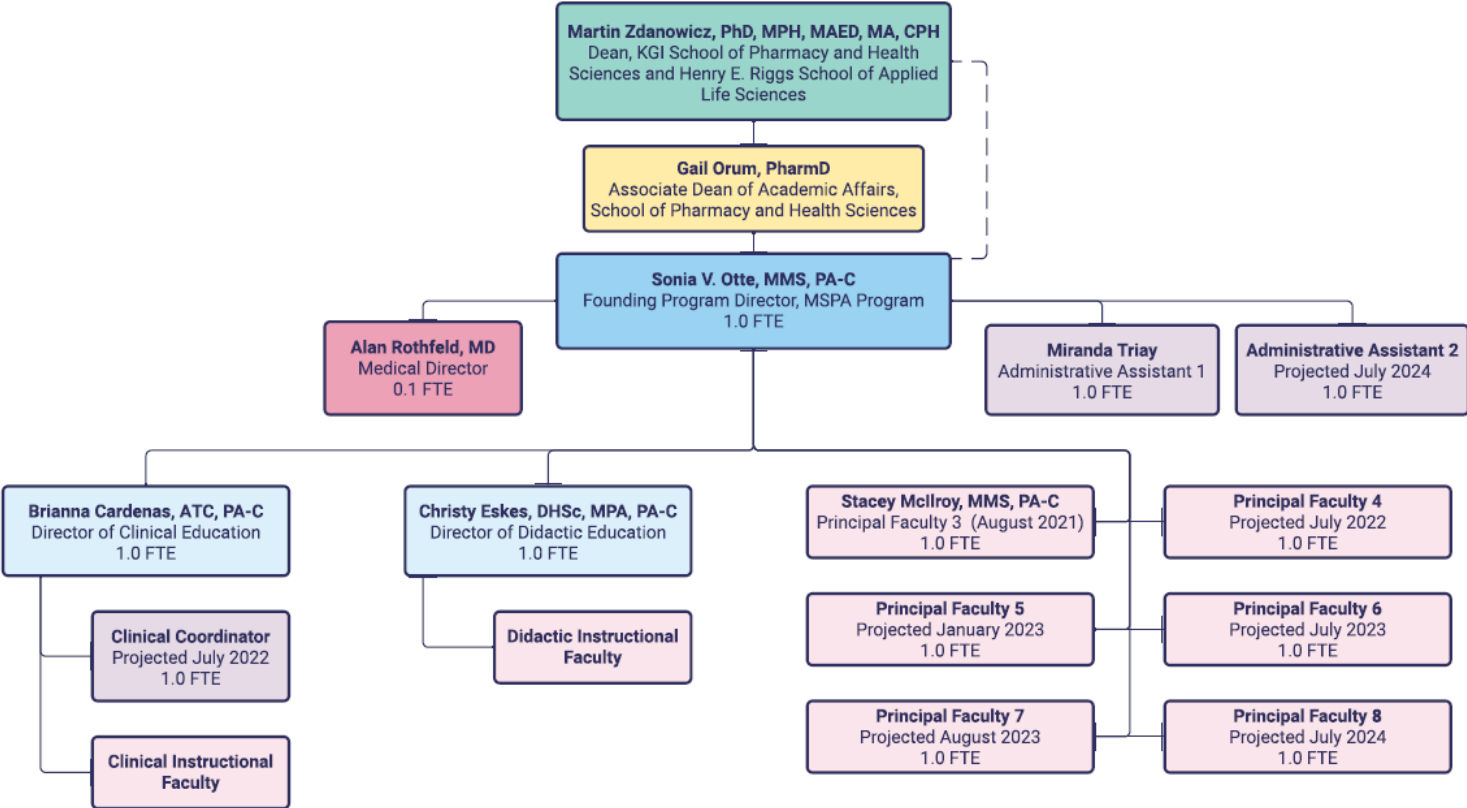
Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC) is the regional accreditation agency recognized by the U.S. Department of Education and is charged with ensuring the quality & integrity of higher education institutions and programs. Keck Graduate Institute is accredited by WSCUC to award Masters and Doctoral Degrees. The Master of Science in Physician Assistant Studies (MSPA) Program has applied for regional accreditation by WSCUC.

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

The KGI School of Pharmacy and Health Sciences has applied for Accreditation – Provisional from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). The School of Pharmacy and Health Sciences anticipates matriculating its first class in August 2022, pending achieving Accreditation – Provisional status at the March 2022 ARC-PA meeting.

Accreditation – Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. In the event the program does not earn provisional-accreditation, students will not matriculate and admission deposits will be refunded.

MSPA Program Organizational Structure



MSPA Program Faculty and Staff

Faculty Contact Information		
Name	Position	Email
Sonia V. Otte, MMS, PA-C	Founding Program Director	Sonia_Otte@kgi.edu
Alan Rothfeld, MD	Medical Director	Alan_Rothfeld@kgi.edu
Christy Eskes, DHSc, PA-C	Director of Didactic Education	Christy_Eskes@kgi.edu
Brianna Cardenas, ATC, PA-C	Director of Clinical Education	Brianna_Cardenas@kgi.edu
Stacey McIlroy, MMS, PA-C	Principal Faculty	Stacey_McIlroy@kgi.edu

Staff Contact Information			
Name	Position	Phone	Email
Miranda Triay, MA	Administrative Assistant	909.607.0636	Miranda_Triay@kgi.edu

Curriculum

The KGI MSPA Program is a 27-month program, which includes a didactic and a clinical phase. The first 15 months is the didactic phase, which includes active learning in the classroom, interprofessional education, and early clinical experiences. The final 12 months is the clinical phase, which includes a capstone project and eight 6-week clinical rotations in a range of disciplines and healthcare settings.

Didactic Phase

Foundations Year 1: Fall		Core 1 Year 1: Spring		Core 2 Year 1: Summer		Core 3 Year 2: Fall	
Medical Anatomy	4	Clinical Medicine I	6	Clinical Medicine II	6	Clinical Medicine III	6
Basic Medical Sciences	4	Pharmacotherapeutics I	3	Pharmacotherapeutics II	3	Pharmacotherapeutics III	3
Patient Assessment I	3	Patient Assessment II	3	Patient Assessment III	3	Patient Assessment IV	3
PA Professional Practice I	1	PA Professional Practice II	2	PA Professional Practice III	2	PA Professional Practice IV	1
Clinical and Diagnostic Skills I	2	Clinical and Diagnostic Skills II	4	Clinical and Diagnostic Skills III	4	Clinical and Diagnostic Skills IV	3
Evidence-based Medicine	3	Clinical Integration and Application I	2	Clinical Integration and Application II	2	Clinical Integration and Application III	2
Community Health	2					Fundamentals of Surgery and Emergency Medicine	3
19 units		20 units		20 units		21 units	
Didactic Phase Total Units						80	

Clinical Phase

Clinical Phase Year 2: Spring and Summer Year 3: Fall	
Didactic Courses	Units
Advanced PA Professional Practice I (Year 2: Spring)	1
Advanced PA Professional Practice II (Year 2: Summer)	1
Advanced PA Professional Practice III (Year 3: Fall)	2
Supervised Clinical Practice Experiences (SCPEs)	Units
Family Medicine	5
Emergency Medicine	5
Internal Medicine	5
Surgery	5
Pediatrics	5
Women's Health	5
Behavioral and Mental Health	5
Clinical Elective	5
Clinical Phase Total Units	44

Academic Calendar

2022

August 18, 2022

August 25-26, 2022

August 29, 2022

September 5, 2022

November 19-27, 2022

December 16, 2022

December 17, 2022 – January 1, 2023

KGI New Student Orientation (Class of 2024)

MSPA Program Orientation (Class of 2024)

Fall Semester Classes Begin

Labor Day (Holiday – No Classes)

Thanksgiving Break (Holiday – No Classes)

Last Day of Fall Term

Winter Break (No Classes)

2023

January 2, 2023

January 16, 2023

March 11-19, 2023

March 31, 2023

April 21, 2023

April 22-30, 2023

May 1, 2023

May 29, 2023

July 4, 2023

August 11, 2023

August 12-27, 2023

August 24-25, 2023

August 28, 2023

September 4, 2023

November 18-26, 2023

December 15, 2023

December 16, 2023 – January 1, 2024

Spring Semester Classes Begin

Martin Luther King, Jr. Holiday (No Classes)

Spring Break (Holiday – No Classes)

Cesar Chavez Day (Holiday – No Classes)

Last Day of Spring Term

Semester Break (No Classes)

Summer Semester Classes Begin

Memorial Day (Holiday – No Classes)

Independence Day (Holiday – No Classes)

Last Day of Summer Term

Semester Break (No Classes)

MSPA Program Orientation (Class of 2025)

Fall Semester Classes Begin

Labor Day (Holiday – No Classes)

Thanksgiving Break (Holiday – No Classes)

Last Day of Fall Term

Winter Break (No Classes)

Academic Calendar (Continued)

2024

January 8, 2024	Clinical Phase Begins (Class of 2024)
January 8, 2024 – February 13, 2024	SCPE 1
February 14-15, 2024	SCPE 1 Callback
February 16-18, 2024	Clinical Phase Break 1
February 19, 2024 – March 26, 2024	SCPE 2
March 27-28, 2024	SCPE 2 Callback
March 29-31, 2024	Clinical Phase Break 2
April 1, 2024 – May 7, 2024	SCPE 3
May 8-9, 2024	SCPE 3 Callback
May 10-12, 2024	Clinical Phase Break 3
May 13, 2024 – June 18, 2024	SCPE 4
June 19-20, 2024	SCPE 4 Callback
June 21-23, 2024	Clinical Phase Break 4
June 24, 2024 – July 30, 2024	SCPE 5
July 31, 2024 – August 1, 2024	SCPE 5 Callback
August 2-4, 2024	Clinical Phase Break 5
August 5, 2024 – September 10, 2024	SCPE 6
September 11-12, 2024	SCPE 6 Callback
September 13-15, 2024	Clinical Phase Break 6
September 16, 2024 – October 22, 2024	SCPE 7
October 23-24, 2024	SCPE 7 Callback
October 25-27, 2024	Clinical Phase Break 7
October 28, 2024 – November 1, 2024	Summative Evaluation
November 4, 2024 – December 10, 2024	SCPE 8
December 11-12, 2024	SCPE 8 Callback
December 13-15, 2024	Clinical Phase Break 8
December 16-20, 2024	PANCE Board Review

Estimated Cost of Attendance

Tuition, Fees, and Other Program Costs

MSPA Program Tuition and Fees*	
Total Program Tuition - \$16,800 each semester for 7 semesters - Includes most required textbooks, as well as program, laboratory, technology, health and wellness, student activities, and graduation fees.	\$117,600
Parking fee ((\$50 each spring and fall semester)	\$250
Total Program Cost	\$117,850

*Tuition and fees are subject to an annual increase pending approval by the KGI Board of Trustees.

Additional Estimated Costs Associated with the Program	
Textbooks* *Most required textbooks are offered electronically through the MSPA Program. This cost reflects textbooks not included in tuition.	\$500
Laptop computer* *May vary based on features selected	\$1,500
Diagnostic Medical Equipment and Supplies* *May vary based on features selected	\$1,300
Student Health Insurance* *International plan rates vary. Not included in MSPA Program Tuition and Fees.	\$15,120
Background Check and Urine Drug Screens - \$110 each occurrence - Additional may be required by the program or clinical sites.	\$220
Compliance Tracker	\$105
Professional Memberships	\$150
Total Associated Program Costs	\$18,895

Total Estimated Living and Transportation Expenses		
	Per Year	Total
Rent/Mortgage/Utilities	\$24,300	\$56,700
Miscellaneous Living Expenses (e.g., cell phone, food, internet access)	\$12,000	\$28,000
Transportation (Includes gas for in-state travel only)	\$2,394	\$5,586
Total Estimated Living and Transportation Expenses		\$90,286

Tuition and Fees Refunds (A1.02k)

In cases of withdrawal, KGI reduces tuition, fees, fellowship awards, and eligibility for student loans according to the published "Date of Withdrawal Refund Percentage" schedule in the *KGI Student Handbook* (p. G-9). Date of withdrawal is defined as the date that the KGI Academic Affairs Office receives a signed statement of withdrawal from the student. Reductions of student loans are returned directly to the lenders of the funds in compliance with U.S. Department of Education requirements for calculating refunds of federal student loans in cases of withdrawal from an academic program.

For more information, please review the "Tuition Refunds" section in the *KGI Student Handbook* (p. G-9).

General Student Information

In conjunction with the Claremont Colleges, KGI is proud to offer a range of services to help support all students during their time with the MSPA Program. MSPA Program students are provided with direct and timely access and/or referral to services addressing personal issues, which may impact their progress in the MSPA Program. Access to academic support and student services remain available to students throughout the clinical phase as well. This section outlines key resources, policies, and procedures that support KGI students. A listing of additional available resources can be found in the [KGI Student Handbook](#) in the “Student Life” section (p. M-3 to M-21) and “Financial Aid” section (p. G-3 to G-9). **(A1.04, A3.10)**

Student Accessibility Services Resources

Students with disabilities are an integral part of KGI’s rich diversity. KGI is committed to providing services and reasonable accommodations to students with disabilities including those with mobility, visual, speech, hearing impairments; chronic illnesses; psychological and intellectual disabilities and temporary disabilities. The Division of Student Affairs is dedicated to helping all graduate students at Keck Graduate Institute with the resources they need to achieve academic and personal success.

Student Disability Resource Center

The Student Disability Resource Center (SDRC) is the centralized resource center for support for students with disabilities across the 7C campus communities. The SDRC works closely with the Student Accessibility Services Coordinators on all the campuses to ensure that students receive academic support services and accommodations to empower them to achieve their academic goals, while ensuring equitable treatment and access to all programs and activities across all campuses.

Tranquada Student Services Center, 1st floor
757 College Way, Claremont, CA
909.607.7419 | SDRC website - <https://services.claremont.edu/sdrc/>

Accommodations

Accommodations make it possible for a student with a disability to learn the material presented and for an instructor to fairly evaluate the students’ understanding of the material without interference due to the disability. A student needs official authorization from KGI Student Accessibility Services before receiving accommodations. The student is responsible for providing the KGI Student Accessibility Services Coordinator with current documentation from qualified professionals regarding the nature of the disability. After meeting with the student, the KGI Student Accessibility Services Coordinator determines appropriate accommodations based on the nature and extent of the disability described in the documentation. Per the Americans with Disabilities Act (ADA), federal institutions are mandated to provide reasonable accommodations to students registered with KGI Student Accessibility Services. To provide reasonable accommodations, it is recommended that accommodations be requested at least *14 business days in advance* to provide adequate timing to review and approve accommodation intake packet and schedule appropriate accommodations.

For more information, please review all of the available resources in the *KGI Student Handbook* under the “Student Disability Resources” section (p. M-9 to M-19). The *KGI Student Handbook* can be found at <https://www.kgi.edu/student-life/student-affairs/handbook>.

Students can also contact the KGI Student Accessibility Services Coordinator using the information below.

KGI Student Accessibility Services Coordinator, Student Affairs Suite
517 Watson Dr., Room 117, Claremont, CA 91711
909.607.0896

Student Mental Health Services (A3.09, A3.10)

During the program, students may require services to address personal issues which may impact their progress through the MSPA Program. Faculty advisors can assist with timely referrals, but they cannot act as a medical provider or mental health counselor for students (except in an emergency situation).

In collaboration with the Claremont Colleges, KGI provides students with access to individual and group professional mental health counseling for a wide range of issues. These services are available to all enrolled KGI students free of charge. Further details on the types of services and contact information can be found in the following sections or in the *KGI Student Handbook* (<https://www.kgi.edu/student-life/student-affairs/handbook>).

In case of an emergency, students should call 911 or to go to the nearest emergency room.

Counseling Services

Monsour Counseling and Psychological Services (MCAPS) is staffed by a psychiatrist, psychologists, and graduate psychology interns who provide therapeutic and educational services, including individual, couples, and group therapy. Referrals to other counseling resources are made for more extensive or ongoing help. The services of Monsour are available to all registered students free of charge. MCAPS will be available on-call and after hours for students in crisis or distress that need to speak with someone immediately.

Tranquada Student Services Center
757 College Way, Claremont, CA
909.621.8208 | <https://services.claremont.edu/mcaps/>

EmPOWER Center

The EmPOWER Center formally is the Violence Prevention and Advocacy Center of The Claremont Colleges. The Center works to support 7C-wide educational programs and provide holistic, confidential support to students impacted by sexual violence, dating/domestic violence, or stalking. Free, confidential counseling services are offered through the Center by collaborating with Project Sister Family Services.

EmPOWER Center
1030 Dartmouth Avenue, Claremont, CA
909.621.8277 | <https://www.scrippscollege.edu/offices/officesservices/division-of-student-affairs/empowercenter>

Health Education Outreach

Health Education Outreach (HEO) assists students in finding the most appropriate health and wellness information and support available. HEO provides educational workshops, services, and resources that enable students to play an active role in achieving, protecting and sustaining health and wellness, including the following: nutrition information and diet analysis, body composition measurement, sexual health information, free and anonymous HIV testing on campus, wellness counseling, referrals to local and national information and help lines, earplugs, and a library of health and wellness books, periodicals, pamphlets, CD-ROMs, and videos.

Tranquada Student Services Center, 1st Floor

757 College Way, Claremont, CA

909.607.3602 | heo@claremont.edu | <https://services.claremont.edu/student-services/>

Available Resources, Education, and Assistance with Respect to Substance Abuse

KGI is committed to education and counseling as the primary focus of its substance abuse program and will provide confidential, professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referral are available at the following offices as a part of the overall Claremont Colleges' program.

- Health Education Outreach Office – Tranquada Student Services Center, 757 College Way, 909.607.3602
- Monsour Counseling Center – Tranquada Student Services Center, 757 College Way, 909.621.8202
- Student Health Services – Tranquada Student Services Center, 757 College Way, 909.621.8222 and after-hours, 909.607.2000
- KGI Division of Student Affairs—Building 517, by KGI Café

Non-Discrimination Policy

KGI does not discriminate on the basis of race, color, gender, sexual orientation, age, marital status, religion, disability, national origin, ethnic origin, or prior military service in any of its policies, procedures, and practices, including admission policies, educational policies, fellowship and loan programs, employment policies and other Institute-administered programs and activities. This statement is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements of Federal and state law. (See Section II.G). Student inquiries should be directed to the Dean of Students.

Inquiries regarding federal nondiscrimination laws and regulations may be directed to:

Office for Civil Rights

US Department of Education, Old Federal Building

50 United Nations Plaza

San Francisco, CA 94102

What is Title IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. – *Title IX of the Education Amendments of 1972*

Educational institutions that receive federal financial assistance are covered by Title IX. In compliance with Title IX, KGI prohibits discrimination in employment, as well as in all educational programs and activities on the basis of sex.

Pursuant to Title IX and its regulations (34 C.F.R. Part 106), KGI's Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX and other federal and state laws and regulations relating to sex-based discrimination. For KGI's full Sexual Discrimination, Harassment, and Misconduct Policy, please visit <https://www.kgi.edu/policies/safety-and-sexual-misconduct>.

Allegations of Student Mistreatment and Harassment Policy (A3.15f, A1.02j)

Student Mistreatment Policy

The KGI MSPA Program is committed to educating and mentoring students by providing a positive learning environment that exemplifies KGI's core values. The MSPA Program Director, principal faculty, instructional faculty, staff, and students are expected to demonstrate respect and professionalism by holding each other to the highest standards in education without abuse, humiliation, or harassment of any kind; by not exploiting a relationship for personal gain or advantage; and by demonstrating the highest standards of ethical conduct in all learning environments.

Mistreatment may be defined as "treatment of a person that is either emotionally or physically damaging; is from someone with power over the recipient; is not required or not desirable for proper training; could be reasonably expected to cause damage; and may be ongoing."* This includes offensive behaviors, overgeneralizations, personalization, frustrations, complaints, ignoring learners, or relying too heavily on humor.

Examples of conduct that is considered inappropriate includes, but is not limited to:

- Offensive behaviors: Touching, vulgarity, or personal errands
- Overgeneralizations: Concluding that differences in perception mean someone will inevitably be offended, so there is no need to attend to words so closely.
- Personalization: Conveying the sentiment that mistreatment prepared you for life.
- Frustration: Sharing regrets that learners are simply oversensitive to any criticism.
- Complaints: Using generational differences or political correctness as a justification for mistreatment.
- Ignoring learners: Sidestepping difficult feedback conversations is unhelpful and often viewed as dismissive.
- Inappropriate Use of Humor: Using or attempting humor inappropriately may be offensive to an individual or group, and it can also be considered a form of bullying (e.g., don't be so serious, can't you take a joke, just kidding).

Reporting Student Mistreatment

If a student feels mistreated or experienced neglect during any point of the KGI MSPA program and is uncomfortable addressing the situation directly with the parties involved, we urge the student to discuss their concerns as soon as possible through one of the options detailed below.

MSPA students during any phase of the MSPA program may address their concerns of mistreatment through the following process:

1. Discuss the issue with the Faculty Advisor, Director of Didactic Education (didactic phase students), or Director of Clinical Education (clinical phase students), and faculty will document the meeting in the Student Encounter Form; if not resolved ▶
2. Discuss the issue with the MSPA Program Director; if not resolved ▶
3. Student makes written statement to the Dean of Students.
4. The Dean of Students meets with involved parties, and they will be given an opportunity to respond in writing no later than five (5) business days; if not resolved ▶
5. The MSPA Program Director will review materials, meet with student and involved parties, and respond in writing with a decision; if not resolved ▶
6. The Dean of Students meets with the student regarding the grievance and responds in writing with a decision; if not resolved ▶
7. The Dean will review materials, meet with student and involved parties, and respond in writing with a decision. The Dean's decision is final.

For more information, please refer to the processes outlined within the [KGI Student Handbook](#) in the "Didactic Non-Grade-Related Grievances" section and the "Experiential Education Non-Grade-Related Grievances" section (p. L-69 to L-70).

* Ainsworth M, Szauter K. Is It Mistreatment? Practices for Productive Teacher-Learner Interactions. *Academic Medicine*. 2020;95(12):1957. doi: 10.1097/ACM.0000000000003709.

Scope of Sexual Discrimination, Harassment, and Misconduct Policy

This Policy applies to all KGI community members, including students, student organizations, faculty, teaching/research assistants, lecturers, administrators, staff, volunteers, vendors, contractors, visitors (including visiting scientists), and individuals regularly employed or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the Institute or on its property.

The Policy applies to conduct occurring on Institute-controlled property, at Institute-sponsored events, Institute programs or activities, and off-campus where the conduct has continuing adverse effects on any member of the KGI community in any KGI program or activity.

Even if KGI does not have jurisdiction over the person accused of prohibited conduct, KGI will still take prompt action to provide for the safety and well-being of the individual reporting and the campus community, including taking reasonable steps to stop and remedy the effects of the sexual misconduct and to prevent recurrence of the behavior.

This entire policy can be found at <https://www.kgi.edu/policies/safety-and-sexual-misconduct>.

For questions or more information, please contact:

Title IX Coordinator
Brittany Raygoza
535 Watson Dr. Office #30
909.607.9649 | Brittany_Raygoza@kgi.edu

Student Grievances and Appeals (A3.15g)

For procedural purposes grievances are classified as either Non-Grade-Related or Grade-Related. Student grievances may be associated with academic life (e.g. teaching, testing, advising, etc.) or they may be associated with some aspect of campus life (e.g. work experience, co-curricular programs, and activities). Students applying for admissions also have the right to appeal admissions decisions if they perceive that they have been treated unfairly.

The MSPA Program utilizes the policies and procedures outlined for student grievances and appeals in the *KGI Student Handbook* under the “Student Grievances” section (p. L-65 to L-70). The *KGI Student Handbook* can be found at <https://www.kgi.edu/student-life/student-affairs/handbook>.

Safety and Security (A1.02g)

Campus Safety

In order to ensure a safe environment for study and work, KGI faculty and staff, and particularly all supervisors, carry the basic responsibility to make safety their concern. KGI will:

- Establish and maintain a healthy and safe environment for study and work and for sanctioned activities of students, faculty, staff, and visitors
- Insist upon safe equipment, methods, and practices at all times
- Address and report unsafe conditions and take actions to ensure safe procedures are known and practiced
- Protect the environment to the maximum extent feasible
- Comply with applicable laws, regulations, and relevant published standards and practices for laboratory research and for the workplace
- Consider the health and safety of students, faculty, staff, and visitors in the design, operation, construction, modification, or renovation of buildings and facilities
- Provide periodic training and safety exercises for the KGI campus community
- Appoint a KGI Safety Officer, currently the Director of Human Resources
- Maintain an Emergency Preparedness Committee
- Regularly disseminate information about My Safe Campus for anonymous reporting of concerns about safety, and the LiveSafe smart phone app to aid personal safety

Department of Campus Safety

KGI is served by The Claremont Colleges Services Department of Campus Safety, and by a locally assigned security officer in the 517 building, room B122 (phone extensions 18170 and 72677).

Campus Safety protects the persons and property of students, faculty, staff, and visitors to The Claremont Colleges by assisting law enforcement and other emergency service providers as needed and by being the first responder to emergencies of any kind. KGI also provides around-the-clock escort service on campus to anyone, as needed. The office is located at Pendleton Business Building 150 East 8th Street.

- Download LiveSafe App: LiveSafe is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.
- If you have an emergency on campus, call 909.607.2000 (or ext. 72000).

For more information please visit: <https://services.claremont.edu/campus-safety>.

Student Safety and Security at Clinical Sites

KGI-affiliated clinical sites/preceptors are required to orient MSPA students to applicable policies and procedures at all sites where students will participate in supervised clinical practice experiences and with which students are expected to comply (e.g., HIPAA and OSHA). These policies and procedures include, but are not limited to, those that promote personal safety and security measures and workplace security. The KGI-affiliated clinical site/preceptor must take reasonable steps to ensure the personal security and safety of MSPA students while they are engaged in the supervised clinical practice experience.

Parking

Parking at The Claremont Colleges is regulated and a valid parking permit is required to park on campus property. All vehicles must be registered with Campus Safety and display a permit issued by Campus Safety. Vehicles parked improperly or without a permit are subject to citation.

KGI charges students a parking registration fee of \$50 per semester (for spring and fall semesters only). This fee covers the cost of parking enforcement, which is required by the City of Claremont.

Further information regarding vehicle registration, visitor parking, and parking regulations and fines can be found in the *KGI Student Handbook* (<https://www.kgi.edu/student-life/student-affairs/handbook>) and on the TCCS Campus Safety Website (<https://services.claremont.edu/campus-safety/parking-information>).

General Program Policies

MSPA Program Technical Standards for Admissions, Continuation, And Graduation

The Keck Graduate Institute (KGI) School of Pharmacy and Health Sciences (SPHS) is committed to providing a physician assistant degree without regard to disability while assuring that academic and technical standards are met. Technical standards represent the essential non-academic requirements that a student must demonstrate to successfully participate in the Master of Science in Physician Assistant Studies (MSPA) program and meet the professional competency requirements. These standards include physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and for entry into the physician assistant (PA) profession. Thus, the standards are prerequisites for admission, continuation, and graduation from the SPHS.

The SPHS will consider for admission any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed in this document. All applicants are held to the same academic and technical standards of admission and training with reasonable accommodations as needed for students with disabilities. The SPHS reserves the right not to admit any applicant who cannot meet the Technical Standards set forth below with reasonable accommodations. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee.

To matriculate into the MSPA program, the applicant must sign the Technical Standards Certification Form documenting their ability to meet the standards. This form is provided prior to interviewing for the program. However, if a student cannot demonstrate the following skills and abilities, it is the responsibility of the student to request an appropriate accommodation. Any applicant with questions about these Technical Standards is strongly encouraged to discuss the issue with the Associate Director of Admissions, Henry E. Riggs School of Applied Life Sciences prior to the interview process. If appropriate, and upon the request of the applicant/student, the school will consider technological and other facilitating mechanisms needed in order to train and function effectively as a physician assistant.

Candidates for the MSPA degree must be able to perform the essential functions in each of the following categories:

1. Observation
2. Communication
3. Motor
4. Cognitive (conceptualization, integration, and quantitative evaluation)
5. Behavioral and social attributes.

These are described in detail below.

Observation (Vision and Other Sensory Modalities)

- Ability to observe demonstrations and experiments in the medical sciences.
- Ability to use visual (near and distance), auditory, tactile, and olfactory cues to accurately observe and assess a patient's physical condition.
- Ability to receive visual information from a clinical environment, as well as discriminate numbers and patterns associated with diagnostic and monitoring instruments.

- Ability to distinguish shapes, colors, markings, and other characteristics of small objects (e.g., medication and other labels).
- Ability to discriminate changes in monitoring devices and alarms using visual and auditory senses.
- Ability to learn from all of the following educational methods: auditory instruction, written materials, visual aids, hands-on learning and demonstrations, microscopic and diagnostic images, and physical examination.

Communication

- Ability to communicate effectively and sensitively with patients and other health care professionals.
- Ability to communicate accurately through oral, electronic, and written communications in English to fulfill the routine duties and tasks of a physician assistant.
- Ability to receive and interpret written communications in a timely manner in both the academic and clinical settings, including information presented on computer screens.
- Ability to communicate verbally during life threatening situations within the acceptable norms of clinical settings.
- Ability to interpret non-verbal cues of patients (e.g., posture and body language) in order to diagnose conditions and foster healthy patient-provider interactions.

Motor

- Ability to coordinate the gross and fine muscular movements required to complete the PA curriculum and for patient care. These tasks include but are not limited to: utilization of medical equipment, use of instrumentation to perform clinical procedures, and operation of computer and other electronic devices using the hands and fingers.
- Ability to maneuver in the patient care setting including the ability to maintain balance, orientation, mobility, and stamina while walking with a person in need of support or using a mobility device.
- Ability to use motor function sufficient for conducting a physical exam, including palpation, auscultation, percussion, and other diagnostic maneuvers.
- Ability to assist with patient movements and transfers.

Cognitive (Conceptual, Integrative, and Quantitative Evaluation)

- Ability to retain, measure, calculate, reason, analyze, and synthesize pertinent information to solve problems in a timely manner.
- Ability to understand basic scientific principles and methods for the cognitive application of information.
- Ability to comprehend spatial relationships and three-dimensional models.
- Ability to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology.
- Ability to concentrate in the presence of distracting conditions and for prolonged periods of time.
- Ability to synthesize significant information from the medical history, physical exam, and diagnostic testing to formulate accurate diagnoses and care plans.
- Ability to think critically and use reasoning to complete tasks.
- Ability to analyze, implement, assess, and reassess patient information and care plans.

Behavioral/Social Attributes

- Ability to demonstrate honesty, integrity, and ethical behavior by abiding by the policies, procedures, laws, and standards of the PA program and the PA profession.
- Possess the emotional health, maturity, and self-discipline to exercise sound judgment.
- Ability to interact with patients and other health care professionals in a compassionate, tactful, and professional manner.
- Ability to accept feedback and respond with appropriate behavior or modification of behavior.
- Ability to use flexibility to adapt to changing environments.
- Ability to demonstrate sensitivity, empathy, and respect to people regardless of culture, age, gender, sexual orientation, socioeconomic status, educational level, and/or disabilities.
- Possess the physical and emotional stamina to function competently in settings that may involve heavy workloads and stressful situations. Individuals who would constitute a direct threat to the health or safety of others or who are currently impaired by alcohol or substance abuse are not considered suitable candidates for admission.
- Ability to recognize one's own personal and professional limitations and seek assistance when needed.

Advisement Policy (A2.05e)

Upon program start, each student is assigned to an advising group and faculty advisor. Faculty advisors help monitor student performance, as well as guide students on both academic matters and professional activities. The faculty advisor serves as the student's first line of communication for addressing academic or professional issues. Faculty advisors can personally assist the student where appropriate, as well as locate helpful resources and provide timely referrals if needed. *(Please note: students may also directly access KGI resources as described in the "General Student Information" section of this handbook.)*

Students meet with their advisor regularly in both group and individual settings. Group advisement meetings take place at least one time per semester. Discussions during these meetings are at the discretion of the faculty advisor, but topics may include transition to graduate school, professionalism, study habits, stress management, and organization.

For individual advising, students must schedule a formal meeting with their assigned faculty advisors at least two times per semester in the didactic phase (typically at midpoint and at the end of the semester) and twice during the clinical phase. Individual advising sessions allow the student and faculty advisor to openly discuss the student's academic progress, professional development, study habits, test-taking issues, and challenging topics/courses. During formal advising sessions, faculty must complete a Student Advising Form for each student. At the end of the semester, the faculty advisor also completes a formal professionalism assessment. If professionalism concerns are noted at midpoint, a formal professionalism assessment will also be completed at that time.

Students are encouraged to arrange additional formal meetings with their faculty advisor if circumstances arise that may affect their academic performance. During these meetings, faculty advisors will complete a Student Encounter Form to document the meeting. Faculty advisors may also initiate contact with their advisees if there is a potential issue noted in the

student's academic or professional performance that may jeopardize their overall success in the program.

Student Employment Policy (A3.04, A3.05a, A3.05b, A3.15e)

The KGI MSPA Program ***strongly discourages*** students from engaging in any form of employment while enrolled in the Program. The fast-paced, intensive nature of the Program requires full-time attendance and a significant time commitment outside of class/clinical experiences. Outside employment obligations cannot be used to excuse absences from scheduled learning activities. In addition, the Program will not consider outside employment as a reason for poor performance or for modifying program requirements. **(A3.15e)**

The KGI MSPA Program also does not allow students to work for the Program (paid or voluntary). **(A3.04)**

KGI MSPA students cannot substitute for or function as instructional faculty. Students with specific prior knowledge, experiences, and skills may voluntarily assist faculty in didactic and laboratory sessions to share their knowledge and skills. However, students are not to be the primary instructor or instructor of record for any component of the curriculum. **(A3.05a)**

KGI MSPA students are also unable to function as clinical or administrative staff at KGI or a clinical site. If a student is asked to substitute for a staff person on a clinical rotation, they must contact the Director of Clinical Education. Once information is collected and reviewed, the clinical team in conjunction with the MSPA Program Director will determine if continued use of the preceptor and/or clinical site is appropriate. **(A3.05b)**

Clinical Sites for Supervised Clinical Practice Experiences (A3.03)

Prior to the clinical phase, students will have the opportunity to submit their ideal clinical sites/preceptors and locations. Prospective and enrolled MSPA students are not required to provide or solicit clinical sites or preceptors for the MSPA Program. Students may voluntarily submit information about potential preceptors or clinical sites to the Director of Clinical Education if desired. The Director of Clinical Education (assisted by the clinical team) must identify, contact, and evaluate clinical sites and preceptors for educational suitability prior to creating an official affiliation.

There is no direct or implied guarantee that the student will be assigned a rotation with any requested clinical site or preceptor.

The majority of clinical sites will be located within an 80-mile radius of the KGI campus. Students may be required to attend rotations at a site outside of this area and will be responsible for all expenses related to such assignments.

Background Check and Urine Drug Screen Policy

Ban the Box Law

Several states have recently passed "Ban the Box" laws for higher education, which prohibit post-secondary institutions from asking applicants about their criminal history during the admissions process. The law further prohibits offering an applicant provisional acceptance to a program subject to a criminal background check. In 2020, California became the fifth state to enact this type of law (Cal Educ. Code 66024.5).

As a result, criminal history questions have been removed from the Centralized Application Service for Physician Assistants (CASPA), and a criminal background check is not required to matriculate into the KGI MSPA Program.

Prior to acceptance, all applicants to the KGI MSPA Program must acknowledge the following:

- An admitted student's ability to complete the MSPA Program successfully and gain PA licensure could be negatively impacted by their criminal history.
- Clinical experiences are a critical piece of the MSPA Program's requirements for graduation. Many clinical sites will not place a student on a clinical rotation unless they have successfully passed a criminal background check. Background check results that limit the MSPA Program's ability to secure supervised clinical practice experiences (SCPEs) may prevent a student from progressing or graduating from the program.
- As a part of the licensing process, many states require that graduates undergo a comprehensive background investigation. This process requires the applicant to disclose all past criminal convictions, even if they have been set aside or expunged.

Background Check and Urine Drug Screen Requirements

All matriculating students will be required to undergo a urine drug screen prior to enrollment. The offer of admission may be revoked if a matriculating student declines the urine drug screen or has a positive urine drug screen.

KGI MSPA Program students will also be required to undergo a background check and urine drug screen prior to the clinical phase of the program. More frequent background checks and urine drug screens may be conducted at the discretion of the MSPA Program. A student may be dismissed from the program if the student: declines the background check or urine drug screen; has a positive urine drug screen; or has serious findings within the background check that occurred while enrolled in the program.

Background check and drug screen results that limit the MSPA Program's ability to secure supervised clinical practice experiences (SCPEs) may prevent a student from progressing or graduating from the program.

All fees associated with background checks and/or urine drug screens are the responsibility of the student (matriculating and enrolled).

Background Check and Urine Drug Screen Results

All matriculating MSPA students are required to have only a urine drug screen, and currently enrolled MSPA students are required to have a background check and urine drug screen. If the urine drug screen reveals concerning findings, the student may be denied admission or dismissed from the program. If a background check performed for the clinical phase revealed serious findings, enrolled students may be dismissed if the findings occurred while the student was enrolled in the program.

If a matriculating or current student is dismissed, the MSPA Progression and Professionalism Committee will forward the decision (in writing) to the student, MSPA Program Director, Associate Dean of Academic Affairs (ADAA), and the Dean (within 14 days of a decision). Students who are dismissed or denied admission due to the results of the requirement(s) can appeal the Committee's decision. The appeal must be made in writing and received by the

MSPA Program Director within seven days after the date the letter of dismissal is mailed. In turn, the MSPA Program Director will render a decision within seven days of receipt of the appeal request.

The student, ADAA, and the Dean will be informed of the MSPA Program Director's decision. For matriculating students, this decision is final. An enrolled student, however, can appeal the decision (in writing) to the Dean within seven days after the MSPA Program Director's decision letter was mailed. The Dean will render a final decision within seven days of receiving the appeal. The Dean's decision is final and cannot be appealed.

Student Health Policy (A3.07a-b, A3.09, A3.19)

Health Insurance

Personal health insurance is mandatory for all MSPA Program students throughout their time in the program. Proof of health insurance coverage must be provided prior to matriculation. Students are responsible for all personal healthcare costs incurred while enrolled in the program. Personal healthcare costs may include immunizations, tuberculosis screenings, laboratory or diagnostic studies, illness, health evaluation following exposure to a communicable disease, or other accidental injuries sustained during the program.

KGI takes the health of its students seriously, and we are pleased to offer excellent medical insurance through United Healthcare. This comprehensive coverage includes benefits for examinations, prescription drugs, surgery, hospitalization, emergency care, and more. As a part of KGI's commitment to providing a best-in-class medical insurance plan, students will have access to unique medical and counseling services. All of these services are free of charge to students, so students are encouraged to utilize them.

Students with comparable coverage can opt out of the student medical insurance plan. Students will receive an email from The Claremont Colleges that will link them to United Healthcare's waiver management system site. If their existing coverage meets the minimum requirements, the waiver management system will remove them from coverage. It's a simple and quick process.

For additional information about the health insurance plan, coverage, and costs, please visit the Student Affairs page on the KGI website (<https://www.kgi.edu/student-life/student-affairs/student-and-campus-life/health-and-wellness/student-health-insurance>).

Student Health Services and Medical Care During the Program

Student Health Services (SHS) is committed to promoting the physical health and wellness of all students at The Claremont Colleges. Primary health care provided by a staff of physicians, nurse practitioners, and nurses, is available at the Student Health Services located in Tranquada Center. Student Health Services provides medical evaluation, consultation, treatment, health counseling and education, as well as medication and contraceptive information. All medicines, laboratory tests, and special supplies are available at a nominal cost.

The Student Health Services is open Monday through Friday from 8:30 am to 5:00 pm when classes are in session. It is closed in the summer and during winter and spring breaks. Students not enrolled in the Student Health Insurance Plan (SHIP) may also utilize SHS.

Tranquada Student Services Center, 1st Floor
757 College Way, Claremont, CA
909.621.8222

SHSrecords@claremont.edu | <https://services.claremont.edu/student-health-services>

Please note that Principal Faculty, the Program Director, and the Medical Director cannot participate as health care providers for students in the program, except in an emergency situation. **(A3.09)**

Student Health Record

The KGI MSPA Program contracts a third-party tracking service (EXXAT) to record and certify student health records required for the program. This agency will notify the program with the up-to-date status of all student immunizations. All forms and health records must be submitted by the student directly to EXXAT and not to the KGI MSPA Program. Student health records are confidential and must not be accessible to or reviewed by the MSPA Program, principal or instructional faculty, or staff except for immunization and screening results, which may be maintained and released with written permission from the student. **(A3.19)**

MSPA students will sign forms allowing Student Health Services and EXXAT (Appendix F and Appendix G, respectively) to release only the results of the health screening and immunization records to the MSPA Program. MSPA students must then sign a “Screening, Immunization, and Background Check Release Form (MSPA Program to Clinical Sites)” (Appendix H) to allow the MSPA Program to share the status or results of immunizations, tuberculosis screenings, drug screenings, and background checks via EXXAT with clinical sites. The Screening, Immunization, and Background Check Release Form, as well as the documentation that the student has met program health screening and immunization requirements, will be kept in the student’s file.

Required Immunizations (A3.07a, A3.07b)

The policy for immunizations and tests for KGI MSPA students is to follow the current guidelines of the Centers for Disease Control and Prevention (CDC) for healthcare workers. It is the sole responsibility of the student to complete and submit all of the correct requirements/documentation before the due date(s) and to never let any of those requirements/documentation expire. Failure to be compliant at any time can result in failure of the course, delay in graduation, and financial implications for the student.

Proof of each of the following immunizations and tests must be dated and signed/stamped by a healthcare professional or office prior to submitting to the third-party tracking service.

- **Measles, Mumps, Rubella (MMR)** – The student must provide documentation of two MMR vaccines given at least 28 days apart or a positive titer showing immunity. Students with two documented doses of MMR are not recommended to be serologically tested for immunity. If the student has a negative titer, the student will need to repeat the two-shot series.
- **Diphtheria/Tetanus/Pertussis** – The student must provide documentation of a single Tdap vaccination. Students who have not or are unsure if they have previously received a dose of Tdap should receive a dose of Tdap before matriculation without regard to the interval since the previous dose. All students are required to receive Td boosters every 10 years thereafter.

- **Varicella (Chicken Pox)** – The student must provide evidence of varicella immunity in one of the following ways: 1) documentation of two doses of varicella vaccine given at least 28 days apart; 2) laboratory evidence of immunity through a qualitative titer; or 3) verification of history of varicella or herpes zoster by a healthcare provider. If the student has a negative titer, the student will need to get two doses of varicella vaccine, four weeks apart.
- **Hepatitis B** – The student must provide documentation of three doses of Hepatitis B vaccine AND a quantitative antibody titer proving immunity. If the titer provided is negative, the student must repeat the three-shot series and repeat the testing one month after the second series.
 - Students repeating the Hepatitis B series will be marked complete at the first shot, but with an expiration date set for one month later when the second shot is due. Once the second shot is provided, this requirement will be marked complete, but a new expiration date will be set for 5 months later when the final shot is due. Once the final shot has been provided, this requirement will be marked complete, and an expiration date will be set 1 month later when the final titer is due. Once a positive titer is provided, an indefinite expiration date will be set. Students who still show no immunity after six doses is considered a “non-responder.”
- **TB Skin (PPD) Test** – All students must have a two-step PPD skin test (TST) or TB blood test (i.e., QuantiFERON Gold or T-SPOT.TB) each year. Additionally, students are required to complete a TB risk assessment and a TB symptom checklist annually. All items to be verified by a contracted third-party tracking service.
 - All new positive TB tests (TST or TB blood test) must have a chest x-ray and be evaluated by the Health Department.
 - If the chest X-ray is positive, the applicant/student will not be allowed to enter or continue training until treated and cleared by an infectious disease specialist.
 - If a student previously had a BCG vaccine or was born outside of the U.S., a PPD skin test is not acceptable. These students must complete an IGRA test (Quantiferon Gold, TSpot) instead.
 - Individuals with a prior history of positive TB test need to provide documentation of a normal chest x-ray, complete a TB symptom checklist, and be cleared by an infectious disease specialist before they begin the MSPA Program. Repeat chest x-ray is not required unless they are symptomatic.
- **Influenza** – The student must provide documentation of an influenza vaccination administered during the current flu season. The renewal date will be set for 1 year from the administered date of the vaccine.
- **COVID-19** – The student must provide documentation of complete COVID-19 vaccination. The number of required doses will vary by manufacturer. Further guidelines on frequency and other requirements will be based on CDC recommendations.
- **Meningococcal** – All students living in on-campus housing need to have a Meningococcal Tetravalent vaccination with a booster dose given at age 16 or older. Meningococcal B vaccinations are strongly recommended for all students, but are not required at this time.

The immunizations and screenings outlined above are based on the guidelines for healthcare workers by the CDC (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>). Currently, the

KGI MSPA Program does not offer any elective international curricular components, so no travel health policies are in place.

Please note that clinical sites and preceptors may require additional vaccinations and documentation.

Student Exposure to Infectious and Environmental Hazards Policy **(A1.02g, A3.08a-c, A3.09)**

KGI MSPA Program utilizes guidelines from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) to address student exposure to infectious and environmental hazards. The Program will provide appropriate training to students on infectious and environmental hazards prior to any educational activities that would place students at risk. This policy on infectious and environmental hazards will address methods of prevention; procedures for care and treatment after exposure; financial responsibility; and program participation following exposure.

Methods of Prevention (A1.02g, A3.08a)

Standard precaution practices are designed to protect healthcare professionals and reduce the risk of exposure to bloodborne pathogens and hazardous substances from both recognized and unrecognized sources. These precautions apply to all patient care, laboratory, and clinical training experiences. All faculty and students must utilize Standards Precautions in activities that present exposure to bloodborne pathogens and hazardous substances. Failure to do so may be grounds for disciplinary action.

Students must avoid direct contact with blood, bodily fluids, secretions, excretions, mucous membranes, non-intact skin, and possibly contaminated articles. Students should also avoid direct contact and injury from all sharps and dispose of them in designated puncture-resistant containers directly after use.

Methods of prevention include all of the following:

- **Hand Hygiene** – Hand hygiene is crucial in reducing the risk of transmitting infectious agents. Hand hygiene should occur after touching blood, bodily fluids, secretions, excretions, or contaminated articles; immediately after removing gloves or any personal protective equipment; before and after any patient contact; and prior to performing an aseptic task (e.g. placing an IV, preparing an injection).

Hand hygiene includes the use of soap and water, as well as approved alcohol-based products for hand disinfection. CDC guidelines recommend use of an alcohol-based hand rub for most hand hygiene. Soap and water should be used immediately if 1) hands are visibly soiled or 2) hands come in direct contact with blood, bodily fluids, secretions, excretions, contaminated articles or after caring for patients with known or suspected infectious diarrhea. Practice hand hygiene frequently and thoroughly.

- **Personal Protective Equipment** – Personal protective equipment (PPE) includes exam gloves, face masks, face shields, protective eyewear, and protective clothing (e.g., reusable or disposable gown, jacket, laboratory coat, caps, shoe covers, aprons). PPE should be worn whenever risk of exposure is present. Protective apparel should not be worn from one patient or activity to another and should be properly removed and disposed of after each

use. The use of this apparel and equipment are to protect skin and mucous membranes, especially the eyes, nose, and mouth.

Gloves are to be removed and disposed of after each use. Gloves should be worn when handling blood, bodily fluids, secretions, or excretions; when touching mucous membranes, non-intact skin, and body orifices; or when touching contaminated articles or equipment.

Facial gear and protective clothing should be worn for procedures and patient-care activities likely to generate splashes or sprays of bodily fluids or other hazardous material exposure. Facial gear and protective clothing should also be worn when anticipated procedures and activities will cause contact of clothing and exposed skin with blood, bodily fluids, secretions, or excretions.

- **Needles and Other Sharps** – All needles and sharps should be handled with extreme care to avoid exposure. Needles should not be recapped, bent, or hand-manipulated. If possible, self-sheathing needles and/or needleless systems should be utilized to minimize risk. Immediately after use, all needles and other sharps are to be safely placed in a puncture-resistant container.
- **Safe Handling of Possible Contaminated Articles or Surfaces** – All patient-care equipment, textiles, and laundry should be handled in a manner that prevents the transfer of microorganisms to others and the environment. All contaminated articles, equipment, and materials should be disposed or cleaned in a safe manner as prescribed by law. In all areas where patient care is performed, cleaning and disinfection should occur at the conclusion of every activity and between patients. Anyone handling possibly contaminated articles or surfaces must perform hand hygiene immediately.
- **Respiratory Hygiene/Cough Etiquette** – To prevent or minimize the spread of respiratory infections, a number of strategies can be employed. The mouth and nose should always be covered with a tissue or the crook of the elbow when coughing or sneezing. Tissues should be used and disposed of properly. Hand hygiene should be performed directly after hands have contact with respiratory secretions. Maintaining a considerable distance and wearing a face mask can also help minimize or prevent the spread of respiratory pathogens.

The Standard Precautions outlined above are based on CDC and OSHA guidelines:

- <https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>
- <https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

Procedures for Care and Treatment After Exposure (A1.02g, A3.08b, A3.09)

If an exposure to blood and/or other bodily fluid or a needle stick injury occur, the following protocol should be followed:

- **Immediately Following Exposure or Injury** – The student should remove any soiled clothing. Wounds and skin sites that have been in contact with blood or bodily fluids should be immediately washed with soap and water. If mucous membranes received potential exposure, they should be flushed with water (e.g., nose, mouth, skin, etc.). Eyes

should be irrigated with clean water, saline, or sterile irrigants. Antiseptics could be used, but use of caustic agents (e.g., bleach) is not recommended.

- **Faculty and Program Notification** – The student should immediately notify the onsite faculty member or Director of Clinical Education (if during the clinical phase). Principal faculty, the Program Director, and the Medical Director WILL NOT participate as healthcare providers for students enrolled in the program, except in an emergency situation. After medical care has been addressed, the student and faculty member must complete an Incident Report Form (Appendix C) for the MSPA Program, as well as a similar form for the clinical site where the incident occurred (if applicable). The Incident Report Form will be placed in the student’s record.
- **Medical Evaluation and Care** – Medical evaluation and care should occur immediately after exposure, as some treatments should be initiated within as little as 2 hours following exposure. For instance, HIV prophylaxis for high-risk exposure is most effective if started within 2–4 hours. If able, it is also extremely important to evaluate the donor’s risk status immediately.

Exposed individuals should go directly to an emergency room or urgent care for assessment and initial prophylactic treatment (if needed). If the exposure occurs at an off-campus clinical site during normal business hours, the student should follow the Infection Control Policy of the clinical site. Outside of business hours, the student should go for evaluation IMMEDIATELY to the nearest emergency room associated with the clinical site where the incident occurred.

This evaluation should consider the student’s: 1) current health status, 2) need for tetanus vaccine, 3) hepatitis B immune status, 4) need for HIV testing, and 5) need for prophylaxis treatment. The student should maintain follow up visits in one week, three months, six months, and twelve months. During these visits, the student’s health status is evaluated and repeat HIV testing should be done. If an HIV conversion occurs at any visit, the student should be referred to a private medical facility that specializes in this treatment. For additional resources, please refer to the CDC’s most current guidelines at <https://www.cdc.gov/niosh/topics/bbp>.

Financial Responsibility (A3.08c)

For any exposure or injuries that may occur during the MSPA Program, please note that the payment for medical evaluation, treatment, and care is the sole responsibility of the student and their insurance carrier.

Program Participation Following Exposure

Following an accidental exposure or needlestick injury, the MSPA Program Director will determine on an individual basis if the student can continue participation in MSPA Program activities.

Academic Policies and Procedures

Advanced Placement (A3.13c)

Transfer credits for didactic and clinical phase courses are not accepted. All KGI MSPA program courses within the curriculum are required for graduation. No credit or advanced placement is granted for prior experiential learning, coursework, degrees, certifications, or advanced training.

Graduation Requirements (A3.15b)

In order to graduate from the KGI Physician Assistant Program and earn a Master of Science in Physician Assistant Studies (MSPA), a student must:

1. Successfully complete all coursework according to program defined academic standards. The coursework is a total of 124 credit hours, which includes 84 credit hours of didactic curriculum and 40 credit hours of supervised clinical practice experiences.
2. Maintain a minimum cumulative GPA of 3.0 at program completion.
3. Successfully pass all components of the Summative Evaluation at the conclusion of the program to demonstrate achievement of all Program Learning Outcomes and Competencies.
4. Be in good professional standing with the MSPA Program.
5. Complete the KGI graduation application process prior to the established due date.
6. Meet all KGI financial requirements and obligations, which includes ensuring there are no outstanding tuition payments, program fees, graduation fees, library charges, or other institutional fees.
7. Complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years). Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement. Please refer to the "Leave of Absence" section in this handbook and the *KGI Student Handbook* (p. H-13 to H-14) for further details.

Assessment Policy (A3.15g)

The MSPA Program has identified concrete methods to evaluate student learning through their mastery of stated outcomes. In order to maintain assessment integrity at all times, the following policies and procedures must be followed.

Time Allotted

The length and complexity of the assessment should be such that students can successfully complete the assessment within an allotted time frame. Faculty must clearly communicate the time allotted for the assessment to the students prior to the start of the assessment. Students with documented disabilities will have an accommodated start and end time.

Punctuality

Students will not be permitted to enter the assessment room any later than 10 minutes (internet time) after an assessment has begun. Time allocated for assessments will not be extended if a

student arrives late. If the student believes that the tardiness resulted from an unforeseen event, the student has two choices:

1. The student may proceed to the testing site and complete the assessment in the remaining time allotted.
2. The student may inform the Course Director as soon as possible about their tardiness or absence for determination as to whether or not it constitutes as excused.

If the tardiness is unexcused, the student is only eligible to receive a maximum of 70%. If the tardiness is excused, the student will be eligible to receive full points (up to 100%) on the assessment.

During Assessments

During an assessment, only assessment materials (provided paper, answer sheet, pen, and if necessary an approved calculator) and computers are permitted on student desks. Scratch paper will be made available during computer-based exams. All other items (e.g. cell phones, graphing calculators, other electronic devices, wallets, purses, notebooks, and textbooks) are prohibited. Students must leave personal items in the front or rear of the assessment room (e.g. backpacks, purses, hats, etc.) at least five minutes prior to the official exam start time. Electronics should be powered down. Students are not allowed to access their materials – including phones – until after the assessment is complete. No food, drinks, or other non-assessment related materials are allowed on the table during the assessment unless a documented medical reason exists that has been cleared by the KGI Student Accessibility Services Coordinator. Water is allowed but it must be placed in a clear bottle on the floor next to student. Scratch paper made available to students must be returned back prior to exiting the assessment room.

Most assessments will be administered in a computer lab. Students who browse the web or look at any other resources during an assessment will be in violation of the Academic Integrity Policy. Reproduction of assessment items, in any manner (i.e. written, verbal, or electronic), for the purpose of sharing or distribution is cheating and is also a violation of the Academic Integrity Policy.

Restroom breaks will be permitted at the discretion of the instructor only if an assessment exceeds 90 minutes. These breaks are permitted only after the first 30 minutes into the time period and are not permitted during the last 30 minutes of the assessment unless an accommodation is granted with proper documentation and processed by the KGI Student Accessibility Services Coordinator. Only one student will be allowed to use the restroom at a time.

Faculty or proctors reserve the right to accompany any student who leaves the assessment room for a restroom break.

Failure to abide by the above policies and procedures during assessments may result in the student being asked to leave the assessment room with a recorded zero.

Student-Initiated Clarifications During Assessments

Faculty will not answer questions during the assessment. Any clarification or confusion should be documented on the assessment comment sheet or in the comment field of the exam

administration program. The faculty will take these comments into consideration during the grading process.

Seating Arrangements

Faculty reserve the right to designate pre-arranged seating and move students during the assessment. Students may ask to be moved at any time prior to or during the assessment. Granting of this request is at the discretion of the proctor.

Missed Assessments (A3.15g)

Due to personal emergencies or other exceptional circumstances classified as an excused absence, a student may miss sitting for an assessment. If this occurs, it is the responsibility of the student to inform the Course Director via email prior to the assessment or as soon as possible (maximum of 24 hours) after the assessment. The student must also complete, sign, and submit an Excused Absence Request Form in Appendix D (with an explanation and documentation supporting the absence) to the Course Director within 72 hours of missing the assessment. The student should not include protected health information or confidential medical information in this form. Notifying the Course Director of an absence does not guarantee that the absence will be excused.

The Course Director will consider each request on its individual merits and may allow the student to take a make-up assessment within 5 days of the original assessment date. Although makeup assessments will test the same knowledge content as the original, the style and type of questions may differ as determined by the Course Director. The scheduling of the assessment will be at the discretion of the Course Director, but the student must be prepared to take the assessment on the day they return to class. All decisions made by the Course Director are final and will be communicated to the student within 48 hours of receiving the request.

An absence will automatically be considered unexcused if the Course Director is not notified via email within 24 hours. Unexcused absences will result in a grade of zero (0) on the assessment. If this occurs and the student is allowed to take the assessment at a later date, the highest attainable score is 70% (see "Remediation" section of this handbook).

Post-Assessment Process (A3.15g)

Computer statistical analysis of assessment items will be utilized to assess the integrity of each item. The outcome of this review may result in assessment items being discarded or alternative answers accepted. Individual question challenges following an assessment will not be accepted. Mechanical errors, such as mismarking answers, are the responsibility of each student, and no grading adjustments will be made for mismarked answers. Test grades will be reported to the class only after the assessment has been taken by all members of the class.

At the discretion of each Course Director, a post-assessment review may be performed after every student has completed the assessment, the assessment has been statistically analyzed, and the scores have been validated and finalized. The post-assessment review is only for informational purposes to provide feedback to students on highly-missed items and clarification of measured objectives. The topic of grade changes will not be entertained at any post-assessment review session. For a more detailed post-assessment review or feedback, students may schedule time individually with the Course Director during their regular office hours.

Grading Criteria for the MSPA Program

The grading and assessment of student performance is a critical part of the educational process and is taken very seriously at KGI. There is a wide range of course formats, project requirements, and presentation requirements that require different means of assessment. While the form may vary, the faculty are responsible for reporting on the performance of each student enrolled in a course. Only courses in which A, B, C, or Pass are earned may be counted in satisfaction of degree or certificate requirements. A course in which you receive an F grade does not count towards meeting the unit requirement for a degree or certificate, and an F grade will lead to dismissal from the MSPA Program. The GPA listed on a student's transcript will include all courses taken from the KGI MSPA Program.

Grade	Numerical Score	Quality Points
A	90 to 100	4.0
B	80 to 89	3.0
C	70 to 79	2.0
F	< 70	0

Required Academic Standards (A3.15a)

High academic standards are critical to ensuring academic integrity and quality at KGI. The MSPA Program requires that all students maintain a semester and cumulative GPA of 3.0 throughout the program, complete required coursework in the appropriate sequence, and meet the time-to-completion requirement.

Students who do not achieve the Program's minimum standards are in jeopardy of not progressing successfully through the program and are expected to work with faculty, tutors, the Office of Academic Affairs, and the Division of Student Affairs staff to ensure they avail themselves of every opportunity to succeed.

Progression Requirements and Maximum Time to Completion (A3.15a, A3.15b, A3.15d)

Due to the sequential nature of the curriculum, students must successfully complete all courses within a semester before becoming eligible to enroll in courses in the subsequent semester. If any courses were not successfully completed, the student must have a remediation plan established and permission from the MSPA Progression and Professionalism Committee in order to permit their continued progression. At the conclusion of each semester, the MSPA Progression and Professionalism Committee reviews each student's academic performance and professional conduct. Students must be recommended for progression by the MSPA Progression and Professionalism Committee to be eligible to continue to the subsequent semester. In order for a student to progress from the didactic phase into the clinical phase, they must also be recommended by the MSPA Progression and Professionalism Committee.

The following are circumstances that will affect a student's progression through the Program:

1. If a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the MSPA Progression and Professionalism Committee.
2. If a student earns a semester GPA below 3.0, they will be placed on academic probation and allowed to progress in the program at the discretion of the MSPA Progression and Professionalism Committee.
3. If a student earns a semester GPA below 3.0 for two semesters, they may be dismissed from the program.
4. Earning one final course grade of F during the didactic or clinical phase of the program will result in academic dismissal from the program.
5. If a student receives an alleged violation of the Professionalism Policy, they will first be evaluated by the MSPA Progression and Professionalism Committee, and the Dean of Students will be notified. If the student's alleged actions are in violation of the KGI Honor Code, the Student Conduct Committee may also be convened to determine if the student should be placed on academic probation and allowed to progress in the program. For more information on the Professionalism Policy, please review the "Professionalism" section of this handbook, as well as the "Student Conduct | Honor Code" section of the *KGI Student Handbook* (p. L-54 to L-62).
6. If the student exceeds the maximum time-to-completion for the program, they may not be able to graduate from the MSPA Program. Students must still complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years). Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement. Please refer to the "Leave of Absence" section in this handbook and the *KGI Student Handbook* (p. H-13 to H-14) for further details.

A student may appeal a progression decision through written documentation to the MSPA Progression and Professionalism Committee.

Remediation and Early Warning System (A3.15c)

Remediation is an abbreviated program of restudy designed to meet the needs of the students who require additional assistance to demonstrate the achievement of learning outcomes. The remediation process is designed to improve the students' knowledge, skills, and professional attributes needed to successfully meet or exceed the MSPA graduation requirements. The goal of remediation is to promptly identify and address areas of academic, clinical, or professional deficiencies in order to help students achieve their learning outcomes.

Formal remediation will be initiated by the appropriate Course Director and coordinated through the Director of Didactic Education/Director of Clinical Education and the Program Director. This remediation process will be clearly documented to include the nature of the deficiency (e.g., medical knowledge, clinical and technical skills, clinical reasoning and problem solving, time management and organization, interpersonal skills and communication, professionalism), the remediation plan, and expected outcomes.

During the remediation process, faculty will document extra time, effort, and resources utilized to correct the identified deficiencies. A clear timeline will be established for formal remediation monitoring and completion. If a student fails to progress towards successfully meeting the

learning objectives, course outcomes, or program standards, they will be reviewed by the MSPA Progression and Professionalism Committee and may be placed on academic probation or potentially dismissed from the Program.

Remediation During the Didactic Phase

A grade of less than 75 percent on any assessment is a cause for concern. Any students earning grades less than 75 percent or with a semester midpoint average below 80 will receive an Early Warning System (EWS) letter. The student will be required to participate in a formal remediation plan to be considered for continuation in the program.

Formal remediation during the didactic phase will include the following process:

1. The Course Director will meet with the student to review and identify deficiencies from the assessment.
2. The Course Director will consult with the Director of Didactic Education to develop a remediation plan using the Remediation Plan Form. The remediation plan may include:
 - a. Reading and/or written assignments
 - b. Review of lecture material
 - c. Individual focused faculty-led tutoring
 - d. KGI tutoring programs or services
3. The Course Director must evaluate the student's proficiency upon completion of the remediation plan. The assessment of proficiency on remediated subjects is at the discretion of the Course Director with the approval of the Director of Didactic Education or the Program Director.
4. If the student is re-examined for a change in grade, the final grade on any remediated assessment may not exceed 75 percent.
5. The Course Director will complete the Remediation Plan Form (Appendix E) which outlines the remediation process and outcome(s) of the remediation effort. This form and any supporting documentation will become a part of the student's official record.
6. The Course Director will notify the Director of Didactic Education, the Program Director, and the MSPA Progression and Professionalism Committee of the remediation efforts and outcomes.
7. All formal remediation must be completed by the established time as documented on the Remediation Plan Form.

Students are allowed to remediate one failed assessment grade per course for a maximum score of 75 percent.

Remediation During the Clinical Phase

Students earning less than 75 percent on clinical phase assessments or below a passing score on an End-of-Rotation exam (as determined by z-score) will receive an Early Warning System (EWS) letter. The student will be required to participate in a formal remediation plan to be considered for continuation in the program.

Formal remediation during the clinical phase will include the following process:

1. The Director of Clinical Education will meet with the student to review and identify deficiencies from the assessment.

2. The Director of Clinical Education will develop a remediation plan using Remediation Plan Form. The remediation plan may include:
 - a. Reading and/or written assignments
 - b. Review of lecture material
 - c. Individual focused faculty-led tutoring
 - d. KGI tutoring programs or services
3. The assessment of proficiency on remediated subjects is at the discretion of the Director of Clinical Education with the approval of the Program Director.
4. If the student is re-examined for a change in grade, the final grade on any remediated assessment may not exceed 75 percent.
5. The Director of Clinical Education will complete the Remediation Plan Form (Appendix E) which outlines the remediation process and outcome(s) of the remediation effort. This form and any supporting documentation will become a part of the student's official record.
6. The Director of Clinical Education will notify the Program Director and the MSPA Progression and Professionalism Committee of the remediation efforts and outcomes.
7. All formal remediation must be completed by the established time as documented on the Remediation Plan Form.

During the clinical phase, students will not be allowed to remediate preceptor evaluations to increase their grade. Students are allowed to remediate:

- No more than two End-of-Rotation (EOR) exams during the clinical phase. The EOR exams cannot occur within the same discipline.
- No more than two clinical note submissions.
- No more than one professionalism and administrative course requirements grade.

Remediation for the Summative Evaluation

Students must earn a grade of greater than or equal to a 75 percent on all aspects of the Summative Evaluation. Students earning a grade of less than 75 percent on any assessment item must remediate and successfully meet the student learning outcome reassessment with a 75 percent or higher in order to graduate from the program.

Students will have two additional attempts to earn a grade greater than or equal to 75 percent on the Summative Evaluation. It is important to note that the timing of remediation for this process may delay graduation.

Probation (A3.15d)

A student who exhibits unsatisfactory or deficient academic performance (see "Progression Requirements and Maximum Time to Completion" section above) or inappropriate professional conduct will be formally placed on probation. This status is meant to serve a number of purposes, including providing students with encouragement to work towards satisfactory performance, serving as official communication on the severity of the student's academic situation, and identifying students at risk of being dismissed from the program. Students may be placed on probation for reasons outlined in the "Progression Requirements" section of this handbook.

Probation: Process Overview

The Associate Dean of Academic Affairs (ADAA), MSPA Program Director, and MSPA Progression and Professionalism Committee will acknowledge the student's placement on probation and will specify the terms of probation in a written document. Included in this document will be:

- A statement outlining the area of deficiency
- A statement reiterating the School's Withdrawal Policy, and
- The terms and conditions for returning to non-probationary status

This document will be delivered by email, certified mail, or hand-delivered to the student. The student must sign a copy acknowledging receipt of the letter and return it to the ADAA and MSPA Program Director. A copy of the letter will be submitted to the Dean.

Academic Probation

As the result of academic probation, the following terms and conditions apply:

1. The student's faculty advisor, the student, and the Director of Didactic Education/Director of Clinical Education will meet to formally document the following items in the student's record: academic status, study habits, test-taking skills, expected outcomes, any revised remediation plans, expected timelines, and clearly established consequences for failing to remediate probationary discrepancies.
2. The student must meet in person or via video call with their faculty advisor weekly to monitor progress.
3. The student must follow the steps outlined in the probation letter, as well as the "Remediation and Early Warning System" section of this handbook as applicable to the circumstance for the academic probation.
4. Academic probation may be disclosed in any final verifications of training, employment letters, and any letters of reference from the KGI MSPA Program.
5. During the academic probation, student's involvement in extracurricular activities and campus events will have to be approved by their faculty advisor.

Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on probation for professional or personal misconduct. Inappropriate professional or personal behavior includes, but may not be limited to, the following:

- Excessive absences, consistent tardiness, or disruptive behavior in class
- Inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at clinical practice sites
- Inappropriate or disrespectful interaction with patients
- Unprofessional dress, language, or conduct as defined by the MSPA Program or the respective clinical practice sites.

Online behavior and interactions (e.g., social media) are also monitored. At all times, intentional or otherwise, MSPA students must be aware that the violation of legal statutes (e.g., HIPAA) and KGI policies and procedures (e.g., policies related to professionalism or sexual harassment) in their online activities may result in disciplinary actions up to probation or dismissal from KGI.

Please see the “Student Conduct | Honor Code” and “Student Clinical Code of Conduct” sections in the *KGI Student Handbook* (p. L-54 to L-65).

Matters involving a student’s inappropriate professional or personal behavior will be brought to the attention of the MSPA Progression and Professionalism Committee and the Dean of Students in writing through the Honor Code Intake Form. The student will meet with the Dean of Students. The issue will be resolved or referred to the Student Conduct Committee. In either case, the outcome will be documented in the student’s file.

The Student Conduct Committee may recommend that the Associate Dean of Academic Affairs (ADAA) place the student on probation for professional or personal misconduct, and they will specify the terms of probation. The ADAA and MSPA Program Director will formalize the student’s placement on probation through a written document (as outlined in the “Probation: Process Overview” section above).

The Dean of Students and the student’s faculty advisor will monitor the student’s progress toward meeting the terms of probation. The student must follow the steps outlined in the probation letter, as well as the “Remediation and Early Warning System” section of this handbook as applicable to the circumstance for the probation.

Return to Non-Probationary Status

In collaboration with the ADAA and MSPA Program Director, the MSPA Progression and Professionalism Committee will remove a student from probation under the following circumstances:

1. The student successfully completes the following grading period without earning a grade of “F,” as well as maintains a semester and cumulative GPA above 3.0.
2. The Dean of Students and faculty advisor confirm that the student successfully remediates or demonstrates significant improvement in any professionalism discrepancies or substandard performance.

If a student does not satisfactorily improve through remediation or academic probation, they will be referred to the MSPA Progression and Professionalism Committee for consideration of dismissal from the Program. Please review the “Dismissal” section in this handbook for further information.

Deceleration (A3.15c)

The KGI MSPA Program is designed for full-time students who are admitted as a part of a cohort. Therefore, the program cannot be completed on a part-time basis.

In most instances, a student who has previously enrolled but did not complete the MSPA program must reapply. The application will be treated in the same manner as all other applications.

The MSPA Progression and Professionalism Committee (with the approval of the Program Director and Associate Dean of Academic Affairs) will evaluate if a student should be offered an opportunity to decelerate in the program. Deceleration may only be granted to a student in extenuating circumstances, including those students with approved leaves of absence, remediation plans, and probation plans. If granted, the student may be required to audit all courses full-time (at no charge) leading up to the point the student decelerated. Decelerated

students must still complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years).

Leave of Absence (A3.15b)

A student may request a leave of absence due to the occurrence of medical problem(s), serious personal problems, pregnancy, or military deployment. Students requesting a leave of absence must submit the request in writing to the MSPA Program Director and the Division of Student Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician, the Monsour Counseling Center, or a personal psychologist/psychiatrist describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery.

When a student in the Reserves or in the National Guard is called to active duty, the student must notify the Dean of Students and provide proof of deployment prior to being deployed. The proof may be faxed, mailed, or hand-delivered. It may take the form of general orders cut by the company commander. International students must meet with the International Student Advisor to understand how taking a leave of absence will affect their immigration status.

The Dean of Students shall notify the Dean who shall determine whether or not the leave is to be granted and the conditions under which the student may return to KGI. It is the student's responsibility to keep the Dean of Students informed of any change of address or circumstances while on a leave of absence. The terms and conditions of the leave will be determined by the Dean and will be documented prior to the student taking the leave.

The usual limit for a leave of absence is two academic semesters. If approved, leaves of absence may be extended to a maximum of two years. A leave of absence will not be granted to a student who is currently on academic probation unless it is a leave due to a serious medical issue or condition and only with the permission of the Dean.

For more information on leaves of absence, please refer to "Leave of Absence" section in the *KGI Student Handbook* (p. H-13 to H-14).

Withdrawal and Dismissal (A3.15d)

Total withdrawal is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The Dean reserves the right to require withdrawal at any time they deem necessary to safeguard the MSPA Program's standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation.

Mandatory Withdrawal

Students who have made unsatisfactory progress may be required to withdraw from the program "not in good academic standing." Students who leave the MSPA Program without completing the established withdrawal procedure within 30 days will automatically be dismissed from KGI and will not be considered for re-instatement at a later date.

Voluntary Withdrawal

Application for voluntary withdrawal from the MSPA Program must be made in writing to the MSPA Program Director and the Division of Student Affairs. A withdrawal form must be

requested from the Division of Student Affairs. This form will need to be signed and submitted to the Division of Student Affairs by the student. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following the submission of the form by the student, the Dean of Students will notify the Dean.

A student who leaves the MSPA Program without notifying the Division of Student Affairs and completing the established withdrawal procedures within 30 days will automatically be dismissed from KGI and will not be considered for readmission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Dean of Students, the Dean, the KGI Registrar, the Financial Aid office, and the Student Accounts office. If the student is an international student, there must also be a signature from a Designated School Official.

Dismissal

Circumstances that will lead to dismissal include, but are not limited to, the following:

- One course grade of “F” in the didactic or clinical phases
- Two consecutive semesters with a cumulative GPA below 3.0
- Two professionalism assessments with scores of “Below Expectations”
- Any actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of KGI are cause for immediate dismissal of the student.

A student who is dismissed may not be reinstated under any circumstances.

For information on withdrawal, dismissal, “Conditions for Readmission for Students Who Have Withdrawn from the Program,” and “Conditions for Reinstatement for Students Who Have Temporarily Left the Program,” please review the corresponding sections in the *KGI Student Handbook* (p. K-11 to K-12).

Student Academic Records (A3.17a-f, A3.18)

Student academic records are kept by the KGI MSPA Program in electronic format. Confidentiality of the student academic record will be maintained consistent with FERPA and any other appropriate guidelines. MSPA students and other unauthorized persons do not have access to the academic records or other confidential information of other students or faculty. All of the following items are part of each student’s academic record:

- Confirmation that the student has met published MSPA Program admission criteria;
- Proof that the student has met KGI and MSPA Program background check, drug screening, tuberculosis (TB) screening, and immunization requirements;
- Documentation of any needle stick/sharp reports (if applicable);
- Student performance while enrolled in the MSPA Program;
- Documentation of any remediation efforts and outcomes (if applicable);
- Summaries of any formal academic/behavioral disciplinary action taken against the student (if applicable);
- Confirmation that the student has met requirements for program completion.

Please note that none of the above items are considered part of the student health record. Student health records are confidential and are maintained separately from the student

academic record. For more information on the student health record, please review the “Student Health Record” portion of the “Student Health Policy” section of this handbook.

Academic Integrity (Student Conduct | Honor Code)

We, the KGI community, strive for the highest ethical standards and will hold one another accountable to them. We will abstain from improper conduct in our academic and professional lives, ensuring that our successes come only from just and ethical means.

General Principles

Principles inherent in this Code include:

- Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
- Students shall conduct themselves in a manner that upholds their reputation of honesty and integrity in order to promote an environment of trust.
- It is the obligation of the students to participate in making the honor system viable by reporting violations of potential academic and professional misconduct.
- KGI students shall report to the Dean of Students (DOS) any firsthand knowledge of any violation to any of the provisions of this Honor Code.

Prohibited Activities with Respect to Academic Matters

An academic matter means any one of the following: activities which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation; or co-curricular activities of an academic nature including student publication and competitions.

An academic integrity violation may include, but is not limited to, the following:

- Cheating – Use materials during an examination other than those specifically authorized by the instructor. Use of materials in any research or assignment that are not authorized by the instructor.
- Plagiarism – Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source.
- Falsification/Fabrication – Submit modified or changed completed tests, answer sheets, or assignments for re-grading.
- Violation assistance – Give, solicit, or receive information or assistance to or from any person or source in regards to an assessment, group assessment, makeup assessment, or written assignment unless specifically authorized to do so by the instructor.
- Copyright infringement – Copyright infringement is the use of works protected by copyright law without permission; infringing certain exclusive rights granted to the copyright holder (e.g., the right to reproduce, distribute, display, or perform the protected work), or to make derivative works.

The above list are examples of an academic integrity violation. For the full policy, please refer to the “Prohibited Activities with Respect to Academic Matters” section of the *KGI Student Handbook* (p. L-55).

Prohibited Activities with Respect to Nonacademic Matters

As members of the KGI community, students represent not only themselves, but also KGI. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves and their program.

A nonacademic integrity violation may include, but is not limited to, the following:

- Intentionally make misrepresentation on a resumé or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
- Purposely furnish false information.
- Perpetrate any form of theft, forgery, falsification, or fraudulent use of the Institute or work-site property.

The above list are examples of a nonacademic integrity violation. For the full policy, please refer to the “Prohibited Activities with Respect to Nonacademic Matters” section of the *KGI Student Handbook* (p. L-56).

Honor Code Procedures

The process of adjudicating alleged violations involves several KGI offices and committees as followed:

- The Dean of Students is responsible for the overall administration of all honor code procedures and will inform the MSPA Program Director and chair of the MSPA Progression and Professionalism Committee for consideration or further action.
- If the student contests, the Dean of Students also coordinates an initial investigation of all alleged violations, is responsible for scheduling the Student Conduct Committee (SCC) meetings and hearings, and overseeing penalties.
- The SCC serves as a hearing board for incidents of misconduct involving violations of the KGI Honor Code and SPHS Student Clinical Code of Conduct. The SCC is responsible for conducting investigations and making recommendations to the Dean as to whether a violation occurred in all cases in which the student accused of a violation denies guilt. In cases where a violation has been found to occur, the Dean may ask the SCC for a recommendation as to the penalty.
- The Dean is responsible for deciding upon penalties in cases where a student has admitted to guilt or in cases where the SCC has been asked to make a decision but not recommend a penalty.
- The Dean is also responsible for implementing academic penalties, suspensions, or separation from the Institute.
- The Dean will address appeals regarding recommendations made by the SCC.
- The President will address appeals when one of the following situations is thought to have occurred: a substantial mistake of the facts, a fundamental misinterpretation of official policies if evident, or a significant procedural error took place.
- The decision letter will be shared with faculty or other administrative units (e.g. Registrar, Campus Safety, etc.) on a need-to-know basis.

For complete details on student conduct and honor code procedures, please refer to the “Student Conduct | Honor Code” section of the *KGI Student Handbook* (p. L-54 to L-62). Please also review the “Student Clinical Code of Conduct” section in the *KGI Student Handbook* (p. L-63 to L-65), which applies to all clinical interactions throughout the MSPA Program.

Academic Grievances (A3.15g)

Didactic Grade-Related Grievances

Matters related to grading disputes for didactic courses shall include issues regarding grades awarded or processes by which grades are determined. The following is a quick reference to the procedures for didactic grade-related grievances. Students may meet with their faculty advisor at any point in the process.

1. Discuss the issue with the Instructor(s)/Course Director(s) who assigned the grade; if not resolved ▶
2. Discuss the issue with the Director of Didactic Education; if not resolved ▶
3. Discuss the issue with the MSPA Program Director; if not resolved ▶
4. Initiate a formal grievance, in writing to the Instructor(s) who assigned the grade, after receiving a “Grade-Related Grievance” form from the Associate Dean of Academic Affairs. This form must be submitted within five (5) business days following the posting of the score being disputed. ▶
5. Instructor/Course Director will respond to the grievance and forward their response to the student and Director of Didactic Education (Program Director, if Instructor/Course Director is the same as the Director of Didactic Education) ▶
6. Response at each level (Director of Didactic Education, Program Director, Associate Dean of Academic Affairs, and the Dean) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student ▶
7. The student may choose to withdraw the grievance at any time by sending an email to the Instructor(s) who assigned the grade and the Associate Dean of Academic Affairs ▶
8. If the grievance reaches the level of the Dean, Dean will notify the student of the results in writing. The Dean’s decision is final.

If a student has a pending grievance that affects whether they can continue to the next semester or can participate in remediation, they shall be allowed to continue in classes until the grievance is resolved. If the grievance is resolved in the favor of the student, and they are allowed to continue in the semester or remediation, then all grades/scores received by the student during this transition shall remain valid. However, if the student’s grievance is denied, any scores/grades received by the student during the pending grievance shall be considered invalid.

Clinical Grade-Related Grievances

Matters related to clinical education grading disputes shall include issues regarding grades awarded or processes by which grades are determined. Once the preceptor has submitted the evaluation, the student must NOT contact the preceptor to negotiate a change in the evaluation.

The following is a quick reference to the procedures for clinical grade-related grievances. Students may meet with their faculty advisor at any point in the process.

1. The student must formally submit the list of the competencies in which they are challenging the grade, along with examples of competency to the Director of Clinical Education; if not resolved >
2. Discuss the issue with the MSPA Program Director; if not resolved >
3. Email the Associate Dean of Academic Affairs to formally request the “Grade-Related Grievance” form. This form must be submitted within five (5) business days following the posting of the score being disputed.
4. Initiate a formal grievance, in writing, to the Director of Clinical Education who assigned the grade.
5. Director of Clinical Education will respond to the grievance and forward their response to the student and MSPA Program Director within five (5) business days of receiving the “Grade-Related Grievance” form.
6. Response at each level (Director of Clinical Education, MSPA Program Director, Associate Dean of Academic Affairs, and the Dean) will automatically be forwarded along with the form to the next level unless the grievance is resolved in favor of the student.
7. The student may choose to withdraw the grievance at any time by sending an email to the Director of Clinical Education and the Associate Dean of Academic Affairs.
8. If the grievance reaches the level of the Dean, Dean will notify the student of the results in writing. The Dean’s decision is final.

Please note: Although the final authority rests with the Dean for all grade-related grievances, the final decision will be written with the knowledge and concurrence of the KGI President. The individual receiving the grievance will adhere to the process above. Deviation from said process will disqualify the grievance.

For complete details on academic/grade-related grievances, please review the grade-related grievances sections for the School of Pharmacy and Health Sciences in the [KGI Student Handbook](#) (p. L-66 to L-68).

Professionalism

Overview

Professional behavior is an important aspect of physician assistant education. The KGI MSPA Program plans to prepare its graduates to be not only clinically competent providers but also well-respected professionals within the medical community. Throughout the program, students are expected to exhibit professional behavior at all times and in all settings.

The MSPA Program considers breaches of professional conduct as important as academic deficiencies. Therefore, violations related to professionalism will be reviewed by the MSPA Progression and Professionalism Committee and the Dean of Students, which may result in disciplinary action.

Professionalism violations may be related to:

- Appearance and Attire
- Attendance
- Social Media and Electronic Device Use
- Confidentiality
- Attitude and Conduct
- Interpersonal Communication
- Teamwork
- Flexibility
- Initiative/Commitment to Learning
- Time Management
- Cultural Competence
- Entrepreneurial/Innovative Spirit
- Patient Safety
- Placing Patient Interest before Self-interest

Violations are outlined in greater detail in the following sections of this handbook, as well as in the *KGI Student Handbook*.

Appearance and Attire (A3.06)

Students must maintain a neat and clean appearance appropriate for a student attending professional school. KGI will allow students the right to dress in a manner that is consistent with their gender identity as long as it is not in violation of the dress code. Specific dress requirements vary with each academic setting (i.e., on campus, off campus, special in-class guests, and presentations). Professional judgement should always be used. Students should consult with their course instructor if they have any questions regarding a special class circumstance.

All Academic Settings: KGI General Requirements

- Demonstrate good general hygiene, which includes regular bathing, use of deodorants, and maintaining good dental hygiene.
- Clinging fabrics and tight outfits are not appropriate.
- Provocative clothing styles are not appropriate.

- Hats will not be permitted to be worn during an exam. *
**This does not apply to headgear considered a part of religious or cultural dress.*
- Clean, professional, and comfortable shoes should be worn (flip-flops not permitted).
- Clothing with profane or offensive language is not permitted.
- Each student's school identification must be with them at all times.

All Academic Settings: MSPA Program Requirements

Attire for the MSPA Program is described as business casual. Clothing should be clean, neat, and in good repair (no visible holes or rips), allowing for freedom of movement without inappropriate exposure. Clothing design and cut must be conservative. This is expected in the classroom, laboratory, and on clinical rotations. If the appearance standard for a clinical site is stricter than those outlined below, the student must adhere to that clinical site's policy. Clothing should be clean, pressed, and in good condition without tears or holes. In addition, students should follow these guidelines:

- Hair - Hair should be neat, clean, and of a professional, conservative style that stays out of the face when giving patient care. Hair color must be a natural tone. No brightly colored or elaborate ornaments may be worn in the hair. Males may have beards and/or mustaches; however, these must be kept well-groomed and clean.
- Nails - Fingernails should be short enough so that they will not injure patients. For clinical settings, clear or light-colored nail polish may be worn, but must be kept neat in appearance. Artificial nails of any type are not allowed in the laboratory or clinical settings.
- Jewelry - Watches, wedding rings, and earrings are permissible in the classroom setting. Students are not to wear excessive bracelets or necklaces that are a distraction in lectures or in clinical settings. Earring style must be conservative. No more than two earrings per ear may be worn simultaneously. Please note that jewelry (e.g., earrings, rings) may not be worn in the laboratory setting. *
** This does not apply to nose rings for religious or cultural purpose.*
- Odors - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.
- Piercings & Tattoos - Body piercing (other than two earrings per ear) should be removed or covered. No earlobe expanders are allowed. No visible tattoos.
- Shoes/Socks – Dress shoes should be clean and polished. Professional open toe shoes, mules, or slides may be worn. Flashy athletic shoes, flip-flops, or slippers are not acceptable.
- Shirts - Sweaters, blouses/tops, polo shirts, or dress shirts with or without a tie are acceptable. Unacceptable shirts include tee shirts, tank tops, spaghetti strap blouses, shirts exposing midriff, shirts with slogans, sweatshirts, and hoodies.
- Bottoms - Ankle-length slacks/khakis, knee-length skirts, or knee-length dresses are acceptable. Unacceptable bottoms include denim jeans, cargo pants, pants with holes or rips, shorts of any type, sweatpants, exercise pants, leggings without skirts or dresses, mini-skirts, skorts, and sun dresses.
- Identification - Students will be issued a KGI Student ID. Students are to wear and prominently display their ID at all times when they are in their role as a student of the MSPA Program. This includes on and off campus activities that relate to their training and education as a student.

- Scrubs - Students are allowed to wear KGI MSPA Program scrubs only on dates and times as assigned by course directors or the Program Director. These will be provided by the MSPA Program.

Clinical supervisors, preceptors, or physician assistant faculty reserve the right to dismiss any student from a clinical or educational site who is not appropriately attired. That action may result in requiring further professional, developmental training for the student, and it may also interfere with graduation timing or completion of program.

Laboratory and Clinical Settings: KGI General Requirements

It is important for students to dress appropriately at all times in the clinical and community settings, even if they are there to observe or to work on case prep or follow-up. In addition to the requirements listed above, the following policies will be in effect:

- The OSHA occupational foot protection standard at 29 CFR 1910.136(a) requires the use of protective footwear when employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where there is a possibility of the employee's feet being exposed to an electrical hazard. (Laboratory or Clinical Settings)
- Artificial Nails fall under National Patient Safety Goal 7 (part of the TJC standards healthcare organizations are surveyed on), CDC Guidelines (2002), and WHO Guidelines (2009): TJC: National Patient Safety Goal 7 requires organizations to "reduce the risk of healthcare-associated infections." Artificial nails will not be worn in laboratory settings or in clinical environments.
- Nails should be well manicured and of a length which does not interfere with clinical activities.
- Jewelry (e.g., earrings, rings) may not be worn in the laboratory setting. *
** This does not apply to nose rings for religious or cultural purpose. The school will not be responsible for lost or stolen jewelry.*
- A clean white waist-length laboratory coat is to be worn at all times on lab days.
- Clean KGI approved scrubs may be worn under a lab coat during lab days.

Laboratory Settings: MSPA Program Requirements

Courses which include a laboratory component have specific guidelines for attire and appearance. In the laboratory setting, all students must wear closed toe shoes with socks. Tennis shoes or clogs (e.g., Crocs without holes such as the Endeavor style), that are clean and in good condition are permitted.

Depending on the course, laboratory attire includes either:

1. Nice ankle-length slacks or khakis with a polo shirt, sweater, or button-up shirt/blouse (unless otherwise specified, neck ties are not to be worn), or
2. KGI MSPA Program scrubs with short white lab coat with KGI MSPA logo.

Clinical Settings: MSPA Program Requirements (A3.06)

Students must be clearly identified as Physician Assistant students in clinical settings at all times. They are to be clearly distinguished from physicians, medical students, and other health profession students and graduates. Students will always introduce themselves to patients,

patient family members, and clinical site staff by stating their full name and position title – “Physician Assistant Student.” Students will wear a short white lab coat (embroidered with the KGI MSPA Program logo) during all assigned rotation activities unless otherwise directed by the clinical preceptor. Students should wear their KGI Student ID badge and a site-issued badge for each rotation when provided. The ID badge must be worn so that it is easily readable by patients and hospital/clinic personnel. ID badges must not be obscured or altered in any manner except as determined by clinical necessity (e.g., special stickers for newborn nursery access).

After Hours (After 6 P.M. Monday Through Friday)/Weekends

After hours and weekend dress is permitted after 6 p.m. Monday through Friday and all-day Saturday and Sunday, except for formal scheduled activities during this time frame. In addition to classroom attire, students may wear nice jeans and T- shirts that are in good repair (no visible holes or rips) and allow for freedom of movement without inappropriate exposure. Clothing design (e.g., T-shirt pictures and wording) and cut must be conservative. Tennis shoes that are clean and in good condition are permitted.

Attendance

Didactic Phase

Attendance is mandatory. Students are expected to attend and appear on time at all classes, workshops, labs, seminars, and other instructional activities associated with the courses in which they are enrolled. Since teamwork is such an integral part of KGI's learning environment, attendance is important not only for the particular student but also for their colleagues. However, there are instances in which students are unable to attend class and in which those absences may be excused. These instances are described in the following sections. Absences not covered by this policy may be excused at the discretion of the Course Director.

Didactic Phase: Student Responsibilities

Students should make prior arrangements in the event that missing a non-assessment day of class is unavoidable. This request should be made to the Course Director prior to the absence. Documentation for excused absences must be submitted to the Course Director in writing (through an Excused Absence Request Form in Appendix D) within three business days (i.e., 72 hours) upon return to school. Review of the documentation will determine whether an excused absence is warranted. The student must present appropriate documentation to be granted an excused absence. If able, the student should contact the Course Director as soon as possible.

The following are considered excused absences:

- Personal illness or injury. For an excused absence, valid and complete written documentation (i.e., a note from a physician or other qualifying medical professional) will be required as supporting documentation. However, no protected health information or confidential medical information is required to be submitted or documented.
- A personal emergency or emergency in the student's immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student), including death, hospitalization, or other emergency situation.

- Attendance at a professional meeting provided that the absence has been pre-approved by the Course Director.
- Jury duty and immigration/naturalization interview. Students can contact the Office of the Registrar for assistance in requesting a postponement of Jury Duty. For an immigration/naturalization interview, students should contact KGI's International Student Advisor.
- Religious observance accommodations will be considered. Each student must individually submit a request to the Course Director for absences due to religious observances by the first day of each semester. The student must work with the Course Director to minimize disruptions to the educational process and to schedule makeup activities. Only holidays recognized by the TCC Chaplain Services will be considered.

Falsification of documentation is considered a violation of the KGI's Honor Code and will result in disciplinary action up to and including termination.

The student will be held responsible for all work missed during an absence. Opportunities to make up missed points in the form of class activities and quizzes will be at the discretion of the Course Director.

Didactic Phase: Missed Assessments

A missed assessment will be graded as zero ("0") by the Course Director/Instructor. Exceptions may be made for the following situations:

- If a student has an immediate personal emergency, the student should make every effort to notify the Course Director(s) prior to the start of the assessment. If the student is not able to safely make immediate contact, they **MUST** make contact within 24 hours of the start of the assessment. Personal emergencies are defined as serious vehicle accidents, hospitalizations, serious illness, physical injuries which require emergency medical treatment, or the sudden death of an immediate family member (parent, grandparent, guardian, spouse, child, or sibling of the student). All immediate personal emergencies must be verified in writing with a letter from a health care provider or other appropriate professional familiar with the circumstances.
- If a student has a significant pre-scheduled event which conflicts with an assessment, the student must contact the Course Director two weeks prior to the examination or quiz to obtain approval for a rescheduled assessment. For holy days, civic procedures, citizenship interviews, and necessary medical procedures that have been verified by the Course Director, approval may be granted.

If the student meets the criteria stated above, make-up assessments will be scheduled by the Course Director. Make-up assessments may be different from the original format at the discretion of the Course Director. The scheduling of the assessment will be at the discretion of the Course Director, but the student must be prepared to take the assessment on the day they return to class. For more information, please review the "Missed Assessments" portion of the "Assessment Policy" section in this handbook.

Attendance During the Clinical Phase

Attendance during the clinical phase is MANDATORY.

If the student is going to be absent from the supervised clinical practice experience (SCPE) for any reason, the student MUST notify the preceptor and the Director of Clinical Education for pre-approval unless the absence is due to a personal emergency or emergency in the student's immediate family (i.e., parent, grandparent, guardian, spouse, child, or sibling of the student). An emergency may include death, hospitalization, or other emergency situation. In these circumstances, the student must notify the preceptor and the Director of Clinical Education immediately.

Failure to notify the preceptor and the Director of Clinical Education will result in being reported to the MSPA Progression and Professionalism Committee and the Dean of Students in writing through the Honor Code Intake Form. For complete details on student conduct and honor code procedures, please refer to the "Student Conduct | Honor Code" section of the *KGI Student Handbook* (p. L-54 to L-62). Please also review the "Student Clinical Code of Conduct" section in the *KGI Student Handbook* (p. L-63 to L-65), which applies to all clinical interactions throughout the MSPA Program.

Any time missed must be made-up before the end of the SCPE in which the student is participating. Students who do not complete the minimum hours before the end of the course/SCPE will automatically fail the course/SCPE. Personal days cannot be used for any SCPEs.

**If a student is scheduled at a site on a KGI-observed holiday (i.e. Labor Day, Thanksgiving, etc.) and the site is open, the student is expected to be on site. However, if the site is closed in observance of the holiday, it is at the preceptor's discretion whether the student will be required to make up the holiday (e.g., the preceptor may request the student to make up the time missed for Labor Day on Friday of that week).*

Inclement Weather

In the event of severe weather conditions, students should listen to local radio and television news for closing announcements. The KGI Alert System (LiveSafe) is also used to notify all students, faculty, and staff of all institutional emergencies, including weather-related incidents. The MSPA Program abides by institutional closing decisions made by KGI administrators.

Campus closures for inclement weather do not apply to students on supervised clinical education experiences (SCPEs). If the SCPE site is open and the preceptor is working during a KGI closure for inclement weather, the student is expected to be in attendance unless other arrangements have been made with the Director of Clinical Education.

Students in the clinical phase of the program should exercise reasonable judgement, especially in light of the fact that they may be a considerable geographic distance from campus with dramatically different circumstances. If the student's clinical site is closed, the student will not report to that site for the day(s) closed and must notify the Director of Clinical Education of the business closing.

Social Media and Electronic Device Use

It is the policy of KGI that the use of social media will be done in conjunction with the principles of the KGI Honor Codes, the Clinical Code of Conduct, the faculty and employee handbooks, delineated prohibited uses and best practices, and compliance with all federal and state rules and regulations. For a detailed overview of these policies, please review the *KGI Student Handbook* (p. L-40 to L-45).

Individuals are responsible for their own use

Social media outlets, including discussion boards, may or may not be monitored or regulated. It is up to each user of a social media outlet or participant in a virtual discussion to regulate his or her content that is added or shared with the community.

Social media postings must not violate HIPAA

You may not post the personal information or photograph of any patient on KGI-affiliated clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).

Social media postings must not violate FERPA

You may not post private (protected) academic information of a student or trainee. You may not post the personal information or photograph of any student/trainee at KGI within the context of a KGI event or interaction without obtaining permission from that person. Posting of inappropriate student/trainee information could violate federal laws. This policy does not prohibit a student/trainee from posting his or her own information. Additionally, the policy does not prohibit posting information or photographs related to non-KGI interactions and activities.

- Social Media postings shall not be unprofessional nor discriminatory. You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation, gender identity, or disability of any individual with whom you come into contact as a result of your role at KGI.
- You may not disclose any financial, proprietary, or other confidential information of KGI.
- You may not present yourself as an official representative of, or spokesperson for, KGI.
- You may not utilize KGI's trademarks or logos without permission of the Marketing Department of KGI.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- You may not utilize websites and/or applications in a manner that interferes with your work responsibilities. That is, do not tie up KGI or institutional partner computers or phone lines with personal business when others need access.
- Faculty shall employ the highest professional and ethical standards in any social media interactions with students enrolled at KGI.

Electronic Device Use

It is expected that during lectures and clinical time, use of devices employed for social media will be used only as authorized by faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device be silenced.

No personal phone conversations or texting are allowed at any time while in patient areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

Use of computers (iPads, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Other use is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

No student shall videotape and/or audiotape instructors or peers for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients be videotaped or photographed without written permission of the patient/client and of the Clinical Preceptor.

Text messaging is not an acceptable form of communication with PA faculty or staff. KGI MSPA faculty and staff members are not permitted to extend or accept social media requests to/from MSPA Program students.

Confidentiality Policy

The KGI MSPA Program reinforces the federal regulations addressing patient healthcare confidentiality as described in the Health Insurance Portability and Accountability Act (HIPAA). Students receive HIPAA training as part of the program, and records of the training are maintained in their student files. For more information on HIPAA, please review the "Health Insurance Portability and Accountability Act (HIPAA)" section of the *KGI Student Handbook* (p. N-7 to N-9).

MSPA students must understand all of the following in regards to confidentiality:

1. A MSPA student will hold in confidence all personal client information and agency information entrusted to them.
2. Confidential clinical information and research data (written or oral) given to a MSPA student is considered privileged within the content of the learning site and the enrolled course.
3. A MSPA student will limit his or her discussion of client, family, and agency to structured learning situations, such as conferences and clinical learning experiences. Students should never discuss clients, families, or agencies at lunch tables, clinical or university dining facilities, elevators, dormitories, or any other public setting.

All MSPA students are required to sign a confidentiality statement at the time of enrollment in the program. The student is expected to comply with the terms of the statement throughout the program. Failure to comply represents unethical conduct for a MSPA student. These actions may lead to failure of the course in which the incident occurs or even dismissal from the program. A copy of the signed statement is maintained in the student's file.

The Confidentiality Statement can be found in Appendix J of this handbook.

Violations

Failure to comply with the requirements of the Professionalism Policy and the Confidentiality Policy may result in sanctions ranging from counseling to dismissal from the MSPA Program.

Disciplinary action will be determined by the MSPA Progression and Professionalism Committee, Dean of Students, and the Student Conduct Committee (if applicable). Based on the severity of the violation, the disciplinary actions may proceed as followed:

1. Written Warning and Counseling from the Course Director/Instructor
2. Written Warning and Counseling from the Director of Didactic Education or Director of Clinical Education
3. Course Failure/Academic Probation; Counseling with the MSPA Program Director
4. Dismissal from the MSPA Program

Violations of federal and state laws may also result in criminal or civil action undertaken by the government.

Appendices

- Appendix A – Student Advising Form
- Appendix B – Student Encounter Form
- Appendix C – Incident Report Form
- Appendix D – Excused Absence Request Form
- Appendix E – Remediation Plan Form
- Appendix F – Screening and Immunization Release Form (Student Health Services to MSPA Program)
- Appendix G – Screening, Immunization, and Background Check Release Form (EXXAT, Inc. to MSPA Program)
- Appendix H – Screening, Immunization, and Background Check Release Form (MSPA Program to Clinical Sites)
- Appendix I – Emergency Contact Information
- Appendix J – Confidentiality Statement
- Appendix K – MSPA Program Student Handbook and Policy Acknowledgement

Student Advising Form

Student Information	
Student Name:	Student ID Number:
Expected Graduation Year:	Date of Advisement:

Advisor Information	
Advisor Name:	Faculty Position:

Overall Assessment	
Current Semester:	
Academic Progress: <input type="checkbox"/> On target <input type="checkbox"/> Some concerns <input type="checkbox"/> At risk	Discussion: Include evaluation of current grades, whether projected semester GPA is above minimum, and challenging courses.
Capacity for Academic Success: <input type="checkbox"/> On target <input type="checkbox"/> Some concerns <input type="checkbox"/> At risk	Discussion: Include student's perspective of progress, study habits, test-taking difficulties, barriers to preparation/learning, and tools or resources needed.
Wellness/Coping: <input type="checkbox"/> On target <input type="checkbox"/> Some concerns <input type="checkbox"/> At risk	Discussion: Include evidence of burnout, coping strategies, and referrals as needed.

Professionalism Concerns from Faculty or Staff: No Yes*

*If yes, please complete the Professionalism Assessment at midpoint in addition to the end of semester.

Professionalism Assessment

(Complete for students with professionalism concerns at midpoint and for all students at the end of semester.)

Behavior Area	Description	Below * Expectations	Meets Expectations
Appearance	<ul style="list-style-type: none"> • Neat, clean appearance appropriate to context • Within dress code 		
Attitude and Conduct	<ul style="list-style-type: none"> • Displays a positive attitude • Respectful of peers, staff, faculty/preceptors • Listens well and is responsive • Displays compassion and empathy to others 		
Interpersonal Communication	<ul style="list-style-type: none"> • Active listener with good eye contact • Attentive • Provides constructive feedback to others 		
Teamwork	<ul style="list-style-type: none"> • Works well with others • Assists in the learning of others • Collaborates effectively within a team 		
Flexibility	<ul style="list-style-type: none"> • Adapts well to change • Able to assume multiple roles in response to the needs of a situation 		
Initiative/Commitment to Learning	<ul style="list-style-type: none"> • Consistently prepared for class • Self-starter; does not require excessive and unreasonable guidance to complete assignments 		
Time Management	<ul style="list-style-type: none"> • Arrives on time • Meets deadlines for assignments 		
Cultural Competence	<ul style="list-style-type: none"> • Demonstrates respect for cultural differences • Uses neutral, non-judgmental language 		
Academic Integrity and Intellectual Honesty	<ul style="list-style-type: none"> • Maintains the highest ethical principles for all academic and non-academic work • Adheres to the KGI Honor Code at all times 		
Entrepreneurial/ Innovative Spirit	<ul style="list-style-type: none"> • Creates multiple strategies for assignments that are unique • Demonstrates "outside the box" thinking 		
Patient Safety**	<ul style="list-style-type: none"> • Demonstrates ongoing consideration of the patient's safety • Ensures safety measures are in place to protect the patient 		
Placing Patient Interest before Self Interest**	<ul style="list-style-type: none"> • Demonstrates respect for the patient and their decisions • Makes medical decisions based on patient interest vs self interest 		

*Note that any response of "Below Expectations" may lead to additional action up to and including meeting with administration, probation, or dismissal from the MSPA Program in accordance to the policies within the *KGI MSPA Program Student Handbook*.

**These areas are only assessed during the clinical phase.

Action Plan

Date of Next Advisor Meeting:

Acknowledgement and Signatures

Physician Assistant Student

Signature

Name

Date

KGI MSPA Faculty Advisor

Signature

Name

Title

Date

Director of Didactic/Clinical Education

Signature

Name

Title

Date

Student Encounter Form

Student Information

Student Name:

Student ID Number:

Expected Graduation Year:

Date of Encounter:

Advisor Information

Advisor Name:

Faculty Position:

Summary of Encounter

Reason for Student Encounter:

Action Plan

Date of Next Advisor Meeting:

Acknowledgement and Signatures

By signing below, the student acknowledges the Action Plan created by the faculty advisor and agrees to complete the actions as outlined prior to the next advisor meeting.

Physician Assistant Student

Signature

Name

Date

KGI MSPA Faculty Advisor

Signature

Name

Title

Date

Director of Didactic/Clinical Education

Signature

Name

Title

Date

Incident Report

In the event you are injured at KGI or a clinical site, your highest priority is prompt treatment. Do not delay seeking appropriate treatment to fill out paperwork or make notifications. Students should comply with all accident/injury protocols in place at the clinical site. In the absence of a protocol, seek treatment in the nearest emergency department.

Please submit this completed form with all supporting documentation directly to the Director of Didactic Education/Director of Clinical Education.

Student Information	
Student Name:	Student ID Number:
Expected Graduation Year:	Date:
Nature of Incident	
Date and Time of Incident:	Class/Rotation/Activity Where Incident Occurred:
Location of Incident: Facility Name Address City/State/Zip Code: Phone	
Nature of Incident: (e.g. needlestick, laceration, exposure, contusion)	
Possible Exposure to Bloodborne Pathogen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Incident:	

Medical Treatment

Actions Taken Immediately Following Incident:

Was medical evaluation and treatment pursued by the student? Yes No

Date of Treatment Completion:

Name and Location of Facility Providing Evaluation and Treatment:

Notifications

Please identify when the following individuals were notified about the incident:

Course Instructor/Clinical Preceptor:

Date and Time Notified:

Onsite Health Services/Emergency Department:

Date and Time Notified:

Director of Didactic Education or Director of Clinical Education:

Date and Time Notified:

Corrective Action Recommendations

Please identify any corrective actions that should be pursued to avoid recurrence.

Signatures

Physician Assistant Student

Signature

Name

Date

KGI MSPA Program Faculty

Signature

Name

Title

Date

For Program Use Only

Date/Time Form Was Received in MSPA Program Office:

Received by:

Additional Follow Up:

Excused Absence Request Form

Excused Absence Policy Reminders

In all situations, students are responsible for completing an Excused Absence Request Form in a timely manner in accordance with the policies outlined in the *KGI MSPA Student Handbook*. No protected health information (PHI) or confidential medical information should be listed on this form.

Students assigned to clinical rotation sites should not seek approval from the clinical preceptor without prior approval from the Director of Clinical Education.

Completion of this form **does not** guarantee approval.

Student Information

Student Name:

Student ID Number:

Expected Graduation Year:

Date Form Completed:

Absence Request

Date(s) of Requested Absence:

Reason for Absence:

- Personal Illness or Injury
- Personal Emergency or Immediate Family Emergency
- Attendance at a Professional Meeting
- Jury Duty
- Immigration/Naturalization Interview
- Religious Observance

Documentation/Verification: Attach if provided.

Course Name/Clinical Rotation:

Course Director/Clinical Preceptor:

Course Director/Director of Clinical Education Notes: Include affected assessments and activities.

Acknowledgement and Signatures

By signing below, the student acknowledges that they have reviewed and understand the policies in the *KGI MSPA Program Student Handbook* regarding excused absences and missed assessments.

Physician Assistant Student

Signature

Name

Date

KGI MSPA Program Faculty

Signature

Name

Title

Date

Outcome of Request

Final decision regarding absence:

Approved Denied

Notes:

Director of Didactic/Clinical Education

Signature

Name

Title

Date

Remediation Plan

Student Information	
Student Name:	Student ID Number:
Expected Graduation Year:	Date:

Reason for Remediation	
Course Name:	Course Director:
Deficiency Category (check all that apply): <input type="checkbox"/> Medical Knowledge <input type="checkbox"/> Clinical and Technical Skills <input type="checkbox"/> Clinical Reasoning and Problem Solving <input type="checkbox"/> Time Management and Organization <input type="checkbox"/> Interpersonal Skills and Communication <input type="checkbox"/> Professionalism <input type="checkbox"/> Other _____	Details of Deficiency: Include affected assessments and activities.

Student Explanation for Deficiency:

Remediation Plan
Tasks to Complete: <hr/> <hr/> <hr/> <hr/> <hr/>
Date of Proficiency Evaluation: <hr/>
Expected Remediation Plan Completion Date: <hr/>

Acknowledgement of Remediation Plan

As detailed in the *KGI MSPA Student Handbook*, the student is required to participate in a formal remediation plan to be considered for continuation in the program. By signing below, the student acknowledges the above remediation plan and agrees to complete the plan as outlined above.

Signatures

Physician Assistant Student

Signature

Name

Date

KGI MSPA Program Faculty

Signature

Name

Title

Date

Director of Didactic/Clinical Education

Signature

Name

Date

Outcome of Remediation

Did the student satisfactorily complete the remediation plan above?

Yes

No

Results of Remediation/Final Grade:

Date of Completion of the Remediation Plan:

Screening and Immunization Release Form

Student Health Services to KGI MSPA Program

Student Information

Student Name:	Student ID Number:
Expected Graduation Year:	Date:

Student Contact Information

Address	Home Phone
	Cell Phone
City/State/Zip Code	Email

Permission to Release

I, _____, grant Student Health Services (of The Claremont Colleges) permission to release my immunization status, health screening results, and tuberculosis screening status to the KGI MSPA Program for the purpose of securing clinical rotations. I acknowledge that this permission will be in effect through the duration of my enrollment as a student at Keck Graduate Institute.

I may withdraw my permission at any time in writing to the Director of Clinical Education. If I choose not to grant permission, I understand that the KGI MSPA Program will not be able to secure clinical rotations for me, which will prohibit successful completion of the program.

Student Signature

By signing below, the student agrees to the terms listed above and confirms that the personal information listed is accurate.

_____ Signature	_____ Date
_____ Printed Name	

Screening, Immunization, and Background Check Release Form

EXXAT, Inc. to KGI MSPA Program

Student Information

Student Name:	Student ID Number:
Expected Graduation Year:	Date:

Student Contact Information

Address	Home Phone
	Cell Phone
City/State/Zip Code	Email

Permission to Release

I, _____, grant EXXAT, Inc. permission to release my drug screening results, criminal background/sex offender check results, immunization status, tuberculosis screening status, and assurance of health screening to the KGI MSPA Program for the purpose of securing clinical rotations. I acknowledge that this permission will be in effect through the duration of my enrollment as a student at Keck Graduate Institute.

I may withdraw my permission at any time in writing to the Director of Clinical Education. If I choose not to grant permission, I understand that the KGI MSPA Program will not be able to secure clinical rotations for me, which will prohibit successful completion of the program.

Student Signature

By signing below, the student agrees to the terms listed above and confirms that the personal information listed is accurate.

_____ Signature	_____ Date
_____ Printed Name	

Screening, Immunization, and Background Check Release Form

KGI MSPA Program to Clinical Sites

Student Information	
Student Name:	Student ID Number:
Expected Graduation Year:	Date:
Student Contact Information	
Address	Home Phone
	Cell Phone
City/State/Zip Code	Email
Permission to Release	
<p>I, _____, grant the KGI MSPA Program permission to release my drug screening results, criminal background/sex offender check results, immunization status, tuberculosis screening status, and health screening results to KGI-affiliated clinical sites for the purpose of securing clinical rotations. I acknowledge that this permission will be in effect through the duration of my enrollment as a student at Keck Graduate Institute.</p> <p>I may withdraw my permission at any time in writing to the Director of Clinical Education. If I choose not to grant permission, I understand that the KGI MSPA Program will not be able to secure clinical rotations for me, which will prohibit successful completion of the program.</p>	
Student Signature	
<p>By signing below, the student agrees to the terms listed above and confirms that the personal information listed is accurate.</p>	
_____ Signature	_____ Date
_____ Printed Name	

Emergency Contact Information

Student Information

Student Name:

Student ID Number:

Expected Graduation Year:

Date:

Emergency Contact Information

EMERGENCY CONTACT 1

Name

Home Phone

Relationship

Cell Phone

Address

Work Phone

City/State/Zip Code

EMERGENCY CONTACT 2

Name

Home Phone

Relationship

Cell Phone

Address

Work Phone

City/State/Zip Code

MEDICAL CONTACT

Provider Name

Office Phone

Provider Name

Office Phone

Acknowledgement and Signature

I have voluntarily provided the above contact information and authorize the KGI MSPA Program and its representatives to contact any of the above on my behalf in the event of an emergency.

Signature

Date

Printed Name

Confidentiality Statement

Student Information

Student Name:

Student ID Number:

Expected Graduation Year:

Date:

Confidentiality Statement Acknowledgement

I, _____, acknowledge my responsibility to abide by applicable federal laws and the MSPA Program Confidentiality Policy to keep any information regarding a patient, client, or agency confidential. By signing below, I agree not to reveal to any person or persons (except authorized agency staff and associated personnel) any specific information regarding any patient, client, or agency. I further agree not to reveal to any third party any confidential information of an agency, except as required by law or as properly authorized by an agency.

I further understand that any unauthorized disclosure of confidential information may result in failure of the course in which the incident occurs and may include dismissal from the MSPA Program.

Student Signature

Signature

Date

Printed Name

MSPA Program Student Handbook and Policy Acknowledgement

Student Information

Student Name:

Student ID Number:

Expected Graduation Year:

Date:

MSPA Program Student Handbook and Policy Background

The information in *the MSPA Program Student Handbook* is an overview of current policies and procedures for the Master of Science in Physician Assistant Studies (MSPA) Program at Keck Graduate Institute. This handbook is not designed to replace Keck Graduate Institute (KGI) policies and procedures. Students are expected to follow both the MSPA Program and KGI's policies and procedures. The information listed within the *MSPA Program Student Handbook* does not supersede policies in the *KGI Student Handbook* except if specifically noted.

The *MSPA Program Student Handbook* is meant to provide guidance for students and faculty on the day-to-day conduct in the MSPA Program. It does not represent an exhaustive list of all possibilities that might arise for students and faculty in the training and administration of the program. Unique situations may arise and will be handled in a manner that ensures fairness and mutual respect in all cases.

The *MSPA Program Student Handbook* is published annually. Every effort is made to provide accurate and correct information at the time of publication. The MSPA Program reserves the right to change policies, calendar dates, and any statements in the *MSPA Program Student Handbook*.

Acknowledgement and Signature

I agree that I have read and understand the policies outlined in the *MSPA Program Student Handbook*. I further acknowledge that I am responsible for understanding and following all policies and procedures outlined in all MSPA handbooks and the *KGI Student Handbook*. I also acknowledge that these policies apply to me at all times while enrolled in the program regardless of location.

Signature

Date

Printed Name