University of Colorado
School of Medicine

Child Health
Associate/Physician Assistant Program

Academic Policies
2013-2014
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The Academic Policies Booklet, which includes 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 CU Denver Legal Counsel – April 2013
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 and Conduct 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. The CHA/PA Program is committed to inform students and comply with policies of the University of Colorado including student privacy. Those policies may be found at http://www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages StudentPrivacy.aspx. Additional policies of the university may be found in the AMC Course Book at http://www.ucdenver.edu/student-services/resources/registrar/students/Courses/Pages/CourseDescriptions.aspx

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 CU-SIS system;
- 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: Liz.Gray@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 change to 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 university 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 (see section II.)

A student may appeal a course grade only in the instance of a failing grade. The appeal should be submitted in writing to the Course Director within 10 days of notification of a failing grade. If the Course Director upholds the original grade, an appeal may be submitted to the CHA/PA Program Medical Director within 10 days of the date of notification of the Course Director’s decision. The CHA/PA Program Medical Director will review the appeal and make recommendations to the Course Director. The Course Director will consider the recommendation of the Medical Director when rendering the final decision.

For clinical rotations and elective courses, the CHA/PA Course Director assigns the final grade after reviewing the evaluation from the outside preceptor. The Course Director may consult the Student Promotions Committee (see section V.).

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. Students provide evaluations of clinical rotations 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&gt;93.5%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>89.5-93.4%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>86.5-89.4%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83.5-86.4%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>79.5-83.4%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>76.5-79.4%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>69.5-76.4%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

C is the lowest passing grade.
C- and D’s are not awarded.
F is 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. 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 or didactic elective courses. 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/apsacademic/1025.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 /Pages/AcademicCalendar.aspx Note that these calendars are not synchronous.

**F. Attendance and Scheduling**

Required classes and events 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.
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. Unexcused 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) and/or preceptors promptly. Valid reasons for requesting an excused absence include, but are not limited to, personal illness, family emergency, or religious observation.

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 and may be administered by administrative staff or faculty.
- 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

CHA/PA Students are held to a high standard of professional and ethical conduct through all years of the physician assistant Program. Professional behavior includes, but is not limited to:

- Patient care – hold primary responsibility for the health, safety, welfare, and dignity of all humans; assume responsibility for all professional duties; maintain patient confidentiality
- Timeliness – punctuality for class and clinic; timely submission of assignments, evaluations, patient documentation and other required paperwork
- Participation – appropriate participation in the classroom and clinic
- Appearance - appropriate attire, hygiene, and presentation
- Behavior - appropriate conduct; attentiveness; non-disruptive; preparation for class and clinic; courtesy, flexibility; and collaboration; support of one’s classmates
- Respect - regard for patients, faculty, staff, colleagues, students, members of the health care team, and others.
- Education – responsibility for self-education and accepting responsibility for own learning
- Constructive Evaluation – seeking and accepting feedback in a mature manner to change behaviors, providing constructive feedback
• Personal Accountability – accepts responsibility for actions and behaviors; demonstrates dependability; and acknowledging limitations
• Self-reflection - willingness to examine one’s own strengths, weaknesses and biases

Professional behavior will be evaluated on a regular basis by the Promotions Committee (see section V), clinical evaluations, and may be considered when Course Directors assign grades.

III. Student Honor and Conduct Code

Student must adhere to the CHA/PA Program Student Honor and Conduct Code. Unethical behavior and dishonesty are issues to be considered by the SOM-CHA/PA Student Honor and Conduct Council. See the CHA/PA Honor and Conduct Code booklet for detailed information (See Appendix).

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, maintain an overall GPA of 2.8, 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. Students “not in good standing” may not participate in elective courses, including track curriculum, and may be subject to loss of scholarship funds.

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 year’s 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, drug screening, 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 and be in good standing before becoming eligible to begin second year courses.

Second Year: A student must successfully complete all requirements, pass the Second Year Comprehensive Examination, and be in good standing 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, pass the Third Year Comprehensive Examination, and be in good standing 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 academic and professional standards of the CHA/PA Program. The goal of the Student Promotions Committee is the success of each individual student. The committee has the responsibility to monitor student performance and assist students with academic and professional issues as they progress towards graduation.

The Committee is composed of all core CHA/PA Program faculty members with the Medical Director as a non-voting member. 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. Although each incident is considered on an individual basis, the Committee reviews the students’ entire academic and professional progress when making decisions.

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 are 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. Grades are reviewed each semester and failing or unsatisfactory grades are reported to the Student Promotions Committee. Unsatisfactory grades are defined as one or more individual failing grades or a cumulative GPA in the program of less than 2.8. 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. The Student Promotions Committee completes a Professional Development Evaluation (PDE) for all first and second year students after each semester review. Those students meeting or exceeding expectations in all areas are notified via letter indicating expectations are being met. Those students who do not meet or exceed expectations in any area will have the opportunity to review his/her individual PDE with an academic advisor.

Third year students receive a copy of their preceptor evaluation forms, in which professionalism is a component.

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 referenced as part of the credentialing and privileges processes as well as in Program reference letters. Completed evaluations, letters of notification, and any recommendations for the corrective behavior is noted in the student file.

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. The maximum time to complete the Program is 6 years from the time of matriculation.

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 a Student Honor and Conduct 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: a) referral, evaluation and clearance by the Colorado Physician Health Program, student mental health, and/or an independent medical evaluation; b) Leave of Absence, and/or c) academic assistance. A student who has demonstrated that they have met the requirements of the Committee will be returned to good academic standing 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;
- May not graduate until academic status is returned to “Good Standing.”

E. Student Remediation

Students who have unsatisfactory grades, exhibit unprofessional behavior, or fail comprehensive exams, may have the opportunity to complete a remediation plan determined by the Student Promotions Committee. 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 the latter instance, the student may be required to register for an Independent Study course in order to complete the additional student requirements. In addition, the committee may 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. In any of the above-mentioned instances, the student must complete all program requirements within a maximum of six (6) years from the time of matriculation. The student will be responsible for the cost of remediating coursework. Alternatively, the Student Promotions Committee may dismiss the student. The Student Promotions Committee considers each case individually.

F. Student Dismissal

Any student who is deemed by the collective judgment of 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 are located 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 with one deficient grade in an academic year are not dismissed without a term of probation. Students who receive more than one deficient grade in a semester or are found in violation of the Student Conduct and Honor Code may be subject to dismissal.
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. A Leave of Absence for any reason may be granted for variable amounts of time, however, no more than two (2) one-year leaves may be granted; and Program requirements must be completed within the maximum time of six (6) years from the time of matriculation.

Medical Leave of Absence

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

- A written petition to the Student Promotions Committee. A request for Leave of Absence form may be obtained from the students’ academic advisor.
- Evidence from a licensed practitioner of medicine (MD/DO/PA/licensed mental health provider) 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. A request for Return from Leave of Absence form may be obtained from the student’s academic advisor.
  - No later than 10 business days before the medical leave ends
- Documentation from a licensed practitioner of medicine (MD/DO/PA/licensed mental health provider) 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. A request for Leave of Absence form may be obtained from the students’ academic advisor.

**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 or participate in more than one track 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 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 accommodations 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 or the Office of Disability Resources 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 issues, the student must contact the Student Promotions Committee with a request for accommodation.

**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 establishing 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 under the University Criminal Background Check Policy found at:
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 than one year
- it is determined by the program that another background investigation is warranted

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

- Any felony charge
- Charges for drug or alcohol use or distribution
- Charges for serious or violent crimes
- Charges 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: dismissal, 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 SOM Associate Dean, Medical Student Affairs 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 SOM Associate Dean, Medical Student Affairs 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 be present with a student. 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) may reapply to the CHA/PA Program through the Student Promotions Committee during the two academic years subsequent to the withdrawal - unless this is in conflict with the terms of the withdrawal. 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 withdrawal.

A student who is dismissed may reapply to the CHA/PA Program or any other physician assistant program through the regular admissions process immediately upon dismissal.

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. Inquiries to review personal academic files should be directed to either the Associate Director-Curriculum or the Program Director.
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](http://www.ucdenver.edu/student-services/resources/registrar/faculty-staff/Courses/Pages/CourseDescriptions.aspx).

The CHA/PA Program takes patient safety very seriously. Therefore, all must students submit to a drug screen prior to starting the clinical experiences portion of their Program. A negative drug screen is required for participation in any clinical experience. This policy applies to all enrolled students in the MD, PT, and PA degree programs. A repeat screen prior to entering year 3 of the PA Program is part of this requirement. See Appendix E for additional information.

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 Request**

Requests for a Program reference must be submitted in writing 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 or Requests will include:

- 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 Graduation**

The CHA/PA Program Graduation Ceremony 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
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 process that 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 within the School of Medicine. The first area of expertise of the Advocacy Office is general counseling. 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, they can recommend a wide variety of highly experienced and interested individuals to provide general and specific advice regarding professional goals, participation in research, tutoring, personal matters, and student wellness. The Advocacy Office also coordinates many programs that can provide general or specialized mentoring possibilities. If you have any questions on matters not discussed above, the office is happy to help find the correct resources for you.

   The Associate Dean for Student Advocacy and associates will provide advocacy for students at meetings of the Promotions Committee or Honor Council. If you face academic or other difficulties, they will always be available to advise you and help you present your point of view and proposed solutions in whatever forum you wish.

B. UC Denver Ombuds Office:
   (303) 724-2950
   Melissa.Connell@udenver.edu or Lisa.Neale@ucdenver.edu

   The Ombudsperson is available to students, faculty and staff to help resolve problems or conflicts in an informal, confidential manner. This office operates outside the usual review or appeal process and is entirely independent of any other department. The Ombudsperson is impartial and will not take sides, but will help clarify issues and direct visitors to the appropriate resources.

   The Ombudsperson will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the visitor. Mediation services are also available. Because the Ombuds office is not involved in any formal procedures, it does not accept notice of any type on behalf of the University of Colorado Denver.

   Conversations with the Ombudsperson are confidential and the identity of any individual seeking the help of the Ombudsperson will not be revealed. Please note, however, that confidentiality will not be maintained if the person has either expressly authorized contact with other individuals or the situation involves imminent threat of harm or danger.

   There are two Ombuds Offices which service the University of Colorado Denver community:
   - For those on the Anschutz Medical Center Campus, the Ombuds may be reached at 303.724.2950. The office is located in room 7005C in Building 500.
   - The Downtown Campus provides an Ombuds Office in the CU Denver Building in room 107P. The Ombuds may be contacted at 303.556.4493.

   • Walk-ins are welcomed at either location; however, please note that the door may be locked to ensure the confidentiality of a visitor. For more information, please access the website at www.ucdenver.edu/ombuds.
C. **Student Mental Health Services**

(303) 724-4716

http://www.ucdenver.edu/academics/colleges/medicalschool/departments/psychiatry/PatientCare/outpatient/Pages/StudentMentalHealthServices.aspx

The Student Mental Health Service provides comprehensive and confidential mental health services for all enrolled Anschutz Medical Campus students. Psychiatric issues treated include: depression, anxiety/stress, bipolar disorder, drug and alcohol dependence, eating disorders, marital difficulties, family crises, and post-traumatic stress disorder. Treatment modalities include: individual psychotherapy, couples counseling, and/or medication.

- Waiting time is minimal
- Enrolled students are usually seen within a couple days
- Same-day emergency appointments are usually available
- Initial consultation is always free
- Students can choose either on-going treatment with professionals on the Anschutz Campus or private practitioners in the local community
- CU Denver student insurance covers at least 20 visits/year (unlimited visits for certain diagnoses)
- No co-pay or co-insurance for students
- Students with other insurance are referred to an appropriate provider in the community

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 mission of the Office of Diversity and Inclusion is to instill diversity into the institutional consciousness; reinforcing equity and inclusion through policies, practices and programs that prepare all faculty, students and staff for a multicultural world through the following values:

- Taking a holistic approach to student engagement
- Fostering a welcoming and inclusive environment for students, faculty, staff, administration, and members of the community beyond the campuses
- Celebrating diversity
- Instilling a sense of belonging and empowerment
- Guiding mentorship and leadership by providing opportunities through networking and community involvement
- Continuing in cultural and social programming
- Promoting excellence and innovation
- Protecting an environment of equity, integrity, openness, mutual respect, and trust
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.

The 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.

H. Title IX Coordinator
(303) 724-8070

Title IX states that “no person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” (Title 20 U.S.C. Sections 1681-1688)

Students who believe they have been subjected to discrimination may contact the Title IX Coordinator directly. All cases are investigated.
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 HIPPA 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.


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 and influenza vaccination is required yearly by designated deadlines. 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](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

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date</th>
<th>Qtr/Yr:</th>
</tr>
</thead>
</table>

**ALTRUISM**

1. General Behavior
   - Meets Expectation ✓
   - Needs Improvement
   - Unable to evaluate
   
   *Expected Behavior:* Concerned first with the best interests of others

**ACCOUNTABILITY**

2. Appropriate Work Ethic
   - Meets Expectation ✓
   - Needs Improvement
   - Unable to evaluate
   
   *Expected Behavior:* Meets commitment for all assigned tasks at an appropriate level

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

**EXCELLENCE**

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

5. Understanding Limitations
   - Meets Expectation ✓
   - Needs Improvement
   - Unable to evaluate
   
   *Expected Behavior:* Understands own limitations and seeks help appropriately

**DUTY**

6. Attitude/Enthusiasm
   - Meets Expectation ✓
   - Needs Improvement
   - Unable to evaluate
   
   *Expected Behavior:* Embraces work with a positive attitude

7. Attendance/Promptness
   - Meets Expectation ✓
   - Needs Improvement
   - Unable to evaluate
   
   *Expected Behavior:* Freely accepts the commitment to attend and be prompt
### Professional Development Evaluation Form

Child Health Associate/Physician Assistant Program

#### HONOR/INTEGRITY

8. Professional Behavior

<table>
<thead>
<tr>
<th></th>
<th>Meets Expectation</th>
<th>Needs Improvement</th>
<th>Unable to evaluate</th>
</tr>
</thead>
</table>

*Expected Behavior:* Fair, truthful and straightforward in all dealings

#### RESPECT FOR OTHERS

9. Individual Professional Demeanor

<table>
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<tr>
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<th>Meets Expectation</th>
<th>Needs Improvement</th>
<th>Unable to evaluate</th>
</tr>
</thead>
</table>

*Expected Behavior:* Demonstrates respect and sensitivity for others

#### 10. Appropriate Classroom/Group Behavior

<table>
<thead>
<tr>
<th></th>
<th>Meets Expectation</th>
<th>Needs Improvement</th>
<th>Unable to evaluate</th>
</tr>
</thead>
</table>

*Expected Behavior:* 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.*
Appendix E: University of Colorado School of Medicine Drug Screening Policy

Policy Statement:
The University of Colorado School of Medicine requires that all students submit to a drug screen prior to starting the clinical experiences portion of their Program. A negative drug screen is required for participation in any clinical experience. This policy applies to all enrolled students in the MD, PT, and PA degree Programs.

Rationale:
All health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student’s possible impairment that could diminish the student’s capacity to function in such a setting is imperative to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Clinical rotations are an essential element of all curricula and are required of School of Medicine Students in the MD, PT and PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a condition of licensure and/or employment. It is thus in the interest of both students and the School of Medicine to identify and resolve potential issues where a student may not be allowed to participate in a clinical rotation due to use of controlled or illegal substances.

The University of Colorado School of Medicine has the responsibility to attend to factors that may adversely affect the security of the clinical environment and thus increase liability exposure. As a result, the school seeks to enhance its scrutiny of students involved in patient care activities and who are in clinical settings.

Drug Screening Process:

- Students enrolled in the MD, PT, and PA Programs will receive information about the requirement for drug screening, deadlines for compliance, results reporting and associated fees from their respective educational program representatives. Students will be responsible for the cost of the required drug screening, either individually or through a student fee as determined by each program.

- Students will receive specific instructions from their program representatives regarding the location of the designated vendor drug screen sites and a Drug Screen Authorization document to submit to the vendor including authorization for results to be released to the designated individual in their educational program.

- Results of the student drug screen will be reported electronically to the designated individual in the appropriate educational program, typically within 2 business days. Review of drug screen results will be conducted by the Medical Director of the designated vendor to determine a passing or failing level. The information will be conveyed to the designated individual within the education program. Students who receive a positive screen will be reviewed by the individual program. The individual program will review students who receive a positive screen either by a designated individual or a committee and any consequences will be communicated to the student in writing.

- The student has the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the drug screen results are correct. Prior to making a final determination that may adversely affect the student, the Program will inform the student of his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made by the Program.

- Drug screening results will be recorded in an internal database within each educational program and maintained only for the duration of study for each student.
• Drug screen results may be reported to clinical rotation sites for clinical placements in compliance with contractual agreements.
• If required by a specific clinical site, a student may be required to submit to additional drug screening based on the contractual agreements with those clinical sites.
• Any individual student may be required at any time to submit to immediate drug screening for cause. This may occur through the designated vendor or it is possible that a contract with a specific clinical training site may have specific requirements dictating the process, handling, and reporting of “for cause” drug screening of an individual student while the student is participating in a clinical rotation there.
• Students who refuse to submit to any required drug screen will be dismissed from their education program.

Positive Drug Screening Results

Students who do not pass a required drug screen may face disciplinary action, including administrative withdrawal from courses, placement on a leave of absence, or dismissal from the Program. Students may be referred for evaluation and treatment through the Colorado Physicians Health Program (CPHP) or another designated program as a condition for remaining in the Program. Costs incurred are the responsibility of the student.

Students found to have a substance abuse problem that will likely pose a danger to patient care, as determined through the drug screening evaluation process, will be referred for independent evaluation and treatment at the student’s expense.

Additional Policy/Procedure Information

The School of Medicine takes patient safety very seriously. The Technical Standards for students 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, lawfully prescribed medications and 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. A determination of any conditions on a student’s ability to participate in clinical experiences or to otherwise proceed in the Program will be handled through a committee as determined by each program (MD, PT and PA).

Additionally, the School of Medicine is very concerned about alcohol and drug abuse. A student may be required to undergo evaluation and treatment through the Colorado Physicians Health Program (CPHP) or by another designated evaluation source in order to remain in the Program.
Appendix F: University of Colorado Influenza Vaccination Policy

Policy Statement:
To protect students, patients, and employees from acquiring seasonal influenza disease and to help prevent the spread of influenza among patients, families, and the campus community, the University of Colorado School of Medicine requires that all students be vaccinated yearly for influenza. This policy applies to all currently enrolled students in the MD, PT, and PA Programs.

Rationale:
In accordance with the University of Colorado Denver Administrative Policy, UC Denver Student Immunization Requirements and Compliance Policy, the School of Medicine may require yearly influenza vaccinations for all students. The CDC recommends yearly influenza vaccination as the first and most important step in protecting against flu viruses. All Health Care Workers and students in the health care professions should receive yearly vaccination due to their exposure to those at high risk for complications from flu. Additionally, many of the University’s affiliated institutions and clinical sites are requiring documentation of annual vaccination of all health care workers and students in their institutions.

Live attenuated influenza vaccine (LAIV) may only be given to non-pregnant healthy persons age 49 years and younger. Inactivated injectable influenza vaccine (TIV) may be administered to those for whom LAIV is contraindicated. TIV is preferred over LAIV for those who are in close contact with severely immunosuppressed persons when patients require protective isolation.

Procedure:
Students are required to provide proof of yearly influenza vaccination by November 1 to the designated individual within each program. If a clinical site requires influenza vaccination documentation earlier than the designated deadline, students must comply with the earlier deadline requirement set by the clinical site. Vaccinations must be documented as complete after September 1 of each year.

Students will be responsible for obtaining the vaccine and the costs associated with receiving the vaccine.

Noncompliance with this policy may result in withdrawal of a student from clinical rotation(s) which may limit the student’s ability to graduate on time.

Exemptions:
Requests for exemptions may be granted under certain circumstances. Students not receiving vaccination due to an approved exemption must still comply with any vaccination policy of each clinical site.

Medical: A severe life-threatening allergy to eggs or other components of influenza vaccine is a contraindication for flu vaccination. Documentation from student’s primary health care provider is required.

Medical: A history of Guillain-Barre Syndrome within six weeks following a previous dose of influenza vaccine is considered a precaution. Documentation from student’s primary health care provider is required.

Religious: Exemptions for religious belief will be evaluated on a case-by-case basis. A written request and explanation are required.