

**University of Colorado
School of Medicine**

**Child Health
Associate/Physician Assistant
Program**

**Academic Policies
2011-2012**

Table of Contents

General Information	4
A. Policies for Physician Assistant Students	4
B. Locating Students	4
I. Curriculum	5
A. The Curriculum Committee	5
B. The Course Director	5
C. Online Course and Clinical Evaluations	5
D. Grade Report Symbols	5
E. The Academic Calendar	6
F. Attendance and Scheduling	6
G. Testing Policies and Procedures	7
H. Working While in the Program	7
II. Professional Behavior	7
III. Honor Code	8
IV. Requirements for Promotion and Graduation	8
A. Academic Standing Definition	8
B. Requirements and Electives	8
C. Requirements for Annual Promotion	8
D. Requirements for Program Graduation	8
V. The Student Promotions Committee	8
A. Student Grades	9
B. Student Professional Development	9
C. Extended Curriculum	9
D. Student Probation	9
E. Student Remediation	10
F. Student Dismissal	10
G. Requests for Leave of Absence (LOA)	10
H. Rural Track Requests	11
I. Exemption from Courses	11
J. Need for Special Accommodations	11
K. Requests for Withdrawal	12
L. Criminal Background Checks	12

<i>VI. Summative Testing and Evaluations</i>	12
A. Second Year Comprehensive Examination	12
B. Third Year Comprehensive Examination.....	13
<i>VIII. Rights of Reapplication</i>	14
<i>IX. Student Right to Review Academic File</i>	14
<i>X. Other Policies</i>	14
<i>XI. Visitors and Guests</i>	14
<i>XII. CHA/PA Program Reference Letter</i>	15
<i>XIII. CHA/PA Program Convocation & University of Colorado Anschutz Medical Campus Commencement</i>	15
A. CHA/PA Program Convocation	15
B. University of Colorado Anschutz Medical Campus Commencement.....	15
C. Expenses related to Graduation	15
<i>Appendix A: Technical Standards</i>	16
<i>Appendix B: Services for Child Health Associate/Physician Assistant Students</i>	18
<i>Appendix C: Risk Management and Clinical Requirements</i>	20
<i>Appendix D: Professional Development Evaluation Form</i>	21

The Academic Policies Booklet, which include parts of the Child Health Associate/Physician Assistant Program rules and policies, does not constitute a contract with the University of Colorado Child Health Associate/Physician Assistant Program, either expressed or implied. The Child Health Associate/Physician Assistant Program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Child Health Associate/Physician Assistant Program to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances.

Reviewed and revised by CHA/PA Program Faculty, Approved by University Counsel May, 2011

General Information

The University of Colorado School of Medicine (SOM) Child Health Associate/Physician Assistant Program (CHA/PA) aims to provide clear information to physician assistant students and faculty. The CHA/PA Academic Policies apply to all CHA/PA students. The requirements for promotion and graduation are recorded in this document. Other resources that contain valuable information that will not be repeated in this document include:

- University of Colorado Anschutz Medical Campus Course Book,
- The Child Health Associate/Physician Assistant (CHA/PA) documents:
 - The Student Honor Code
 - Student Handbook

A. Policies for Physician Assistant Students

Policies reflect University of Colorado Denver School of Medicine (SOM) rules and policies as modified for the CHA/PA Program.

Equal opportunity and affirmative action are commitments of the CHA/PA Program. Descriptions of these policies and resources may be found in the University of Colorado Anschutz Medical Campus Course Book which may be found at <http://www.ucdenver.edu/student-services/resources/registrar/students/Courses/Pages/CourseDescriptions.aspx>

According to the Family Educational Rights and Privacy Act (FERPA), students may annually file written notification requesting the withholding of certain personal information from public inquiry. Consult the University of Colorado Anschutz Medical Campus Course Book for details. Such requests must be filed with the University of Colorado Registrar's Office. Otherwise, the University of Colorado Anschutz Medical Campus Registrar's Office will provide directory information regarding enrolled students as a matter of public record to anyone who requests it. The School of Medicine-CHA/PA Program provides no information about individual physician assistant students (telephone numbers, location) without the student's permission unless permitted to do so by applicable law.

B. Locating Students

All physician assistant students are required to keep current address and telephone numbers updated with the following two offices:

- The University of Colorado Anschutz Medical Campus Office of the Registrar and ISIS system; and,
- The CHA/PA office.

Contact information:

- Office of the Registrar: **Phone:** 303-724-8059 • **Fax:** 303-724-8060 • **Email:** student.services@ucdenver.edu
- CHA/PA Offices: **Phone:** 303.724.7963x3 • **Fax:** 303.724.1350 • **Email:** Shannon.Gillette@ucdenver.edu

When to contact these offices:

- In the event of a permanent change to phone number or home address
- In the event of a temporary phone number and/or temporary place of domicile
- In the event of a change of name

In an emergency, a member from each of the two offices noted above will make every effort to contact a student – whether that is via phone or email. For non-emergent, daily contact, the CHA/PA Program uses email as its official method of communication; therefore, students are expected to check email daily.

These Academic Policies do not constitute a contract with the University of Colorado Child Health Associate/Physician Assistant Program, either expressed or implied. The Child Health Associate/Physician

Assistant Program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Child Health Associate/Physician Assistant Program to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances. Unless specifically identified in these Academic Policies, decisions are not subject to appeal.

I. Curriculum

The CHA/PA Program's three-year curriculum is developed and implemented under the authority of the Dean of the School of Medicine following approval by the CHA/PA Curriculum Committee. The CHA/PA Student Handbook and the University of Colorado Anschutz Medical Campus Course Book contain details of the curriculum.

A. The Curriculum Committee

This committee is composed of the CHA/PA Core Faculty and provides general oversight of the curriculum. All new courses and changes to existing courses must meet the approval of this committee.

B. The Course Director

The Course Director works with the Curriculum Committee to design the specific content and presentation of the course materials. He/she is expected to provide students with the overall goals and objectives for the course. In addition, information regarding requirements of enrolled students and grading policies are presented at the onset of the course. The Course Director has overall responsibility and authority for the content of his/her course. Only the course director may assign a grade for the course. The Course Director reserves the right to lower a student's grade based upon individual professional behavior. A student may appeal a course grade only in the instance of a failing grade. The appeal should be submitted in writing first to the Course Director. If the Course Director upholds the original grade, an appeal may be submitted to the CHA/PA Program Medical Director who will review the appeal and make recommendations to the course director.

For clinical rotations and elective courses, the CHA/PA Course Director assigns the final grade after reviewing the evaluation form from the outside preceptor. The Course Director may consult the Student Promotions Committee in certain circumstances.

C. Online Course and Clinical Evaluations

At the end of each course, students are required to complete an online course evaluation. Anonymous compilation of the evaluations is provided to Course Directors, the Academic Coordinator and the Associate Director - Curriculum. Evaluations are reviewed and used to make improvements to individual courses as well as the overall curriculum. Therefore, constructive student feedback is extremely important in considering changes to curriculum. Evaluations of clinical rotations take place using the Typhon system. Constructive feedback is important in evaluation and continued use of clinical sites. Failure to complete evaluations may result in a failing course grade or deficiencies on Professional Development Evaluations (see Section V.)

D. Grade Report Symbols

- A** >93.5% 4.0 grade points per credit hour.
- A-** 89.5-93.4% 3.7 grade points per credit hour.
- B+** 86.5-89.4% 3.3 grade points per credit hour.
- B** 83.5-86.4% 3.0 grade points per credit hour.
- B-** 79.5-83.4% 2.7 grade points per credit hour.
- C+** 76.5-79.4% 2.3 grade points per credit hour.
- C** 69.5-76.4% 2.0 grade points per credit hour.
- C** is the lowest passing grade.
- C-** and **D**'s are not awarded.

F 0.0 grade points per credit hour.

- **Fail (F)** is given when a student demonstrates a major performance deficiency and will require repetition of the entire course. The Fail grade is a permanent part of the university transcript. A physician assistant student with a Fail grade is required to re-register for that course the next time the course is offered and achieve a grade of “C” or better to signify when the course requirements are achieved. This grade will be added to the transcript.
- **Incomplete (I)** is a grade indicating that work for the course has not been completed. It is regarded as an “F” if work is not completed within a maximum of one year.
- **Pass/Fail** courses count toward the degree, but are not included in the grade point average.
- **No Credit (NC) and Withdrawal (W)** are special symbols that are indications of registration or grade status and are not assigned by the instructor.
- **Withdrawal (W)** The CHA/PA Program curriculum is built entirely on courses taken as pre-requisites or as part of the program. Therefore, a physician assistant student may withdraw from a course only with permission of the Student Promotions Committee. No physician assistant student may withdraw from any course during the two final class weeks. In most instances, withdrawing from a course will result in withdrawing from school since all courses must be passed on a sequential basis. It is the student’s responsibility to obtain the necessary signatures from the instructor as well as the Registrar. Notation is recorded on the student’s permanent record. Students who do not officially withdraw are subject to grades of “F” for all course work.
- **Drop/Add Procedure.** Students will be allowed to drop and add courses within a period specified by the Registrar. This procedure most commonly applies to clinical rotations. Students seeking to drop or add a course after the specified period must obtain the instructor’s permission. All courses dropped after the conclusion of the initial drop period appear on the permanent record with the grade of “W”. After the 10th week, courses may not be dropped unless there are circumstances clearly beyond the student’s control (accident, illness, etc...). In addition to the instructor’s certification, the student must petition his or her dean’s office for approval to drop the course. There may be a fee associated with a drop/add if the change is made outside the specified drop/add period.

Please refer to the Uniform Grading Policy for primary information:
https://www.cu.edu/policies/policies/A_UniformGrading.html

E. The Academic Calendar

The first, second, and third year academic calendars are found in the University of Colorado Anschutz Medical Campus Course Book available at <http://www.ucdenver.edu/student-services/resources/registrar/students/Courses/Pages/CourseDescriptions.aspx>. Note that these calendars are not synchronous.

F. Attendance and Scheduling

Students are required to attend class/clinics and take examinations at scheduled times. Exceptions can be made for emergencies at the discretion of the course director. Unauthorized absences may result in a lower grade for that test or course. In the case of absence, students are expected to contact the program (or program faculty) or preceptors promptly.

Classes for students may be scheduled by the CHA/PA Program between the hours of 8AM and 5PM Monday – Friday. Those times in which no course is scheduled are labeled as “Flex Times”. Flex Times are used by the CHA/PA Program for scheduling guest speakers, re-scheduling presentations that were previously canceled, or incorporating topics that may enhance the didactic or clinical curriculum. Because not all students attend clinic on the same days, CHA/PA faculty may utilize some clinic days to schedule events. The Academic Coordinator may schedule Flex Times on short notice and will notify students as quickly as possible. During the 3rd year, students are expected to follow the schedule set by their preceptor which may include night or weekend shifts or call.

Student groups wishing to schedule events may do so before or after regularly scheduled class time (i.e. before 8AM or after 5PM) or over the lunch hour. Students must request classrooms via on-line scheduling; if they would like to use the CHA/PA 7th floor classrooms or other small group rooms should reserve it through the Academic Coordinator or his/her administrative assistant.

G. Testing Policies and Procedures

The following are general procedures used for examinations:

- Exams shall be distributed to students in a classroom setting
- Proctoring will be at the discretion of the course director
- Administrative staff may distribute and collect exams for faculty who may be unable to proctor
- Scheduled test times will be adhered to
 - Exams will start and end as scheduled.
 - Students are expected to take exams as scheduled. Exceptions may be made in the case of an emergency. Should a clinical exam need to be rescheduled, the student may be responsible for additional costs incurred due to the rescheduling.
- Exam keys will be available for review only after all students have taken the exam.
 - Exam keys will be located at the CHA/PA Program reception desk with administrative staff for 1 week following the exam. Keys will be available for student review during CHA/PA Program office hours.
 - After 1 week, students must contact course directors to request review of exam keys.

H. Working While in the Program

Students are discouraged from, but not prevented from, working while in the program. Special accommodations will not be made for students who choose to work while in the program.

II. Professional Behavior

Professional behavior is expected of University of Colorado School of Medicine CHA/PA students through all years of the physician assistant program. Professional behavior includes, but is not limited to:

- Responsibility to patients;
- Respect for preceptors, peers, faculty members, staff, and oneself;
- Responsibility for self-education,
- Timeliness;
- Participation in course activities,
- Demeanor,
- Dress;
- Promptness in attendance at classes and rotations;
- Support of one’s classmates

Professional behavior may be considered when Course Directors assign grades.

III. Honor Code

Unethical behavior and dishonesty are issues to be considered by the SOM-CHA/PA Student Honor Council. See the CHA/PA Honor Code booklet for detailed information.

IV. Requirements for Promotion and Graduation

A. Academic Standing Definition

To remain in good standing, a student must receive a passing grade of “C” or higher in all courses, pass all clinical rotations, and successfully complete requirements for annual promotion. If the criteria for good standing are not met, the student will be considered ‘not in good standing.’ All students on probation or completing remediation for cognitive or non-cognitive reasons are “not in good standing.” It is the responsibility of the student to know his/her academic status. Students not in good standing may not hold elected or appointed student leadership positions.

B. Requirements and Electives

The requirements for each year of the CHA/PA Program must be completed successfully before a student can begin the next years’ curriculum. All students have the same didactic course requirements for the regular CHA/PA Program curriculum and there are required clinical courses in all three years. Elective clinical rotations may be available in the second and third years. Track students may have additional requirements beyond the regular required curriculum of the program. Students must maintain all requirements for clinical rotations including immunization/health screening, OSHA training, Mask-fit testing, HIPAA training, and BLS certification. Expenses associated with maintaining these requirements are the responsibility of the student.

C. Requirements for Annual Promotion

First Year: A physician assistant student must successfully complete all required first year courses before becoming eligible to begin second year courses.

Second Year: A student must successfully complete all requirements and pass the Second Year Comprehensive Examination to begin third year courses. For more information on the Second Year Comprehensive Examination, see Section VI.

Third Year: A student must successfully complete all requirements and pass the Third Year Comprehensive Examination to complete the program. For more information on the Third Year Comprehensive Examination, see Section VI.

D. Requirements for Program Graduation

A student must successfully complete all requirements for the first, second, and third year of the program in good standing to graduate. Graduates will receive a Master of Physician Assistant Studies-Pediatrics degree.

V. The Student Promotions Committee

The Student Promotions Committee is charged by the School of Medicine with the maintenance of the CHA/PA Program and the PA professional standards. The goal of the Student Promotions Committee is to assist each physician assistant student in his or her academic and professional progress. The Committee is composed of all core CHA/PA Program faculty members with the Medical Director as ex-officio. The Program Director acts as chair. Student academic and professional performance may be reviewed as needed with or without the student’s presence or knowledge. When evaluating student performance, the committee takes into account grades and professional development evaluations as specified below under section A and B. Each case is reviewed on an individual basis.

A student may appear before the Student Promotions Committee or a Student Promotions Committee Subcommittee, either at the request of the student or the Student Promotions Committee, and may choose to be accompanied by an

advocate from the School of Medicine Advocacy Office or any other faculty member for that student. See Appendix B of this document for Advocacy Office information.

Actions by the Student Promotions Committee may consist of, but not limited to, probation, remedial action, or dismissal (Sections D, E, and F). The Committee acts on requests for official Leave of Absence and on requests to return to active status after a Leave of Absence (Section G). The Student Promotions Committee may review and act on requests to change academic tracks (regular to rural track), exemption from courses, requests for special accommodations, and results of repeated criminal background checks (Sections H-L). The process to appeal decisions of the Student Promotions Committee is outlined in Section VII.

A. Student Grades

Grades are reported by Course Directors to the Registrar's Office. The Registrar then reports the grades to the Academic Coordinator who reports to the Student Promotions Committee who reviews grades for each student. Unsatisfactory grades are defined as on one or more individual failing grades or a cumulative GPA in the program of less than 3.0. When a student incurs unsatisfactory grades, the Committee reviews that student's entire academic record in detail and may impose probation or remedial action as described below in sections D and E. Each student's academic performance (cognitive) is considered on an individual basis each semester or as needed.

B. Student Professional Development

Student professional development (non-cognitive) is considered on an individual basis each semester or as needed. First and second year students receive a Professional Development Evaluation (PDE) after each semester review. Third year students receive a copy of their preceptor evaluation forms. The evaluation is sent to each student following the completion of each semester of the first and second didactic year and filed in the student file. Students not meeting expectations must sign the evaluation, indicating they have seen evaluation. The evaluation is then returned to the Academic Coordinator's administrative assistant to be filed in the student file. When a student receives an unsatisfactory PDE, the Committee reviews that student's entire academic record in detail and may impose probation or remedial action as described below in sections D and E. The PDE may be referred to for purposes of credentialing and program reference letters.

C. Extended Curriculum

Physician assistant students are expected to complete their course requirements as full-time students over three years. Any student failing to complete program requirements in the initial three years will be considered on extended curriculum. This may occur in instances of Leave of Absence (section G), remediation (section E), or need for special accommodations (section J.) The graduation date for a student on extended program will coincide with the end of the semester in which coursework is completed.

D. Student Probation

The Student Promotions Committee may impose probation in instances of unsatisfactory grades, unprofessional behavior, or other non-cognitive reasons. Probation may be imposed by the Dean (SOM) in instances arising from an Honor Code violation. The length of probation is determined on a case-by-case basis, but may continue until graduation. The Student Promotions Committee may impose conditions of probation including, but not limited to, referral to the Colorado Physician Health Program, mental health counseling, independent medical evaluation, Leave of Absence, and/or academic help. A student who has demonstrated that they have met the requirements of the Committee will be returned to good academic status by a vote of the majority of the Committee members.

Students on probation:

- May not take elective didactic courses;
- Are required to do all clinical course work at University of Colorado affiliated institutions or with preceptors in Colorado who are well known to the CHA/PA Program;

- May be subject to immediate dismissal upon receipt of a single deficient grade (F) or other violation of the terms of the probation.
- May not hold elected or appointed student leadership positions

E. Student Remediation

The Student Promotions Committee may impose remediation in instances of unsatisfactory grades, unprofessional behavior, failure of comprehensive exams, or other non-cognitive reasons. The Committee may require remedial action, including, but not limited to, repeating a course, repeating a year or more or additional study in a subject area. In addition, the committee may also impose probation and/or a leave of absence, separately or in combination with a remedial action. A leave of absence may be necessary to retake the course(s) with the failing grade(s) due to the required course sequencing. The student will be responsible for the cost of remediating coursework. Alternatively, the Student Promotions Committee may also have the authority to dismiss the student. The Student Promotions Committee considered each case individually

F. Student Dismissal

Any student who is judged by the Student Promotions Committee as unfit for the practice of medicine may be immediately dismissed from the CHA/PA Program without a term of probation. The Student Promotions Committee may base such a determination on unsatisfactory grades or for non-cognitive reasons including, but not limited to, unprofessional behavior, or the inability to meet the Program’s technical standards, which may be found in appendix A. Students on probation or on an extended curriculum due to remediation are subject to immediate dismissal upon receipt of a failing grade, unprofessional behavior, or violation of the terms of probation. Generally, students not on probation with one deficient grade in an academic year are not dismissed without a term of probation.

G. Requests for Leave of Absence (LOA)

The Student Promotions Committee may grant a student a Leave of Absence for a maximum of one year placing the student on an extended time period to finish the program curriculum. If the student is not ready to return after one year, the student must withdraw from the SOM Child Health Associate/Physician Assistant Program or be dismissed. The LOA will be noted as “in good standing” or “not in good standing” dependent on the student’s current academic progress as defined by Section IV A. At the time the leave is granted, criteria for return will be established by the Student Promotions Committee. Upon receipt of a petition to return, the Student Promotions Committee will determine whether the student is eligible to continue in the CHA/PA Program. Such a determination is based upon various factors including, but not limited to, the student’s status at the time the leave began, the student’s performance before taking the leave, and what, if anything, has occurred while the student was on leave. Additional requirements may be instituted due to changes in the program curriculum or policies since the leave began.

Medical Leave of Absence.

A student requesting a medical Leave of Absence must submit the following:

- A written petition to the Student Promotions Committee
- Evidence from a licensed practitioner of medicine (MD/DO/PA) that the student is under the care of the practitioner

If the request for medical leave is granted a student will begin a medical leave of absence “in good standing”, or “not in good standing”, as determined at the time of the medical leave by the Student Promotions Committee. The student’s academic work, including course examinations, clinical requirements and professional behavior prior to beginning a medical leave of absence, will be used in determining the student’s status at the time medical leave begins. The Student Promotions Committee’s determination of the student’s status at the time medical leave begins is not appealable.

To return from leave a student must submit:

- A written petition requesting return to the program.
 - No later than 10 business days before the medical leave ends
- Documentation from a licensed practitioner of medicine (MD/DO/PA) indicating the student is fit to return to studies and clinical rotations.

If a student fails to submit a complete and timely petition to return to the program, that student will be deemed to have permanently withdrawn from the program and will not be permitted to reapply to the program except through the standard application process outlined in Section VIII. If the Student Promotions Committee denies the student's petition to return to the program, the student may appeal that determination through the appellate process described in Section VII.

The Student Promotions Committee may request an independent medical evaluation if there is a question regarding the student's need for medical leave or readiness to return to the program.

Administrative Leave of Absence

A leave of absence may be granted for research or educational activities related to professional goals within the profession of medicine or for personal reasons, e.g. family responsibilities.

Students requesting an administrative Leave of Absence must submit:

- A written request to the Student Promotions Committee including any documentation clarifying and supporting the necessity of the Leave of Absence.

No student on a leave of absence may participate in CHA/PA Program activities including, but not limited to, examinations, CHA/PA courses or student organization activities.

H. Track Change Requests

A student interested in changing tracks once track selection is complete must petition the Student Promotions Committee. Requests to switch between tracks will be considered on an individual basis, as space allows.

I. Exemption from Courses

In rare instances, a student may be granted an exemption from some required courses because of advanced knowledge or skill. A student must petition the Program Director, the appropriate Course Director, and the Student Promotions Committee in order to be considered for exemption from a course.

J. Need for Special Accommodations

It is the policy of the CHA/PA Program to provide reasonable accommodation to qualified students with a disability so they can meet the required technical standards. Whether or not an accommodation is reasonable will be determined on an individual basis. Students are encouraged to contact their faculty advisor with any questions.

If an individual has special needs or concerns about course requirements or clinical rotations related to a physical or cognitive disability, the student should seek evaluation through the Office of Disability Resources prior to making a request for special accommodations. The Committee will review the accommodations recommended by the Disability Resources in relation to the technical standards. Costs associated with evaluation are the responsibility of the student.

If an individual student has special needs or concerns about course requirements or clinical rotations related to religious beliefs, cultural issues, or other medical issues, the student must contact the Student Promotions Committee with a request for accommodation.

A student requesting a special accommodation for a decreased or part-time academic schedule must petition the Student Promotions Committee for an accommodation. Additional documentation or evaluation by the Office of Disability Resources may be required.

K. Requests for Withdrawal

Any student may withdraw from the School of Medicine-CHA/PA Program at any time by presenting such notice in writing to the Program Director. A student's status at the time of withdrawal will establish whether the withdrawal is characterized as "withdrawal in good standing" or "withdrawal not in good standing" as defined in Section IV A. The Student Promotions Committee determines the student's withdrawal status. Students who withdraw must complete the appropriate Withdrawal Form obtained from the Registrar. Students who withdraw retain the rights for reapplication as set forth in Section VIII of this document.

A student, who withdraws from the CHA/PA Program (SOM) prior to establishment of an academic record (by completion of courses and achieving official grades on summative examinations), must reapply for admission through the regular admissions process as published by the program.

L. Criminal Background Checks

As part of admission to the CHA/PA Program, all students are required to complete and pass a criminal background check. A letter attesting to having passed this check has been placed in student academic files and is sent to rotation sites when requested. A student who has passed a background investigation prior to beginning the CHA/PA program will not be re-investigated except under the following conditions:

- the student has not participated in the program for more the one year
- it is determined by the program that another background investigation is warranted

Current students are required to report any criminal convictions to the CHA/PA Program Director within 30 days for any of the following types of offenses:

- Felony or misdemeanor convictions for drug use or distribution (including alcohol)
- Felony or misdemeanor convictions for serious or violent crimes
- Felony convictions for nonviolent offenses
- Felony or misdemeanor convictions related to moral turpitude

Repeat background investigations will require a new consent/release form signed by the student prior to conducting the background investigation as well as the payment of the background check fee. Students who refuse to consent to additional background investigations will be subject to discipline, up to and including dismissal from the Program. The Student Promotions Committee will review results of the criminal background investigation. The student may be subject to probation or dismissal.

VI. Summative Testing and Evaluations

A. Second Year Comprehensive Examination

The Second Year Comprehensive Examination is administered to 2nd year CHA/PA Students near the end of the second year. This is a two-part examination, consisting of a written examination and a clinical skills evaluation.

Each part of the Examination must be passed with a grade of 70% (straight grade - not curved). Students must successfully pass both parts of the Examination before beginning third year courses.

In the event of a failing grade, either portion may be retaken up to two times. Failure to pass the Second Year Comprehensive Examination after the third attempt will result in dismissal from the program.

Arrangements for a re-take must be made through the Student Promotions Committee. The Student Promotions Committee reviews the student's Second Year Comprehensive Examination performance. A remediation process may be determined by the Student Promotions Committee on an individual basis. An extended program may be necessary in order to accommodate re-take examinations or remediation. The student may be responsible for costs associated with the remediation process.

B. Third Year Comprehensive Examination

The Third Year Comprehensive Examination is administered to third year CHA/PA students near the end of the third year. This is a two-part examination, consisting of a two-part written examination and a clinical skills evaluation.

The two parts of the exam must each be passed with a grade of 70% (straight grade - not curved) in order to be eligible for program graduation.

In the event of a failure, the student may re-take either portion of the exam up to two times. Failure to pass the Third Year Comprehensive Examination after the third attempt will result in dismissal from the program.

Arrangements for re-takes must be made through the Student Promotions Committee. The Student Promotions Committee reviews the student's Third Year Comprehensive Examination performance. A remediation process may be determined by the Student Promotions Committee on an individual basis. An extended program may be necessary in order to accommodate re-takes or remediation. The student may be responsible for costs associated with the remediation process.

VII. Rights of Appeal

A student may appeal the following actions taken by the Student Promotions Committee: probation, dismissal, remedial action, denial of Leave of Absence, denial to return to active status following a Leave of Absence. Any student subject to appealable action by the Student Promotions Committee may request a reconsideration of that action by submitting a written request to the CHA/PA Medical Director within 10 days of the date of the written notice of the Student Promotions Committee's decision. The written appeal must cite the basis of the appeal and must provide sufficient and detailed information to support the appeal. The Medical Director will review the appeal and make recommendations to the Student Promotions Committee. If the Student Promotions Committee upholds its original finding(s) or sanction(s) after reconsideration, a student may appeal the action of the Student Promotions Committee to the Dean of the School of Medicine in writing within 10 days of the date of the written determination of action of reconsideration. **The Dean will consider an appeal ONLY if the Dean concludes that the student has established that:**

1. New information, previously unknown to the student or to the School of Medicine, regarding the academic status of the student has been discovered;
2. There is evidence of discrimination
3. There is evidence of error in the academic process by which the Student Promotions Committee decision was made;
4. There is evidence that the Student Promotions Committee acted in an arbitrary or capricious manner.

Procedures for appeal to the Dean will be detailed in the Student Promotions Committee's written determination of action of reconsideration. The Dean's decision is final.

Reconsideration by the Student Promotions Committee and appeal to the Dean of the School of Medicine are academic proceedings of the School of Medicine. Students must present their request for reconsideration or appeal in writing. Students will have an opportunity to present evidence to support their request or appeal. The Associate Dean for Student Advocacy (see Appendix B), any other faculty advocate, or a specific PA student peer advocate, may represent students. Because these are academic proceedings, an attorney may not represent students. Actions by the Dean regarding readmission are not subject to reconsideration or appeal.

VIII. Rights of Reapplication

A student who withdraws after establishment of an academic record (Section V-F) or is dismissed from the CHA/PA Program may reapply to the CHA/PA Program through the Student Promotions Committee during the two academic years subsequent to the withdrawal or dismissal unless this is in conflict with the terms of the dismissal or withdrawal. The candidate may reapply in two separate petitions, if necessary, during this two-year period. Information on the reapplication process may be obtained from the Program Director. The individual also has the right to apply to this or any other physician assistant school through the usual application process immediately upon dismissal or withdrawal. The rights of reapplication in the case of a student who withdraws prior to establishment of a record are reviewed in Section V.

IX. Student Right to Review Academic File

Any enrolled PA student may review his/her entire academic file (with a few items restricted by the writer's right to privacy) under the supervision of his/her academic advisor or the Medical Director or Program Director of the CHA/PA Program.

X. Other Policies

CHA/PA students must follow University of Colorado policies including but not limited to, drug and alcohol abuse, academic freedom and alcoholic beverages at official functions, nondiscrimination, and sexual harassment. These policies may be found in the University of Colorado Course Book at <http://www.ucdenver.edu/student-services/resources/registrar/faculty-staff/Courses/Pages/CourseDescriptions.aspx>.

The CHA/PA Program takes patient safety very seriously. The Technical Standards for students (Appendix A) require that all students be able to meet the physical and cognitive demands of the clinical setting as well as exhibit sound judgment at all times. Students who are seriously ill, injured or taking medication that impairs judgment (including, but not limited to, Medical Marijuana) may not be able to meet the Technical Standards, and therefore, may not be suitable for the clinical environment where patient safety is the topmost concern. The CHA/PA Program may require that a student in the program undergo evaluation and treatment through the Colorado Physicians Health Program (CPHP) in order to remain in the program.

Additionally, the program is very concerned about alcohol and drug abuse. The CHA/PA Program may require that a student in the program undergo evaluation and treatment through the Colorado Physicians Health Program (CPHP) in order to remain in the program.

XI. Visitors and Guests

- a. **Non-CHA/PA Students:** Only enrolled physician assistant students may participate in most of the required courses. In some courses, graduate students and students from other professional schools are enrolled through a joint arrangement made by Course Directors.
- b. **Friends and Family:** If a student has a friend or family member who wishes to visit a particular lecture or small group, that student must have the Course Director's permission before the visitor attends. In general, visiting is not encouraged.
- c. **Children in Class:** Children are not permitted in class. In an emergency situation, a child may be brought to classes, with each instructor's permission, for one day. Students who are permitted to bring a child to class are encouraged to employ strategies to limit distractions for other students. Children will never be permitted in any laboratory, clinical site, or workshop setting due to health and safety reasons.

XII. CHA/PA Program Reference Letter

A reference letter summarizing a student's progress through the Child Health Associate/Physician Assistant Program including all work to the date of the letter may be obtained by a written request to the Program Director. Information about the student is obtained from the student's official academic file (e.g. course evaluations, letters from preceptors, official correspondence, etc.). The CHA/PA Letter is an historical summary and an evaluation of a graduate's overall potential capability as an employee. It is used in response to letters requesting a reference. Students must supply written permission to release these letters.

The CHA/PA Program Reference Letter consists of:

- The date of graduation;
- An assessment of performance during the basic science and clinical years;
- Selected quotations from clinical rotation evaluations (all preceptors are quoted directly);
- An overall evaluation of the student's potential based on the preceding data.

XIII. CHA/PA Program Convocation & University of Colorado Anschutz Medical Campus Commencement

A. CHA/PA Program Convocation

The CHA/PA Program Convocation occurs each year just prior to the official Memorial Day holiday. Attendance at this ceremony and taking the CHA/PA Oath are required of all program graduates. Petitions to be excused from the ceremony must be submitted in writing to the Student Promotions Committee and will be considered on an individual basis for extenuating circumstances only. The requirement to take the CHA/PA Oath will not be waived. Class members whose program completion is delayed for any reason are invited to participate in the convocation.

B. University of Colorado Anschutz Medical Campus Commencement

The University of Colorado Anschutz Medical Campus Commencement occurs the Friday of Memorial Day weekend. This ceremony is highly encouraged, but not required.

C. Expenses related to Graduation

Students are responsible for expenses related to graduation including the purchase of the sitting fee for class composite photo and academic regalia (cap and gown).

Appendix A: Technical Standards

School of Medicine CHA/PA Program Technical Standards for Admissions, Promotion and Graduation

I. Introduction

The University of Colorado Child Health Associate/Physician Assistant Program is a rigorous, three year curriculum where students acquire the general knowledge, skills, attitudes and behaviors required for the practice of medicine, regardless of specialty. The CHA/PA Program considers it essential for all physician assistant graduates to have the ability to function in a variety of clinical situations and to provide a wide spectrum of patient care. Candidates for the degree of Master of Physician Assistant Studies must be able to independently demonstrate the capabilities to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements. As such, the following technical standards have been adopted for admission, promotion and graduation from the program.

II. Standards

A. Observation

Observation includes the ability to perceive, using senses and mental abilities, the presentation of information through lectures, small groups and one-to-one interactions, demonstrations and experiments, and written and audiovisual materials. Observation necessitates the functional use of vision, hearing and somatic senses. A student must be able to directly observe a patient's medical condition through history, physical examination, and interpretation of diagnostic studies. Examples of perceptual abilities include but are not limited to: gross and microscopic studies of organisms, cadaver dissections, and various diagnostic tests such as interpretation of echocardiograms, digital and wavelength readings, and graphic or radiographic images.

B. Communication

A student must be able to communicate effectively with patients, teachers and all members of the health care team. These communication skills require the ability to process all information, including recognition of the significance of non-verbal communications, mood, activity, and posture, with immediate assessment of information provided to allow for appropriate, well-focused follow-up inquiry.

The student must be able to process and communicate information regarding the patient's status accurately and in a timely manner to the physician supervisors and other members of the health care team as well as through appropriate and accurate documentation. Communication includes speech, hearing, reading, writing and computer literacy skills.

C. Motor

A student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers as well as to perform technical procedures involved in the practice of medicine and surgery. A student must possess sufficient motor skills to perform laboratory tests such as slide preparation and use of a glucometer. A student must be able to execute motor movements reasonably required to provide routine and emergency care to patients. Examples reasonably required of physician assistants are cardiopulmonary resuscitation, venipuncture, arterial blood draws, application of pressure to stop bleeding, suturing, insertion of nasogastric tubes and urinary catheters, pelvic and rectal examinations, obstetrical maneuvers, and opening of obstructed airways.

D. Intellectual, conceptual, integrative and quantitative abilities

A student must be able to solve problems involving measurement; calculation; analyzing, synthesizing and recalling materials; rapid problem solving and rational thought. He/she must be able to synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and diagnostic studies. Students must be able to use this

information to develop a diagnosis and to monitor treatment plans and modalities. In addition, a student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures (e.g., macroscopic and microscopic structures). Overall, the student must be able to demonstrate independent decision-making skills.

E. Behavioral and social attributes

A student must demonstrate full utilization of his/her intellectual abilities, the exercise of good judgment and the prompt completion of all responsibilities attendant to the diagnosis and care of patients. He/she must have the capacity for the development of mature, sensitive and effective relationships with patients. The student must be capable of responsive, empathic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences. As a component of medical education, a student must be able to understand the basis and content of medical ethics and demonstrate ethical behavior. A student must be able to tolerate physically- and mentally-taxing workloads and function effectively under stress. A student must be able to adapt to a changing environment and display flexibility.

III. Reasonable Accommodation

It is the policy of the CU School of Medicine to provide reasonable accommodation to qualified students with a disability so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process which the candidate should initiate with the Director of the Child Health Associate/Physician Assistant Program, in collaboration with the Promotions Committee.

Appendix B: Services for Child Health Associate/Physician Assistant Students

A. School of Medicine Advocacy Office:

(303) 724-8036; (303) 724-4788

The Student Advocacy Office exists to facilitate the medical education, personal and career development of every student. The first area of expertise of the Advocacy Office is general counseling. Dr. John E. Repine, the Associate Dean for Student Advocacy, is available to give completely confidential "off the record" advice regarding course work, specialty training and/or personal problems. In addition, Dr. Repine can recommend a wide variety of highly experienced and interested individuals to provide general and specific advice regarding acute and chronic psychiatric problems, participation in research, and tutoring. The Advocacy Office also coordinates many programs that can provide general or specialized mentoring possibilities.

Dr. Repine or his associates will provide advocacy for students at meetings of the Promotions Committee. If you face academic or other difficulties, Dr. Repine or his associates will always be available to advise you and help you present your point of view and proposed solutions in whatever forum you wish.

The Student Advocacy Office is an additional source for information. If you have a question regarding academics, residency applications, personal or other matters that are not covered in your materials, ask the Student Advocacy Office. If they don't know the answer, we will make every effort to find out or send you to the right source. It is important that you seek help as early as possible to help minimize the problems and increase the possibilities for solution. If you are unsure, please check with the office.

B. UC Denver Ombuds Office:

(303) 724-2950

Melissa.Connell@udemver.edu or Lisa.Neale@ucdemver.edu

The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences.

The primary goal of the Ombudsperson is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the University community.

C. Student Mental Health Services

(303) 724-4716

<http://www.ucdenver.edu/life/services/student-health/mental-wellness/Pages/default.aspx>

The Student Mental Health Service covers all Anschutz Medical Campus students. The team consists of two psychiatrists, a LCSW, and a clinical nurse specialist. They provide confidential evaluation and treatment for the full range of psychiatric difficulties, including depression, bipolar disorder, substance abuse, suicide, eating disorders, anxiety, PTSD, schizophrenia, and relationship difficulties. Contact the office if you want to learn more about the service, or would like to schedule an evaluation.

D. Colorado Physician Health Program

(303)-860-0122

899 Logan St. Suite 410

Denver, CO 80203

The Colorado Physician Health Program (CPHP) is a nonprofit organization, independent of other medical organizations and the government. CPHP provides the peer assistance services for licensed physicians and physician assistants of Colorado. CPHP also has [Training Program](#) contracts to serve Resident, Medical Students and Physician Assistant Students. CPHP clients are assured confidentiality as required by law or regulation. Peer

assistance services aid individuals who have any problems that would affect ones' health such as emotional, psychological or medical problems. For example, CPHP assists its clients with medical and/or psychiatric conditions (e.g. Alzheimer's disease, HIV infection, depression or substance abuse) as well as psychosocial conditions (e.g. family problems or stress related to work or professional liability difficulties). CPHP provides diagnostic evaluation, treatment referral as well as treatment monitoring and support services. CPHP believes that early intervention and evaluation offer the best opportunity for a successful outcome and preventing the health condition from needlessly interfering with medical practice.

E. University of Colorado AMC Office of Diversity and Inclusion
(303) 724-8003

The University of Colorado Denver - Anschutz Medical Campus Office of Diversity and Inclusion's mission is to promote and support a diverse community that acknowledges values, fosters, and benefits from the unique qualities, rich histories, and wide variety of cultural values and beliefs that mirror and fulfill the University of Colorado Denver mission of education, healthcare, research, and community service. The office provides the following services:

- Provide current students with information, support, and referrals for academic, financial, and personal issues
- Advise and support minority student organizations
- Supplement student outreach efforts of the various UCD-Anschutz Medicine Campus schools by recruiting, advising and supporting prospective students from underrepresented populations
- Coordinate campus "pipeline" programs and activities, including Health Professions Opportunity Days for high school and undergraduate students
- Maintain a resource library (books, journals, videos) for faculty, staff and students
- Support recruitment and retention of faculty from underrepresented populations
- Support the campus GLBTI group
- Sponsor annual Celebrate Diversity Events

F. UC Denver Office of Disability Resources and Services (DRS)
(303) 724-5640

<http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>

The Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university.

Our staff encourages academically qualified students with disabilities to utilize all the appropriate accommodations. It is the policy of our institution of higher education not to discriminate against persons with disabilities in admissions policies and procedures or educational programs, services and activities.

G. Student Advisors

All students are assigned a core faculty member as their academic advisor. Advisors are available as a resource for students in the achievement of academic and professional goals throughout the program.

Appendix C: Risk Management and Clinical Requirements

A. Participating in Community Service and Health Fairs

Outside of clinical rotations, the program does not sanction or support students providing medical care or health screenings as health care providers. Students must be supervised in a clinical setting and are only covered by malpractice insurance and worker's compensation when in program assigned clinical rotations or testing.

B. Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule regulates the use and disbursement of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. It requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic individually identifiable health information. Specifically, we must ensure the confidentiality, integrity, and availability of all electronic protected health information we create, receive, maintain or transmit.

All students enrolled in degree programs in a University of Colorado Anschutz Medical program must be HIPAA certified at University of Colorado when entering the program. The HIPAA training is provided online, and information to access training will be provided at orientation. A score 75% or better on your online HIPAA training course is a requirement prior to starting clinical rotations at the CHA/PA Program. Specific clinical sites may require additional training.

A helpful summary of this Act can be found at <http://aspe.hhs.gov/admsimp> and at <http://www.cms.gov/hipaa> by clicking on the "HIPAA Administrative Simplification" link. The texts of the Privacy and Security Rules may be found at <http://www.hhs.gov/ocr/hipaa/>.

C. Immunization and Health Screening Requirements

Students are responsible for maintaining current immunization status and are required to follow Center for Disease Control (CDC) guidelines. Immunization requirements must be completed prior to the beginning of the first clinical rotation in the fall of 1st year and must remain current to continue clinical rotations. Updated tuberculosis screening is required yearly. Failure to provide updated documentation of immunization and screening requirements will result in the cancellation of clinical rotations.

The cost of vaccines, yearly tuberculosis screening, or other requirements is the responsibility of the student and/or the student's own health insurance. Students are advised to have insurance with adequate coverage for such expenses.

D. Exposure to Infectious Diseases

University of Colorado has adopted policies and procedures for dealing with exposure to infectious diseases including, but not limited to, HIV, hepatitis and tuberculosis. Students in the CHA/PA Program are required to adhere to these guidelines. Student must contact the program as soon as possible following the incident for specific instructions.

Infection Control Training (OSHA Blood Borne Pathogens) is required yearly. You will receive information every May with instructions to complete the training and assessment. A score 80% or better on the training assessment is a requirement for CHA/PA Program clinical rotations. Additional training may be required at specific clinical sites.

E. Needle-Stick, Body Fluid Exposure, and Infectious Disease Exposure

University of Colorado has adopted policies and procedures for dealing with exposure to infectious diseases and needle-stick/body fluid exposure. Students in the CHA/PA Program are required to adhere to these guidelines as posted at <http://www.ucdenver.edu/life/services/student-health/needlesticks/Pages/default.aspx>.

Appendix D: Professional Development Evaluation Form

Professional Development Evaluation Form
Child Health Associate/Physician Assistant Program

Student:	Date	Qtr/Yr:
----------	------	---------

ALTRUISM		
1. General Behavior		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Concerned first with the best interests of others		

ACCOUNTABILITY		
2. Appropriate Work Ethic		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Meets commitment for all assigned tasks at an appropriate level		

3. Responsivity to Correction		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Accepts responsibility for errors or failure and makes corrective changes when appropriate		

EXCELLENCE		
4. Initiative/Independence		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Takes initiative and attempts to solve problems independently before seeking additional assistance		

5. Understanding Limitations		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Understands own limitations and seeks help appropriately		

DUTY		
6. Attitude/Enthusiasm		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Embraces work with a positive attitude		

7. Attendance/Promptness		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Freely accepts the commitment to attend and be prompt		

Professional Development Evaluation Form
Child Health Associate/Physician Assistant Program

HONOR/INTEGRITY		
8. Professional Behavior		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Fair, truthful and straightforward in all dealings		

RESPECT FOR OTHERS		
9. Individual Professional Demeanor		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Demonstrates respect and sensitivity for others		

10. Appropriate Classroom/Group Behavior		
Meets Expectation ✓	Needs Improvement	Unable to evaluate
<i>Expected Behavior:</i> Demonstrates appropriate classroom behavior and enhances the collegial atmosphere		

Comments:

Signature:	Date:
------------	-------

The above signature acknowledges my receipt of the CHA/PA professional development evaluation form.

Adapted from "Project Professionalism", American Board of Internal Medicine, 1996.