

2025-2026

Department of Physician Assistant Studies Student Manual



King's College
Department of Physician Assistant Studies
Student Manual
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KING'S COLLEGE
DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES
PROFESSIONAL PHASE STUDENT MANUAL
Information and Guidelines

2025-2026

The policies found in this document are specific to students in the Professional Phase of the Physician Assistant Program at King's College. These policies may, in fact, vary from certain policies published in the undergraduate and graduate catalogues and student handbook. For any policy not mentioned within this document, the student is to refer to the appropriate handbook. Information within this manual is subject to change by the Program Faculty. Any changes will be communicated via writing to the student.

The Professional Phase of the Physician Assistant Program does not allow for exemption from courses, clinical skills, laboratories, or clinical education regardless of prior experience, degree, or credential. All students must matriculate through all aspects of the professional phase of the program in the specified time frame outlined within the student manual during the 24 month program, or as specified by the PA Review Committee and successfully complete the requirements for graduation.

This "Student Manual" supersedes all previous Physician Assistant manuals and any changes to specific program policies published in the King's College Undergraduate/Graduate catalogs. Policies may be subject to change throughout the course of the Program. Policies are subject to change at any time in order to comply with ARC-PA standards, King's College and Hospital policies. The King's College Department of PA Studies will make every attempt to notify its students of these changes in a timely manner. The King's College Department of Physician Assistant Studies reserves the right to alter and or modify policies and curriculum with notification to the affected students.



DEPARTMENT OF PHYSICIAN ASSISTANT STUDIES MISSION STATEMENT

The Department of Physician Assistant Studies educates students in a primary care-based curriculum that emphasizes the mastery of knowledge, technical skills, critical thinking, and moral reasoning. King's Department of PA Studies fosters excellence in teaching and forms highly competent professional healthcare providers committed to patient-centered, compassionate care, and the inherent dignity of every person.

PROGRAM GOALS

Develop and maintain a comprehensive didactic and clinical curriculum that will prepare students to successfully pass the PANCE to be eligible for entry level clinical practice.

Model an interdisciplinary approach to medicine which utilizes effective oral and written communication between members of the health care team and the patient

Develop PAs that utilize a comprehensive approach to health and disease by emphasizing primary care, health maintenance, and disease prevention

Advocate information literacy and the technological competency to be effective health care providers

Cultivate moral values and ethical and professional behavior required for the practice of medicine

Objectives for PA Students (B1.03)

Clinical practice as a Physician Assistant requires specific skills in many disciplines, including Emergency Medicine, Family Medicine, Internal Medicine, OB/GYN, Pediatrics, Psychiatry, and Surgery. The PA student is expected to develop basic diagnostic and therapeutic skills relating to preventive, chronic, acute, and emergent patient encounters which commonly arise in clinical practice.

The King's College Physician Assistant Program has developed learning objectives for the physician assistant student for each didactic module and clinical rotations. These objectives are modeled after the "Competencies for the Physician Assistant" established by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), Physician Assistant Education Association (PAEA), National Commission on Certification of Physician Assistants (NCCPA), and The American Academy of Physician Assistants (AAPA). These objectives are designed to give the student a clear understanding of the learning goals of the PA Program. For each rotation, the preceptor will measure the objectives below on the Mid-Clinical and Final Preceptor Evaluations.

1. Professionalism (B2.19)

- Professionalism is the expression of positive values and ideals as care is delivered. It involves prioritizing the interests of those being served above one's own. Professionalism also requires that the student practices without impairment from substance abuse, cognitive deficiency or mental illness. The physician assistant student must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. The student should work effectively with physicians and other health care professionals as a member of a health care team.

2. Basic Medical Knowledge

- Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. The physician assistant student must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in his or her area of practice. The physician assistant student should work to demonstrate an investigatory and analytical thinking approach to clinical situations.

3. History Taking

- The physician assistant student should use effective listening, observation, explanation, and questioning to elicit information. The student should be able to gather essential and accurate information about patients.

4. Physical Exam/Clinical Skills

- The physician assistant student should perform the appropriate physical exam using correct exam technique. The student should demonstrate the proper use of medical equipment and appropriately perform ancillary skills. The student should understand the need to perform a problem-focused exam when necessary. The student should accurately document and record exam findings.

5. Diagnostics

- The physician assistant student should be able to differentiate between normal and abnormal laboratory and diagnostic data. The student should be able to make informed decisions based on patient information and preferences, up to date scientific evidence, and clinical judgment when ordering diagnostic tests.

6. Problem Solving and Assessment

- The physician assistant student should understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions. The student should be able to identify signs and symptoms of medical conditions. The student should be able to develop a broad differential diagnosis. The student should be able to use data from the history, physical exam, and diagnostic studies to narrow the differential diagnosis to a final assessment.

7. Therapeutics/Patient Education

- The physician assistant student must demonstrate interpersonal and communication skills that result in effective information exchange with patients and their families. The student should identify appropriate interventions for prevention of conditions. The student should be able to manage general medical and surgical conditions. The student should understand the indications, contraindications, side effects, interactions

and adverse reactions of pharmacologic agents and other relevant treatment modalities.

- The student should be able to identify the appropriate site of care for presenting conditions, including those requiring emergent care, referral or admission. Patient care includes age-appropriate assessment, evaluation, and management. The physician assistant student must demonstrate care that is effective, patient centered, timely, efficient, and equitable for the treatment of health problems and promotion of wellness. Appropriate care should be planned for chronic conditions in the student's assessment.

8. Case Presentation and Documentation

- The physician assistant student must demonstrate the interpersonal and communication skills that result in effective exchange of information with physicians, other health care professionals, and the health care system. The physician assistant student must present cases orally in a complete and organized fashion to their supervising physician. The student must be able to effectively document findings in various types of notes used in the health care setting.

9. Preventive Care

- The physician assistant student should be knowledgeable regarding preventive care across each gender and age group. He or she should have up-to-date knowledge regarding current screening guidelines. The student should discuss these guidelines with each patient and develop the patient's understanding of the importance of preventive care. They should provide this knowledge in a clear, organized, and concise fashion. The student should respect patient autonomy and his or her right to refuse any preventive screening tool or diagnostic study.

10. Artificial Intelligence in Clinical Practice

- The physician assistant student should understand the foundational principles of artificial intelligence (AI) and its current and emerging applications in medicine. The student should be able to critically evaluate the benefits and limitations of AI tools in clinical decision-making, diagnostics, and patient management.

JOB PLACEMENT

The PA Program and the Office of Career Planning work closely with the students to help them choose appropriate employment settings. The PA Program does not guarantee its graduates employment as a Physician Assistant upon successful completion of the program. Current job listings are maintained and are available on their website at

www.collegecentral.com/kingscollege.

INTRODUCTION

This is a unique opportunity for you to engage in a most rewarding educational experience – one that combines aspects of a health care profession with the individual intellectual growth associated with a graduate curriculum.

The goal of a professional curriculum is to facilitate the passage of students from pre-professional course work to active participation in a professional group. When you are accepted into this program, you have taken your first step on this journey. This implies that along with the status and privilege you have accepted, you have also agreed to the responsibility.

We, the faculty, have made a commitment to the students who are accepted into the program to present educational content that will enable you to become Certified Physician Assistants. As new members of this profession, you will have much to learn and you will probably be surprised at the time commitment required of you. Behavior patterns will be expected of you that are not all attained in the classroom. They grow from an innate belief by each individual in the respect due to every human being.

Please keep in mind throughout this program that requirements and responsibilities will be different in this portion of your education from what you experienced in your pre-professional training. Much emphasis is placed on self-directed learning, which in turn requires engagement in collaboration and responsibility for individual choices and actions. By your acceptance of the offer to attend this program, you automatically agree to comply with requisite privileges and obligations.

The privileges granted to you include:

- (1) the right to hold a membership in professional associations
- (2) the opportunity to work with certain patient groups under appropriate supervision
- (3) the right to an education which prepares you effectively for up-to-date practice in a rapidly changing health care system

The obligations that go with these rights include:

- (1) the obligation to maintain a professional demeanor whenever you may be considered a representative of the Physician Assistant Program, the College, or the profession
- (2) the obligation to know and accept the Physician Assistant Code of Ethics
- (3) the obligation to maintain an attitude of compassion and “welfare of the patient first”
- (4) the obligation to commit yourself as an active member in an educational partnership, through which you will become a mature professional, knowing that this commitment may require extra time and/or work on your part

In your interactions with peers, faculty, staff, patients, and public audiences you are expected to demonstrate consistent, courteous behavior which allows for the occasional inconsistencies possible in all of us. Your involvement in your education from this point forward is most similar to an employment situation. Tardiness, inattention, and absenteeism are the exception, not the rule, and when they occur, require immediate and responsible attention by you to assure a successful and positive journey through this educational program.

It is the goal of the faculty to make your experience in this program a positive opportunity to demonstrate your readiness as well as your ability to take on the task of becoming a professional, and we will do all that we can to help you in this process. Consider this a time of excitement and opportunity.

DEFINITION OF TERMS

The Professional Program: This phase is 24 months in duration, beginning with twelve months of didactic instruction in all areas of general medicine. Direct patient encounters begin early and become the core of instruction during the final twelve months of clinical rotations. In addition, students are mentored as they develop and complete a master's research project. The program faculty, along with clinical adjunct faculty, including physicians, physician assistants, and other health care professionals, present the curriculum and coordinate and monitor the clinical experiences. The professional phase of the PA Program is referred to as the Physician Assistant Program. The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation - Continued status to the King's College Physician Assistant Program sponsored by King's College. Accreditation - Continued is an accreditation status granted when a currently accredited program is in compliance with the 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 will be March 2027. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

The program's accreditation information can be viewed on our website through ARC-PA or by clicking the link provided. <http://www.arc-pa.org/accreditation-history-kings-college/>

The pre-professional phase is not part of this accreditation status. Students entering the first year of the Five-Year BSMS/MSPAS Program submit an application to the Kings College admissions department. Once accepted they follow a prescribed academic sequence for the first three years. These courses consist of liberal arts, PA classes and preparatory science prerequisites for the later professional phase. During these first three years, students must fulfill all the core requirements.

TERMS

Didactic Phase: This term applies to the first portion (12 months) of the program. It includes classroom study during the fall and spring semesters and the summer session. During the didactic phase, students are instructed primarily on the campus of King's College. Students matriculating in the professional phase will follow the academic schedule at King's College.

Summer Session: This term applies to the portion of didactic education which will take place after the completion of the spring semester of didactic instruction. Classes run for 12 weeks late May through mid-August. Upon successful completion of all didactic phase modules, a student will begin the clinical phase.

Clinical Phase: This term applies to the second portion (12 months) of the professional phase. During this time, a student will not follow the academic schedule of King's College. It commences at the conclusion of the summer session of didactic instruction in August. Instruction is performed at clinical sites at various locations. The clinical phase consists of eight 6-week rotations. The student will work with preceptors in a manner that is commensurate with the demands of any student of medicine and following program guidelines for minimum hours.

Graduate Student: This term refers to a student in the professional phase of the PA program who has gained admission to King's after the acquisition of at minimum, a bachelor's degree.

Undergraduate Student: This term refers to a student in the professional phase of the program who has matriculated through the first 3 years of the King's College 5-year BSMS/MSPAS program.

Academic Module: A component of the didactic instruction. For example: Dermatology, Infectious Disease, and Pharmacology. Multiple modules are incorporated into a course.

Course: Refers to the title under which the composite grade calculated from multiple modules is reported to the Registrar of the college. For example: PA 475 Basic Medical Sciences I.

First Year Student: This term refers to any professional phase student enrolled in the didactic phase of the PA program and includes both "King's" and Graduate students. This includes fall, spring, and summer sessions of didactic training.

Second Year Student: This term refers to any professional phase student in clinical phase of the PA program and includes both “King’s” and Graduate students as they complete rotations 1 through 9.

Adjunct Faculty: This term refers to instructors of modules who are not full-time or part-time college faculty.

PA Review Committee: The PA review committee is comprised of the following members of the PA faculty: Program Director, Academic Director, Clinical Director and equal representation from both the clinical and didactic faculty(appointed by the Program Director). The PA Review Committee will review and make a decision regarding all recommendations for probation or dismissal from the PA Program.

Program Contract: Contract written by the Program Director as decided upon by the PA Review Committee to determine the requirements of the student in order to remain in the program.

Syllabus(B1.03): All students will receive a syllabus for each didactic module and clinical course (rotation). The syllabus will provide communication to students describing a summary of content(course goal and rationale), learning plan and evaluations for the module or clinical rotation. Learning outcomes and objectives, methods of assessment/evaluation, grading scales and criteria for grading. Instructor contact information can be found in the syllabi.

AAPA GUIDELINES FOR THE ETHICAL CONDUCT OF THE PHYSICIAN ASSISTANT PROFESSION

*(adopted 2000, amended 2004, 2006, 2007, 2008, reaffirmed 2013) reference: www.aapa.org

Statement of Values of the PA Profession:

PAs hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.

PAs uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.

PAs recognize and promote the value of diversity.

PAs treat equally all persons who seek their care.

PAs hold in confidence the information shared in the course of practicing medicine.

PAs assess their personal capabilities and limitations, striving always to improve their medical practice.

PAs actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.

PAs work with other members of the health care team to provide compassionate and effective care of patients.

PAs use their knowledge and experience to contribute to an improved community.

PAs respect their professional relationship with physicians.

PAs share and expand knowledge within the profession.

COMPETENCY

PAs should commit themselves to providing competent medical care and extend to each patient the full measure of their professional ability as dedicated, empathetic health care providers. Competencies are the medical knowledge, interpersonal skills, clinical and technical skills, professional behaviors, and clinical reasoning and problem solving abilities required for PA practice.

Knowledge for Practice

1.1 Utilize critical thinking skills to solve clinical scenarios.

1.2 Develops broad based medical knowledge.

1.3 Formulate appropriate diagnoses.

1.4 Recognize populations at risk to enhance preventive health measures.

1.5 Discern among acute and chronic disease states.

- 1.6 Perform procedures considered essential for the practice specialty.
- 1.7 Develop appropriate management plans.

Interpersonal and Communication Skills

- 2.1 Use effective communication during medical encounters.
- 2.2 Appropriately document medical information.
- 2.3 Demonstrate compassion in conversations with patients.

Patient-Centered Care

- 3.1 Gather information about patients and their conditions through history-taking, physical examination, and the use of diagnostics.
- 3.2 Interpret and utilize data to make informed decisions about patients.
- 3.3 Identify potential risks that should be considered in management plans.
- 3.4 Educate patients about diagnosis and treatments plans.
- 3.5 Determine appropriate patient follow-up.
- 3.6 Recognize when referrals are required.

Interprofessional Collaboration

- 4.1 Communicate effectively to enhance interprofessional collaboration.

Professionalism

- 5.1 Maintains professional demeanor.
- 5.2 Recognize the necessity to provide patient privacy.

Practice-based Learning

- 6.1 Develop the ability to identify personal strengths, deficiencies, and limitations.
- 6.2 Considers guidelines to improve patient outcomes
- 6.3 Recognize the need for cost-effective health care.

Note: The King's PA Program adapted these competencies which were drawn from three sources: the current Competencies for the PA Profession, PAEA's Core Competencies for New PA Graduates, and the Englander et al article "Toward a common taxonomy of competency domains for the health professions and competencies for physicians".

PROGRAM FACULTY AND STAFF

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Debra Toporcer	Administrative Secretary	debratoporcer@kings.edu	5829

OFFICE HOURS Program faculty are available to meet with students. Students can email faculty to set up mutually agreeable meeting times. Each faculty has a King's email address to which you can address individual questions or schedule a time to meet.

For adjunct faculty, appointments can be made on an individual basis with the instructor at a convenient time for both parties. Any difficulty in coordinating a meeting with an adjunct faculty should be brought to the attention of the Academic Director for appropriate intervention.

INSTRUCTIONAL FACULTY (ARC-PA Standard A2.13, A2.14, A2.15, A2.16 and A3.05a)

The program does not use residents as primary instructors. All instructors are qualified through academic preparation and have the experience (either in the academic or clinical environment) to teach the assigned subjects.

Students must not substitute for or function as instructional faculty and clinical or administrative staff.

ADVISORS

Every physician assistant student is assigned a member of the program faculty to serve as their academic advisor. The student is encouraged to arrange meetings with his/her advisor throughout the program. Advisors are available by appointment as described under office hours. It is the responsibility of the student to contact his/her advisor to arrange the meeting. If there is a problem in contacting the advisor, the advisee is to write a request to the advisor and provide tentative times and a telephone number where he/she can be reached.

HEALTH OR PERSONAL ISSUES (ARC-PA Standard A3.10)

Any student experiencing health or personal issues which may impact his or her performance or progress in the PA Program should contact his or her advisor or any member of the PA Program Faculty. Any member of the PA Program Faculty can provide timely access to campus services which may include the Student Health Center, Counseling Center, or Academic Skills Center.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) – STUDENT RECORDS POLICY

King's College students, as provided by statute, may review any official records, files, and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, or observations. (References, ratings, or observations completed before January 1, 1975, are not available to students, nor are confidential recommendations collected by the Placement Office under a waiver by the individual.)

Requests to review the aforementioned documents should be made in writing to the appropriate College official. In all cases other than disciplinary, address requests to:

Office of the Registrar King's College 133 North River Street Wilkes-Barre, PA 18711

Direct requests to view disciplinary referrals to the Associate Vice President for Student Affairs and Dean of Students or designee at the same address.

The records, files, or data will be made available no later than 45 days from the time the written request is received. Student records, files, or data will be available to outside individuals or agencies only after King's receives written authorization for release from the student.

Exceptions include circumstances involving:

A. Accrediting organizations

B. Student's application for, or receipt of, financial aid Table of Contents 120

C. Cases of emergency, if the information is necessary to protect the health and safety of the student or other persons

D. Individuals who have obtained court orders or subpoenas

E. Certain government officials carrying out lawful functions

F. School officials with legitimate educational interests; a school official is a College employee in an administrative, supervisory, research, or support staff position, including Title IX Coordinators

G. Students who have applied to transfer to another college or university

In accordance with the USA Patriot Act, under court order, the College will release educational records to federal law enforcement agents investigating terrorist acts, without the consent of students.

If served a subpoena, the College will make a reasonable effort to notify the student(s) involved to provide them an opportunity to quash the subpoena. After making a reasonable effort to notify the student(s), the College may produce records in response to the subpoena. If the subpoena instructs the College not to disclose the contents of the subpoena, the student will not be notified by the College. Directory information includes the student's name, address at home, on-campus or off-campus telephone numbers, date and place of birth, campus email address, photo, major field of study; dates of attendance, degrees and awards received, and the previous educational institution attended by the student. Body weight and height are considered directory information for intercollegiate athletes.

Students requesting directory information not be released without their prior consent must file official notification by selecting "Deny Access" on the Student Records Release Information section on Self-Service. The "Deny Access" designation applies to all directory information listed above, and to all persons making an inquiry about the students. Requests for privacy are maintained in a student's electronic record. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

A student, as provided by statute, may request, in writing, a review of any information that they feel may be inaccurate or misleading. In accordance with the provisions of the statute, an appropriate administrative officer of the College who does not have a direct interest in the outcome must conduct the review.

Materials will be reproduced at a cost of \$0.50 cents per page for records and \$15 for a transcript.

SUPPORT SERVICES

Secretarial Staff:

The PA Program support staff is comprised of two full time administrative assistants and one full time Graduate Studies Enrollment Counselor. The support staff is generally available to assist students on weekdays from 8:30 am to 4:30 pm. The department does close for lunch, breaks, and for brief periods throughout the day when the area must be left for essential work functions.

Current listings of student addresses, phone numbers, and e-mail addresses are kept in the main office. Any changes should be promptly reported to the secretarial staff. Any changes to FERPA documentation must be made through -----check with Deb she has the link...

Mailboxes:

Each student will be assigned a mailbox near the main entrance into the program facility.

Students are encouraged to check their mailboxes at least once daily as messages and/or information is placed in them at different times throughout the day.

Student Files:

Confidential student files are kept in secured locked locations. They contain all the students' tests, quizzes, assignments, and all other academically related materials. Students do have access to their own files however, the following rules must be observed:

Students may not obtain files on their own.

Files may be reviewed during scheduled hours. You may not remove your file or any contents of your file from the department.

You may not photocopy, or copy by any other means, any of the contents of your file.

Students are not permitted to have writing instruments, cell phones or other recording technology while viewing their files. Exam grades will be recorded on-line on Moodle for student viewing. See Examination Review Policy.

Student files are closed and archived one week after the beginning of each new academic term. This is to assure integrity of the file and its contents.

Photocopying:

Photocopiers are in the Corgan Library for student use at a minimal cost. The photocopier in the PA Department is not for use other than for program business. There is a printer located in the PA Department in the student lounge available for student use at no charge.

Access to Clinical Skills Laboratory and Private Exam Rooms:

In order to afford students the opportunity to practice skills, the clinical skills laboratories and the private examination rooms are usually kept open. If they are not open, students may access these areas at any time during normal program hours by request to either the secretarial staff or any faculty member. These areas are for your use and can be accessed as frequently as desired. You are expected to keep these areas in their usual clean and organized manner. Do not remove equipment or furniture from labs and exam rooms. Tables must be wiped down with antimicrobial cleaner and table paper should be removed and replaced after every use. Please notify a faculty member if any supplies are emptied.

Since these facilities house expensive medical equipment, please be respectful of this privilege given to you. Please report any misuse of these areas to the program staff or faculty

ACADEMIC SCHEDULE

During the didactic phase of the program, students will follow the schedule of King's College. Students will not have classes on certain days as dictated by the College's academic schedule. These schedules may be subject to change.

A professional phase student in the didactic phase will attend courses scheduled by the program. Courses may be scheduled Monday through Friday from 8 AM – 9 PM with Saturdays as needed.

Fall 2025	
Thursday-Friday August 21-22	New Class Orientation
Monday August 25	Fall Semester Begins
Tuesday August 26	Convocation Mass 10:00am- scheduled adjusted
Monday September 1	Labor Day- No classes
Tuesday September 2	Last day Add/Drop
Friday September 26	Last Day college W/D- full refund
Thursday & Friday October 9-10	Fall Break- No classes
Monday October 13	Classes Resume
Wednesday October 15	Mid Term Grades Due
Monday October 20	Advisement Begins
Friday October 31	Last day course W/D
Tuesday November 25	Follows Thursday schedule- no evening classes
Wednesday-Friday November 26-28	Thanksgiving Break- No classes
Monday December 1	Classes resume
Friday December 5	Last day of classes
Monday-Friday December 8-12	Final Exams
Tuesday December 16	Finals Grades due

Spring 2026	
Tuesday January 20	Spring Semester Begins
Tuesday January 27	Last day Add/Drop
Friday February 20	Last day College W/D- refund
Monday-Friday March 9-13	Winter Recess- No classes
Monday March 16	Classes resume
Wednesday March 18	Mid Term grades due
Monday March 23	Advisement Begins
Friday March 27	Last day for course W/D
Thursday April 2	Follows Friday Schedule
Friday-Monday April 3-6	Easter Recess- No classes
Tuesday April 7	Classes resume
Tuesday May 5	Follows Thursday schedule- Last Day of Classes
Wednesday May 6	No classes/final- Reading Day
Thursday-Tuesday May 7-12	Final Exam (No Sunday exams)
Friday May 15	Commencement
Tuesday May 29	Final Grades due

Summer 2026	
Monday May 18	Summer Intercession Begins
Monday May 25	Memorial Day- No classes
Friday June 19	Juneteenth- No classes/seminars
Friday July 3	4 th of July Holiday- No classes/seminars
Friday August 7	Last day of classes

ATTENDANCE

Attendance Policy:

Studying the art of medicine requires diligence, motivation, and enthusiasm. Total commitment by the student is the only acceptable manner to attain the goals of the program. Given the overall importance of class attendance, the following policies will be enforced.

Attendance to all classes, labs, seminars, small group discussions, and any other activities designated by the program faculty and administration are mandatory. If a student becomes ill or needs to request time off, they should contact the Academic Director so that appropriate accommodations can be made.

Employment during the professional phase of the PA program: (A3.04, A3.15e)

Due to the rigorous nature of the PA program during both the didactic and the clinical phases of training, it is inadvisable for students to hold a job during his or her professional training. Employment demands will not justify an excused absence from any academic or clinical requirement of the program nor will any special accommodations be made.

The King's College Department of Physician Assistant Studies does not employ students for any reason during their enrollment in the program.

Tardiness:

Tardiness from a class is defined as entering any class, lab, or other mandatory activity after the scheduled start time regardless of the reason. A late arrival disrupts the class, is unprofessional, and will not be tolerated, especially if it occurs on a repetitive basis. Students will be disciplined at the discretion of the instructor, and this may result in professional probation.

Students who may be late for the start of any class, lab, or activity must personally notify the main office by calling (570) 208-5853 and speaking directly to the program secretarial staff or leaving a detailed message. When the student arrives, he or she must report to the program secretaries at the main office **PRIOR TO ENTERING THE CLASSROOM**.

Planned Absences:

As outlined in the program's attendance policy, students are required to attend all program scheduled classes and activities. We do recognize that certain circumstances such as **planned life events** may require the need for a student to be absent from these scheduled requirements. Emergency absences such as acute illness/accident are covered under a separate policy.

Planned life event: Supporting a loved one (e.g a graduation ceremony or wedding festivity of a relative or close friend. Funeral of immediate family member)

In the event a student needs to miss a single event (like a class, lecture, seminar) or a whole day the student will need to request prior approval from the Academic Director. Requests for an absence should be obtained as early as possible so appropriate and reasonable accommodations can be made. If a student misses a program scheduled event without prior approval from the Academic Director, the student may be placed on professional probation and/or receive additional sanctions based upon what class/activity was missed. Students can request up to 6 planned absences per year, no more than 2 per semester.

For students to obtain approval they must complete an Absence form. These forms can be found in the secretary's offices. To complete the form the student must include the date/dates, reason for absence, the specific classes or activities missed and if any assessments are scheduled on these day/date(if known at time of request). Please note that filling out the form does not guarantee an approved absence. Therefore, plans should not be made prior to receiving approval from the Academic Director. The Academic Director will review the students written request and assign approval based on upon the information provided by the student.

If a request for a planned absence is granted, the Academic Director will notify instructors to make them aware and arrange make up of any assessments missed due to this absence. It is the student's responsibility to obtain notes and information on material missed during their absence.

If a request for a planned absence is denied, the student may choose to still be absent but will result in the student being placed professional probation. See policies on probation listed separately in this manual.

Emergency Absence:

In the case of an emergency where the student is not able to ask for approval in advance (such as an accident, death of an immediate family member or illness), the student is to personally contact the main office by calling (570) 208-5853 and speak directly to the secretarial staff or leave a detailed message and a phone number of where they can be reached. If a student is unable to reach the secretarial staff by phone, they should send an email to both debratoporcer@kings.edu and susanashelman@kings.edu informing them of the situation and leave a contact number where they can be reached. The program will notify instructors of the student's absence and expected return to classes. Students are NOT to reach out individual instructors. If the student will be absent for more than one day, the student must provide an estimated date of return. Upon returning, the student must complete an Absence form which can be obtained from the program secretaries. Depending on the nature surrounding the emergency absence the student may be asked to provide the program with documentation (e.g. doctor's note) related to the absence.

The Academic Director will work with students to arrange make up for any missed assignments or assessments that were scheduled on the day(s) they were absent. Students are NOT to reach out to individual instructors to coordinate any make ups related to their absence. Depending on the expected length of the absence the Academic Director will coordinate with both the student and instructors on obtaining missed classroom material on the days related to the absence.

Repeated Tardiness/Absences:

Please note that if a pattern of tardiness, excused or unexcused absences is noted on days when students have examinations or other evaluations, that student will be referred to the program director and may be placed on professional probation. If this behavior persists, the following policy will be utilized:

- 1.) The student will be required to present supporting documentation from appropriate officials to verify every absence or tardiness.
- 2.) Any further absence or tardiness on a day with or without examinations may result in a zero for any tests, assignments, or quizzes missed, lowering of the final letter grade achieved in that module, or other action deemed appropriate. Instructors are not required to give make up examinations or accept course work missed because of unexcused absences; this is at the instructor's discretion.
- 3.) Students will be reported to the Associate Vice President for Student Affairs/Dean of Students.

Withdrawal (A3.15d):

If a student requires significant time off for any reason (greater than 5 school days), it may be inadvisable for the student to continue given the nature and intensity of the program. The student may withdraw from the program by written request to the Program Director. Any student considering withdrawal from the program should consult with their advisor and/or the Program Director before initiation of the withdrawal process. Matriculation back into the PA program may occasionally be possible but will be addressed on a case-by-case basis. Any costs as a result of withdrawal are the responsibility of the student. A student who can no longer fulfill the Technical Standards set by the program will not be allowed to matriculate back into the program. Any student that is allowed to matriculate back into their current cohort will follow the progression and the program policies/procedures for this cohort, as well as any required remediation. Graduation dates will be set by the program and communicated to the student. This student is considered a graduate of the cohort they started with. Any student that is allowed to matriculate into the program with another cohort will follow the progression criteria and program policies/procedures for that cohort. This student will be counted as a graduate of the new cohort

Deceleration (A3.15c):

The program does not allow for a student to request a deceleration. See the withdrawal policy above. Deceleration required by the program will be recommended by the PA Review Committee or Program Director on a case-to-case basis.

Leave of Absence (A3.15 d)

King's College does not recognize a leave of absence from graduate academic programs

Hazardous Weather: School Closure and Delays

At times, the winter weather can be quite severe. Our primary concern is for the safety of all students and faculty. Please use sound judgment in all your travel decisions. Students who may be late or unable to attend class, lab or any activity because of the weather must personally notify the main office as soon as possible by calling (570) 208- 5853 and speaking directly to the secretarial staff or leaving a message. When the student arrives, he or she must report to the program secretaries at the main office **PRIOR TO ENTERING THE CLASSROOM.**

In the event of hazardous weather, King's College uses the Snowline web page to provide up-to-date information on college delays and closings. Students and employees are notified through their King's College email account and the 911Cellular emergency notification system. Students and employees are responsible to enroll in the emergency notification on the 911Shield app or go to www.kings.edu and click on the "weather delays" link on the "My King's" page on the right hand side. Do not call the College operator or program secretaries for information on delays and cancellations.

When classes are cancelled because of severe weather, modules that are missed will be rescheduled. The make-up times may be at any available time during the academic week, with Saturday sessions as necessary. The decision for the make-up of time lost in a module is at the

discretion of the instructor. Please note that students should be prepared to turn in any assignments and take any quizzes or tests the day they return to class unless other arrangements have been made.

Delays or compressed schedules do not apply to the professional phase of the PA program in a traditional manner. If the College is on a compressed schedule, classes will begin with the next scheduled module. For example, if the college is on a 2-hour delay, classes begin at 10:00 am. If the next module for the PA program is scheduled at 10:30 am, students are expected to report for 10:30 not at 10:00 am. The remainder of the modules of the day will then follow their regularly scheduled times.

MEDIA AND TECHNOLOGY

Textbooks

Required and recommended text for the didactic phase of the program are available through the King's College Ecampus page, found through Self Service. Ecampus is the college's online bookstore and texts can be purchased directly through the ecampus site. In addition, students have access to many texts online through the King's College Library page via Access Medicine at <http://accessmedicine.mhmedical.com>. Multiple modules and rotations utilize these texts and they are available to the student at no cost. Instructors will inform students of mandatory texts that must be purchased in their syllabi.

Textbooks (Didactic Year): estimated total cost of textbooks without the use of Access Medicine provided by the College Is approximately \$900.00

Medical Reference Library

The D. Leonard Corgan Library on campus houses a vast collection of texts for borrow and reference. Some larger, more expensive texts are held on reserve for PA student use while in the library only. The library subscribes to several medical journals as well as online databases that cover all fields of study. The library provides all Physician Assistant students with Access Medicine and Case files for textbooks and further resources at <http://accessmedicine.mhmedical.com> at no cost to the student. Many module texts are available at Access Medicine.

Laptop and software information and purchase:

Professional phase PA students are required have a (PC) laptop computer with a web cam and wireless compatibility. It is recommended that the student computers have 8 GB of memory or more, a 256 GB or higher hard drive, and Windows 10. The King's College wireless network will provide service to end-users that are 802.11 n/ac compliant, which roughly covers devices built after 2014.

The link below contains all specific software requirements and computer information for students:

<http://go.kings.edu/techfaq>

Computer and Internet Access

Moodle is used for online courses, assignments, test, etc. Moodle currently works best with Mozilla Firefox or Google Chrome web browsers. Please be sure you have the most up to date version of Firefox installed on your laptop.

Computers located in classrooms are for faculty use only. Students are not permitted use of these computers at any time.

Electronic Mail (E-Mail) Accounts

To simplify the ability to communicate, all students are required to use their King's College e-mail account for all electronic communications. Students are required to check their email at least once daily.

Statement on Technology and the Classroom

At the discretion of each individual instructor, students are permitted to use laptops during class to take notes or follow lectures that are accessible to the student. At all times, the use of laptops during class for activities other than class material is strictly prohibited. These activities include but are not limited to internet chatting, web browsing, gaming, and shopping.

Cell phone use during class time is prohibited. If a student must keep the phone on, it is expected to be placed on vibrate or silent.

Policy on Audio/Visual Recording in the Classroom

Student recording of classes, audio and/or visual, is generally discouraged and recording by any method without written consent of an instructor is prohibited. If a student wishes to request permission to record classes, a signed, written consent must be obtained from each module instructor. Consent forms can be found on the didactic SharePoint site:

<https://kingsedu.sharepoint.com/sites/PA/SitePages/Home.aspx>.

College and Program Identification Cards

All full-time students are issued a permanent I.D. card through the office of Residence Life. I.D.'s must be carried at all times and are to be presented at the request of any college official. The I.D. cards also serve as security access to program/campus facilities and meal cards for students on the meal plan.

PA students will also be issued a photo I.D. for the program. Wearing this I.D. is required for PD lab testing, most OSCEs, clinical observations, rotations, or anytime a student is representing the program outside of campus. Replacement fee for each I.D. is \$10.00.

EVALUATION OF ACADEMIC PERFORMANCE

Progression through the professional phase of the PA Program is monitored on a regular basis through multiple grading mechanisms. Cognitive skills and knowledge are measured by written examinations in each module. Exams may consist of objective items such as multiple-choice, matching, or short answer questions. They may also include diagrams to label or projected photographic slides for clinical description or diagnosis. Case studies, essays, and outside group projects are also utilized.

Behavioral or performance objectives are measured through proctored examinations where the student will demonstrate competency by performance of tasks or skills (i.e. physical assessment skills, interviewing techniques, verbal communication skills, and clinical procedures).

Course objectives, exams, and materials are continuously being reviewed and revised in order to approximate more closely the intent and reality of a competency-based curriculum. Evaluations descriptions for each modules will be listed in the syllabi.

Assignment of Grades

Module grades in the didactic phase are submitted in numeric form from the instructor to the Academic Director. Multiple modules grades are weighted appropriately and combined into a course grade. Course grades, as depicted under Professional Phase curriculum, are then tabulated and submitted to the registrar in letter form. Letter grades will appear on the official college transcript and are used to compile a grade point average (GPA) for each student. The Academic Director will be the course director for the didactic phase and is responsible for submitting all grades to the Registrar.

Students will receive an academic record from the program that will document grades for each module. This record is produced in the department and is unofficial. Please note that previous GPA's from students who are matriculating in the undergraduate five year program are NOT calculated in the GPA received from the PA Program. Grading averages listed on Moodle module pages may not be accurate as assessments are not weighted to match the syllabi. Grading calculations for individual modules can be found on the syllabi for each module.

Numeric Schedule for Didactic Grades

100.00 – 97.00 A = 4.00 83.99 – 80.00 C+ = 2.33

96.99 – 94.00 A- = 3.67 79.99 – 77.00 C = 2.00

93.99 – 90.00 B+ = 3.33 76.99 – 74.00 C- = 1.67

89.99 – 87.00 B = 3.00 73.99 – 70.00 D = 1.00

86.99 – 84.00 B- = 2.67 < 70.00 F = 0.00

** Please note that the computer program that calculates the grades utilizes an equation recorded out to 2 decimal places. All grades have already been rounded before the final grade is reported. No further rounding up or down of these grades will occur. In addition, the highest grade that can be recorded for any module is 100%.*

General Statement on Academic Standing

Physician Assistant education is competency-based. Competency refers to an individual's demonstrated knowledge, skills, and abilities performed to specific standards. Therefore, the PA program faculty and administration reserve the right to require a student to repeat a course, module, clinical rotation, clinical task, or skill if a student demonstrates deficiencies of competency as determined by clinical preceptors or program faculty. This may occur even if the student has successfully achieved a passing grade for that course, module, clinical rotation, clinical task, or skill.

Using collective judgment, the faculty reserves the right to recommend the withdrawal or dismissal of a student whose scholastic standing, health, clinical performance, or conduct, make it inadvisable for him or her to continue in the program.

The faculty also reserves the right to use collaborative judgment to determine if a student remains in good academic standing to progress into the clinical phase of the program.

Academic Requirements for the Didactic Phase

The Department of Physician Assistant Studies requires students to meet the following minimum academic requirements:

Achieve a minimum cumulative average in each academic module of an 80.00%.

Pass all Pass/Fail modules.

Achieve and maintain the minimum GPA requirement of 3.00 after each semester and cumulatively.

If a student fails to meet any of the above requirements, they will be referred to the PA Academic Review Committee.

*Academic requirements for the clinical phase of the program can be found in the clinical manual.

Examination Review Policy

In support of the student's bill of rights and in a good faith effort to provide students with prompt and easily accessible feedback, exams will be made available for student review in a timely fashion. The procedure is as follows: Instructors are requested to return copies of all graded exams to the main PA program office to be placed in the individual student's file as soon as possible. An instructor does have the right to keep student exam copies as long as they make them available to the student for review and provide a copy of all graded student assessments to the PA Program. Assessments that are given online through Moodle will be made available for the student to review by the individual instructor. Instructors will arrange a mutually agreeable time to set up review of these online assessments.

To ensure the integrity of test item banks and to encourage long-term learning of material, once available, students may review exams, quizzes, and assignments to verify the grade and utilize

the material as a tool to identify areas of curriculum that the student showed deficiency. After two weeks all quizzes, tests, and assignments will be moved to a permanent file which will not be available for review.

In addition, only final exams will be available during the first week of the new semester for review and clarification.

Additional rules may be found under the section on student files. Exam copies and answer keys are housed in the main PA office and must be requested from the program secretaries. Student files are closed and no longer available for review one week after the beginning of the next academic term. This is to ensure integrity of the file and its contents.

Grade Amendment Policy

At times, there may be discrepancies between what a student anticipates will be their grade and what is actually recorded. Although our goal in allowing students to review exams is to provide constructive feedback, we are aware that questions may arise. When this is the case, prompt attention to the matter is best.

Students may address any questions regarding an examination or grade within one week from the time they are provided with feedback. The student should first approach the instructor and seek a response to the question to attain resolution. If there is any discrepancy, the problem should be brought to the immediate attention of the Academic Director.

It is the policy of the PA Program that after the review period, a recorded grade will not be changed unless individual arrangements with the instructor have been made. Please be attentive in reviewing the exams and written material within the allotted time and settling any controversial issues promptly.

Academic Mid-term Warnings

In an attempt to provide effective and early intervention for students who are showing academic difficulty, mid-term grades are compiled and reviewed by the academic faculty each semester. At that point, students who are not meeting the program requirements or are showing academic difficulty in one or more modules will be notified officially and required to meet with their advisor. Students who have been identified as having academic difficulty will be required to meet with their advisor or designated program representative on a regular basis throughout that semester to discuss their progress.

Students will be encouraged to seek counsel from the Academic Skills Center and in some cases the Counseling Center for assistance.

At the completion of the semester, if the student's performance has not improved to meet the program requirements, they will be placed on probation or recommended for dismissal.

Academic Failure

Failure of a module results when a student achieves a grade less than 80.00% or receives a "Fail" for a Pass/Fail module.

Probation

The probationary period represents a designated time frame in which a student is offered the opportunity to improve his/her academic standing or professional behavior. During the probationary period, the student is encouraged to seek appropriate assistance, counseling, etc. to ensure a positive resolution. If the indication for being placed on probation has not resolved or has re-occurred, *recommendation for dismissal will be made to the PA Review Committee.*

During the didactic phase, a student may have no more than two reasons for probation.

Duration and reasons for probation during the didactic phase

If a student is placed on probation, that probation remains in effect for a defined time frame as outlined in their probationary letter.

A student will be placed on a probation during the didactic phase of the program for each of the following:

- A student has received academic mid-term warning and has not improved his/her academic standing at the end of the semester, i.e. failure of modules.
- A student has failed an academic module and has been offered remediation.
 - In this case, the probationary period begins at the start of the next semester and continues until the end of the semester even if the student successfully remediates. If the student does not successfully complete the remediation, *recommendation for dismissal will be made to the PA Review Committee.*
- A student does not meet the minimum GPA requirement of 3.00 after any semester or cumulatively at any point.
- A student's behavior is deemed unprofessional and has been placed on professional probation. (See professionalism section.)
- The decision to place a student on Academic or Professional Probation by the PA Review Committee cannot be appealed.

Professionalism and Behavior Policy (B2.19a,b,c,)

“The role of the physician assistant demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills, and the capacity to react to emergencies in a calm and reasoned manner. Essential attributes of the graduate PA include an attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient's welfare.”

(Accreditation Standards for Physician Assistant Education © 6th edition ARC-PA, Introduction, Page 1)

Adherence to these attributes requires that physician assistants and physician assistant students exhibit a high level of maturity and self-control even in highly stressful situations. This involves competent human interaction skills, diplomacy, and attention to following protocols. Displays of anger which include demeaning, offensive, or threatening behavior and language that is insensitive to race, religion, gender, ethnicity, and sexual orientation will not be tolerated. Students must be appropriately responsive to lawful requests from their instructors and College officials. Students shall not display disruptive or obstructive behavior at the College or its affiliates.

Expanding on the above paragraph, students are expected to represent the program with the highest degree of professionalism at all times. Attention to details regarding professional presentation of self in all aspects is required. Students are expected to show competent human interaction skills, diplomacy, and attention to following expectations set forth by the program's administration and faculty. Behavior which is not consistent with the expected standards or blatant disregard for protocols such as those outlined in the King's College Student Handbook, and the Student Manual, will be documented and appropriate disciplinary action will be made.

Students will be referred to the PA Review Committee by the faculty for unprofessional behavior. Students may be placed on professional probation or dismissed from the program if the PA Review Committee has identified actions that are unprofessional. These students will receive a probation letter from the academic director outlining the expectations of the program and the time frame for reevaluation.

Examples of unprofessional behavior include but are not limited to:

- Lying
- Plagiarism
- Academic integrity issues
- Overstepping established limits
- Being under the influence of drugs or alcohol during program sanctioned functions
- Inappropriate sexual conduct
- Falsifying data
- Impersonating a certified PA or other health care professional
- Breach of patient confidentiality/violation of HIPAA
- Refusing to see a patient or perform a duty when requested to do so
- Failure to attend seminars or other program sanctioned functions
- Repeated tardiness
- Failure to properly identify oneself or wear name tag and/or lab coat to a clinical site (unless told not to)
- Inappropriate dress
- Failure to show proper respect to Faculty, preceptors, patients, or employees of King's College or a clinical site
- Failure to contact the school/site regarding absence
- Use of social media to discuss patient/preceptors/instructors/peers or any aspect of the program/college in a negative way or in a way that would compromise patient confidentiality
- Commenting about Faculty, patients, peers or preceptors on social media or to other clinical sites
- Failure to take personal responsibility for own learning

Professional Performance Evaluation:

The King's College Department of PA Studies *Professional Performance Evaluation (PPE)* was developed to assess the professional behavior and attitudes of students through a formal, annual, written feedback process that compliments regular feedback provided by faculty to students. The

completion of these forms is an integral part of the ARC-PA required student evaluation. (ARC-PA Standard B4.03e)

Procedure:

- Forms will be completed annually by the entire faculty in a group meeting for the First Year students, and in a Clinical Faculty meeting for the Second Year students, but may also be utilized to indicate student performance problems during both the pre-clinical year or during clinical rotations if deemed necessary by the faculty. Failure of the student to improve their performance will result in a referral to the PA Review Committee for recommendation of professional probation.
- Once the form is completed, each advisor should meet with their assigned advisees to discuss his/her evaluation. If the student's advisor is not available, another faculty member will meet with the student and provide feedback.

Remediation of a module

Remediation of a module in the didactic phase of the program represents an opportunity for a student to demonstrate competency in a particular curriculum and or tasks in which the student did not demonstrate competency during the traditional time frame. The maximum number of modules a student can remediate during the entire didactic phase of the program is two.

Remediation will begin with a meeting between the student and the instructor or the academic director to review the topics (developed from course syllabi) and areas of weakness (based on student's performance). This will provide the student with guidance and develop a plan for the remediation. The faculty responsible for the module in which the original failure occurred or another member of the faculty as assigned by the academic director will provide appropriate tutelage to facilitate the learning process and the remediation. The student being remediated will be notified of their expectations for successful remediation and the time frame in which this must occur by letter from the academic director.

Remediation may delay progression in the program, entrance into clinical rotations and/or graduation. Any costs associated with extended study because of remediation are the sole responsibility of the student. If remediation offered by the program faculty is not successfully completed, the student will be dismissed from the program. The maximum grade allowed in any module where remediation is permitted and passed is 80.00%

Dismissal From the PA Program

A student may be referred to the PA Review Committee by a PA Faculty member with recommendation for dismissal for the following reasons:

- 1) Having more than two reasons for probation during the didactic phase of the Program.
- 2) Having a reason for probation in the clinical phase of the program after being placed on a clinical or professional probation in the clinical year.
- 3) Failure of three End of Rotation exams.
- 4) Failure of three (3) Advisor Evaluations of the Student
- 5) Failure of three (3) Final Preceptor Evaluations of the Student
- 6) Professional behavior of a severity that warrants immediate dismissal from the Program.
- 7) Failure to complete any required remediation as determined by the Faculty.
- 8) Failure to meet the terms of probation or Program Contract.
- 9) Using collective judgment, the faculty reserves the right to recommend the withdrawal or dismissal of a student whose scholastic standing, health, clinical performance, or conduct make it inadvisable for him or her to continue in the program.

Process for Probation and/or Dismissal from the PA Program

The student is referred to the PA Review Committee by a PA faculty member with a recommendation for probation and/or dismissal from the Program.

Students with a professionalism issue or concern and students being considered for dismissal will have the opportunity to state their position to the committee. This information will be considered by the PA Review Committee before a decision is made.

The Committee will deliberate. A decision will be made by a majority vote of the committee.

If a student is placed on probation, the Academic or Clinical Director will notify the student of the committee's decision and provide a written letter outlining the probationary requirements. If a student is dismissed, the Program Director will notify the student and provide a written letter of dismissal.

Students who are dismissed from the Program will have the ability to appeal the decision by following the procedure listed in the Appeals Policy for Dismissal from the Professional Phase of the PA Program. Students placed on probation are not eligible for appeal.

Appeals Policy for Dismissal from the Professional Phase of the PA Program (A3.15g)

If a student has been dismissed from the Program, the student has the right to appeal this decision.

If a student decides to appeal against this decision, he or she must submit a written appeal to the Chair of the PA Appeals Committee within 1 week (5 business days) of receipt of the letter.

The student can request permission from the Program Director to return to class/rotation during the appeals process once the student announces their intent to appeal the dismissal. If granted, the student may remain in class/rotation until either the 5 business days pass without the student submitting an appeal letter to the PA Appeals Committee or a decision is made by the PA Appeals Committee, concluding the process.

The PA Appeals Committee is composed of the Chair of the PA Appeals Committee and 2 King's College Faculty members who are not PA Faculty but are familiar with the PA Program. If any members are unavailable, alternates will be selected as mutually agreed upon by the PA Appeals Committee remaining members and the PA Program Director. A member of the PA Review Committee sits on this Committee as a non-voting member to offer points of clarification.

The student's written appeal must not just be a reiteration of the known facts but must contain compelling evidence as to why he or she is appealing, new or additional evidence disputing the known facts, and copies of any pertinent materials to support the appeal.

Upon receipt of the student's appeal letter, the Chair of the PA Appeals Committee will clarify any facts or ambiguities with the PA Program Director or the program's faculty liaison to the committee.

If the appeal letter does not contain new or compelling evidence to support the appeal, as determined by the majority of the PA Appeals Committee, the process will end here and the decision of the PA Review Committee will be upheld. The student will be notified of this decision by the Chair of the PA Appeals Committee.

If the appeal letter contains new or compelling evidence, the Chair of the PA Appeals Committee will schedule a meeting with the student and the voting members of the committee within 1 week (5 business days). The non-voting member of the committee will not be present during the students meeting with the committee.

At the meeting, the PA Appeals Committee will listen to the student and ask questions. After the meeting, the members will review the student's appeal and make a decision within 1 week (5 business days). The Committee will deliberate in closed session and the deliberations of the Committee are confidential.

After reviewing the appeal and before any decision is made, the Chair of the PA Appeals Committee will contact the PA Program Director for validation of facts presented by the student and, if needed, clarification.

The decision to grant the student's appeal is made by a unanimous decision of the PA Appeals Committee. The non-voting member of this committee will not be present during the vote.

The final decision whether or not to grant the student's appeal, is communicated by the Chair of the PA Appeals Committee to the PA Program Director.

The Chair of the PA Appeals Committee will record the Committee's decision by communicating in writing to both the student and the PA Program Director. A copy of the decision is placed in the student's permanent file.

Should the Committee decide to grant the appeal, the PA Program Director will develop a contract for the student outlining the requirements for the student to continue in the PA Program. This contract must be signed by the student. The contract will outline the requirements needed to remain in the major and may require a remediation or delay in the student's expected graduation. Any associated cost with any remediation or delayed graduation will be the responsibility of the student. This contract will be placed in the student's permanent file.

The decision of the PA Appeals Committee concludes the appeals process. Both the student and the Department of Physician Assistant Studies must comply with the Committee's decision, as this decision by the PA Appeals Committee is final.

ACADEMIC INTEGRITY

The Physician Assistant Program, as well as King's College as a whole, recognizes honesty and integrity as being necessary to the academic function of the college. Regulations are instituted in the interest of protecting the equity and validity of college grades and degrees, and to assist students in the development of standards and attitudes appropriate to intellectual life and professional practice as a PA.

Students who have been identified as allegedly committing acts of academic dishonesty will be referred to the PA Review Committee with a recommendation for dismissal from the PA Program.

Test Taking Policy

The Physician Assistant Program abides by the following regarding test/quiz testing:

- Unless otherwise notified, all tests/quizzes are taken in Room 162 in the PA department (hereby referred to as the testing room), utilizing space dividers.
- There will be assigned seating in the testing room, subject to change at the Program's discretion.
- Students may not use a smart phone as a calculator and therefore a basic calculator should be purchased.
- Students may not ask questions when taking a test/quiz.
- Smart phones and smart watches are not allowed in the testing room and should be left with your other belongings or given to the proctor until the assessment is completed.
- Students should bring their own writing tools into the testing room.

- For computer-based assessments, the student must submit the assessment and close their computer prior to exiting the testing room.
- Providing blank paper during a computer-based assessment is at the discretion of the instructor. If utilized, the paper will be provided by the instructor and must be signed and returned to the instructor when exiting the testing room.
- Blank paper will not be provided for paper-based assessments however the student may write on the assessment.

ACADEMIC DIFFICULTY

King's College and the Physician Assistant Program have policies in place to address the student who is experiencing academic difficulties. The following represents a guideline for the student. It is the goal of each of these services to assist the student in mastering effective learning strategies that will contribute to their academic success at King's College.

As soon as any academic problem is identified, the student should meet with the module instructor. Delay in doing so tends to be detrimental to the student and their academic performance overall. Generally, problems can be solved at the instructor level. If further action is necessary, the student should seek advice by following the sequence below:

1. Meet with their Academic Advisor
2. Meet with the Academic Director
3. Meet with the Program Director

If not resolved, the issue will be referred to the Associate Vice President for Academic Success and the Dean of Health Sciences.

Please keep in mind that under all circumstances, it is the student's responsibility to notify their advisor of any academic problems and initiate the procedures to obtain academic assistance.

Academic Skills Center

Located in the Student Success Center D. Leonard Corgan Library Suite 113

Academic Skills Center (570-208-5841) is a coordinated program of learning assistance services that aides the student in areas such as development in learning and study skills. Hours of operation: Monday-Friday 8:00am-4:00pm.

Disabilities, Accessibility, and Inclusive Learning:

King's College is committed to ensuring that all students can participate fully in the King's experience, and therefore to creating an inclusive learning environment for all students. King's views disability as an aspect of human diversity, and continually works with students, faculty, and staff to identify environmental and attitudinal barriers and to improve accessibility on campus and in our online platforms. Therefore, if you have physical, sensory, psychological, or learning disabilities, we would like to support your access to course materials through reasonable accommodations.

Please contact the Disability Services Coordinator, in the Academic Skills Center (at the beginning of the semester regarding King's policies and procedures for documenting and accommodating differing abilities (see *Services for Student with Disabilities* in the Student Handbook or the King's College Academic Skills Center website, https://www.kings.edu/academics/support/skills_center, for more information).

King's respects your right to keep disabilities confidential and requires faculty to maintain confidentiality while they work with you and other offices to ensure these accommodations.

ADDITIONAL REQUIREMENTS/POLICIES

Human Cadaver Laboratory

The donated bodies used in this program are the remains of generous people who have willed their bodies for the purpose of education. As a participant in the gross anatomy module, you are privileged to have the opportunity to use this material. The donated bodies are to be treated with the utmost respect and dignity. You have an obligation to handle the bodies in a responsible and professional manner. Inappropriate or improper comments both within and outside the anatomy lab will not be tolerated.

- Only authorized individuals granted specific permission are allowed admission to the anatomy lab.
- The use of video or photographic equipment is not permitted in the anatomy lab.
- You will be required to read and sign a memorandum of understanding regarding the Gross Anatomy Lab that includes the policies and procedures specific to this lab.

Physical Diagnosis and Clinical Skills

Students will be required to practice examination and clinical skills on each other and on students of the opposite sex. Students will be required to bring and change into appropriate apparel for laboratory as instructed by the module instructor.

Students will be required to perform genital and breast examinations on live patient models. Such examinations will not be performed on each other

Students are required to participate in clinical procedures. Students will perform, and have performed on them, various skills including but not limited to: phlebotomy, IV catheter placement, intramuscular injection, intradermal injection, etc.

Medical Diagnostic Equipment

All students are provided diagnostic medical equipment the cost of which is included in their college fees. Equipment will be distributed during orientation. Students should not purchase equipment independently.

Basic and Advanced Cardiac Life Support

Basic and Advanced Cardiac Life Support courses are part of the curriculum required for all professional phase students prior to clinical rotations. The program accepts American Heart Association training/certification in Health Care Provider courses only.

The BLS by the American Heart Association certification/recertification course is provided for the 1st year professional phase students. All students are required to maintain current BLS certification throughout the entire program. The cost of this course is included in the lab fee.

ACLS certification is required prior to the start of clinical rotations. This course is offered through the American Heart Association. The approximate cost of this course is \$225/student and is not included in the college laboratory fees.

Maintaining current BLS & ACLS certification after the didactic phase is the responsibility of each student. Proof of certification/re-certification must be provided to the program. Failure to do so may result in a delay in the student's progression through the program.

If a student currently holds course completion cards for either BLS or ACLS from the American Heart Association and wishes to maintain certification on his or her own, it will be the student's sole responsibility to recertify when needed. This is with the understanding that, as per the attendance policy, students will not be excused from normal program activities to recertify. The student must provide the department with copies of their current certification cards. Failure to do so can result in delays in progression through the program. Students are responsible for all costs incurred.

Background Checks

For the Professional Phase of the Program, students are required to have the following annual background checks: A fingerprinted Federal Criminal History Record Check (FCHR), a Pennsylvania State Police Criminal Record Check (PATCH), a Pennsylvania Child Abuse History Clearance, and a comprehensive background check performed by Universal Background Screening. All costs incurred in complying with these checks are the responsibility of the student.

A student who does not have a clear background check may be denied access to hospitals and/or clinical rotations. This may affect his or her ability to complete the program. A background check which is not clear may also affect one's ability to sit for the PANCE, obtain professional licenses, or institutional privileges. In an attempt to schedule clinical rotations, any information found on these checks will be disclosed to clinical facilities and preceptors. Background checks which reveal a felony offense may result in denial of admission and/or dismissal from the program.

Drug and Alcohol Policy

The King's College Department of Physician Assistant Studies follows the policies outlined in the King's College Student Handbook. The use of drugs or alcohol prior to or during any activities pertaining to the program is strictly prohibited. If there is reasonable suspicion of impairment, the student will be removed from that activity/class/rotation immediately.

Prior to the start of the professional phase of the program and annually thereafter, students will be required to undergo a 10-panel urine drug screen performed at a licensed laboratory. An institution, clinical site or the PA Program may require additional and or unannounced drug and/or alcohol testing. Referral for counseling and treatment may be required by the Program. Students will sign a consent form with a waiver of liability releasing this information to the Program and clinical sites. The student is responsible for all associated costs. If the student refuses, they may be unable to complete the requirements of the program. Specific disciplinary actions and/or dismissals will be handled on an individual basis.

PACKRAT

PACKRAT is a self-assessment exam for students, developed by an expert committee of PA educators representing a broad base of PAEA member programs, educational experience, clinical expertise, and dedication to quality outcome measurement. The exam consists of 225 multiple-choice questions designed to represent the knowledge base a PA graduate should possess and to specifically identify areas of strength and weakness in both specialty and task category. This examination is mandatory towards the end of the first and second year of study and the cost for both exams is included in tuition.

Requirements to Graduate

In order to graduate, a student must:

1. Pass all modules of the didactic phase of the program in sequence with an 80.00% or better, pass all pass/fail modules and maintain a minimum professional phase cumulative GPA of 3.00 or higher
2. Exhibit consistent professional behavior
3. Complete and pass the Capstone Course with a 3.00 or better
4. Pass all components of summative evaluation as outlined in the Clinical Manual (computer based and practical summative examinations)
5. Pass all clinical rotations with a 3.00 or better
6. Meet or exceed minimum requirements for clinical experiences and competencies as outlined in the clinical manual

STUDENT HEALTH ISSUES

Principle faculty, the program director, and the medical director must not participate as health care providers for students in the program, except in an emergency per ARC-PA Accreditation standards for Physician Assistant Education 6th edition. (A3.09)

Student Health

The King's College Student Health Center is located on main campus in Andre' Hall. Health care providers include a medical assistant, a registered nurse, a nurse practitioner, and clinical physician assistants offer daily clinic hours by appointment Monday through Friday from 8:30 a.m. to 4:30 p.m. Undergraduate, graduate and clinical students can request an appointment in the student health center. Special accommodations before and after normal business hours are at times made available depending on an individual's request.

If medical services are needed after hours, resident students are instructed to contact their respective resident advisor (RA) or resident counselor (RC) for guidance. A formal referral process with RA, RC, professionals on call, and counselors on call is in place. Students may be advised to use a local urgent care clinic, proceed to an emergency room, or contact SHS via email or phone to leave a message for care the next day depending on the type of and immediacy of care deemed needed. Off campus students can contact the Switchboard to speak for an urgent or emergent matter, and will be referred to the professional on call. The PA Program's principal faculty, the Program Director and the Medical Director do not act as primary health care providers for students in the PA Program.

Counseling Center

The King's College Counseling Center offers services to full-time undergraduate students and full-time graduate students, provided that they are located in the state of Pennsylvania at the time of service. Part time students are considered on a case-by-case basis, depending on clinician availability. Telehealth services can be utilized by those graduate students who may be on clinical rotation (but still in the state of Pennsylvania) who may need counseling services. For any King's College student whose needs fall outside the scope of practice, clinical staff will work with that student to identify a suitable off-campus provider. Online information about our counseling services can be found at [Counseling Center FAQ | King's College](#). The Counseling Center is located on the 6th floor of the Administration Building on main campus. Information on booking an appointment can be found on the counseling center webpage through the MyKings page.

Health Insurance

Students are required to obtain their own medical insurance for both the didactic and clinical years. Proof of insurance is required and must be provided at orientation prior to the start of classes. Students without health insurance will not be allowed to continue in the program.

MEDICAL-LEGAL ISSUES

Harassment or Mistreatment Policy (A3.15f)

The PA Program adheres to all College policies and procedures as posted in the King's College Student Handbook related to harassment and mistreatment. Students are encouraged to read and be familiar with these documents to ensure knowledge and understanding of their rights and behaviors while enrolled as a student at King's College and in the PA Program. If a student feels they are being harassed and the harassment may not be specifically covered by existing policies, they should immediately notify the Program Director. The Program Director will meet with the student to gather information and confer with the Associate Vice President for Student Affairs, Dean of Students, and/or the Dean of Health Sciences and determine the correct policy and procedures under which the harassment and mistreatment will be handled. If the Program Director is implicated in the harassment, the student should contact the Associate Vice President for Student Affairs and Dean of Students directly.

Grievance Policy (A3.15g)

The College maintains Academic and Non-Academic Grievance Policies, as published in the King's College Student Handbook, and the PA Program adheres to both. Students are encouraged to read and be familiar with these documents to ensure knowledge and understanding of their rights and behaviors while enrolled as a student at King's College and in the PA Program. If a student feels they have a grievance and that grievance is not specifically covered by existing policies, they should immediately notify the Program Director. The Program Director will meet with the student to gather information and confer with either the Associate Vice President for Student Affairs, Dean of Students, Associate Vice President for Academic Success, and/or the Dean of Health Sciences to determine the correct policy and procedures under which the grievance will be handled. If the Program Director is implicated in the harassment, the student should contact the Associate Vice President for Student Affairs and Dean of Students or the Associate Vice President for Academic Success Directly.

Immunizations and Physical Exams (A3.07)

A medical attestation form, proof of immunization status, and tuberculosis (TB) screening must be completed prior to entering the PA Program. The medical attestation form and proof of immunization status must be updated annually. Additional TB screening/testing may also be required by clinical sites or if there is known exposure or ongoing transmission. It is the student's responsibility to obtain and keep personal copies of their health history and physical exam forms and immunization records, and to supply this information to their assigned clinical sites when requested. Lack of immunizations may result in the student's inability to complete training and graduate. All costs associated with physical exams, immunizations, titers, or any other site-specific requirements are the responsibility of the student.

Student medical attestation forms will be uploaded to Exxat. Students are required to sign a waiver to allow the PA Program to track immunizations, titers, and TB testing.

Immunization Policy for the Department of Physician Assistant Studies during the Professional Phase*

The King's College Department of Physician Assistant Studies requires that all students maintain immunizations as recommended by the CDC for healthcare providers ([Recommended Vaccines for Adults | CDC](#)) and any state specific mandates. Therefore, all King's College PA students must have proof of these immunizations for the professional phase of the program.

- Though not an immunization, students must have a tuberculin skin test or an IGRA (Interferon-Gamma Release Assays) to enter the PA Program. Additional tuberculosis testing may also be required by clinical sites or if there is a known exposure or ongoing transmission. Positive results will require proper evaluation, and documentation must be submitted as instructed by the PA Program.
- The meningococcal (meningitis) vaccine is required by The Commonwealth of Pennsylvania for students living in college-owned and operated residence halls. Therefore, students must either provide written documentation of meningitis immunization or sign a waiver to indicate they have been informed about this disease and vaccine and have chosen not to be immunized if they are living on campus. This form is provided by student health. Otherwise, the meningococcal vaccines are especially recommended for lab workers who work with *Neisseria Meningitidis* and those listed on the CDC website link provided above.

Facilities and hospitals often require additional immunizations and titers which students must obtain prior to starting rotations at those sites. Information regarding these additional requirements will be given to students prior to starting rotations.

Failure to comply with the Immunization Policy for the Department of Physician Assistant Studies or any additional immunizations and titers for clinical rotations will result in the inability to continue with or complete the program.

All costs incurred in complying with this policy are the responsibility of the student.

*Policy subject to change at any time to comply with ARC-PA standards, King's College, the PA Program and Hospital policies. The King's College Department of PA Studies will make every attempt to notify its students of these changes in a timely manner.

Policy on Student Exposure to Infectious and Environmental Hazards (A1.02 g, A3.08 a, b, c)

Students must follow the methods of prevention as outlined in their OSHA training.

In the Didactic year, students are required to report any known exposures to infectious and environmental hazards to the Academic Director immediately. This includes but is not limited to the following: TB, HIV, Hepatitis B, Hepatitis C, Covid-19, Measles, and Varicella.

In the Clinical year, students are required to report any known exposures to infectious and environmental hazards to their preceptor, the clinical site where the exposure occurred, and the

Clinical Faculty immediately. This includes but is not limited to the following: TB, HIV, Hepatitis B, Hepatitis C, Covid-19, Measles, and Varicella.

Students are required to complete the “Report of Infectious or Environmental Hazards Exposure” form and submit this to a member of the faculty within 3 days of the exposure. This form can be found in the General Program Information section on the Program’s SharePoint. Once this form has been completed and reviewed by a member of the faculty, it will be kept in the student’s permanent file.

Protocols for treatment should be followed as per the student’s physician or the facility in which the exposure occurred.

All expenses incurred because of the exposure to infectious and environmental hazards are the responsibility of the student.

If an exposure causes an issue that affects the student’s learning, the student should contact the Academic Skills Center on campus immediately. Official documentation of the student’s disability must be provided to the Academic Skills Center to determine what reasonable accommodations may be provided to the student to return to didactic or clinical instruction, and still meet the Technical Standards set forth by the program to graduate.

Given the nature of the professional phase of the program, it is not possible to miss extended periods of time (consecutive or non-consecutive) from didactic and/or clinical instruction. If an exposure causes an issue that affects the student’s attendance, the student may request to withdraw from the program for medical or personal reasons by submitting a written request to the Program Director. This request must contain official documentation from the student’s physician regarding the reason for the withdrawal and the expected duration of the absence. A decision to grant re-entry into the program is made on a case-by-case basis and a student who is granted re-entry will be required to sign a contract outlining the terms and conditions which may include, but are not limited to, additional didactic and/or clinical assignments, competence testing, repetition of rotations, course and/or module(s), extension of the length of the program, and delayed graduation from the program. Students who can no longer fulfill the “Technical Standards” set forth by the program will not be able to complete the program. Any cost associated with withdrawal is the student’s responsibility.

Methods of Prevention(A3.08a):

The CDC suggests that health care workers take the following steps to protect themselves and their fellow workers from needle stick injuries:

Avoid the use of needles where safe and effective alternatives are available.

Use devices with safety features provided by your preceptor.

Avoid recapping needles.

Plan for safe handling and disposal before beginning any procedure using needles.

Dispose of used needles promptly in appropriate sharps disposal containers.

Report all needle stick and other sharps-related injuries promptly to ensure that you receive appropriate follow-up care.

Tell your PA Faculty/preceptor about hazards from needles that you observe in your learning environment.

Participate in blood borne pathogen training and follow recommended infection prevention practices.

Follow this link for more information on preventing needle stick injuries in health care settings at www.cdc.gov/niosh/docs/2000-108/

- All health care workers should use appropriate barrier precautions to prevent exposure when contact with blood or body fluids is anticipated i.e.: gloves, gown, mask, and goggles.
- Barrier methods should be changed after contact with each patient.
- Hands should be washed immediately after gloves are removed.
- Wash skin immediately and thoroughly if contaminated with blood or other body fluids.
- Use masks and protective eyewear or face shields during procedures that are likely to generate droplets of blood or other body fluids.
- Use appropriate ventilation devices or masks for resuscitation purposes.
- Use gowns during procedures that are likely to generate splashes of blood or other body fluids.

Procedures for Care and Treatment after Exposure (A3.08 b)

Refer to the CDC's recommendations for care and treatment post exposure at the following sites:

- Bloodborne Infectious Diseases: <https://www.cdc.gov/niosh/healthcare/risk-factors/bloodborne-infectious-diseases.html>
- TB: <https://www.cdc.gov/tb/topic/treatment/default.htm>

COVID-19: <https://www.covid19treatmentguidelines.nih.gov/whats-new/>

Malpractice Insurance

All students are covered by the college for professional liability (malpractice) when participating in approved clinical experiences with policy limits of \$2,000,000/occurrence and \$4,000,000/aggregate. This applies to clinical experiences during the didactic phase of the program (observations) as well as those in the clinical year (rotations).

Students should keep copies of their certificate of insurance (COI) as proof of coverage during their clinical education. Students must provide all physicians, hospitals, and other facilities with copies of their certificate of insurance (COI) when requested. Students must forward such information to any clinical site that requests it prior to their arrival at the site. After graduation, prospective employers may also request this documentation. It is the student's responsibility to provide their prospective employer with this documentation.

Students are only covered by this malpractice policy from the college while they are enrolled in the program and are participating in clinical experiences that are approved by the program.

Students are not covered by this malpractice insurance during personal volunteer activities not coordinated by the program. Once the student has graduated from the program, the malpractice insurance from the college will no longer cover practice as a graduate.

King's College Department of Physician Assistant Studies Technical Standards

A candidate for the Physician Assistant Program must have abilities and skills in five categories: observation, communication, motor, intellectual and behavioral/social. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a candidate must be able to perform in an independent manner*. Coordination of services is handled through the College's Academic Skills Center. The following skills are required with or without accommodation.

Observation: Candidates must have sufficient capacity to observe in the lecture hall, the laboratory, and the clinical setting. Sensory skills adequate to perform a physical examination are required. Functional vision, hearing and tactile sensation must be adequate to observe a patient's condition and to elicit information through procedures regularly required in a physical examination, such as inspection, auscultation and palpation.

Communications: Candidates must be able to communicate effectively in both academic and health care settings. Candidates must show evidence of effective written and verbal communication skills. Candidates must be able to communicate effectively with patients and their families in order to elicit information, and to describe changes in mood, activity, and posture, and to perceive nonverbal communications. Candidates must be able to process and communicate information on the patient's status with accuracy in a timely manner to physician supervisors and to other members of the health care team.

Motor: The ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g., palpation, auscultation) is required. Candidates must have sufficient motor function to execute movements required to provide care to patients. Candidates must be able to negotiate patient care environments and must be able to move between settings, such as clinic, classroom building, and hospital.

Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. Long periods of sitting, standing, or moving are required in classroom, laboratory, and clinical experiences.

Intellectual: Candidates must be able to measure, calculate, reason, analyze and synthesize. Problem-solving, one of the critical skills demanded of Physician Assistants, requires all of these intellectual abilities. In addition, candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. Candidates must be able to read and understand medical literature. In order to complete the Physician Assistant degree, candidates must be able to demonstrate mastery

of these skills and the ability to use them together in a timely fashion in medical problem-solving and patient care.

Behavioral and social attributes: Candidates must possess the emotional health and stability required for full utilization of their intellectual abilities. They must possess the ability to exercise good judgment, as well as the ability to promptly complete all academic and patient care responsibilities. The development of mature, sensitive and effective relationships with patients and other members of the health care team is essential. Flexibility, compassion, integrity, motivation, interpersonal skills, and concern for others are all required along with the ability to function in the face of the uncertainties inherent to clinical practice. Candidates must be able to function effectively under stress and have the ability to accept constructive criticism and handle difficult interpersonal relationships during training.

****Disabilities:***

Students with disabilities should contact the Academic Skills Center at King's College to help with accommodations that they may need. Disability Services are available to members of the King's College Community who require assistance in areas including, but not limited to, learning disabilities, mobility, orthopedic, hearing, vision, or speech impairments. Individuals with temporary disabilities are also eligible for services. Reasonable accommodations will be offered to those individuals with documentation of their disability from the appropriate certifying professional. Documentation must include the following: (1) qualifications of the evaluator; (2) recency of documentation; (3) appropriate clinical documentation to describe functional limitations to life activities; and (4) evidence to establish a rationale supporting the need for accommodations. Students need to meet the technical standards of the King's College PA Program in order to remain in the program.

Candidates for selection to the PA Program will be required to verify that they understand and meet these technical standards, or that they believe that, with certain accommodation(s), they can meet the standards.

Disability Services will evaluate a student who states that he/she could meet the program's technical standards with accommodation(s) and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states that he/she can meet the technical standards with accommodation(s), then the College will determine whether it agrees that the student can meet the technical standards with reasonable accommodation(s). This will include a review of whether the accommodation(s) requested are reasonable, taking into account whether accommodation(s) would jeopardize clinician/patient safety, or the educational process of the student or the College, including all coursework, clinical experiences deemed essential to graduation.

The King's College Department of Physician Assistant Studies complies with federal, state, and university guidelines regarding applicants with disabilities.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA protects certain patient information and gives the patient the opportunity to control the use of their health information. By law, all health care providers, as well as any employee with access to medical records must undergo HIPAA training.

To comply, King's College Department of Physician Assistant Studies offers and requires on-line HIPAA training to all of its students. This training must be completed prior to any clinical experience or observation.

General Information regarding Clinical Rotations

Clinical Rotations

The clinical phase includes a total of 12 months, with 8 six-week rotations. The mandatory rotations are Pediatrics, OB-GYN, Emergency Medicine, Surgery, Internal Medicine, Family Medicine, and Psychiatry. Electives are available in many fields.

Students must maintain local housing for any rotations in the Wilkes-Barre area. Students are required to find their own housing for any rotation that they have arranged on their own. If the PA Program assigns a student to a rotation that is not commutable from Wilkes-Barre, a housing arrangement may be made available. If the student chooses not to utilize the housing offered by the Program, the student will be responsible to make their own housing arrangement. Due to COVID-19, some of the housers utilized by the PA Program are requiring vaccination or limiting their availability for students. It is the student's responsibility to make their own housing arrangement if one is not available through the PA Program. Once a housing arrangement is confirmed for a student by the program, the student must pay for the cost of the housing to the owner even if the student chooses later not to utilize the housing. Rental facilities may require students to sign agreements that cannot be broken and neither the College nor the PA Program is responsible for any costs associated with housing.

General Information

Students will be required to travel to clinical sites during the program and will be responsible for their own individual transportation. Individual students are required to go to sites on their own. There is not always the opportunity to carpool.

Students are required to have a personal vehicle and a valid driver's license.

During the clinical phase, students may be scheduled to complete rotations away from the Wilkes-Barre area as assigned by the clinical faculty.

Students are not required to provide or solicit their own clinical sites or preceptors. Students may, however, suggest some of their own rotations. This must be discussed with the clinical faculty before arrangements are made and approval is not automatically guaranteed. There are additional fees required for housing and meals at most clinical rotation sites. These fees are the student's responsibility.

Students may be required to take call at nights and on weekends. When on-call, students must be able to reach the facility in a timely fashion. Therefore, it may not be possible to go home on weekends during certain clinical rotations.

All King's College PA students must obtain their own medical insurance for both the didactic and clinical years (Proof of insurance will be required.) Students with no health insurance will not be allowed to progress in the program.

Students are required to have yearly physical exams and maintain updated immunizations, titers, and TB testing as specified by clinical sites.

All PA students are required to have several background checks prior to starting the program. See previous section on background check policy

Personal access to a computer is required to complete course requirements, as well as Internet access and a www browser.

Clinical rotations and preceptor information will be distributed to the students and explained by the Clinical Faculty prior to the start of clinical rotations.

Problems encountered on clinical rotations (even those solved) should be reported to the Clinical Director or Clinical Coordinators as soon as possible.

King's College
Department of Physician Assistant Studies
Proposed Curriculum and Courses for Fall 2025*

Course Number	Course/Module Title	Percentage Allotment	Total Credit
PA 450	<i>Diagnostic Methods I</i>		4
A	Physical Diagnosis	37.04%	
B	Physical Diagnosis Laboratory I	14.81%	
C	Diagnostics I	29.63%	
D	Medical Interviewing and Documentation	18.52%	
PA 554	<i>Clinical Medicine I</i>		5.5
A	EENT	35.48%	
B	Pediatrics	38.71%	
C	Endocrinology	25.81%	
PA 556	<i>Clinical Medicine II</i>		5.5
A	Dermatology	25.81%	
B	Infectious Disease	25.81%	
C	Behavioral Health	22.58%	
D	Orthopedics	25.81%	
PA 475	<i>Basic Medical Sciences I</i>		3
A	Pharmacology I	54.55%	
B	Anatomy & Physiology I	27.27%	
C	Medical Terminology (self-study)		
D	Gross Anatomy Lab I	18.18%	
	Seminar	Pass/Fail	

* Proposal may be subject to change with regard to module placement and designation of duration.

King's College
Department of Physician Assistant Studies
Proposed Curriculum and Courses for Spring 2026*

Course Number	Course/Module Title	Percentage Allotment	Total Credit
PA 455	<i>Diagnostic Methods II</i>		4.5
A	Basic EKG	30.77%	
B	Physical Diagnosis II	38.46%	
C	Physical Diagnosis Laboratory II	15.38%	
D	Diagnostics II	15.38%	
PA 557	<i>Clinical Medicine III</i>		4.5
A	Gastroenterology	40.74%	
B	Neurology	29.63%	
C	Cardiology I	29.63%	
PA 558	<i>Clinical Medicine IV</i>		6
A	Pulmonology	25.00%	
B	Urology	25.00%	
D	Gynecology/Obstetrics	25.00%	
E	Hematology	25.00%	
PA 476	<i>Basic Medical Sciences II</i>		3
A	Pharmacology II	54.55%	
B	Gross Anatomy Lab II	18.18%	
C	Anatomy and Physiology II	27.27%	
	Seminar/OSCE's	Pass/Fail	

* Proposal may be subject to change with regard to module placement and designation of duration.

Department of Physician Assistant Studies
Proposed Curriculum and Courses for Summer Inter-session 2026*

Course Number	Course/Module Title	Percentage Allotment	Total Credits
PA 559	<i>Clinical Medicine V</i>		6
A	Emergency Medicine	38.71%	
B	General Surgery	32.26%	
C	Cardiology II/Clinical Applications	19.35%	
D	Rheumatology	9.68%	
PA 510	<i>Foundations of Clinical Practice</i>		3
A	Research Methods	23.19%	
B	Health Care Policies/PA practice	39.13%	
C	Medical Ethics	17.39%	
D	Medical Genetics	8.70%	
E	Anthropology	11.59%	
	Seminar	Pass/Fail	Pass/Fail
PA 565	<i>Clinical Medicine VI</i>		3
A	Clinical Reasoning	22.22%	
B	Hospital Based Practices	22.22%	
C	Patient Centered Care Plans	33.33%	
D	Diagnostics III	22.22%	

* Proposal may be subject to change with regard to module placement and designation of duration