



PHYSICIAN ASSISTANT PROGRAM
**POLICIES AND
PROCEDURES**

HANDBOOK

MAY 2024

School of Medicine
& Health Sciences

THE GEORGE WASHINGTON UNIVERSITY



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1. Welcome

Welcome to the Physician Assistant (PA) Program and congratulations on being selected from a highly competitive pool of applicants for enrollment in our nationally recognized PA Program. You should be very proud to be a GW PA student and in the next two or three years, you will join a growing legacy of graduates spanning over five decades. You will be taught by a cadre of highly qualified faculty who will be instrumental in preparing you both academically and professionally to be excellent clinicians. We have no doubt your commitment to your PA studies is high. The journey ahead will be challenging as PA education is rigorous and requires full commitment of your time. We look forward to guiding you on the path to becoming the best PA you can possibly be. Your success is our ultimate goal!

2. Introduction and Purpose

The policies and standards established in this Handbook help assure that your goal of becoming a PA is achieved. The Handbook serves as a reference for informing GW PA students about policies, rules, and regulations implemented by the GW University, School of Medicine and Health Sciences (SMHS), and the GW PA Program. In the event of any discrepancy between other university policies and the PA Program Handbook, the policies and standards established in the Handbook shall apply. The PA Program Handbook contains additional expectations required of PAs students, which facilitate the professional development of PAs. All students, PA Program principal faculty, and program director must abide by the policies and procedures at all locations.

As these policies and procedures are reviewed annually and may be revised to align with the mission of the PA Program, the SMHS, and the University, the Program reserves the right to revise the policies and procedures outlined in the Handbook as needed. Students will be notified via email when there are changes to the Handbook. The most updated version of the Handbook is posted on the program website.

The University reserves the right, with or without prior notice, to change requirements, rules, programs, policies, tuition, and fees whenever, in the University's judgment, such changes are warranted. This includes, but is not limited to, changes to the form, location, and mode of instruction and changes to the academic calendar. Such changes shall go into effect at the time specified by the University, and the University will provide advance notice of such changes when possible. The University assumes no liability for any changes it determines are warranted. The University may, in its sole discretion, refund tuition or fees, in whole or in part, on account of any changes the University determines are warranted, but it is not required to make any such refunds.

3. Mission, Vision, Goals, and Accreditation

3.1. GW School of Medicine & Health Sciences

The George Washington University School of Medicine and Health Sciences is dedicated to improving the health of our local, national, and global communities by:

- Educating a diverse workforce of tomorrow's leaders in medicine, science, and health sciences.
- Healing through innovative and compassionate care.
- Advancing biomedical, translational, and health services delivery research with an emphasis on multidisciplinary collaboration.
- Promoting a culture of excellence through inclusion, service, and advocacy.

As a globally recognized academic medical center, GW embraces the challenge of eliminating health disparities and transforming health care to enrich and improve the lives of those we serve.

3.2. GW Physician Assistant Program

Mission

The George Washington University Physician Assistant Program's mission is to prepare physician assistants who demonstrate clinical excellence; embrace diversity, equity, and inclusion; advocate for their patients; lead and advance the profession; and serve their communities.

Vision

The George Washington University Physician Assistant Program will be a preeminent leader in physician assistant education. Through shared transformative experiences and discovery, our students, alumni, and faculty will emerge as leaders committed to health equity and quality care for all.

Goals

The GW PA Program goals are:

- Educate future PAs who possess superior knowledge and skills.
- Recruit and matriculate a diverse class of highly qualified students.
- Foster an awareness of and sensitivity to the needs of communities.
- Encourage professional involvement, leadership, and service.

Accreditation

The George Washington University is accredited by its regional accrediting agency, the Middle States Commission on Higher Education. The Physician Assistant Program is accredited through the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Graduates' eligibility to sit for the Physician Assistant National Certifying Exam (PANCE), which is

required for practice in all states, DC, and US territories, is contingent on graduating from a program accredited by the ARC-PA.

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the George Washington (GW) University Physician Assistant Program sponsored by The George Washington School of Medicine and Health Sciences. Accreditation-Continued is an accreditation status granted when a currently accredited program is compliant with ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be September 2033. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA Policy.

The Program’s accreditation history can be reviewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-george-washington-university/>. In the event of program closure or loss of accreditation, the program would continue its commitment to currently matriculated students by teaching in accordance with federal law, University policy, and the ARC-PA and/or the Middle States Commission on Higher Education requirements.

4. PA and PA/MPH Degree Programs

4.1. PA Degree Program

The traditional PA Program is a six-semester sequence taken on a full-time basis. Students must successfully complete the 104 credit hours of coursework in the program of study as described in the [University Bulletin](#). Graduates of the two-year program earn a Master of Science in Health Sciences (MSHS).

Year 1 (Didactic Phase)

SUMMER SEMESTER		
Course Number	Title	Credits
PA 6101	Clinical Assessment I	4
PA 6104	Integration into Clinical Concepts I	2
PA 6109	Foundations of Medicine	5
PA 6110	Evidence-Based Practice for PA Students	3
PHYL 6211	Physiology for Health Sciences Students	3
ANAT 6215	Anatomy for Health Sciences Students	3
	Total Credits	20

FALL SEMESTER		
Course Number	Title	Credits
PA 6102	Clinical Assessment II	1
PA 6105	Integration into Clinical Concepts II	2
PA 6112	Clinical Medicine I	7
PA 6116	Clinical Skills I	2
PA 6118	Health, Justice and Society I	2
PA 6120	Human Behavior	2
PA 6122	Role of PA in American Health Care	2
PHAR 6207	Pharmacology I	2
Total Credits		20

SPRING SEMESTER		
Course Number	Title	Credits
PA 6103	Clinical Assessment III	1
PA 6106	Integration into Clinical Concepts II	2
PA 6113	Clinical Medicine II	7
PA 6117	Clinical Skills II	1
PA 6119	Health, Justice and Society II	1
PA 6121	Clinical Specialties	6
PHAR 6208	Pharmacology II	2
Total Credits		20

Year 2 (Clinical Phase)

Course Number	Title	Credits
PA 6259	Introduction to Clinical Education	2
PA 6261	Inpatient Medicine Clinical Practicum	5
PA 6262	Family Medicine Clinical Practicum	5
PA 6263	Surgical Inpatient Clinical Practicum	5
PA 6264	Women's Health Clinical Practicum	5
PA 6265	Pediatrics Clinical Practicum	5
PA 6266	Emergency Medicine Clinical Practicum	5
PA 6267	Behavioral Medicine Clinical Practicum	5
PA 6268	Elective Clinical Practicum	5
PA 6300	Introduction to Professional Practice	2
Total Credits		44
Total Program Credits		104

4.2. PA/MPH Degree Program

The joint degree program culminates with a Master of Science in Health Sciences (MSHS) and a Master of Public Health (MPH). As degrees in joint programs are awarded simultaneously, all degree requirements for both programs must be successfully met before either degree is awarded. The program of study credit requirements varies by track. The program of study for each MPH track is described in the [University Bulletin](#).

The three-year joint degree program currently offers several tracks of study including Community Oriented Primary Care (COPC), Health Policy, Epidemiology, Environmental Health Science and Policy (EHSP), Global Environmental Health, Maternal and Child Health, and any additional tracks as approved by the School of Public Health and Physician Assistant Program.

The majority of courses taken in the first year of the joint degree program are in the School of Public Health and contingent upon the specific [track of study](#) in which the student is enrolled. In addition to MPH coursework, there are PA courses that students must also take in the first year; these are listed below.

SUMMER SEMESTER		
Course Number	Title	Credits
ANAT 6215	Anatomy for Health Science Students	3
FALL SEMESTER		
PA 6122	Role of PA in American Health Care	2
SPRING SEMESTER		
PA 6119	Health, Justice and Society II	2
		Total Credits
		Varies depending on MPH track selected

For the complete list of second and third year courses, refer to the traditional 2-year PA Program of Study minus those courses already completed. Please note that sometimes there may be time conflicts between the PA and MPH courses, where the resolution requires the joint degree student to take PA 6122 or PA 6119 during their second year of study.

PA/MPH students must complete their Applied Practical Experience (APEX) also known as the Practicum prior to the start of their clinical year. In the event that the practicum is not completed prior to the clinical year, the student may not complete the APEX during the clinical year and will complete the Apex after completion of the clinical year. The student will be delayed in graduation and will incur additional tuition and fees.

This rule does not apply to PA/MPH students who have chosen to use their elective clinical rotation to fulfill their practicum when enrolled in the Environmental Health Science and Policy or Global Environmental Health tracks. In this scenario, both the PA and the MPH programs must approve the elective rotation. In January of their first year (MPH1) year, students must notify their track advisor, the PA/MPH Director, the PA Program, and the PA Director of Clinical Education by email that they would like to choose this option.

PA/MPH students are also expected to complete their Culminating Experience (CE) project within the first 2 to 4 semesters of their matriculation depending on their public health track course of study. In the event that a student does not complete their CE by the start of the clinical year,

they must meet with the PA/MPH Director and the Director of Clinical Education by March 1 of their second year of the PA/MPH program. A student may be permitted to complete their CE during the clinical year as long as it does not interfere with meeting their clinical clerkship requirements. A student who is unable to complete their CE during the clinical year will be delayed in graduation and will incur additional tuition and fees.

Completion of the Applied Practical Experience and/or Culminating Experience after the completion of the clinical year will delay program completion, and students will incur additional tuition and fees charged at the University's prevailing graduate per credit rate.

4.3. Maximum Program Length

The maximum length of time for completing the Program of Study, including deceleration and/or a leave of absence, is 40 months total, from the initial day of matriculation for traditional (MSHS) students and 52 months from the initial day of matriculation for joint degree (MSHS/MPH) students. Students using federal student aid or private loans to finance their course of studies may have different requirements around length of program completion related to financial aid. Students should contact GW's Office of Financial Aid or their private lending source for specific requirements.

5. Academic Standards

5.1. Academic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in their scholastic work. To encourage and support such an environment, the University has adopted a [Code of Academic Integrity](#). Violations of academic integrity occur when a student fails to cite research sources properly, engages in unauthorized collaboration, falsifies data, and otherwise violates the [Code of Academic Integrity](#). It is the student's responsibility to know, understand, and conform to this code. If you are reported for an academic integrity violation, you should contact the Office of Student Rights and Responsibilities (SRR) to learn more about your rights and options in the process. Consequences can range from failure of assignment to expulsion from the university and may include a transcript notation. For more information, please refer to the [SRR website](#), email rights@gwu.edu, or call 202-994-6757. In addition, the [Office of Research Integrity & Compliance](#) provides oversight for integrity in research.

5.2. Attendance, Timeliness, and Participation

Attendance, punctuality, and participation are expected from every student. This includes but is not limited to, all classes, examinations, labs, standardized patient encounters, OSCEs, small group sessions, clerkships, meetings/conferences, and patient presentations.

5.3. Grading

PA course grading scales are published in the course syllabus. All final course and clerkship grades are entered into Banner according to the approved standard University grading scale.

Grade	Quality Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0

At the discretion of the instructor, a grade of Incomplete (I) may be used in reporting a student's standing in a semester's work if the instructor has received a satisfactory explanation for the student's inability to complete the required work of the course. The grade may be used only if the student's prior performance in the course has been satisfactory. Refer to the "[Academic Standing](#)" section of the "Regulation" tab of the Health Sciences Programs Bulletin for further information on grade assignments.

6. Non-Academic Standards

6.1. Essential Functions and Technical Standards

The Health Sciences Programs at George Washington University have established [Technical Standards and Essential Functions for Admission, Continuance, and Graduation](#) for all programs, regardless of specific discipline of study.

Specific to the George Washington University Physician Assistant Program it is essential that all physician assistant students have the knowledge, skills, and professional attributes to function in a variety of clinical settings and to provide a wide spectrum of patient care. In alignment with the GW Health Sciences technical standards, but specific to the functions, skills, and practice as a PA, the GW PA Technical Standards require that every student have sufficient capacities and abilities in:

- *Communication*
 - Includes the ability to speak, hear, read, write, and type effectively and professionally to achieve adequate exchange of information with other healthcare professionals, patients, and their support network.
 - The student must have the ability to receive and process auditory information and speak and write clearly for all communications with patients, their families, and other healthcare professionals.
 - The student must be able to read sufficiently to comprehend complex medical literature and convey this information in easy-to-understand terms.
 - The student must be able to perceive forms of non-verbal interpersonal communication including facial expressions, body language, and affect.

- *Observation*
 - Includes the ability to perceive, using senses and mental abilities, information presented in both educational and clinical settings. Educational information will be presented through lectures, team-based learning, laboratory sessions, interprofessional sessions, small groups, and one-on-one interactions, as well as through written and audiovisual materials.
 - The student must possess sufficient sensory (visual, auditory, tactile, and olfactory) and mental abilities to accurately perceive information provided in the educational settings. Information may be provided as written and audiovisual materials, laboratory data, diagnostic images, microscopic and histologic findings, and through conducting patient histories and performing physical examinations.
 - The student must be able to accurately observe (using visual, auditory, tactile, and/or olfactory senses) a patient's medical condition, including patient affect, up close and at a distance, with and without medical instrumentation. This includes but is not limited to radiography, electrocardiograms, sonograms, monitors, and other graphic images.

- *Motor/Tactile Function*
 - A student must have sufficient motor function to directly perform palpation, percussion, auscultation, and other diagnostic and therapeutic maneuvers.
 - A student must be able to reasonably execute movements required to provide general and emergency medical care to patients. These skills require coordination of fine and gross motor skills, equilibrium, and functional sensation.
 - A student must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.
 - A student must have the capability to manipulate equipment and instruments for the performance of basic laboratory tests, procedures, and physical examinations.
 - A student must have the ability to move her/himself from one setting to another and physically negotiate the patient care environment in a timely fashion.

- A student must have sufficient physical stamina to perform the rigorous course of didactic and clinical study. This includes long periods of sitting, standing, and moving which are required for classroom, laboratory, and clinical experiences. It also includes meeting attendance requirements for classroom, laboratory, clinical experiences, and examinations as scheduled during the didactic and clinical curricula. Clinical sites may have attendance policies regarding start/stop times, daily work hours (up to 12 hours), weekly hours (up to 80 hours), and shift work that students are expected to meet.
- Intellectual-Conceptual, Integrative, and Quantitative Abilities
 - A student must be able to demonstrate cognitive and problem-solving skills in an efficient and timely manner in order to meet the [PA Program Competencies](#).
 - Problem solving is one of the critical skills demanded of physician assistants. It requires all of these intellectual abilities:
 - Reading and understanding the medical literature and the patient’s chart.
 - Learning, measuring, calculating, retrieving, prioritizing, analyzing, organizing, assimilating, integrating, and synthesizing technically detailed and complex information and applying this information appropriately.
 - Comprehending three-dimensional relationships, the spatial and functional relationships of structures, and analyzing and applying this information for problem solving and decision making.
- Behavioral and Social Attributes
 - The student must possess emotional stability for full utilization of their intellectual abilities, exercise good judgment in decision making, and the prompt completion of all responsibility’s attendant to both didactic and clinical studies and patient care.
 - The student must be able to develop mature, sensitive, and effective relationships with patients and their family members, staff, and colleagues.
 - The student must be able to work collaboratively and effectively as a small group member as well as a health team member.
 - The student must have sufficient interpersonal skills to relate positively with people across society, including all ethnic backgrounds, socioeconomic levels, gender, gender identity, sexual orientations, disabilities, and belief systems.
 - The student must possess compassion and concern for others; interest in and motivation for service and integrity.
 - Despite the physically, mentally, and emotionally taxing workloads, the student must possess appropriate coping skills to function effectively under challenging and stressful situations.
 - The student must be able to complete several tasks within a specific time frame.
 - The student must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties inherent in the clinical problems of many patients.

- The student must behave in an ethical and moral manner that is consistent with professional values.
- The student must be able to accept constructive criticism and appropriately respond through modification of behavior.

Completion of this program requires that each student independently demonstrate these capabilities continuously throughout enrollment. Surrogates cannot be used to accomplish the essential functions outlined above. Students may not have undue dependence on technology or trained intermediaries to meet these standards.

6.1.1 Assessing Compliance of Essential Functions and Technical Standards

Applicants are required to attest at the time they apply, accept a matriculation offer, and thereafter throughout the program that they are capable of meeting the Program’s technical standards with or without reasonable accommodations. The student must notify the PA Program Director if there is any change in their ability to meet the Technical Standards.

6.2. PA Program Competencies

Entry-level physician assistants must demonstrate competency in performing a variety of functions and tasks. According to the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), competencies are defined as “the knowledge; interpersonal, clinical, and technical skills; professional behaviors; and clinical reasoning and problem-solving abilities required for physician assistant practice.” These competencies are essential to preparing graduates to provide preventive, emergent, acute, and chronic care across various healthcare settings.

Upon completion of the George Washington University Physician Assistant Program, graduates are expected to meet the following competencies:

COMPETENCY	DESCRIPTION	ABBREVIATION
Medical Knowledge	Describe the anatomy, pathophysiology, epidemiology, clinical presentation, differential diagnoses, diagnostic workup, treatment, and prognosis of medical and surgical conditions.	MK1
	Integrate biomedical and clinical sciences with patient data to provide appropriate patient care.	MK2
	Apply an evidence-based and analytical approach to clinical situations.	MK3
Interpersonal and Communication Skills	Demonstrate interpersonal and communication skills that result in effective information exchange with patients, families, physicians, professional associates, and other members of the health care team.	ICS1
Patient Care	Elicit patient histories and perform physical examinations as well as other clinical and technical skills.	PC1

	Plan and administer care that is effective, age-appropriate, patient-centered, efficient, and equitable for the treatment of health problems and the promotion of wellness.	PC2
Professionalism	Recognize professional and personal limitations and exhibit a commitment to ongoing professional development.	PR1
	Employ responsible and ethical practices, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements in the delivery of patient care.	PR2
Practice-Based Learning and Improvement	Critically analyze the medical literature and individual practice experiences in order to improve patient care.	PBL1
Systems-Based Practice	Demonstrate an understanding of and responsiveness to societal, organizational, and economic factors that impact the provision of optimal patient care within the larger healthcare system. Demonstrate the ability to work effectively in teams to provide patient-centered care.	SBP1
	Demonstrate the ability to work effectively in teams to provide patient-centered care.	SBP2

6.3. Accommodations

Students seeking reasonable accommodations are responsible for contacting the University’s Office of Disability Support Services (DSS) at (202) 994-8250 or dss@gwu.edu. Accommodations are granted by DSS. The PA Program is unable to grant any temporary accommodation requests under any circumstances or recognize any student as having a disability until DSS documentation has been submitted to the program director. All information regarding the [registration process](#) can be found on the [DSS website](#). Students are responsible for supplying the requisite accommodation documentation at their own expense.

Reasonable accommodations will be made for students with disabilities who, with accommodation, can meet the essential functions and technical standards noted above. An accommodation is not reasonable if it requires substantial modification to an essential element of the curriculum, or entails an undue financial or administrative burden. More information concerning the determination of whether a requested accommodation is reasonable can be found on the [DSS website](#). Inability to meet the technical standards throughout Program enrollment may delay or terminate progression and/or enrollment in the Program.

Information on how to communicate DSS accommodation recommendations to PA faculty is provided in the DSS accommodation letter to the student.

7. Professional Standards

Matriculants must be eligible to participate in clinical rotations and for licensure as a PA at graduation. As such, candidates for admission must acknowledge and provide written explanations of any felony offense or probationary or academic disciplinary action taken against them as part of the application process to the GW PA Program. Submission of false information or documents, knowingly making false statements/misrepresentations, or omitting or concealing material information on application materials will be grounds for denial of admission, withdrawal of admission offer, or dismissal. Failure to disclose prior or new offenses and/or falsification of admission or program-related documentation is subject to the [Code of Academic Integrity](#). Should a student be convicted of a felony offense while in the Program, the student is required to immediately notify the Program Director as to the nature of the conviction. The Student Progress Committee will refer the violation to the Office of Student Rights and Responsibilities for review.

As members of the George Washington University community, students are required to be familiar with and abide by the provisions of the [Code of Student Conduct](#). The Code of Student Conduct sets the minimum standards for non-academic conduct and comportment (that is not covered by any other university policy, such as the Title IX Sexual Harassment and Related Conduct Policy) and defines the rights of students charged with a non-academic disciplinary violation. As Health Sciences students, students must also abide by the policy for [Ethical Behavior and Professionalism](#).

Additionally, as members of the healthcare community, Physician Assistant students are expected to behave in a manner consistent with the principles and obligations inherent in professional practice. While medical knowledge and skill mastery are essential to clinical practice, professionalism, and comportment (see definitions below) are equally as important. Professional maturity, integrity, and competence are expected of students in every aspect of the educational and clinical setting with faculty, staff, preceptors, instructors, coworkers, patients, and fellow students. Students are obliged to practice diligence, loyalty, and discretion in all endeavors.

Comportment: Defined as the way or manner in which one conducts oneself.

Professionalism: Adherence to a set of values comprising statutory professional obligations, formally agreed codes of conduct and the informal expectations of patients and colleagues.

Health professionals, including students in training, are expected to adhere to a high standard of behavior. These individuals are expected to demonstrate the following behaviors or characteristics of professional comportment, in academic, clinical, and related settings:

BEHAVIOR/CHARACTERISTIC	DESCRIPTION
Excellence	<ul style="list-style-type: none">• Strives for the highest standards of competence in skills and knowledge.• Accepts responsibility for educational challenges and self-learning.

	<ul style="list-style-type: none"> • Demonstrates insight into own learning needs and actively seeks resources to address them. • Accepts correction and guidance graciously and corrects shortcomings.
Respect for Persons	<ul style="list-style-type: none"> • Shows respect, compassion, and empathy for others. • Honors the choices and rights of others. • Sensitive and responsive to culture, gender, age, disabilities, and ethnicity of others. • Establishes cooperative relationships with those who have differences in opinion, religion, creed, gender, sexual orientation, culture, ethnicity, and language. • Respects all instructors and their teaching and evaluative endeavors. • Engages with university, program, and clinical staff with respect.
Accountability	<ul style="list-style-type: none"> • Is honest and forthright in all respects. • Acknowledges errors and accepts corrections. • Is punctual and prepared for all obligations. • Dependably completes assigned tasks. • Appears neat in grooming, dress, and hygiene. • Attends all required academic, clinical and program activities. • Meets established deadlines.
Altruism	<ul style="list-style-type: none"> • Place the needs of others ahead of their own needs.
Ethical and Legal Understanding	<ul style="list-style-type: none"> • Maintains confidentiality. • Is truthful to patients, colleagues, preceptors, faculty, and staff. • Upholds ethical principles of the PA profession. • Possesses personal and academic integrity.
Communication	<ul style="list-style-type: none"> • Is able to effectively relate to patients, peers, and instructors. • Establishes positive rapport with others. • Effectively identifies patient concerns. • Maintains composure during challenging interactions or situations. • Uses language appropriate to others' level of understanding. • Responds promptly to communication requests.
Clinical Competence	<ul style="list-style-type: none"> • Demonstrates ongoing professional and educational development. • Provides the highest quality of care to patients. • Promotes the emotional and physical well-being of patients. • Uses a holistic approach to patient care. • Demonstrates interpersonal and communication skills that result in effective information exchange with patients, families, physicians, professional associates, and other members of the healthcare team (ICS 1) • Employs responsible and ethical practices, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements in the delivery of patient care (PR 2)

Professional Behavior	<ul style="list-style-type: none"> • Shows initiative <ul style="list-style-type: none"> ○ Does not need excessive direction. Engages in self-directed learning • Demonstrates appropriate self-confidence <ul style="list-style-type: none"> ○ Performance not limited by self-confidence. Does not display attitudes of superiority or self-importance • Judgment/Awareness of Limitations <ul style="list-style-type: none"> ○ Evaluates a situation and determines an appropriate course of action. Does not overestimate abilities and knowledge. Seeks help when needed. Recognizes professional and personal limitations and exhibits a commitment to ongoing professional development (PR 1) • Respect for others <ul style="list-style-type: none"> ○ Does not make demeaning comments. Avoids sarcasm and bullying behaviors. Demonstrates sensitivity to role differentials in professional relationships. • Demonstrates appropriate use of electronics and social media <ul style="list-style-type: none"> ○ Recognizes that social media presence reflects on themselves, George Washington University, the PA program, and the medical profession as a whole. Avoids harassing, demeaning, discriminatory, vulgar, or defamatory posts on all electronic platforms. Engages others in a respectful manner while using electronic media. Strictly adheres to the GW School of Medicine and Health Sciences Social Media and Email Policy. Uses computer/ iPad appropriately when in class. • Displays self-control <ul style="list-style-type: none"> ○ Avoids impulsive behaviors. Demonstrates appropriate behavior when frustrated or angry. • Appropriate classroom behavior <ul style="list-style-type: none"> ○ Avoids disrupting class. Is punctual, engages in appropriate computer use, and is quietly attentive • Cooperative <ul style="list-style-type: none"> ○ Works effectively with others.
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8. Evaluation

The faculty of the GW PA Program is charged with the responsibility to determine the clinical and professional capacity of every student. Throughout the program, formative and summative evaluations are performed to measure the student’s competence (using cognitive and non-cognitive measures), identify areas of weakness, and recommend students’ continuation in the program.

Faculty assigned as course directors have the ultimate decision-making authority concerning the assignment of course grades, which is guided by principles of criterion-referenced grading. All PA Program faculty members and advisors are involved in continually evaluating student conduct and professionalism. In general, the student’s achievement in program courses is determined by:

- course participation;
- written examinations;
- demonstration of professionalism and comportment;
- clinical performance evaluations; and
- other written and/or oral assignments.

8.1. Letter-Graded Evaluations

8.1.1 Written Examinations/Quizzes

Web-based and/or written course examinations are required in most courses. Specific grading criteria are described in the course syllabi.

8.1.2 Clinical and Technical Skills Testing

Clinical and technical skills are assessed in multiple PA courses using written patient encounter assignments, standardized patient (SP) encounters, simulation, journal club assignments, and/or oral presentations. Specifically clinical and technical skill evaluation measures students' medical knowledge, communication, and patient care competence. Specific grading criteria are described in course syllabi.

8.2. Non-Letter Graded Evaluations

8.2.1 Professionalism Evaluations

Professionalism Evaluations are conducted each semester and as needed. Professionalism evaluations are based on a series of designations which include "Skill Demonstrated," "Skill Developing," "Skill Underdeveloped," or "Unsatisfactory." Professionalism evaluations are described in further detail in Section 7 of this Handbook.

8.2.2 PACKRAT™ Examinations

The PACKRAT™ Examination is a multiple-choice examination that allows students to self-evaluate their medical knowledge. The examination was created by PA educators and exam experts using an extensive blueprint and topic list. The web-based examination is administered twice; once at the end of the didactic year and no more than four months before graduation. Students and faculty use performance data to assess overall knowledge and identify areas requiring greater focus. This is a required activity but not a graded assessment.

8.2.3 Formative Objective Structured Clinical Examinations (OSCEs)

During the clinical year, students are required to complete formative OSCEs. Formative OSCEs, aimed at preparing students for the summative OSCEs, consist of standardized patient (SP) encounters. This is a Pass/Remediate activity.

8.3. Examination Procedures

Students are expected to take all examinations on the scheduled date and time throughout all phases of PA training. The rescheduling of an examination is determined by the Director of Didactic Education and Director of Clinical Education, respectively, and the Course/Clerkship Director if circumstances are warranted. Examples might include documented illness, previously identified religious holidays, or death in the immediate family). If a student fails to take a scheduled examination without obtaining permission from the designated faculty member or their designee, the student will receive a score of “zero” on that examination. Students who arrive late to an examination will not be granted additional time to complete the examination.

8.3.1 In-Person Examination

Students are permitted to bring a laptop and a pen or pencil with them into the testing room. Personal belongings such as cell phones, tablets, paper, books, study materials, bags (book bags, purses, etc.), outerwear, blankets, food, and beverages may not be accessible during the examination proctoring. Students may not have smart watches, activity trackers (e.g., Fitbit, etc.), or any other electronic or communication devices during written or practical exams or during exam reviews. Students will not be permitted to take the exam until prohibited items are stored away.

8.3.2 Remote Examination

- *Didactic Year*
 - If students complete an examination outside of Ross Hall or any other designated GW campus location, proctoring will be conducted remotely. To ensure the integrity of the exam, students must do the following:
 - After selecting “start” to begin the exam, complete a 360 scan of the testing area, including the surface of the desk.
 - The student cannot leave their testing area once the examination has begun.
 - If the student chooses to use a blank scratch sheet (no larger than 8.5x11”), they must show the front and back of the scratch sheet to their webcam. They must also show the writing implement used by the camera. This must be done after selecting “start” to begin the exam.
 - At the conclusion of the examination, and before time expires, students must rip up the scratch sheet on camera.
- *Clinical Year*
 - The remote proctoring service requires the use of a mobile phone with a working camera and the Secure Client lockdown browser to take exams. You are not permitted to use any other browser or computer program.

Noise-Canceling Devices

Headphones or other noise-canceling devices are not permitted in the testing room. Only GW PA Program-issued earplugs may be used.

Flagged Results Protocol

If an exam is flagged, the proctor will investigate the issue with the student and report findings to the program. It is at the discretion of the program to determine if the student lacks academic integrity, in which case, proceedings will be handled in accordance with the procedures found in the University’s [Code of Academic Integrity](#).

8.4. Program Competencies Evaluations

Within the four (4) months before program completion, students will complete a Summative Evaluation. The summative evaluation aims to verify that each student meets the program competencies required to enter clinical practice. An assessment of *clinical and technical skills, clinical reasoning and problem-solving abilities, interpersonal and communication skills, medical knowledge, professional behaviors, practice and systems-based learning and improvement* are conducted. The summative evaluation components address the following program competencies (See Section 6.2; PA Program Competencies of this Handbook):

COMPONENT	Description	PROGRAM COMPETENCIES
Summative OSCEs	The summative OSCEs consist of a series of standardized patient encounters and technical skills stations. Students are evaluated on technique in performing the history and physical examination, technical skills, interpersonal and communication skills, clinical decision-making, and formulation of an appropriate plan for diagnosis, evaluation, and management. The summative OSCE is a Pass/Fail activity and must be passed successfully as a requirement for graduation. Students who are unsuccessful during the first summative OSCE evaluation will have a second opportunity to demonstrate their proficiency. If the student fails the summative evaluation on the second attempt, they will be referred to the Student Progress Committee for consideration of dismissal.	MK2, MK3, ICS1, PC1, PC2
Comprehensive Knowledge-Based Examination	A comprehensive knowledge-based examination is administered upon completion of all coursework. This is a comprehensive examination that reflects knowledge gained during the course of the	MK1, MK2, PC2

	<p>PA Program with an emphasis on the areas covered in the required clerkships (general inpatient medicine, family medicine, pediatrics, women’s health, surgery, emergency medicine, and behavioral medicine). The examination is mapped to the National Commission on Certification of Physician Assistants (NCCPA) blueprint in terms of organ system and task areas.</p> <p>The program uses the Physician Assistant Education Association (PAEA) Summative Examination for the end-of-program comprehensive knowledge-based examination. The minimum passing grade for the examination will be determined by 1 standard deviation (SD) below the national mean for the previous year.</p> <p>A student who fails the comprehensive knowledge-based examination will have the opportunity for a repeat examination within 7 calendar days (including weekends and holidays) of exam grade notification. If the student successfully passes the retake opportunity, the student passes the comprehensive knowledge-based examination. A student who fails a second offering of the comprehensive knowledge-based examination will be referred to the Student Progress Committee for consideration of dismissal.</p>	
Professionalism	<p>Each student is monitored for professional performance by the faculty and staff on a continuing basis throughout his or her enrollment in the Program. An evaluation is completed at the end of each semester and at other times when deemed necessary. If, on any occasion, a student is given a “Skill Underdeveloped” rating, the student will be given up to 6 weeks (and no less than 3 weeks) in which to make necessary corrections. The student will work with their faculty advisor, who will consult with full faculty, to develop a plan to address this professionalism deficiency. After the aforementioned period of time, the student will be re-evaluated and must have improved to the point of receiving a “Skill Demonstrated” or “Skill Developing” rating as determined by the faculty. If the student</p>	ICS1, PR1, PR2

	<p>fails to achieve a “Skill Demonstrated” or “Skill Developing” rating by the designated time, an “Unsatisfactory” rating will be assigned and the student would be referred to the Student Progress Committee for review.</p> <p>Any action, behavior, or incident at any time during a student’s enrollment that results in a student receiving a rating of “Unsatisfactory” in one or more categories of the Professionalism Evaluation will require the student to meet with the Student Progress Committee to determine if Professionalism Probation (see Section 11.2.1), or immediate disciplinary dismissal from the Program is indicated.</p> <p>A rating of “Skill Demonstrated” for all professionalism parameters must be obtained by the end of the program of study as evaluated by the program faculty and staff. Students who do not achieve a rating of “Skill Demonstrated” on all parameters by the end of the program of study will be referred to the Student Progress Committee for consideration of dismissal.</p>	
<p>Practice and Systems-Based Learning & Improvement</p>	<p>Evaluation of Practice and Systems-Based Learning & Improvement is assessed over the duration of the clinical phase. A final Practice and Systems-Based Learning & Improvement assessment requires an average rating of “Marginal Performance” (70%) or higher on the Final Preceptor Evaluation Form of the student during the final two clerkships to demonstrate meeting the program competency. A student who fails to achieve an average “Marginal Performance” (70%) for the final two clerkships will be referred to the Student Progress Committee for consideration of dismissal.</p>	<p>PBL1, SBP1, SBP2</p>

8.5. Program and Course Evaluations

The PA Program is committed to delivering a curriculum that will prepare students to deliver optimal health care in an ever-changing environment. In our commitment to the process of continuous quality improvement, students are involved in course evaluations, supervised clinical practice evaluations, and faculty evaluations throughout the Program. At the conclusion of the clinical year, students are asked to evaluate the entire curriculum through an anonymous survey. Students are strongly encouraged to complete these evaluations for didactic courses and

supervised clinical practice experiences. Time will be provided throughout the year for students to complete these evaluations.

9. Student Support

9.1. Faculty Advisor

Each student is assigned a member of the faculty as his or her academic advisor. The role of the faculty advisor is to monitor student progress in the Program and to serve as the student's mentor and advocate. Each student is encouraged to meet with his or her faculty advisor at a minimum of once every semester. However, when an academic or professional issue arises, students are required to promptly meet with their faculty advisor.

If a personal problem arises, students are advised to meet with their faculty advisor at their discretion; particularly if the problem is impacting their academic or clinical performance. Students may be referred to on-campus services including, but not limited to, the [Student Health Center](#) for medical care or counseling services or [Disability Support Services](#), depending on the concern. Counseling is available for students through [Counseling and Psychological Services](#). Faculty may also make referrals to the [GW Care Team](#) who will work with students to identify and the most appropriate interventional services to address their personal issue(s).

Students can directly access the [SMHS Office of Student Support](#) which provides academic and mental health support. Students can also self-refer to the GW Care Team.

9.2. Academic Coaching

Academic coaching is offered to a student to help them overcome obstacles in learning and assessment. During academic coaching sessions, a student spends more time with a faculty advisor to identify their specific learning difficulties and receive personalized tips to address them. Academic coaching is strongly recommended for students who face academic challenges. The student may be recommended for coaching based on identified academic or professional deficiencies.

Additionally, any student who shows concerns for appropriate yet borderline academic or professional performance but who does not fully meet academic and professional deficiencies defined criteria can be offered an opportunity for academic coaching. Academic and professional deficiencies are described in further detail in See Section 11 of this Handbook.

9.3. Advanced Placement Policy

Advanced placement is defined as a waiver of required coursework included in the PA curriculum for currently enrolled students in the program which results in the student advancing in the curriculum without completing the required curriculum components of the program.

The program offers advanced placement for PA 6110, Evidence-Based Practice, for select PA Students. Students must request advanced placement in writing to the Program Director. If approved by the Program Director or their designee, a PA student enrolled in the MSHS program may be waived from taking PA 6110 (3 credits) and allowed to enroll in PA 6111 (1 credit) if the student. Advanced credit is offered to PA Students who meet the following criteria:

- earned a Master of Public Health (MPH) degree from a CEPH-accredited institution; and
- earned grades of B or better in MPH graduate-level courses in Epidemiology (3 credits) and Biostatistics (3 credits) before enrollment in the PA program.

The program offers advanced placement for PA 6111, Evidence-Based Practice, for PA/MPH Students (1 credit). Joint degree students must request a waiver for PA 6111. If approved by the Director of PA/MPH or their appointed designee, the student may enroll in PUBH 6242, Clinical Epidemiology and Decision Analysis (2-credits). To meet program requirements, the student must successfully pass the PUBH 6242 course with a grade of B or better.

The PA Program does not provide advanced placement for any other program-required coursework or transfer credit for experiential learning activities.

10. Satisfactory Performance and Progress

Student grades, academic integrity, professionalism, and ability to meet the technical standards are factors in student progression. The student must meet all of these program requirements to remain in the Program.

10.1. Academic Performance

10.1.1 Satisfactory Academic Performance

Due to a hierarchical and highly integrative curriculum, all coursework is built upon the foundation of previous coursework. Satisfactory performance and progress are defined as:

- Obtaining a passing grade (C or above) in all PA Program required courses;
- Maintaining a cumulative PA grade point average (GPA) of 3.0 or higher measured over
- all courses in the Physician Assistant Program curriculum. Courses taken toward an MPH or other GW degree are not included in this measure;
- Demonstrating clinical competence commensurate with the level of training required in the Program. Clinical competence includes, but is not limited to, clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, professional comportment; and
- Achieving a “Pass”, “Satisfactory” or “skill demonstrated” evaluation on all non-letter

graded assignments and projects designated as “required.”

It is the responsibility of any student who is underperforming to seek the assistance of the course instructor and their advisor.

10.1.2 Satisfactory Academic Progress (SAP)

[Satisfactory academic progress](#) is monitored by the Office of Student Financial Assistance; federal financial aid may be impacted when a student’s academic progress falls below the federal standard.

10.2. Advancement to Clinical Year

A student may begin the Clinical Phase when all of the following conditions have been met:

- all didactic coursework in the PA Program curriculum has been completed with a grade of “C” or better;
- cumulative GPA of at least 3.0 in PA Program coursework has been achieved;
- student health clearance, including documentation of immunizations, annual TB screening, influenza vaccination, and annual physical exam is completed;
- successful completion of Health Insurance Portability and Accountability Act (HIPAA) training is documented;
- drug screening and criminal background check clearance are obtained prior to the start of the clinical phase;
- successful completion of all competency skills (e.g., BLS, ACLS) with an expiration date that surpasses the date of program completion;
- updated self-reported documentation that the student meets the Technical Standards; and
- documentation of continued enrollment in a health insurance program that includes hospital and prescription drug coverage.

If a student does not meet this requirement, the student will be referred to the Student Progress Committee for consideration of dismissal.

10.3. Student Progress Committee (SPC)

The PA Program has an established Student Progress Committee to manage processes related to academic performance, student progress, and professional development. The SPC is an advisory committee appointed by the PA Program Director that informs the director on all matters related to student progress, deceleration, remediation, and dismissal. The SPC is comprised of a PA faculty chairperson and at least three (3) additionally appointed PA faculty.

10.3.1 SPC Charge

To monitor academic and professional performance throughout a student’s enrollment in the PA Program by:

- identifying and providing student support for academic or professional deficiencies in collaboration with other faculty members;
- reviewing and approving the progress and promotion of all PA students in the curriculum;
- monitoring attainment of all PA program progression and graduation requirements;
- reviewing and making recommendations to the PA Program Director regarding students with unsatisfactory academic or professional performance; and
- tracking, analyzing, and reporting of student data pertaining to attrition rates, academic and professionalism performance.

10.3.2 SPC Procedures

At the end of each semester, the SPC convenes to review the academic and professionalism records of each PA student relative to academic and professional standing and progression. Throughout each semester, the SPC meets to review the ongoing performance of students based upon professional behavior and didactic and clinical year assessments.

In situations that require the SPC to meet with a student (re: professionalism probation, academic dismissal, expulsion, or suspension), the student will be notified by the SPC chair that an SPC meeting has been scheduled to discuss their academic standing and/or professional behavior. The PA student must confirm via email receipt of the invitation to meet within three (3) calendar days. Failure to confirm receipt in a timely manner may impact the student's professionalism evaluation. The student may invite their assigned PA program advisor to attend the meeting. If a student declines to meet or fails to acknowledge the invitation to meet, the SPC will proceed to meet without the student.

Typically, the SPC will present required recommendations in writing to the PA Program Director within three (3) business days after meeting with the student. The Program Director will review the SPC recommended action(s), and make the final determination of recommended action(s).

10.3.3 Actions by the SPC

Throughout the semester, the SPC can immediately make decisions and take action on students who meet requirements for tutoring, academic coaching, remediation, and when no further action is required. The SPC makes recommendations to the Program Director on all student matters related to academic warning, academic probation, professionalism probation, deceleration, suspension, expulsion, and dismissal.

The Program Director will review the SPC recommended action(s), and make the final determination. The Program Director or Associate Program Director will communicate the final decision/outcome to the student and the Chair of SPC. If the student wishes to appeal the decision, the student is first obligated to resolve the issue with the Program Director. If the issue cannot be resolved with the Program Director, then the student may appeal to the Chair of the Department of PA Studies (deceleration/professionalism probation) or the Senior Associate Dean for Health Sciences (dismissal/suspension/expulsion) within 10 calendar days.

10.4 Remediation

Remediation is a process to address deficiencies of a student's knowledge, skills, or behavior in order to assist in achieving academic or professionalism competency(ies) and/or standards. The process allows the student the opportunity to demonstrate successful achievement of knowledge, skills, or behavior in a program course, clerkship, or competency. Depending on the circumstance for remediation, a student will be required to meet at least once with the course/section director or clerkship director.

Remediation through a formal reassessment of knowledge and skills, such that the correction of these deficiencies is necessary for the student to continue in the Program (excluding course failure which results in deceleration) automatically occurs under the following circumstances:

- Didactic Year
 - Failure of the first attempt of the Head-to-Toe examination in Clinical Assessment I (Refer to course syllabus).
 - Failure of a section exam in either Clinical Medicine I or II (Refer to course syllabi).
 - Failure of the first attempt of the Cumulative exam in either Clinical Medicine I or II (Refer to course syllabi).
 - Failure of a clinical medicine section on the Cumulative exam in either Clinical Medicine I or II when the student previously failed the section exam (Refer to course syllabi).
 - To avoid course failure, being placed on academic probation, or to avoid dismissal while on academic probation, a student may retake a maximum of two (2) failed assessments during the didactic year. The highest score a student will be able to earn on the retake will be 70% or the lowest "C" on the grading scale.

- Clinical Year
 - Failure of the first attempt of an EOR exam up to a maximum of two (2) failed EOR exams (Refer to Section 15.5.4 of this Handbook).
 - Failure of the clerkship assignment for the Elective Clinical Practicum (Refer to clerkship syllabus).
 - Failure of a preceptor evaluation (Refer to Section 15.5.1 of this Handbook).
 - Failure of the first attempt of the Formative OSCE (Refer to Section 8.2. of this Handbook).
 - Failure of the first attempt of the Summative OSCE (Refer to Section 8.2 of this Handbook).
 - Failure of the first attempt of the Comprehensive Knowledge-Based Examination (Refer to Section 8.4 of this Handbook).

Either the Director of Didactic or Clinical Education notifies the student of their need to remediate to continue in the Program. Outcomes of remediation are reported to the SPC. Students who fail to meet remediation requirements are referred to the SPC for review and consideration of dismissal.

11. Academic and Professionalism Deficiencies

All PA Program students are required to adhere to the Academic Standing Policies as outlined in the most current [School of Medicine and Health Sciences Bulletin](#). Signing of the PA Program Handbook Student's Acknowledgement page verifies that the student has received copies or has access to these materials and agrees to adhere to the policies within.

11.1. Identification of Academic and Professionalism Deficiencies

Any member of the PA Program faculty may identify a student having difficulty meeting requirements in a course. Academic Deficiency exists if any of the following are identified:

- Failure of two (2) or more examinations or major assessments (worth more than ten (10) percent of the course grade) in a semester;
- Failure to demonstrate academic progression*;
- Preceptor indicates on the mid-rotation evaluation that the student is at risk of rotation failure;
- Failure of any first offering of an end-of-rotation examination;
- Failure of the final preceptor evaluation with an overall score of <70%;
- Failure of a clerkship within a semester;
- Failure of any component of the summative evaluation;
- Cumulative PA GPA of < 3.0 at the end of a semester; or
- Consideration of or placement on professionalism probation.

**Failure to demonstrate academic progression applies to any student who has a grade of C+ (or below) in three (3) or more courses at the midpoint of a didactic semester.*

All didactic and clinical academic deficiencies will be reviewed on an ongoing basis by the Director of Didactic Education and the Director of Clinical Education, respectively. These deficiencies will be reported to the SPC throughout each semester. The Director of Didactic Education or the Director of Clinical Education or their designees notify the student, their advisor, and SPC of the identified academic deficiency(ies). The SPC will review whether these items require any action or disposition beyond tutoring, academic coaching, and remediation during the semester.

11.2. Consequences of Academic Deficiencies

When an Academic Deficiency occurs, depending upon the frequency, nature, and extent of the deficiency(ies), the following actions may be taken or recommended by the Student Progress Committee. A student may be:

- Recommended for tutoring, academic coaching
- Required to remediate the deficiency
- Placed on Academic Warning

- Placed on Academic Probation
- Required to repeat the course(s)/clerkship(s)
- Decelerated
- Subject to a change in clinical year clerkship assignment and/or sequencing
- Recommended for suspension, expulsion, or dismissal

11.2.1 Academic Warning

After the finalized semester grades are posted, a student whose cumulative PA GPA falls between 3.0 and 3.2 will receive a letter of warning.

11.2.2 Academic Probation

After the finalized semester grades are posted, a student whose cumulative PA GPA falls below 3.0 will be placed on Academic Probation. For details on academic probation and dismissal, consult the [School of Medicine and Health Sciences Bulletin](#).

11.2.3 Deceleration

ARC-PA defines deceleration as “the loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” Deceleration results in a change in expected graduation year. A student within the GW PA Program may be decelerated for the following reasons:

- A student takes a leave of absence from the PA Program.
- A student fails a didactic course and must repeat the course the following year.
- A student is suspended from the PA Program.
- A student who is decelerated may be required to repeat all or selected parts of the curriculum.

Any student required to repeat a course or rotation must anticipate a delay in the timing of their graduation and will incur additional tuition and fees necessary to repeat coursework at the University’s prevailing graduate per credit rate. Current graduate per credit rates can be found on the [SMHS Tuition & Student Loans website](#). A student who receives a failing grade in any course (i.e., less than a “C”) may not be allowed to progress within the curriculum until that course or a comparable course approved by the Program is satisfactorily completed. Provided that the student has not failed any other courses and is not currently on probation, they may be given one (1) opportunity to retake the failed course when it is offered next. Most courses in the didactic phase are only offered one time per year; therefore, the student may be required to take a leave of absence for up to one year and repeat the failed course (s) at that time. If the student successfully passes the failed course, they may be given permission to progress.

A plan for deceleration/re-entry is developed by the PA Program Director in consultation with the SPC. The plan includes identified courses, as well as other program requirements and/or competencies that the student must satisfy along with associated deadlines. If a student is on academic probation at the time of deceleration that designation remains in effect upon re-entry. Additionally, the student will be required to relinquish any student leadership or committee

membership and will be advised to reconsider participating in any extracurricular activities so the student may focus on resolving the identified deficiency. The student is required to sign the designated deceleration/re-entry plan and a copy is maintained in the student file.

Upon re-entry, students are monitored by the SPC. Failure to meet the terms of the deceleration/re-entry contract or program academic progression will result in the student being referred to the SPC for review which will include a recommendation for dismissal. A student who fails the same course more than one time or who fails two different courses across the curriculum—either academic or clinical courses—will be referred to SPC who will recommend dismissal to the Program Director regardless of the cumulative GPA. A student recommended for dismissal will receive further communication from the Program Director in accordance with procedures outlined in the “Academic Standing” section of the School of Medicine and [Health Science Programs Bulletin](#).

11.3. Consequences of Professionalism Deficiencies

11.3.1 Professionalism Probation

A professional deficiency is any rating other than “Skill Demonstrated” or “Skill Developing” on the professional evaluation other than at the end of the program when a student must have achieved “Skill Demonstrated” in all domains (see Section 7: Professional Standards). A student may be placed on Professionalism Probation for an “Unsatisfactory” rating on the Professionalism Evaluation. The duration of Professionalism Probation is defined by the period of time it takes to remediate the unsatisfactory performance. Failure to achieve a “Skill Developing” or “Skill Demonstrated” rating by the end of the defined professionalism probationary period will result in a recommendation for dismissal from the Program.

A student will be allowed only one (1) period of Professionalism Probation throughout the entire enrollment in the Program. Once a student is placed on Professionalism Probation and successfully completes all of the requirements for the probationary period, the student will be returned to “good standing” status in the Program. Any occasion for a second Professionalism Probation will result in the SPC making a recommendation to the Program Director for dismissal. As a result of being placed on Professionalism Probation, the PA Program is required to report this disciplinary action on applications for licensure and/or credentialing if queried by the respective board.

Students who do not achieve a rating of “Skill Demonstrated” on all parameters by the end of the program whether or not they had a period of professionalism probation will be referred to the Student Progress Committee for consideration of dismissal from the program.

11.4. Program Dismissal

11.4.1 Grounds for Dismissal

Any one of the following conditions may be grounds for the SPC to recommend dismissal from the Program:

- Inability to raise the cumulative GPA to 3.0 or higher by the end of the probationary period
- A second failure of the same didactic course or clinical clerkship
- Failure of a second didactic course or clinical clerkship or a combination of both
- Failure of more than 2 EOR exams once exam retakes have been exhausted
- Placement on academic or professionalism probation for a second time
- Having a cumulative PA GPA less than 3.0 prior to entry into the clinical phase
- Having cumulative GPA of less than 3.0 at the conclusion of Semester 5 (or Semester 8 if enrolled in the joint program) that, based on the quality point-bearing credits in Semester 6 (or Semester 9 if enrolled in the joint program), cannot mathematically be raised to a minimum of 3.0
- Failure to pass any component of the summative evaluation on the second attempt
- Inability to achieve a “Skill Demonstrated” or “Skill Developing” in one or more categories of the Professionalism Evaluation in which the student received an “Unsatisfactory” rating by the end of the probationary period as determined by the SPC
- Inability to achieve a “Skill Demonstrated” rating in all parameters of the Professionalism Evaluation by the end of the program
- Inability to achieve a “Meets Expectations” rating in all parameters of the Practiced and Systems-Based Learning & Improvement evaluation during the final two clerkship blocks.

Please refer to the [SMHS Bulletin](#) for additional circumstances which may warrant dismissal.

Recommendations for dismissal by the SPC will be referred to the Program Director. Following review, the Program Director will make the final determination for program dismissal. If the recommendation for dismissal is made by the Program Director, the student will receive further communication from the Program Director in accordance with procedures outlined in the “Academic Standing” section of the [SMHS Bulletin](#).

11.5. Dismissal Appeal

A student who wishes to appeal a program dismissal decision must submit a request, including optional supporting documentation, in writing, within ten (10) calendar days of notification of the dismissal to the Associate Dean for Health Sciences. For complete details on the dismissal appeal, consult the [SMHS Bulletin](#).

12. Graduation Requirements

12.1 PA Degree Program

A candidate for the degree of MSHS in The George Washington University PA Program must meet all the following requirements:

- The student completed all academic, clinical, and professionalism PA Program requirements.
- The student has a cumulative PA GPA of 3.0.

- The student passed all components of the summative evaluation.
- The student documented the appropriate patient encounters for the clinical phase in the specified programmatic database.
- The student is free of all indebtedness to the University.
- The student has met all graduation requirements as set forth in the HS Bulletin

12.2 PA/MPH Degree Program

A candidate for the joint degrees of MSHS and MPH in The George Washington University PA Program must complete graduation requirements for both the MSHS (see above) and MPH. Degrees will not be conferred until the requirements for both degrees have been satisfied.

12.3 Graduation Clearance

The Student Progress Committee will confirm that all PA Program graduation requirements (except for financial obligations to the University) have been met. The Director of the PA/MPH Program will confirm that joint degree students have met the graduation requirements for the conferral of the MPH degree.

13. Student Rights and Responsibilities

13.1. Policies and Procedures

Equal Opportunity, Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy

The George Washington University does not unlawfully discriminate against any person on the basis of protected characteristics or any other basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law. This policy covers all programs, services, policies, activities, and procedures of the University, including participation in education programs and employment. Reports of discrimination should go to the units outlined in [the policy](#).

13.2. Title IX: Sexual Harassment, Sexual Assault, Domestic and Dating Violence, and Stalking

The George Washington University and its faculty are committed to creating a safe and open learning environment for all students. If you or someone you know has experienced sexual harassment, including sexual assault, dating or domestic violence, or stalking, please know that help and support are available. GW strongly encourages all members of the community to take action, seek support, and report incidents of sexual harassment to the Title IX Office. You may contact the Title IX Office at 202-994-7434 or at titleix@gwu.edu or learn more by visiting titleix.gwu.edu. Be aware that faculty members are required to disclose information about suspected or alleged sexual harassment or other potential violations of the Title IX Sexual Harassment and Related Conduct Policy to the Title IX Office. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights,

and procedural options as a member of the campus community. Community members are not required to respond to this outreach. If you wish to speak to a confidential resource who does not have this reporting responsibility, please contact Counseling and Psychological Services 24/7 at 202-994-5300, or the Office of Advocacy and Support at 202-994-0443 or at oas@gwu.edu.

13.3. University Policy on Observance of Religious Holidays

Students must notify faculty during the first week of the semester in which they are enrolled in the course, or as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls within the first three weeks of class, the student must inform the faculty in the first week of the semester. For details and policy, see “Religious Holidays at [Policies, Procedures, and Guidelines](#) from the Office of the Provost.

13.4. Prohibited Relationships with Students Policy

The Policy on Prohibited Relationships with Students states that, with few exceptions, sexual or amorous relationships between graduate students and teachers and staff (as defined in the policy) who have or may have in the future an instructional, evaluative or supervisory responsibility over the graduate student while the graduate student is at the university is prohibited. [This policy](#) is available for review online.

13.5. Mistreatment Policy

The School of Medicine and Health Sciences is committed to maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is inclusive, respectful and safe. The Code of Conduct in the Learning Environment establishes the expectations of faculty, residents, students, other health professionals, and staff in the learning environment. If a student believes they have been mistreated they should report this to the [Office of Professional and Respectful Learning](#) as outlined in the [Mistreatment Policy and Procedures](#).

Students may also choose from several resources for consultation including faculty and the designated student Ombudsperson. The Health Sciences Student Ombudsperson is Susan Okun, JD, MEd (Ombudsperson_HS@gwu.edu).

13.6. Privacy of Student Records

The university and its faculty and staff will protect the privacy of students’ education records as required by federal law and regulations. The University’s policy on the privacy of student records can be found [here](#).

13.7. GW Campus Emergency Information

GW Emergency Services: 202-994-6111

For situation-specific instructions, refer to [GW's Emergency Response Handbook](#).

13.8. GW Alert

GW Alert is an emergency notification system that sends alerts to the GW community. GW requests students, faculty, and staff maintain current contact information by logging on to [alert.gwu.edu](#). Alerts are sent via email, text, social media, and other means, including the Guardian app. The Guardian app is a safety app that allows you to communicate quickly with GW Emergency Services, 911, and other resources. Learn more at [safety.gwu.edu](#).

13.9. Protective Actions

GW prescribes four protective actions that can be issued by university officials depending on the type of emergency. All GW community members are expected to follow directions according to the specified protective action. The protective actions are Shelter, Evacuate, Secure, and Lockdown (details below). Learn more at [safety.gwu.edu/gw-standard-emergency-statuses](#).

Shelter

- Protection from a specific hazard
- The hazard could be a tornado, earthquake, hazardous material spill, or other environmental emergency.
- Specific safety guidance will be shared on a case-by-case basis.
 - Action:
 - Follow safety guidance for the hazard.

Evacuate

- Need to move people from one location to another.
- Students and staff should be prepared to follow specific instructions given by first responders and University officials.
 - Action:
 - Evacuate to a designated location.
 - Leave belongings behind.
 - Follow additional instructions from first responders.

Secure

- Threat or hazard outside of buildings or around campus.
- Increased security, secured building perimeter, increased situational awareness, and restricted access to entry doors.
 - Action:
 - Go inside and stay inside.
 - Activities inside may continue.

Lockdown

- Threat or hazard with the potential to impact individuals inside buildings.
- Room-based protocol that requires locking interior doors, turning off lights, and staying out of sight of corridor window.
 - Action:
 - Locks, lights, out of sight
 - Consider Run, Hide, Fight

13.10. Other University Policies

For all University-related Policies and Procedures including, but not limited to, Alcohol and Other Drugs, please refer to the Division of Student Affairs [Code of Student Conduct](#), [Code of Academic Integrity](#), [Statement of Student Rights and Responsibilities](#), the [Registrar's Office](#), and the [Office of Ethics, Compliance, and Privacy](#) websites.

13.11. Other Grievance Procedures

If a student believes that they have been discriminated against on the basis of sex, race, color, religion, age, national origin, disability, or sexual orientation in any of the policies, procedures, programs, or activities of or by any faculty member employed by or acting in an official capacity for the George Washington University utilizing the [Student Discrimination Review Procedures](#). Reports of unlawful discrimination by students (including graduate students serving as teaching assistants or graduate assistants) or student organizations are generally resolved through the [Code of Student Conduct](#). Reports of discrimination by staff and/or administrators (including faculty serving in administrative roles during the incident in question) should be reported to [GW's Equal Employment Opportunity and Access Office](#).

13.12. Personal Issues

If a student believes they are experiencing a personal issue which is affecting their progress in the PA program, students are strongly encouraged to meet with their Faculty Advisor. Advisors may refer the student to on-campus services including, but not limited to, [SMHS Office of Student Support \(OSS\)](#), the [Student Health Center](#), [Disability Support Services](#), and/or [Counseling and Psychological Services](#). Faculty may also make referrals to the [GW Care Team](#) who will work with students to identify and the most appropriate interventional services to address their personal issue(s). In the event, the student does not wish to share their personal issue(s) with the faculty, they may directly access these services.

13.13. Other General Guidelines

13.13.1 GW Identification Badges

While on The George Washington University campus, including its affiliated clinical facilities, students must wear their identification (ID) badge, obtainable from the GWorld Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID

badge. In addition, during the clinical year, the student must wear their name tag identifying them as a George Washington University Physician Assistant Student.

13.13.2 Attendance and Reporting Absences

Attendance at all educational experiences is expected. All absences must be reported to the Director of Didactic Education (DDE) and respective Course Director/Section Director(s) during the didactic year. All absences must be reported to the Director of Clinical Education (DCE), Clerkship director, and preceptor during the clinical year. If classes, labs, exams, or clinical rotation days are missed for any reason, the decision as to whether the work or test can be made up is at the discretion of the course director, section director, Director of Didactic Education, Director of Clinical Education, and the clinical preceptor. It is the student's responsibility to contact the designated individuals immediately following absenteeism or lateness regarding course work or exam make-up.

Excusable reasons for absence are limited to documented: (1) illness, (2) death or illness in immediate family, (3) jury duty, (4) military service, (5) subpoena, and (6) faculty-approved attendance at professional conferences. Not reporting an absence is considered unexcused.

University Policy on Observance of Religious Holidays:

Students must notify faculty during the first week of the semester or clerkship in which they are enrolled in the course, or as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls within the first three weeks of class, the student must inform faculty in the first week of the semester. Students on clinical rotations are responsible for informing both the program and their clinical preceptor. For details and policy, see "Religious Holidays at [Policies, Procedures, and Guidelines](#) from the Office of the Provost.

13.14. E-mail, Telephones, Copiers, and Cell Phone

13.14.1 Email

All students will be assigned a GW campus email account. All email information from the academic and clinical departments will only be sent to the student's official GW email. Students are responsible for checking and responding to GW email within 48 hours, as instructed by the program. It is important to remember that campus email and Internet use are intended for University related purposes only, the same with campus telephones, and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

13.14.2 Telephones

Students should provide the Program's main number (202-994-7644) to persons who need to reach them in an emergency. Use of cell phones is not permitted during exams, so students should inform those who need to reach them during such times to contact the Program's main

number. In all other instances, students should use other means for obtaining personal messages while they are on campus.

13.14.3 Copiers

The Program office copy machines are not available for student use.

13.14.4 Cell phones

Cell phones and other electronic devices must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Other arrangements should be made for emergency calls during these times (see Telephones, above). Students are not permitted to record lectures on their cell phones or any other device outside of Panopto per SMHS policy.

13.15. Attire

13.15.1 Didactic Year

Each student must have their GW identification card with them at all times. In the classroom setting, all students must wear clothing that is neat, clean, and not ripped, torn, stained, or see-through. Clothing that exposes areas of the chest, abdomen, or back are unacceptable. Clothing may not contain obscene wording, design, graphics, or pictures. Each course syllabus may outline specific requirements and dress code expectations/exceptions for the particular course. In settings that include patient contact, including standardized patient encounters, clinical phase requirements (see below) will be enforced.

13.15.2 Clinical Year

All students must wear: 1) a short white laboratory coat with the Program patch on the pocket; 2) a GW University identification (GWorld) badge; 3) a name tag identifying the student as a Physician Assistant Student from The George Washington University PA Program; and professional attire as described below. If the name tag breaks or is lost, the student is responsible for contacting the PA Program for guidance on ordering a replacement. Students are responsible for the cost of replacement name tags. Other identification may be mandated by the institution at which they are rotating.

All students must dress in a professional manner. Jeans, shorts, cutoffs, t-shirts, recreational clothing, clothing that obstructs movement required to meet training functions, or clothing that exposes areas of the chest, abdomen, or back are unacceptable attire. Only closed toed shoes are allowed in the clinical setting. Avoid wearing perfumes, scented lotions, or colognes in all clinical settings. With the exception of small, non-dangling earrings, no visible body piercings are acceptable in the clinical setting. Preceptors may have site-specific dress requirements that students may be required to abide by (ex: hospital-issued scrubs may substitute for professional dress, at the discretion of the preceptor.)

13.16. Change of Name, Address and Emergency Contacts

Students are expected to keep the Program, Health Sciences Student Services, and the Registrar's Office informed of their correct name, address, and emergency contact. If the student changes name, addresses, and/or emergency contact information while in school, the Program, Student Services, and Registrar's Office must be notified. The student must change this information through the [GWEB Info system](#). Once the information has been updated with the University, the student must contact the PA Program informing them of this change.

13.17. Student Employment

Employment during enrollment in the Program is strongly discouraged. Employment that interferes with the student's academic or clinical responsibilities and performance will be referred to the Student Progress Committee and/or Program Director. PA students must not be required to work for the program at any time. PA students must not substitute for or function as instructional faculty nor clinical or administrative staff.

13.18. Provision of Health Care

The program director, medical director, and principal faculty may not serve as health care providers for PA students in the program, except in the case of an emergency.

13.19. Inclement Weather

The George Washington University PA Program follows School of Medicine & Health Sciences (SMHS) guidelines regarding inclement weather. PA Program leadership will alert you via email of any anticipated disruptions to training. In the event of unexpected effects to in-person training, all efforts will be made for virtual learning. If you question whether a specific class has been postponed due to weather conditions, call the GW campus advisory line (202-994-5050) or [visit the website](#).

Due to the variability of supervised clinical practice activities, cancellations will vary depending upon the clinical site. If inclement weather makes it dangerous to travel to the clinical site, the student must contact their Clerkship Director and their assigned clinical site as soon as possible to inform them that they will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising preceptor and discuss alternatives for patient responsibilities including attempting to come in later in the day. In making the decision regarding attendance during inclement weather, consider that a student has a professional responsibility to the patient/client and the clinical site to which they are assigned. The individual can best judge the danger to their own safety based on their own transportation situation and other factors.

13.20. Leave of Absence

Under extenuating circumstances a leave of absence from the program may be granted. Only one (1) leave of absence per academic or clinical year is permitted. The student may request a

leave of absence, from the Program Director, for a defined period of time not to exceed one (1) academic year if requested during the didactic year and not to exceed one (1) semester during the clinical year. All requests beyond this policy due to extenuating circumstances must be forwarded to the Program Director for consideration. The student may appeal the Program Director's decision to the Associate Dean for Health Sciences or their designee. Requests beyond this policy may require re-application to the Program or repeating components of the academic and/or clinical year.

All students returning from a leave of absence may be required to complete and pass a criminal background check and drug screen. In addition, they may join a new cohort and must acknowledge and adhere to the established policies and program of study for this cohort. Additionally, a leave of absence may affect the tuition rate and possibly the Program of Study.

A medical leave of absence requires written documentation from the student's healthcare provider stating the anticipated time and duration of the absence. Further, written documentation from the health care provider must document, to the satisfaction of the Program Director, that the student is fit to return to the Program and meets the Technical Standards.

13.21. Liability Insurance

The University provides professional liability insurance for all students while enrolled as a student in a course involving patient contact. All students are covered for professional liability by the university's comprehensive insurance program. There is no separate charge for this insurance.

Students who choose to volunteer or to be paid employees during the course of their PA training may not use their affiliation with the program in any aspect of such activity.

Volunteer or paid activities undertaken by the student independent of program assignment are not covered by liability insurance. The following are two examples that illustrate actions that are not permissible under this policy:

- A didactic phase student who is invited to observe the operating room by a GW- affiliated surgeon; and
- A clinical phase student who is rotating in Pediatrics is invited to shadow a PA in the emergency department or scrub on a surgical case.

Liability coverage for the didactic phase student is limited to program-sanctioned practical laboratory/clinical sessions. Coverage for the clinical phase student is limited to supervised clinical practice by a licensed clinician at the site of record exclusively.

13.22. Health Insurance

All students in the Physician Assistant Program are required to have health insurance coverage that is maintained throughout enrollment, including the clinical phase. Information on student

health insurance and other services can be found on the [Student Health Center](#) website. Students should carry their health insurance card on their person at all times.

13.23. Student Exposure to Blood, Body Fluids and Other Occupational Exposures

PA students may be exposed to infectious agents in the course of their education through direct contact, inhalation, or percutaneous routes. The process through which students should seek evaluation and treatment for occupational exposures is summarized below.

1. Decontaminate
 - a. Remove any contaminated clothing, then wash the area thoroughly with soap and water, flush wounds/mucus membranes with clear water or normal saline.
 - b. **Immediately notify the appropriate person in the classroom, lab, or clinical site (preceptor).**
2. Draw Appropriate Laboratory Studies from the Source Patient if Known.
 - a. If you are at the George Washington University Hospital (GWUH), obtain a Source Patient Form from the nursing station. Complete the form and have appropriate source patient labs drawn with informed consent of the patient. Rapid HIV testing results are available immediately and can be taken to the Emergency Department (ED) or GWUH Employee Health Service (EHS) when you are evaluated. If you follow this procedure, source patient labs will automatically be reported to GWUH EHS.
 - b. If you are at another hospital or facility, including the Medical Faculty Associates (MFA), follow the protocol of that facility for obtaining source patient labs (check with your preceptor/site director). At the outlying hospital or facilities, it is your responsibility to follow the protocol of the facility for checking results of source patient labs and report them to GWUH EHS.
3. Seek Treatment and Advice
 - a. George Washington University Hospital
 - If you are at the George Washington University Hospital, and the exposure occurs between 8 AM and 4:30 PM: Call George Washington University Hospital Employee Health Service, Suite G1092 in the GWUH (GWUH EHS, not Medical Faculty Associates Employee Health) at (202) 715-4275 and identify yourself as a PA student who has had a blood/body fluid exposure. If post-exposure prophylaxis (PEP) for high-risk HIV exposure is necessary, it is best to start within 2 hours, so do not delay.
 - If exposure occurs after 4:30 PM, go to the GWUH Emergency Department (ED) and identify yourself as a PA student who has had a blood/body fluid exposure. The ED will order baseline labs and assess your need for any treatment (do not ask other students or residents for advice. Contact GWUH EHS or go to the GWUH ED for evaluation).
 - b. Other Facilities
 - If an exposure occurs at a facility other than George Washington Hospital, contact your preceptor/site director, and follow the blood/body fluid protocols of that facility. Additionally, call the George Washington

University Employee Health Service, Suite G1092 in the GWUH (GWUH EHS, not Medical Faculty Associates Employee Health), during business hours as soon as possible, at 202- 715-4275 and identify yourself as a GW PA student who has had a blood/body fluid exposure. GWUH EHS will advise you on next steps at the given facility.

REGARDLESS OF THE LOCATION WHERE YOU RECEIVE CARE CONTACT GWUH EHS AS SOON AS POSSIBLE SO THAT THEY CAN FOLLOW UP THE SOURCE PATIENT LABS AND MONITOR ANY POST-EXPOSURE PROPHYLAXIS THAT MIGHT HAVE BEEN INITIATED.

4. Billing

- a. Carry your health insurance card at all times. Your insurance will be billed for services in the GWUH ED and other facilities. If you incur additional expenses for initial evaluation or treatment that are NOT covered by your insurance company, pay the charges and bring documentation of your bills and payment to the clerkship director. GW Department of PA Studies will reimburse you for any charges not covered by your health insurance.
- b. YOU ARE NOT AN EMPLOYEE, AND SO YOU DO NOT COMPLETE WORKERS COMPENSATION CLAIMS

All exposures and injuries must be documented on an incident report form and submitted to the Office of Risk Management, Attn: Claims Manager, Email: risk@gwu.edu, Phone: (202) 994-3265, Fax: (202) 994-0130. The form is available in the Blackboard community for clinical year students. The Director of Clinical Education and the Clerkship Director should be notified as well.

13.24. Withdrawals, Adds, & Drops

If a student finds it necessary to withdraw from the University, the Program and the Associate Dean of Health Sciences Programs must be notified in writing. If the notification is not given, and the student fails to register for the next semester, action will be taken to terminate the student's degree candidacy. If it is necessary to withdraw from the University during the semester, the student's advisor, Program Director, and the Associate Dean of Health Sciences Programs must approve an adjustment form. At the time of withdrawal, the student's GW photo ID must be turned into the Student Services office. Failure to fill out the program adjustment form and receive approval to withdraw will result in grades of Z (unauthorized withdrawal). Refer to the [Student Progress and Records](#) section under the Regulations tab in the Health Sciences Bulletin.

Courses may be added or dropped by using the GWeb Registration system. Any changes in course enrollment made after the GWeb registration period, including dropping and/or adding courses, must have the approval of the instructor, faculty advisor, and Health Sciences Student Services. Courses added after the start of a semester will incur a late fee. A Registration Transaction Form must be completed in accordance with procedures established in the most current School of Medicine and Health Sciences, Health Sciences Bulletin. Tuition refund schedules and deadlines for adds/drops are delineated on the [Office of the Registrar website](#).

13.25. Use of the George Washington University Logo

The George Washington University logo mark and logo type, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on clothing, stationery, and publications are governed by [policy](#). Students should review the policy and seek the University's written permission to use the logo prior to embarking upon student activities where the name and/or logo will be prominently displayed. Before submitting artwork to vendors for printing, the [Artwork Approval form](#) must be submitted.

13.26. Use of Electronic Course Materials and Class Recordings

Students are encouraged to use electronic course materials, including recorded class sessions, for private personal use in connection with their academic program of study. Electronic course materials and recorded class sessions should not be shared or used for non-course related purposes unless express permission has been granted by the instructor. Students who impermissibly share any electronic course materials are subject to discipline under the Student Code of Conduct. Please contact the instructor if you have questions regarding what constitutes permissible or impermissible use of electronic course materials and/or recorded class sessions. Please contact [Disability Support Services](#) if you have questions or need assistance in accessing electronic course materials.

13.27. Social Media Policy

Students who communicate with others through social networks, blogs, online encyclopedias, and/or video and photo sharing websites should refer to the [University's Social Media Policy](#) for

guidance regarding expectations for behavior and managing the risk associated with such use that may impact the reputation of The George Washington University, the GW PA Program, and its faculty, staff, and students.

13.28. Copyright Policy

The Program encourages its students to carry out scholarly endeavors consistent with applicable law and policy. It is important that students comply with all applicable laws regarding copyright and distribution of materials and intellectual property owned by individuals, organizations, and institutions. The University's [copyright policy](#) should be reviewed when considering printing and or distributing copyrighted materials.

13.29. Authorship on Scientific and Scholarly Publications Policy

Scholarly integrity and the responsible conduct and reporting of research are essential for maintaining public trust in the research enterprise. Please review the Health Sciences' [Authorship on Scientific and Scholarly Publications Policy](#) for more information.

13.30. GW Smoke Free Policy

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has [established a policy that governs smoking on campus](#) and should be reviewed by students. No smoking in any university building is permitted.

14. Miscellaneous Requirements

14.1. Criminal Background Checks & Drug Screens

The George Washington University does not condone violations of law, including violation of those laws that prohibit possession, use, sale or distribution of drugs. All PA students (both MSHS and PA/MPH) are required to undergo and pass criminal background checks (CBC) and 7 – panel (incoming students) and a 12-panel drug screen prior to the clinical year through Certiphi, the agency contracted by the School of Medicine and Health Sciences, at the time of initial matriculation and prior to entry into the clinical year. (PA/MPH students are required to repeat and resubmit an updated CBC and 7-panel drug screen prior to the start of their second year.) During the clinical phase, clinical affiliates may require additional CBC and drug screens prior to participation in educational experiences at the site. Failure to comply with CBC and drug screen requirements will result in a hold being placed on student registration and the inability to complete the program. This [policy](#) is available on the Health Sciences [website](#). Drug screens and background checks will begin being initiated once the student is accepted into the program and generates their GW email account.

Students are responsible for any retest they may need due to a failed drug screen (at the permission of the program) or a drug screen returned with a “negative dilute” sample. In some

cases, students may be asked to submit to a blood test depending on how many times an unfavorable result is received after submitting a urine sample.

Students are asked to disclose any criminal activity beyond minor traffic stops (e.g., speeding tickets, failure to signal, and improper stop/yield). In instances where the criminal background check discloses information that was not otherwise provided by the student on their admission application prior to enrollment, the application will be reviewed again by the Associate Dean's Office and the admissions decision may be rescinded at the discretion of the Associate Dean and/or their designee. If the student is enrolled and information is discovered in their initial and subsequent background checks, the misrepresentation/omission will be referred to the Office of Academic Integrity.

14.2. Health Insurance Portability and Accountability Act (HIPAA) Standards

All students must complete HIPAA compliance training as required by the PA Program and SMHS. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students. Violations of HIPAA regulations are considered inappropriate behaviors of professional comportment and are evaluated by the Student Progress Committee.

14.3. Immunization and Health Assessment Requirements

Immunization forms are provided to students prior to matriculation and must be uploaded into the Certiphi MyRecordTracker system through the online portal. Student compliance with the PA Program's immunization policy (see below) will be reported to the Program by MyRecordTracker; students will be expected to update their immunization record and demonstrate compliance as required, during their tenure in the Program. Students who do not have an approved immunization record on file with MyRecordTracker will not be allowed to start the program or have any patient contact responsibilities. Student compliance with the Program's immunization policy will be documented by the PA Program and becomes a part of their permanent record.

In addition to immunization clearance, all students are required to have the GW Health Sciences [Student Physical Examination](#) form completed and signed by a physician or other licensed healthcare provider annually. The form will also be uploaded into MyRecordTracker and compliance with this requirement will be reported to the Program and documented in their permanent record. Further, students are required to maintain copies of their health history form and immunizations as they may be required to produce these records by request of their assigned clinical placement.

Students under the age of 26 are required to complete the [GW Mandatory Immunization Form](#) and submit this to the Colonial Health Center upon matriculation, in addition to the above stated procedures. According to [University policy](#), all students under the age of 26 years must have documentation on file with GW the Colonial Health Center that attests to compliance with all required health screening and immunizations. These requirements are reviewed (and updated, if

applicable) annually for consistency with current scientific and clinical recommendations from Centers for Disease Control and Prevention recommended vaccines for healthcare professionals and local health authorities.

Students in programs of study with potential for occupational exposure to blood or body fluids must meet additional requirements to support their health and safety as well as comply with clearance requirements set forth by affiliated training sites (e.g., clinics, hospitals, rehabilitation centers, clinical research facilities, etc.) related to their program of study.

14.3.1 Immunization Compliance

All students, regardless of age, are required to submit documentation showing:

- One dose of the Tetanus Diphtheria Pertussis (Tdap) vaccine given within the last 10 years.
- Two vaccinations against Measles, Mumps, and Rubella (MMR) given after age one and a minimum of 30 days apart, or documented laboratory proof of immunity.
- Two vaccinations against Varicella (Chicken Pox) given after the age of one and a minimum of 30 days apart, or provide a documented history of Varicella (Chicken Pox) disease, or documented laboratory proof of immunity.
- Three vaccinations against Hepatitis B: dose two given 30 days after dose one, dose three given five months after dose two, or according to the Hepatitis accelerated schedule, or provide documented laboratory proof of immunity.
- One Meningococcal vaccine is given on or after their 16th birthday, or a signed waiver form.
- Tuberculin Skin Test (PPD): A student must provide documentation that they have not been exposed to tuberculosis (by purified protein derivative skin test or Quantiferon blood test). If positive, the student must provide documentation of a chest x-ray. Records must be updated prior to the start of the clinical year.
- A full COVID-19 vaccination series.
- Yearly influenza vaccination.

14.4. Minimum Technology Requirements

GW IT's [New Student Guide](#) includes suggested minimum laptop/desktop specifications for students. Do not rely solely on tablets or mobile devices (Chromebooks, netbooks, etc.) because these devices are currently incompatible with exam proctoring or other software that may be required. You should have access to a microphone and webcam to participate in class.

14.4.1 ExamSoft

Assessments (exams, quizzes, etc.) in the first year of the PA Program will be administered through ExamSoft via the Examplify software. For the best testing experience, it is recommended that students use a laptop (Mac or PC). It is the students' responsibility to ensure that the device meets all Examplify [system requirements](#).

14.4.2 PAEA Assessment Hub

Assessments in the second year (end-of-rotation exams) will be administered through the PAEA Assessment Hub. For in-person exams, students must use the Secure Client lockdown browser to take their exams. Remote Proctored exams are not conducted in a lockdown browser due to interference with monitoring tools, but the proctor will be able to monitor these behaviors.

Printed assessments cannot substitute for those that would normally be taken using the ExamSoft software except in cases of documented accommodation for printed assessments as recommended by [Disability Support Services](#). Printed exams are not available during the clinical year.

In an effort to engage in environmentally sustainable behaviors, when available, handouts, PowerPoint presentations and other paper resources are delivered to students electronically.

15. Clinical Education Policies and Procedures

15.1. Rotation Assignments and Contact Information

While students are expected to follow the GW PA Program Policies and Procedures, some clinical sites may have policies and procedures that supersede those of the PA program.

Students are expected to abide by those specific site policies. Every student is given a clerkship schedule for the clinical year. The schedule is developed by the Clinical Team after a thorough review of site availability and evaluation, student academic performance, and student requests. The schedule is subject to change during the clinical year for a variety of reasons, some of which may not be controlled by the PA Program. The Program faculty or designated staff also reserves the right to change a student's clerkship schedule at any time based upon a student's individual clinical or professional performance, needs, or concerns. Students will be notified of changes to their schedule in a timely manner.

The schedule is maintained within the Program's web-based clinical rotation tracking system. The clinical site contact information, including the clinical site address, preceptor's name, and telephone number is also listed and updated through this tracking system. Site Requirements are available on the web-based clinical rotation tracking system. Students MUST refer to the clinical site information at least TEN (10) WEEKS prior to the start of the next rotation. Site requirements, such as fingerprinting, drug screening, physical examination, and immunization information may be required as early as two (2) months in advance of a rotation start date. The Program will reimburse students for clinical site-specific CBCs and drug screens.

It is the student's responsibility to fulfill site requirements in advance to officially start the clerkship. The clerkship start date may be delayed if a student has not fulfilled all of the pre-clerkship requirements. It is imperative that the student confirms their arrival at the site and with the housing coordinator if needed, no later than two weeks before the start of the clerkship unless otherwise notified.

When a change occurs to a student's clinical schedule, the Clerkship Director or Clinical Placement Coordinator will notify the student and make the appropriate changes in the clinical rotation tracking system. Each student should check their clinical schedule regularly. If a student is rescheduled to a different rotation from the originally planned (e.g. changing from Emergency Medicine to Family Medicine), the student may be required to complete a Registration Transaction Form (RTF). The clinical team will provide the required registration information and forms.

Students who indicate "Advanced," or "Native" levels of language proficiency on their CASPA applications may be mandated to complete clinical placements at sites that require the use of that language in patient care.

All students should expect to complete at least two "away" clerkships (not including away self-IDs or unique opportunities) per clinical year. See Section 15.10 & 15.11 for more information on clinical year travel and housing.

15.2. MyRecordTracker

Students must upload and maintain a copy of the following documents in MyRecordTracker:

- annual physical examination
- immunization records including yearly influenza vaccination and PPD test
- BLS and ACLS certifications
- health insurance coverage
- HIPAA training certificate
- drug screen results
- criminal background check results

These items may be required for review by the clinical site and should always be maintained in MyRecordTracker for easy access. Students are responsible for releasing their personal information to clinical sites. Students may not start clinical clerkships until the above information has been submitted to MyRecordTracker. Students will be required to obtain an updated physical examination, criminal background check, PPD, and 12-panel drug screen one (1) month prior to the start of the clinical year. Flu vaccination will be updated at the appropriate time during the clinical year. It is the student's responsibility for ensuring that all items in myRecordtracker are current and up to date. If a student is identified as having an expired document from MyRecordtracker during the clinical year, they will be removed from their clinical rotation until the information is updated. If this delays a clinical rotation, a student may experience a delay in program completion and therefore, graduation.

15.3. Establishing Clinical Sites

The PA Program has established relationships with preceptors and clinical sites for all core rotations and many clinical electives. Students are not required to provide or solicit clinical sites or preceptors for any of their clinical rotations during the program.

Students may propose clinical sites or preceptors that are not established clinical sites with the PA Program for any rotation. The proposed clinical site and preceptor will undergo the same vetting process by the PA Program clinical faculty to determine if they meet the expectations and requirements for an acceptable clinical practice experience. Students are not permitted to have relatives as their preceptors. The PA Program makes the final determination to establish an educational affiliation agreement with an individual preceptor or clinical site.

The PA Program reserves the right to alter a student request for a rotation based upon previous academic and/or clinical performance. Students should not make any travel arrangements until they have received approval from the PA Program regarding self-identified or unique opportunity sites. If the requisite documents are not completed and/or the affiliation agreement has not been signed by all parties prior to the start of any rotation, students will be assigned to an established GW PA clinical site. Students are responsible for all costs related to travel, lodging, and living expenses associated with self-identified and unique opportunity clinical sites. The University and/or the PA Program reserve(s) the right to cancel or suspend travel as well as terminate the rotation early for a variety of reasons should they arise. The University and the PA Program do not refund students for travel that is canceled, suspended, or terminated early.

15.4. Course Syllabi

Syllabi are reviewed prior to the start of each semester and are revised as needed to facilitate the goals of the rotation and the mission of the Program. The Program reserves the right to make changes to syllabi prior to the start of a new semester. The Blackboard site contains an abundance of information related to the rotation including the syllabus, evaluation forms, grading rubrics, as well as general and clerkship resources and forms. Students will be notified of any substantial changes to the syllabus as noted via the respective Blackboard Clerkship site.

15.5. Letter-Graded Evaluations

During the clinical phase of the Program, PA students are evaluated using a number of instruments to assess knowledge, clinical and technical skill development, professionalism, and overall competency to practice as a physician assistant.

15.5.1 Preceptor Evaluations

The primary preceptor(s) for each rotation is required to evaluate the student's performance based on specific competency areas. In each competency area, student performance is rated as "Consistently Exceeds Expectations," "Often Exceeds Expectations," "Meets Expectations," "Marginal Performance," or, "Unacceptable Performance." "Marginal Performance" equates to minimum passing performance. Performance ratings for each evaluation item in the

competencies areas are converted to a numerical score which is included as a percentage of the final clerkship grade. Students must pass the final preceptor evaluation with an overall grade of 70% or higher. Qualitative data are also collected on the evaluation form.

In most circumstances, the primary preceptor of record will be the person completing the preceptor evaluation. A student may petition the Clerkship Director in consultation with the Director of Clinical Education to request a second preceptor evaluation from an alternative preceptor, if the student feels the primary preceptor's evaluation is not representative of their performance for the entire rotation. A maximum of two evaluations will be accepted per rotation and averaged to calculate the final preceptor evaluation grade.

If a student fails the clinical preceptor evaluation component with an overall score of <70% or receives a final rotation grade of less than 70%, a grade of F will be assigned as the final rotation grade. The student will be referred to the Student Progress Committee for review. Depending on the circumstance, if a student is allowed to repeat the rotation, they must successfully pass all of the components of the respective repeat rotation including the end- of-rotation exam. Any violation of the [Code of Academic Integrity](#) while on clinical rotations can result in the failure of a final preceptor evaluation no matter the final numerical score.

A student is only allowed to repeat one (1) clinical rotation during the entire clinical year. A student who fails more than one clinical rotation will be recommended for dismissal by the Student Progress Committee.

15.5.2 Student Documentation

- Mid-Rotation Evaluations
 - Mid-rotation evaluation forms are completed at the midpoint of each rotation. The form is completed by both the student and preceptor or their designee to assess whether the student is meeting expectations for each clerkship. The evaluation is used to inform discussion about performance and allow the student the opportunity to improve their performance if necessary. The evaluation is a component of the student documentation grade that is used to calculate the final clerkship grade. The mid-rotation evaluation must be submitted by a specified deadline for each rotation.

- Patient Encounter Logs
 - Each clinical clerkship requires logging requirements. Logging of clerkship patient encounters is to be submitted at a designated time during each clinical clerkship. Students must have documented the following patient encounters, at a minimum, in the specified programmatic database for the clinical phase:
 - Patient Encounters by Age:
 - Five (5) INFANT encounters (patients less than 1 year of age)

- Ten (10) CHILDREN encounters (patients > 1 year of age but <12 years of age)
 - Five (5) ADOLESCENT encounters (patients >12 years of age but <18 years of age)
 - One hundred (100) ADULT patient encounters (patients >18 years of age but <65 years of age)
 - Fifty (50) GERIATRIC encounters (patients >65 years of age)
- Patient encounters by Type:
 - Fifty (50) ACUTE encounters: related to a medical condition with a rapid onset and short course (e.g., Upper respiratory infection, ankle sprain)
 - Fifty (50) CHRONIC encounters: related to a medical condition that persistent and long-lasting (e.g., hyperlipidemia, HTN, DM)
 - Twenty-five (25) EMERGENT encounters: related to a medical condition requiring immediate intervention (e.g., stroke, respiratory distress, asthma exacerbation, chest pain, MI, appendicitis)
 - Fifty (50) PREVENTATIVE encounters: related to promoting health and reducing disease (e.g., immunizations [adult and pediatric], well-child check, colonoscopy, well women exams, pap smears, annual physical exams, breast exams, sports physicals)
 - Patient encounters by Setting:
 - Fifty (50) INPATIENT MEDICINE encounters
 - Fifty (50) OUTPATIENT encounters
 - Fifty (50) EMERGENCY DEPARTMENT encounters
 - Five (5) PRE-OPERATIVE encounters
 - Ten (10) INTRA-OPERATIVE encounters
 - Five (5) POST-OPERATIVE encounters
 - Five (5) PRENATAL encounters
 - Five (5) GYNECOLOGIC encounters

The PA clinical team will monitor student encounter logs for compliance. Students progressing through the clinical phase who are not on target for achieving the patient encounters will be contacted by the Director of Clinical Education or their designee who will arrange alternative learning experiences, which may include changes to the clerkship and elective placements, simulation exercises, or other experiences to ensure compliance with the above requirements. Completion of alternative learning experiences may delay the student's graduation, which will incur additional registration and tuition fees. Patient logging requirements are also a requirement for program completion and graduation and are described in further detail in Section 12 of this Handbook.

- End-of-Rotation Attendance and Participation
 - Attendance and active participation in end-of-rotation (EOR) activities are mandatory and monitored carefully. All examinations, journal club activities, and administrative sessions must be attended without exception. In rare exceptions, and only with the Director of Clinical Education’s approval, a personal day may be used for one missed EOR within the clinical year. If a student has two consecutive away clerkships outside of the DMV, they will be expected to attend all EOR sessions virtually.

15.5.3 Clerkship Assignments

- Assignments are required within each clerkship. Each assignment is graded and is included as a percentage of the final clerkship grade. Additional assignments may be assigned by the clerkship director. Assignment requirements may be found in the clerkship syllabi.

15.5.4 End-of-Rotation (EOR) Examinations

- Students are required to complete and pass end-of-rotation examinations for all clinical clerkships with the exception of the Elective which has an alternative form of summative evaluation (see Elective clerkship syllabus). These web-based, objective examinations were developed by the Physician Assistant Education Association (PAEA). Each examination evaluates competence in relevant content specific to each clerkship. The numerical score is included in the calculation of the final clerkship grade.

The student must achieve a passing grade of 70% for all EOR examinations. A grade of “0” (zero) is initially assigned to any score less than passing. The student must repeat the exam within seven (7) calendar days of exam grade notification. If the student successfully passes the retake opportunity, the highest score the student will be able to earn is 70% as the final component for the EOR examination.

If a student fails both attempts of the EOR exam, a grade of “0” is assigned as the final grade for the EOR examination. A grade of “F” will also be assigned for the final clerkship grade. The student will be referred to the Student Progress Committee for review. Depending on the circumstance, if a student is allowed to repeat the clerkship, they must successfully pass all of the components of the respective repeat clerkship including the end-of-rotation exam to continue in the program.

A student is only allowed to repeat a maximum of two (2) EOR exams. A student who fails more than two EOR exams will be recommended for dismissal by the Student Progress Committee.

15.6. Non-Letter Graded Evaluations

15.6.1 Technical Skills

Technical skills are a clinical year requirement and must be completed by the end of the student's last clerkship. Students are required to document the following technical skills in the program's web-based platform:

- Venipuncture
- IV insertion (with or without ultrasound guidance)
- Administration of local anesthetic
- Speculum examination
- Fundal height measurements
- Doppler assessment of fetal heart tones
- Incision and drainage
- Surgical gowning and gloving
- Surgical wound closure (Placement of sutures, and/or staples)
- OR patient positioning, prepping, and draping
- Surgical hand knot tying
- Wound care

The PA clinical team will monitor student technical skills logs for compliance with minimum encounters. Students progressing through the clinical phase who are not on target for achieving the technical skills will be contacted by the Director of Clinical Education or their designee who will arrange alternative learning experiences, which may include changes to the clerkship and elective placements, simulation exercises, or other experiences to ensure compliance with the above requirements. Completion of alternative learning experiences may delay the student's graduation.

15.7. Communication

Email and Blackboard are the primary means of communication between students and the Program while on clinical clerkships. Official clerkship communications are sent through GW email accounts. Students are responsible for checking and responding to GW email within 48 hours, as instructed by the program. It is expected that students check email and Blackboard on a daily basis to stay informed of important information from the PA Program and University. A Blackboard community has been established for general announcements and rotation material pertinent to all clinical clerkships. Students should check the Blackboard community in addition to clerkship specific Blackboard courses.

15.8. Travel

In order to provide students with exposure to a broad range of patients in a wide variety of settings, travel beyond the metropolitan DC area is required. Students are not guaranteed local clinical rotations and therefore are required to have access to a car for travel and should have local housing at all times. Students should expect to travel up to 65 miles either from the GW

main campus or from one of the Program-provided student housing locations to their clinical site. The housing provided in the Baltimore region is an exception to this rule given the commute in this region. Students are responsible for transportation to and from all clinical sites regardless of location. In addition, each student is also responsible for any expenses incurred while rotating at a clinical site including but not limited to parking, gas, tolls, food, and other incidentals.

If assigned to a distant site, a student will be excused from the rotation for either one half or one (1) full day for travel back to the Program for end-of-rotation activities. In general, a student is excused for one half day when travel back to the Program is between 2-4 hours. A student is granted one full day for travel when the rotation site is greater than 4 hours from the Program. Students at Baltimore clinical sites are excused no later than 5 pm EST the day before EOR. If you are placed at an away longitudinal site, you may participate in EOR activities, administrative sessions, and exams remotely. A remote proctoring service will be used for all exams taken remotely.

15.9. Housing

Due to the number of students who are required to rotate in the Baltimore region, Eastern Shore, South Carolina, and Pennsylvania, student housing is provided by the Program. It is expected that only GW PA students reside in, care for, and respect the housing areas. Any expenses due to damages or neglect caused by a student will result in that student being charged for costs of repairs, replacements, and/or cleaning.

Housing is offered in a variety of settings which range from dormitory style to private homes with rooms available for student use. Only those students who are assigned to housing during a specific rotation are authorized to stay at the site. Students are prohibited from having visitors, pets, or overnight guests at the housing site. Students who choose to stay in the GW- sponsored housing must sign a student housing agreement and show proof of renters insurance at least two (2) weeks prior to moving in. If assistance is needed to obtain renters insurance, the Program has a list of vendors. Students assigned to housing provided by clinical affiliates may be required to sign housing contracts and provide room/key deposits to either the clinical site or housing provider. Baltimore housing requires a criminal background check through a specific vendor. The Program will cover the cost associated with this additional criminal background check. The Program will not compensate students for parking fees or related expenses if parking violations occur.

Student housing offered by the Program is optional. Students are not required to use the housing provided by the Program and may find alternative housing options at their own expense. The Program reserves the right to inspect Program-sponsored housing at any time during the clinical year. The Program reserves the right to terminate housing for any student who violates the terms stated in the Student Housing Agreement (available in Blackboard). In addition, students must abide with the rules and regulations imposed by the housing provider. Violations of the Student Housing Agreement and housing rules as set forth by either the University or landlord are considered compartment issues, and as such will be handled accordingly. In

addition, the student will no longer be eligible for Program-sponsored housing. Any future housing required by the student for the remainder of the clinical year will be at the student's own expense.

15.10. Employment

Due to the rigors of the clinical year including late nights, overnight call, and weekend call responsibilities, employment that interferes with a student's clinical schedule and responsibilities is prohibited. Students should not ask the Program or clinical preceptors for their clerkship schedules to be changed to accommodate outside employment.

15.11. Prohibition from Receipt of Compensation

All students on clinical clerkships are covered under the University liability insurance for malpractice. Students are not employees of the clinical site and therefore are prohibited from receiving any form of compensation (i.e., money, gifts, or in-kind transactions) for services rendered during any phase of the clinical year. Students are prohibited from engaging in verbal or written contractual agreements with any clinical site. Violations of this policy are considered a compartment issue, and as such will be handled accordingly.

15.12. Supervision during Clinical Rotations

Students are to be supervised by clinical preceptors while caring for patients in the clinical environment. Supervision is defined as on-site physical presence in the clinical setting so that immediate consultation and support can be offered to the student when necessary. If a student is concerned about the level of supervision being provided at a clinical site, the student must contact the Clerkship Director to discuss the matter immediately.

15.13. Use of Students as Staff

At no time during the clinical rotation should a student be called upon or used to substitute for regular clinical or administrative staff. If a situation arises where a student is asked to perform in a role other than that of a student or to substitute for a staff member, the student should contact the Program immediately for guidance and intervention.

15.14. Use of Preceptors as Health Care Providers

At no time during the clinical rotation should a student use their assigned preceptor as a health care provider. Students should notify the Program if they have been assigned to a preceptor who provides them with ongoing medical care or if the preceptor previously served as their medical provider prior to the beginning of the rotation to avoid a conflict of interest.

15.15. Compliance with Standard Precautions

Safety is an important objective for both students and patients. Each student receives training on Standard Precautions and also learns the appropriate methods to prevent exposure to infectious and environmental hazards including blood, tissues, and other bodily fluids, as well as managing communicable diseases. Each student must successfully complete OSHA training.

This training is conducted prior to undertaking any educational activities which would place them at risk. It is expected that these practices are incorporated into the daily routine of caring for patients. See Section 13.23 for more information on student exposure to blood and/or body fluids.

15.16. Clerkship and End of Rotation (EOR) Attendance and Punctuality

15.16.1 Clinical Rotations

Students are expected to be on-time and present for all clinical rotation experiences. Excusable reasons for absence are limited to:

- documented medical illness;
- death of an immediate family member;
- jury duty;
- military service;
- subpoena; and
- faculty-approved attendance at the AAPA annual conference or other professional activities.
- Routine medical, dental, business, and personal appointments are NOT considered acceptable absences.

Students will be given three (3) “personal days” throughout the entire clinical year to use for absences not considered excusable as outlined above. Guidelines for “personal days” include the following:

- Students cannot use “personal days” during EOR or during the first or last week of a rotation.
- In rare circumstances, and with the director of clinical education approval, one (1) personal day may be used for an EOR, excluding mandatory attendance sessions (e.g. EOR exams, administrative sessions, journal club, and the Introduction to Professional Practice (IPP) Course).
- No more than two (2) “personal days” can be taken consecutively.
- Students may use a maximum of two (2) “personal days” during any rotation.
- Students must get preceptor and Clerkship Director approvals for “personal days” at least two (2) weeks in advance of the requested absence.
- Students must make up “personal days” taken if requested by the preceptor.
- One (1) “personal day” during rotations 6, 7, or 8 can be requested less than two (2) weeks in advance for job interviews only. This request must be approved by the Director of Clinical Education.

The Program may require a student to make up days missed. Students are not to request days off for studying during the clinical year.

15.16.2 Reporting of Absences/Tardiness during a Rotation

All absences (excused/unexcused/"personal day") or tardiness during a clinical rotation must be communicated immediately to the Clinical Preceptor and the Clinical Placement Coordinator prior to or, in times of acute illness or emergency situations, immediately following the absence/tardiness. A Notification of Absence/Tardiness Form must be completed and uploaded to the Program's web-based clinical rotation tracking system. Unreported absence from clinical rotations may result in forfeiture of two (2) personal days per one (1) unexcused absence and a professionalism evaluation form will be completed with appropriate ratings based on violation of this policy.

The clinical preceptor has the discretion to require a student to make up all absences prior to the end of the rotation. Repeated absences/tardiness may jeopardize a student's successful completion of a rotation.

If a student misses more than three (3) days of a rotation (including excused, unexcused, or personal day(s) and/or is late more than three (3) times during a rotation, they may be required to repeat the rotation in full. The decision for a student to repeat a rotation will be determined by the PA Program Director after discussion with the Director of Clinical Education, the Clerkship Director, and the Clinical Preceptor.

15.16.3 EOR Activities

Attendance, punctuality, and active participation in end-of-rotation (EOR) activities are mandatory and monitored carefully. In rare exceptions, and with the Director of Clinical Education's approval, a personal day may be used for missing one (1) EOR within the clinical year. As stated above, all examinations, journal club activities, administrative sessions, and the Introduction to Professional Practice course activities must be attended without exception. If you have consecutive away rotations outside of the District of Columbia, Maryland, and Virginia (DMV), you are expected to attend all EOR sessions virtually. Students are otherwise required at all EOR activities throughout the clinical year.

It is expected that students arrive on time, be present and remain until the conclusion of all EOR sessions. In general, students should plan to be on campus from 8am-5pm. Excusable absences from and EOR are the same as for clinical rotations. Routine medical, dental, business and personal appointments are NOT considered excusable absences. Students should notify the Assistant Director of Clinical Education of an absence from the EOR session. If a student does not notify the Assistant Director of Clinical Education, it is considered unexcused and may result in the forfeiting of 2 personal days per one unexcused absence.

15.17. Rotation Duty Hours

Student work hours will vary depending on the clinical rotation and practice facility. Students must have a minimum of at least 32 hours in seven days and not more than 80 hours per week. This schedule is set by the preceptor and site. In the event of an unplanned preceptor absence, the student is expected to contact the Clerkship Director. The student may be required to make up the hours at the site, be moved to an alternate site, or complete alternative learning assignments. In addition to the minimum work hours, some sites may require overnight and weekend calls. Call responsibilities should not be more often than once every third night and every other weekend. Students should direct questions and concerns about rotation hours to the respective Clerkship Director.

A student may not leave a clinical rotation without prior approval from the program director or a clinical preceptor of the PA program unless there is a threat to their health or safety. If a student is experiencing any form of mental health distress, sexual harassment, verbal abuse, or any other form of mistreatment, they are encouraged to contact the Program Director or a clinical preceptor of the PA program immediately for an intervention. Any other departure will be treated as abandonment of the rotation and is subject to sanctions by the Student Progress Committee, including possible dismissal from the Program.

15.18. Student Visits at Clinical Sites

At the discretion of the PA faculty, a student visit at a clinical site (scheduled or unscheduled) may be performed with the student and/or the clinical preceptor to discuss progression and other issues related to the student clinical experience and performance. During the student visit, the faculty may have the student give an oral presentation on an interesting patient and/or evaluate the student's performance interacting with patients.

Any of the following situations may prompt a student visit by the PA faculty to the clinical site:

- Required faculty visits during blocks 1-3;
- Routine site/preceptor retention visit;
- The preceptor calls to express a concern regarding student performance;
- The student calls to express a concern regarding the preceptor and/or site;
- Student evaluations of the clinical site or preceptor are not meeting programmatic benchmarks; and/or
- The student is on academic warning, academic probation, or has a professionalism issue.

16. Student Acknowledgment Form

I understand that the contents of this Student Policies and Procedures Handbook are provided for my information as a student in The George Washington University Physician Assistant Program.

By signing this statement, I acknowledge receipt of the Physician Assistant Program Student Policies and Procedures Handbook and understand my responsibility to access the School of Medicine and Health Sciences Bulletin and Student Handbook for Health Sciences Programs.

I accept my responsibility to abide by the regulations outlined in this Handbook.

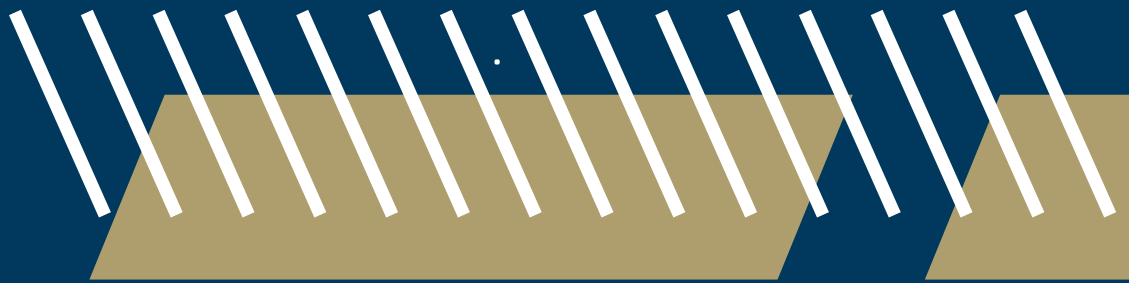
Student's Name (PRINT)

Student's Signature

Date

This form will be retained in your program student file.

This handbook is effective as of May 2024. Revised June 25, 2024.



PHYSICIAN ASSISTANT STUDIES DEPARTMENT

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School of Medicine
& Health Sciences

THE GEORGE WASHINGTON UNIVERSITY