



Chobanian and Avedisian School of Medicine

Boston University

Graduate Medical Sciences



**PHYSICIAN ASSISTANT PROGRAM
STUDENT HANDBOOK
2023-2024**

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Boston University Chobanian & Avedisian School of Medicine
Physician Assistant Program

Dear Class,

Welcome to the Boston University Chobanian & Avedisian School of Medicine Physician Assistant Program.

You have been working hard to prepare for PA school and we are happy that you have chosen our program. Over the next 30 months you will learn the necessary skills and knowledge to become a physician assistant; the work will be hard, and the faculty and staff are here to support you on this journey.

This Handbook outlines the policies and procedures of the program for the academic year 2023 - 2024 and serves as a guide to our policies and procedures. It is your responsibility to read and understand the handbook. In the event that any policy in this handbook changes mid-year, you will be provided a new copy of the new policies. All revised policies are effective immediately. Throughout the handbook you will find specific ARC-PA Accreditation Standards 5th Edition in brackets and italicized which correspond to accreditation requirements.

We wish you success as a graduate student here at the Boston University Physician Assistant Program and as a future physician assistant.

Best Regards,

Susan White MD, Program Director, Physician Assistant Program. Assistant Professor of Obstetrics & Gynecology, Medicine

Angela Reffel MHP, PA-C, Director of Clinical Education, Assistant Professor of Medicine

Aliza Stern MMSc, PA-C, Director of Didactic Education, Assistant Professor of Dermatology

John Weinstein PhD, MS, Director of Research, Assistant Professor of Medicine

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Melissa DiPetrillo MD, Medical Director, Clinical Associate Professor of Medicine

The Boston University Medical Campus

Boston University Medical Campus (BUMC) has a rich history dating back to 1848 when it began as the New England Female Medical College, the first institution in the US to offer medical education to women and which graduated the first black woman physician, Dr. Rebecca Lee Crumpler. In 1873, the medical college merged with Boston University, becoming the first coeducational medical school in the nation.

The Medical Campus (MED or BUMC) is located in the historic South End of Boston in the hub of a modern urban academic health center. The MED campus includes Boston University Chobanian & Avedisian School of Medicine (C&AMed), Boston University School of Public Health and the Boston University Henry M. Goldman School of Dental Medicine. Also on campus is Boston Medical Center, one of Boston's leading teaching hospitals and the primary teaching affiliate of BUSM. Together, these institutions boast a world-class faculty with many established collaborations between clinical and basic science investigators. Graduate Medical Sciences (GMS) is a part of the School of Medicine and home to 14 master's programs as well as doctoral programs in basic and clinical science departments.

(www.bumc.bu.edu/gms/) As a part of implementation of the strategic plan for the BU School of Medicine and GMS, the physician assistant (PA) program was developed in the winter of 2012 and graduated its first class in 2016.

PA Program Mission

The mission of the Boston University Physician Assistant program is to provide a thorough and innovative education to future physician assistants so that they may go on to provide exceptional care to a diverse population of patients. We are committed to designing a successful model for patient-centered, interprofessional education and practice. We promote professionalism, leadership, and service in our students.

BU PA Program Goals

1. Provide the didactic and clinical experiences that cultivate the development of competent entry level physician assistants.
2. Support an environment of professionalism within the program and broader medical community.
3. Prepare students to care for all patients, including those from vulnerable and under-served communities.
4. Prepare students to practice medicine as an ethical member of a patient centered interdisciplinary health care team.

GMS Mission

We will train future professionals to think critically and use evidence to solve problems, to effectively communicate their ideas, to uphold the highest ethical standards, and to promote excellence and integrity in their respective professions. Our Ph.D. and Master's students will be trained as scientists who will utilize their knowledge and skills to lead in their chosen professions whether it is biomedical research, clinical practice, education, public policy, business development or some other career path. With issues related to health, science and technology having a larger impact on everyday life, GMS's overriding goals are to assure that all our graduates advance science and health in today's society and that they are positioned to provide leadership in the 21st century.

PA Program Diversity

The Boston University Chobanian and Avedisian School of Medicine Physician Assistant Program values diversity among all people across race, ethnicity, sex, gender identity, sexuality. Religious tradition, socioeconomic status, ability, age, language, and nationality. All PA faculty, students and staff have the right to work and full participate in the culture of the department. We celebrate and respect our differences, in order to best prepare our students for a career in medicine. We are committed to recruiting, retaining and advancing people from diverse backgrounds and working to create and sustain an environment that is welcoming, inclusive and one in which all feel that they belong.

Land Acknowledgment

We acknowledge that Boston University is on what was originally the territory of the Wampanoag Nation. We respectfully noted that indigenous peoples were stewards of the land and sea where BUMC resides. We regret that Indigenous peoples were brutally subjected to genocide and removal from this area. We pledge to honor the rich traditions of the Indigenous peoples of the US with gratitude by perusing our activities with respect for life in all its forms and manifestations.

ORGANIZATIONAL STRUCTURE

Throughout your graduate studies at BU, you will have many interactions with the staff in the GMS office and GMS will be an important resource for information. Below is a list of the Physician Assistant Faculty and Staff along with GMS office staff. Please be sure to stop by the GMS office located on L317 to introduce yourself.

Physician Assistant Program Faculty and Staff

Our faculty is drawn from nationally recognized contributors to PA and MD education. We encourage a collegial professional relationship with their students. We are committed to the ideal that we are not just educating physician assistants but future colleagues as well.

PA Program Office L 801 & L 805 617-358-9589 paoffice@bu.edu

Faculty

Susan White, MD, Program Director susanew@bu.edu

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John R. Weinstein, PhD, MS, Director of Research jrweinst@bu.edu

Staff

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Nicole Fisco, Administrative Coordinator nfisco@bu.edu

Mary Sena, Clinical Coordinator senamm@bu.edu

GMS Faculty and Staff

C. James McKnight, Associate Provost and GMS Dean cjmck@bu.edu

Gregory Viglianti, PhD, Assistant Dean, Operations, GMS gviglian@bu.edu

Teresa Davies PhD, Assistant Dean, Master's Programs, GMS tdavies@bu.edu

Mildred Agosto, Registrar, GMS millie@bu.edu

Financial Aid Office gmsloans@bu.edu

Kimberly Arena, Associate Director, Graduate Student Affairs krarena@bu.edu

The GMS Website has information from Orientation to Commencement, as well as everything in between. Specific program websites are linked to the GMS website for easy access. If you have questions about registration procedures, financial aid or student life, please check the [GMS website](#)

The BU PA Program Committees

The following committees support the academic and administrative structure of the program.

- Executive Committee – Operations
- Didactic & Clinical Education Sub-Committee – PA Education
- Admissions Committee – Admissions Operations
- Data Analysis Committee – Assessment and Evaluation
- Student Progress Committee – Assessment of student progress

Students may be involved in some committees such as Faculty Search Committees.

PROGRAM POLICIES

[ARC-PA Standard A3.02 The program must inform students of program policies and practices]

Identification Cards

Terrier Cards are issued by the [Terrier Card Office](#). Students are assigned an ID number by Boston University. A student is entitled to a new card only when there are changes to the information on the card. **A replacement fee is charged for replacing a lost or stolen card.** The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. Medical campus students may obtain their ID by contacting the [Medical Campus ID Office](#) at 617-358-7603 or MEDID@bu.edu.

E-Mail Communications

Throughout your Physician Assistant studies, you will regularly receive important information from the GMS office, your department or program, and course managers that will be e-mailed to your BU e-mail address. You will be responsible for checking your BU e-mail daily to keep current. If you wish to use another e-mail server, please be sure to forward your BU e-mail account's mail to your preferred e-mail account. The program will only communicate with your BU email address. All students should obtain a BU computer account/e-mail account from the computer lab in the library. Contact [BUMC IT](#) with any additional questions.

Student Link

Student Link is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit [Student Link](#) and login with your username and Kerberos password.

Computing Requirements

Students must have a laptop and/or tablet in good working order throughout the program. Both Apple and Windows operating systems are supported. BU students are eligible for free anti-virus and free MS

Office software. Laptops and tablets must conform with the [School of Medicine Laptop and Tablet Requirements](#) and must also meet the Exemplify Requirements. All exams are offered only on computers and it is recommended that students bring a power cord to all exams. The Alumni Library offers a computer help desk on the 11th floor in INS1109 which provides technical help, some repair and a loaner service for laptops which are being repaired. Please contact the BUMC IT at bumchelp@bu.edu or 617-358-1111 for more information.

Blackboard

Blackboard is the online course management site for all courses in the didactic phase of the PA Program. Login in to [Blackboard Learn](#) with your username and Kerberos password for course announcements, lecture materials and general course information, including updates class schedules. Please check Blackboard on a daily basis to keep updated on schedule or assignment changes.

EXXAT

EXXAT is the online tool which is used for course and lecture evaluations during the didactic phase. During the clinical phase it is used during rotations to provide evaluations of students and preceptors. Paperwork, logging and other clinical phase responsibilities will be explained as you enter that phase of the PA Program.

Financial Aid

Students applying for federal financial aid should contact the [MED Campus Student Financial Services Office](#). There you will find the forms you need and current information about financial aid. You can discuss your options through the [chatbot or during virtual or drop in hours](#).

Loan Deferral Forms

All graduate student loan deferral forms must be signed and validated by the Boston University Registrar at 881 Commonwealth Avenue for processing. All GMS students must complete the student/loaner portion and sign it. Drop off your form with Cindy Yee-Lin, Senior Program Manager, PA Program in L801. *For more information please visit this link: <http://www.bu.edu/reg/students/proof-of-enrollment/>*

Student Employment

[ARC-PA Standards A3.04 - PA students must not be required to work for the program; A3.05 Students must not substitute for or function as instructional faculty or staff; A3.15 The program must define, publish and make readily available to student e) policies about student employment while enrolled in the program.]

Students enrolled in the PA Program may not work while in the program; employment would put the student at academic risk due to the program's rigor and pace. PA students are considered full time students. Students are not allowed to work for the program, nor are they allow to substitute for instructional faculty or program staff.

Course Evaluations

An important tool in evaluating our courses and curriculum are course and lecturer evaluations. Part of your professional duty as a student and as a practicing PA is to provide appropriate, constructive and timely feedback for improvements; this is a part of professionalism.

Students must complete 80% of all course evaluations annually. Comments are a required part of the course and lecturer evaluations. Students who do not complete course evaluations will be reviewed at the Student Progress Committee and may be subject to letters of warning and/or probation for professionalism.

Credit for Advance Placement (Standard A3.13 d)

The BU PA Program does not offer advanced placement or credit for work done outside the program.

BUMC Campus Alcohol, Drug and Cannabis Policy

The medical campus has specific guidelines for alcohol use on campus – [BUMC Alcohol Guidelines](#). This policy applies to events sponsored by student organizations as well as individuals. The Boston University has guidelines for alcohol, illegal drugs and outlines disciplinary actions – [BU Policies on Alcohol and Illegal Drugs](#). Students with infractions of alcohol, drugs or cannabis are subject to disciplinary actions and may be dismissed from the program.

In 2016 Massachusetts legalized recreational cannabis (marijuana) sales however federal laws still prohibits the sale and possession of marijuana. Colleges that receive federal funding such as Boston University are bound to uphold federal laws. Some clinical sites require drug testing, and a positive test may remove you from a clinical rotation, which can delay your graduation. Please see [Marijuana: 10 Things You Need to Know](#).

Dress code

Physician assistant students are representatives of a growing profession. Others may judge an entire professional group by the appearance and actions of one person. Classroom attire should be neat and clean. Classroom temperatures vary so you may want a light jacket or sweater. Please be aware that there are times when classroom activities will require clinical attire including your white coat. The dress code for Anatomy laboratory includes closed toed shoes and protective eyewear.

Clinical dress code includes your white coat, closed toed shoes and business style (ties for men) attire. All students must wear a short white lab coat with their name clearly visible at all times when they are seeing patients, and students are provided with a green tag which hangs below their ID that identifies them as PA Students. Students are required to identify themselves as a physician assistant student at all times. To misrepresent oneself as a graduate physician assistant or as another health care provider is a major ethical violation and is subject to disciplinary action which may include dismissal. Long coats are reserved for professional graduates only and may not be worn by PA students.

Surgical scrubs may not be worn outside of the immediate clinical area in which they are indicated. Men with facial hair must maintain it appropriately at all times. Respirator and N95 mask requirements for men with facial hair are different than without facial hair and may require additional training and equipment. Personal hygiene must be maintained including trimmed fingernails that facilitate the

performance of a medical examination. Excessive body piercing is not permitted as it may pose a health risk for a student in the clinical arena. Clinical rotation sites may have different dress code requirements and students must adhere to all clinical rotation site regulations regarding dress code.

EXPECTATIONS OF STUDENTS

[ARC-PA Standard A3.02 The program must inform students of program policies and practices]

Requirements for Entering Students

The following items must be completed prior to the first day of classes.

- All immunizations must be up to date (see Student Health and Wellness section)
- Your laptop or tablet must meet the [BUSM minimum requirements for laptops and tablets](#) and must meet the [requirements for Exemplify](#). (see page 9)
- The required cell phone number on Student Link automatically signs you up for BU Text Alerts
- You must complete the CITI HIPPA Training (see page 50 for instructions)
- You must download the MyEOP app to your phone and send a screenshot to paoffice@bu.edu (see directions under Student Health, Wellness and Safety on page 18)
- You must notify the PA Program Office of your contact information which includes local address and cell phone number. If this changes during the program, you need to let the office know.
- To be completed during Orientation
 - [Plagiarism Tutorial](#) and Plagiarism Quiz on Exemplify
 - Read the handbook, sign attestation (Appendix C) and send to paoffice@bu.edu
 - On the GMS Orientation site (<http://www.bumc.bu.edu/gms/students/student-resources/2019-orientation/>) complete the following items:
 - Read the [GMS Academic Conduct Code and Disciplinary Procedures](#) for Students, complete the quiz, sign and submit.
 - [GMS Photo Release Form](#)
 - [Fuller Gym Release Form](#)
 - [Title IX Video and quiz](#)
 - [Mandatory Student Training on Sexual Misconduct](#)
 - There are two parts to the course. Part 1 should take you 60-90 minutes. Part 2 becomes available automatically 45 days after students complete Part 1.

To complete the training: A) You will receive a direct link to the training in emails from automated-message@everfi.net B) Starting in mid-September 2019, you can go to the [StudentLink](#) Compliance page to find a link to your training

Preparation and Attendance

Students in the PA Program are expected to be present for all classes and small groups. As graduate students, they should come to class prepared and ready to participate in the class. For small groups such as journal club, preparation is key and allows the whole group to learn. A student who is not prepared for small groups works lets the team down and slows the learning process for everyone.

Honesty

As medical professionals, honesty is one of the most valued traits of the profession. Students are expected to uphold the tenants of honesty at all times. Honesty pledges for course work are binding and are expected to be signed. Plagiarism in any form including misrepresenting someone else's work as your own is grounds for dismissal.

Students are required to read the GMS [Academic Conduct Code and Disciplinary Procedures](#) document and to attest to having read and understood it by signing the attestation. The code and attestation page are in Appendix A at the end of this handbook. You are required to view the SPH Plagiarism module (https://mymedia.bu.edu/media/SPH+Plagiarism+Demo/1_lwxyck5d) and take the quiz.

Student Conduct and Professionalism

The dictionary defines professionalism as “ the conduct, aims, or qualities that characterize or mark a profession or a professional person” ¹ Professionalism encompasses a commitment to continuous professional development, ethical practice, an understanding of and sensitivity to diversity, and a responsible attitude toward patients, the PA profession, and society. Professional behavior includes all forms of communication including email and social media, actions on and off campus, adhering to program policies and ethical behavior.

The student will demonstrate professionalism by:

- Showing respect, compassion, integrity and responsiveness to patients, colleagues, and staff.
- Protecting confidentiality of patient information.
- Demonstrating sensitivity to the culture, age, gender, religion, ethnic background, sexual preference, disabilities of others.
- Completing required evaluations and paperwork in a timely fashion.

Students not demonstrating professionalism may receive an oral warning, written warning, probation, and this may be grounds for dismissal. Professionalism is reviewed each semester by the Student Progress Committee. (See Student Evaluation and Grading Polices section below)

1. Merriam-Webster Dictionary. Available at <https://www.merriam-webster.com/dictionary/professionalism>. Accessed August 3, 2019

HARASSMENT, SEXUAL MISCONDUCT AND STUDENT GRIEVANCES

[ARC-PA Standard A3.15f,g - The program must define, publish and make readily available to faculty and students policies and procedures for processing student grievances and allegations of harassment.

[Sexual Misconduct/Harassment/Title IX](#)

Boston University is committed to fostering an environment that is free from all forms of sexual misconduct, including sexual assault and sexual harassment. In support of that commitment, BU takes steps to increase awareness of such misconduct, eliminate its occurrence on campus, provide support for survivors, diligently investigate all reports of sexual misconduct, and deal fairly and firmly with offenders. Creating a safe campus environment and a culture of respect is the shared responsibility of all

members of the BU community, individually and collectively. The Boston University policy on Sexual Misconduct/Title IX may be found at <http://www.bu.edu/policies/sexual-misconduct-title-ix-hr/>

More information about [Sexual Misconduct Complaints Against Students](#), and [Sexual Misconduct Complaints Against Faculty and Staff](#). [Updates on the Changes to Title IX may be found in the BU Today article on the New Sexual Misconduct Policy](#).

For the medical campus, the Title IX Coordinators are:

- Karen Symes, Ph.D., Assistant Dean of Student Affairs (MED), symes@bu.edu / (617) 358-4578
- Gwyneth Offner, Director, Masters in Medical Sciences Program (GMS), goffner@bu.edu / (617) 358-9541

Student Grievances

As professionals, students should endeavor to work out differences of opinion among themselves, however the university offers a number of resources for grievances. A grievance is defined as “a cause of distress (such as an unsatisfactory working condition) felt to afford reason for complaint or resistance.”² When possible, students should attempt to resolve academic-related conflicts with the PA faculty members and the program director. If the conflict is not resolved to the satisfaction of the student, the student may wish to contact the [Office of the Ombuds](#) (see below) which is an independent, impartial and confidential place where persons can bring issues related to life and study at BU. Talking to the Ombuds can be a good first step if you have a concern and you don’t know where to turn for help.

Emergencies or immediate threats to life or property should be reported immediately by calling 911 or the BUMC Public Safety at 617-414-4444.

Appropriate Treatment in Graduate Education (ATGE): Graduate Medical Sciences committed to providing a work and educational environment that is supportive of all personnel, and is professional, collegial, and conducive to providing exceptional training in teaching, research and patient care. We strive to provide environments in which our students, trainees, staff and faculty can flourish. The school places a high priority on the appropriate treatment of its community and affiliated members and provides a mechanism for both open and confidential resolution of complaints from students, post-doctoral fellows, staff and faculty by conducting thorough, prompt, and impartial investigation.

Expectations include:

1. Maintain a respectful and professional environment.
2. Encourage inclusivity and equity
3. Promote a positive educational and/or work environment
4. Define reasonable expectations
5. Foster an environment for professional growth
6. Ensure adequate and accurate record of academic and or professional standing

The Appropriate Treatment in Graduate Education supports an environment conducive to learning by investigating and responding to reports of student mistreatment. It provides a

process for prompt, non-adversarial, and respectful responses to complaints of student mistreatment by conducting any investigations thoroughly, promptly, and impartially. The ATGE Policy does not apply to complaints relating to sexual misconduct, violence or discrimination (see Title XI above) or grading. Please see the [Appropriate Treatment in Graduate Education website](#) for more details. Reports may be made via the [GMS Online Form](#) and may be made anonymously.

SARA: For students participating in field experiences outside of Massachusetts, information regarding Boston University's state authorization approval and related complaint resolution processes can be found on the State Authorization and Distance Education website at www.bu.edu/state-authorization.

Boston University Ombuds: The Office of the Ombuds is an independent, impartial, informal problem-solving resource serving BU faculty, staff, and students on both Campuses. The Office maintains strict confidentiality and provides a safe place for off-the-record conversations on issues related to life, work, or study at Boston University.

Ethics Point – This anonymous, confidential reporting is designed specifically for concerns and complaints relating to the following types of issues:

- Academic Affairs
- Athletics
- Code of Ethical Conduct Matters
- Conflicts of Interest
- Environmental Health & Safety
- Financial Matters
- Research
- Student Safety

Spam, Phishing or Technology concerns: Spam, phishing emails or other information technology incidents that should be addressed by IS&T directly by sending an email to abuse@bu.edu .

2. Merriam Webster Dictionary. Available at <https://www.merriam-webster.com/dictionary/grievance>. Accessed August 4, 2019.

STUDENT HEALTH, WELLNESS AND SAFETY

[ARC-PA Standard A3.09 – Principal faculty, the program director and the medical director must not participate as health providers for students in the program, except in an emergency situation. ARC-PA Standard A3.07 The program must define, publish, make readily available and consistently apply: a) a policy on immunization and health screening of students. Such policy must be based on then current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates. b) written travel health policies based on then current CDC recommendations for international travel for programs offering elective international curricular components. ARC-PA Standard 3.10 The program must define, publish, make readily available and consistently apply written procedures

that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.

Medical Insurance



By state law, students must have medical insurance. **You will automatically be charged for health insurance unless you verify and complete an insurance waiver on [Student Link](#).** More information is available at <http://www.bu.edu/shs/getting-started/student-health-insurance-plan/>

To waive or upgrade, please visit [Student Link](#). For more information about health insurance, please consult the [student accounting services website](#).

Student Health Services (SHS)

Student Health Services is designed to help meet your health care needs while at Boston University. They offer medical and behavioral medicine services by appointment or on an emergency basis (see below). You may use Student Health Services if you are a full-time BU student regardless of your insurance choice. [Student Health Services](#) is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575 <http://www.bu.edu/shs/>

Immunizations are an important part of healthcare, and it is your responsibility to make sure your immunizations are up to date. Failure to do so may delay registration, financial aid and clinical placements which occur in both the didactic and clinical year and may ultimately delay graduation. The BU PA Program follows the current Centers for Disease Control recommendations for healthcare professionals [ARC-PA Standard A3.07a]. Student participating in international rotations are required to consult with Student Health Services and follow the CDC recommendations for international travel. [ARC-PA Standard A3.07b] Complete information and forms may be found at [Student Health Services Health Requirements Guide](#)

Boston University requires COVID Vaccination for all students. BU will permit exemptions however all clinical sites used by the BU PA program require proof of COVID vaccination and do not allow any exemptions.

A note about TB testing: the CDC has recently changed the recommendations on TB testing for health care professionals and therefore TB testing is no longer offered routinely at Student Health Services. Some healthcare facilities used for clinical rotations continue to require TB testing and students may be required to have testing to comply with the regulations of the clinical site(s). This may occur an extra expense. Boston Medical Center no longer requires routine TB testing. Students may be required to submit the CDC Individual TB Risk Assessment Form for both Boston University and for various clinical sites.

Many students on the MED campus choose to have primary care at Boston Medical Center (BMC). All coordination of required health certificates and immunizations is through the Student Health Services regardless of your site of primary care. More information on choosing a primary care provider at BMC may be found at <http://www.bumc.bu.edu/gms/students/wellness/>. The policy of the BU PA Program is that no PA faculty will provide medical care or advise to a student, except in an emergency. The BUSM

Policy for the Separation of Academic/Physician Roles in the Provision of Health Treatment may be found here <http://www.bumc.bu.edu/busm/faculty/health-treatment/>

[ARC-PA Standard A 3.09 Principal faculty, the program director and medical director must not participate as health care providers for students in the program, except in an emergency situation. ARC-PA Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.]

Behavioral Medicine (Mental Health) services for students is available on the Medical Campus. All fulltime students are eligible for care, regardless of health insurance. The clinic is located in the Solomon Carter Fuller Mental Health Building, 85 E. Newton St., Suite 816. The location was chosen specifically to be mindful of maintaining student privacy and confidentiality.

The following services are available:

- Evaluation
- Consultation
- Short-term treatment (both medication and psychotherapy)
- 24-hour coverage

When longer-term treatment is indicated, students will be referred to a provider in the community. Student Health Services is committed to maintaining the confidentiality of all patient health information in accordance with all applicable federal and state laws. To make an appointment, please call 617-353-3569 and request an appointment at the BUMC clinic. More information is available at <http://www.bu.edu/shs/behavioral-medicine/> *[A3.10 The program must have written policies that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.]*

The policy of the BU PA Program is that no PA faculty will provide medical care or advise to a student, except in an emergency. The BUSM Policy for the Separation of Academic/Physician Roles in the Provision of Health Treatment may be found here <http://www.bumc.bu.edu/busm/faculty/health-treatment/> *[A 3.09 Principal faculty, the program director and medical director must not participate as health care providers for students in the program, except in an emergency situation.]*

Interfaith Chapel - There is an Interfaith Chapel available at Boston Medical Center in the Menino Pavilion Lobby. The chapel is available 24 hours a day seven days a week.

Student Wellness

Beyond medical care, it is important to maintain wellness and stay healthy. The [GMS Student Life and Wellness](#) contains links and phone numbers for the physical, dental and mental health, worship, LGBTQ resources and resources for international students.

[C3 Community Catalyst Center](#) - opened its doors in August 2021 with the goal of fostering holistic success for the diverse GMS student community. C3 helps students acclimate to Boston and the Medical Campus and adjust to the advancing academics of graduate school while gaining a sense of belonging early in the programs at GMS. This center welcomes all GMS students, including international, first-generation college graduates, students of color, LGBTQIA+, veterans and military-affiliated students. C3

develops community among peers across GMS programs by providing resources, events resources, events and workshops that support and help students thrive.

Students on the MED campus are eligible to use the [Fitness and Recreation Center \(FitRec\)](#) located on the CRC and is accessible by the BU shuttle.



On the MED campus, [BUMC Full Gymnasium](#) provides space for students, faculty and staff for recreation and offers classes too.

[Blackstone Community Center Gym](#) is nearby and has student memberships.

Free or Discounted with your BU ID:

[Music, Theatre and Arts Discounts](#)

[Retailers Offering Student Discounts](#)

Feel free to ask wherever you shop

[More Student Discounts](#)

Transportation

Parking around the medical school is very limited. Furthermore, the City of Boston parking enforcement officers ticket and tow unauthorized vehicles. Students are encouraged to use public transportation and the BU Shuttle system whenever possible. The BU Shuttle (BUS) offers free transportation between the three BU campuses – Charles River, Fenway and Medical. Information and the Terrier Transit app may be found on the web at <http://www.bu.edu/thebus/>

Public Transportation student passes are available as is secure bicycle storage. Further information may be found on the websites of the [MED Office of Parking and Transportation](#). PA students must have a reliable form of transportation during both years of the program because there are many clinical duties that require travel to sites that are not easily accessible with public transportation and/or the students may be working when the MBTA or BUS are not available.

Safety and Security

The BUMC Public Safety Department is responsible for providing a safe and secure environment and minimizing the opportunity for loss of personal and institutional assets. You have been signed up for BU Text Alerts through Student Link.

Emergency Call Boxes – there are posts with blue lights where help may be requested anytime. These call boxes contain auto-dial phones that connect the caller immediately to the Command and Control Center once the emergency button is pushed. These phones should be used in emergencies only and automatically disconnect after 3 minutes. The Command and Control

Center knows which phone you are using and will immediately dispatch an officer to your location.

BUMC Public Safety Department – 617-414-4444. Please add the phone number to your phone.

Escorts - The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots, and surrounding medical center buildings during night and weekend hours upon request. Escorts are subject to availability by calling the Control Center at 617-414-4444. The Public Safety Department recommends that you utilize the shuttle services that transport to the garages, lots, surrounding medical center buildings, and authorized MBTA stops available to you.

Personal Safety Tips:

- Do not compromise safety for the sake of convenience.
- Utilize the shuttle services whenever possible.
- Do not hesitate to contact public safety if you have security or safety concerns.
- Take advantage of public safety-sponsored training programs.
- Be alert and aware of your surroundings.
- Trust your instincts. If you are concerned about something you see or hear, notify public safety and leave the area.
- Use the buddy system. Whenever possible, walk with a friend.
- Have your car or house/apartment keys in your hand before you reach the car or house/apartment.
- Avoid short cuts. Stay in well-lit, well-traveled areas.
- Secure your belongings. Don't leave unlocked or valuables unattended.
- We encourage you to register your laptop or tablet for free with the [BU Police Department](#).

Incidents Reports - The Public Safety Department encourages all employees and students to report suspicious behavior and/or criminal activity to the Command and Control Center at 617414-4444 as soon as possible.

**Exposure to Environmental Hazards and Other Emergencies
Safety and Infection Prevention Training**


- Click on: [Safety & Infection Prevention Training \(OSHA\)](#)
- Click on Login, enter BU username & Kerberos password to access Training.
- Click on “Safety and Infection Prevention Training” and launch the course.
- After you have completed the course, save the page confirming you passed, and send to paoffice@bu.edu

[ARC-PA Standard A3.08- The program must inform student of written policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities that would place them a risk. ARC-PA Standard B2.07 – The program curriculum must include instruction in technical skills and procedures based on current professional practice.]

BMC Emergency Management App – My-EOP



BMC Emergency Management offers an Emergency Operations Plan (EOP) mobile application. All students are required to download the app to your phone or a device in ensure you have the information in the case of an emergency. Once downloaded, the APP provides you with information about emergency response at BMC and detailed information that you can use in response to a variety of emergencies, for example, chemical splash, fire or workplace violence. To assist you, the APP also includes direct links to emergency phone numbers.

All students must download the BMC Emergency Management App (My EOP). The My EOP app provides extensive information on many emergency situations ranging from active shooter to chemical exposure. You must download the app and send a screenshot to paoffice@bu.edu.




My-EOP™

Instructions to download the My-EOP™ mobile application:

1. Search for My-EOP (or myeop) in the “App Store” (Apple iOS) or the “Play Store” (Android devices).
 
Note for iPad users: Select “iPhone Only” as a search limit in the App Store.
Apple:
<https://itunes.apple.com/us/app/my-eop/id818004891?mt=8>
Android:
<https://play.google.com/store/apps/details?id=com.gcckc.myeop>
2. Install My-EOP on your device.
 - Accept app permissions.
3. Open My-EOP.
 - Accept the terms and conditions.
4. Enter your code BMC in the search box.
5. Once your plan is displayed, click on the plan to download.
6. To gain access to the download, you’ll be asked for your password.
Your password is BePrepared

Once the file is downloaded, you may enter the plan. From that point forward, when you open My-EOP, you will see that plan on your available plan list.



Needle Stick and Exposure Procedure:

[ARC-PA Standard A3.08 *The program must define, publish, make readily available and consistently apply policies addressing student exposure to infectious and environmental hazards before students undertake any educational activities which would place them at risk. Those polices must: a) address*

methods of prevention, b) address procedures for care and treatment after exposure, and c) clearly define financial responsibility.]

This policy refers to all infectious material, regardless if the material contains visible blood and includes bodily fluids, secretion and excretions (except sweat).

Prevention: Students will receive instruction on the proper protection and protocols for exposure prior to beginning a session involving infectious or environmental materials. Prior to the start of Anatomy lab, a session on the proper and safe techniques for using needles, sutures, scalpels and other sharp instruments as well as suturing is given. The instruction includes information on safe disposal and preventing injuries. In addition, instruction is provided on standard universal precautions including gloves, masks, eye protection and gowns prior to the start of Anatomy lab and is reinforced during Introduction to Clinical Medicine which involves physical examination. During Disease and Therapy and Advanced Clinical Medicine, students learn more specific protocols for protection against bodily fluid exposure.

We recognize that accidents do occasionally occur. Below is the protocol for exposure to bodily fluids or injury:

1. Don't panic.
2. Don't delay seeking treatment.
3. Express blood from the wound and wash it immediately with soap and water.
4. Tell your preceptor or course instructor.
5. Go to BU Student Health Services or the nearest Emergency Room.
6. If you are at BMC and the injury occurs during working hours, you may go to BMC's Occupational Health Clinic. Location: Doctor's Office Building (DOB), Suite 703, 720 Harrison Ave, Boston 617-638-8400
7. Call or email the BU PA Office paoffice@bu.edu 617-358 -9589 to let us know.

Coverage for provided services is included in the Aetna student health insurance plan offered by the University. In the event that you do not have Boston University School of Medicine health insurance, you must contact your carrier and determine the level of services covered. Submit any billing received to your insurance company. The BU PA Program will provide reimbursement for out of pocket co-pays. We strongly encourage you to keep your health insurance card in your wallet at all times.

STUDENT LIFE

Office of Disability Services

Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") of 1990, and embodies the University's historic determination to ensure the inclusion of all members of its communities.

The goal of the [Office of Disability Services](#) is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary. Although a significant degree of independence is expected of students, Disability Services is available to assist, should the need arise.

To receive services and accommodation(s) for a disability, students must be evaluated and approved through the Boston University Office of Disability. To inquire about eligibility and/or evaluation for accommodations, contact Dr. Theresa Davies, Assistant Dean, Master's Programs at tdavies@bu.edu. More information is available at [GMS Disability and Access Services](#).

Should you be approved for accommodation(s), you will receive an Accommodation Release Form which will inform your course directors. Please note that accommodations may require renewal during the program. Please also note that NCCPA which administers the PANCE exam, will only honor accommodations if the student had those accommodations during the program.

Alumni Library



The [BU Medical Library](#) provides a large number of resources for PA students including eBooks, medical journals, Research Help and ExamMaster. Student may also access and use any of the other [libraries available at Boston University](#) including those on the CRC campus.

Study Rooms

On the BU MED campus, guidelines were developed to ensure that study room space is used in a productive and collegial manner for group and individual study. Classrooms and conference rooms on the MED campus have a sign next to the room sign designating the room for either group or quiet study. The [Study Space Finder App](#) is available through the Alumni Library website. Most study rooms are on the BUMC central campus.

When group study is allowed in a room, please be mindful of the noise level as the space nearby may include offices, research labs and other classrooms. Comfortable lounge/study space is available on L 14 and L 13 of the Instructional Building. On the CRC campus, PA students may use libraries and other study spaces.



Academic Support

Academic support is offered by the PA program and may be requested by a student, or a student may be referred by a faculty member. Tutors are offered free of charge to the student. Students are eligible for tutoring for as long as it is deemed necessary; there are no time limits.

If you would like to request additional academic support and/or tutoring, please contact the Director of Didactic Education or the Director of Clinical Education. Circumstances that might prompt a student to

make the request include a passing grade on an exam but one that was close to a failing grade, exam failure or poor performance on a quiz.

Faculty Advisor

The faculty advisor plays a central role in guiding the student's academic program, monitoring progress, and providing guidance and counseling in academic matters. Students are encouraged to meet regularly with their faculty advisor to discuss their academic progress. You are welcome to set up an appointment with your advisor at any time to discuss personal or academic matters. You are also welcome to set up an appointment with the program director. *[ARC-PA Standard A3.10 The program must define, publish, make readily available and consistently apply written procedures that provide for timely access and/or referral of students to services addressing personal issues which may impact their progress in the PA program.]*

Research/Thesis Advisor

As you approach the clinical year, you will receive more information on this topic. In general, your research/thesis advisor should be a member GMS Faculty. Under certain circumstances, a Special Service Appointment for GMS Faculty membership may be granted to a research advisor who does not have GMS Faculty membership. When a thesis is performed off-campus (i.e., on campuses other than BU, BMC or BUSM), the first reader of the thesis must be a faculty member of BU, BMC or BUMC and have a GMS Faculty membership. Please consult with the Director of Research for more information.

Use of PA Program Resources

PA students are not permitted to receive mail or communications in the office, nor are they permitted to use the copy or fax machines without permission of the program faculty or staff. Copying facilities are available to students in the medical school library.

Students are not permitted to enter the office of the PA faculty or administrative staff without their consent. This policy insures proper confidentiality for all students. File cabinets with examinations, evaluations and transcripts remain locked and may not be opened by a student under any circumstance. Students are not permitted to make copies of their examinations or their thesis evaluations at any time. The PA program faculty and staff may not transact business for student or accept money for purposes other than program business. Additionally, PA program faculty and staff may not employ students at any time during matriculation.

A nominal replacement fee will be assessment to the bursar's account if a student fails to return the equipment or items such as clickers, locks or lock keys.

For student activities, students may reserve classrooms through the Administrative Coordinator.

PA students may request access to use the physical examination suites the Clinical Skills and Simulation Center (CSSC) in the basement of the Evan Building. Requests should be made to the Course Directors of Introduction to Clinical Medicine. A faculty member or preceptor must be present when the CSSC is used.

ATTENDANCE

[ARC-PA Standard A3.02 The program must inform students of program policies and practices]

Students are expected to attend each class or class-related session, including review sessions. Attendance is a professional courtesy to the lecturer and may be a part of the course grade. In addition, it is part of the professional conduct expected of PA students. Unless otherwise noted, all instruction is mandatory.

Didactic Phase: In the event of illness, students should email the course director and the Director of Didactic Education to explain the circumstances. Students who are absent for more than one day may be required to submit a doctor's note or other supportive evidence. Certain educational activities may require a makeup session with a quiz or other assessment.

An annual schedule of vacations and holidays are distributed to each student upon matriculation. Please note that students remediating an exam are expected to meet with the Director or Associate Director of Didactic Education. Attendance is one the factors considered by the Student Progress Promotion Committee and significant absences may adversely impact the ability of students to maintain the program's *Technical Standards* and professionalism standards.

Clinical Phase: Students are expected to attend all clinical experiences. Students are required to participate in both the on-call and weekend schedules during the clinical phase. Weather related closures of the MED Campus do not automatically excuse clinical phase students from the rotation. When a student is absent from a rotation site for any reason, the Director of Clinical Education and the preceptor must be notified on each day of absence. Any unexcused or prolonged absence (as defined in the *Clinical Handbook*) during a clinical rotation may require repeating the rotation. In this situation, students will be subject to additional tuition and fees charges. Students are expected to make up the missed material as soon as possible.

Students are expected to obtain permission from the Program Director if planned absences are being considered at least one month in advance. Students who receive a summons for jury duty should contact their advisor as soon as possible to discuss the potential impact on their studies. In some cases, the program may be able to help the student postpone jury duty until after graduation with a letter of support.

Absence for Religious Reasons

Graduate Medical Sciences (GMS), in scheduling classes on religious holidays, intends that students observing these holidays be given a reasonable opportunity to make up the work. Students should endeavor to inform the instructor(s) or the course manager(s) at the beginning of the course(s) of the planned absence so that arrangements can be made to make-up exams and/or other required assignments. Faculty members who wish to observe such holidays will arrange for another faculty member to meet with their class(es) or for canceled class(es) to be rescheduled.

Student Bereavement

Students should be granted up to five (5) weekdays of bereavement leave for the death of an immediate family member. Requests for additional days must be made to the dean of the student's school or college. Requests for bereavement leave are handled by the dean or dean's designee at each school and

college. The student must provide appropriate documentation of the death. The dean or the dean's designee will send a notice of the student's leave to the student's instructors. Upon return, the student must contact each faculty member to arrange to make up any missed classwork. At any point during the student's original bereavement leave or upon return, the student may decide to request a leave of absence due to the student's loss. Leaves of absence are granted via the University's Withdrawal, Leave of Absence, and Reinstatement section of the academic policies, which can be found [here](#).

Emergency Closing Procedures



In the event of existing or projected weather conditions or other emergency/disaster situations, classes may be canceled. Cancellation will be communicated by posting the cancellation announcement on the GMS website and/or by the individual course director or program through either email or Blackboard. This may be independent of other closings throughout the medical campus.

If the medical campus is closed for the day, then no GMS or PA program classes will be held. Note that Boston University's Charles River Campus (CRC) may be closed while the Boston University School of Medicine (MED) remains open.

Announcements and information regarding all Boston University closings or delayed openings will be made on local radio and television stations, as well as the GMS, BUMC and BU Websites.

REGISTRATION

[ARC-PA Standard A3.02 The program must inform students of program policies and practices. ARC-PA Standard A3.15 a,b, c,d – The program must define, publish and make readily available to student upon admission a) academic standards and b) requirements and deadlines for progression and completion of the program c) policies and procedures for remediation and deceleration d) policies and procedures for withdrawal and dismissal. ARC-PA Standard A3.12f – The program must define, publish and make readily available...f) estimate of all costs relation to the program.]

Registration for all 8 semesters is submitted for each student through the PA Program office. You will be enrolled full time for 30 months. It is your responsibility to make sure your charges are paid or settled and that you are up to date on immunizations and other BU requirements

Leave of Absence, Withdrawal and Reinstatement

Normally, students must register for each regular (i.e. fall/spring) semester until completion of all degree requirements. Upon written petition to the Associate Dean and Provost for GMS and for appropriate cause, a student is allowed up to a total of two (2) semesters of leaves [or for a total of one (1) academic year] of absence throughout degree completion without the necessity of reapplication and/or readmission. Returning students may be required to demonstrate competency and medical knowledge to return.

Leaves of absence beyond two (2) semesters are granted only in exceptional cases, such as a substantiated illness, parental leave, or military service. The student should first meet with the program director and will need to submit a petition to the Associate Dean of GMS.

Procedure for requests for a leave of absence is:

- The student should meet with their advisor and program director for approval.
- Submit a written request explaining the reason for leave of absence along with the required forms, including the program director's signature, to the GMS Registrar.
- May be asked to meet with the Associate Dean.

If approved, a request for a leave of absence is effective on the day the written request is received by the GMS Registrar. A certificate of authorized leave of absence is issued and a copy is included in the student's record. For a student who files for a leave of absence from the University, charges for tuition and fees are canceled in accordance with the University's published refund schedule.

A student who is on a leave of absence and who has borrowed federal and/or private loans may be required to begin repayment while on leave. The period of an authorized leave of absence is counted as a part of the total time allowed for completion of the degree requirements. Students may not complete any degree requirements in a semester for which they have been granted a leave of absence.

Leaves of Absence for Medical Reasons

Sometimes a student may need to interrupt their studies for medical reasons. A student's request for a leave of absence for medical reasons must be reviewed by Student Health Services or its designee. Medical documentation is not required to arrange your leave, but students often find it helpful to share a doctor's note with Student Health Services to keep their records updated and to facilitate the return process. Please read the [Boston University policy regarding a medical leave of absence](#) and GMS policy on [Leaves of Absence, Withdrawal, and Reinstatement](#). GMS reserves the right to require an involuntary medical leave of absence if it is determined that a student's continued enrollment would create a significant risk to the health and safety of the student or others. A student seeking to re-enroll after a medical leave of absence must demonstrate to GMS that the student's health permits the successful completion of studies. Documentation needed to support this finding will be determined by Student Health Services or its designee but will generally include information from the student's treatment provider as well as the three forms required by Boston University 1) General Authorization to Disclose Protected Health Information 2) Community Provider Report and 3) Student Report from Medical Leave. Information and forms needed for the re-enrollment process can be found [here](#). The decision as to whether to allow a student to re-enroll is within the sole discretion of GMS.

Withdrawal

A student who wishes to withdraw from the University must submit the request and follow below procedures:

- Meet with their advisor and program director for approval.
- Submit a written request explaining the reason for withdrawal along with the required forms, including the program director's signature, to the GMS Registrar.
- May be asked to meet with the Associate Dean.

If approved, a withdrawal is effective on the day it is received by the GMS Registrar and charges are canceled in accordance with the University's published refund schedule, based on the effective date of

the student's withdrawal. Absence from class does not reduce financial obligations or guarantee that final grades will not be recorded.

Reinstatement

A student who has voluntarily withdrawn from the PA Program will be subject to the regulations below:

- Readmission to the program will require the submission of a new application and will be subject to the admissions criteria at the time of application.
- If readmitted, the student may be asked to retake examinations or demonstrate knowledge in current issues in the field of specialization.
- Readmitted students will be subject to the policies, rules and regulations set forth in the GMS Policies and Procedures and program specific handbook at the time of readmission.
- Students who have outstanding financial obligations to the University at the time of withdrawal or termination will be required to meet those obligations as a condition of readmission.
- At the time of readmission, the student must consult with the program director to outline a plan for completing the degree requirements.

Withdrawal and Tuition Refund Schedule

Registration and other fees are non-refundable as of the first day of the semester. Deposits towards tuition and /or room and board are non-refundable. Information regarding refunds of tuition may be found at [Withdrawal and Tuition Refund Schedule](#).

SCHOLASTIC POLICIES AND REQUIREMENTS

[ARC-PA Standard A3.15a – The program must define, publish and make readily available to student– a) any required academic standards. Standard A3.13 d,e The program must define, publish and make readily available to student d) any required academic standards, e)any required technical standards.]

Student Responsibilities

Graduate level courses in the PA program operate with the following assumptions:

1. Adult learners learn best when they actively engage in their education. Self-directed learners prepare for the lectures in advance so they have an opportunity to clarify the material with the expert who is leading the educational activity.
2. Adult learners must learn to categorize and prioritize the large volume of material to be assimilated. This requires one to take time to think about the context of the material such as how the specifics of the history and the physical exam relate to the anatomy and function of the human body as a whole and to begin to recognize patterns of disease.
3. Adult students value the opportunity to clarify their ideas and understanding of concepts and issues through discussion. Small group interview and physical exam sessions enhance the application of facts and concepts you have learned to real life situations. Adequate preparation for these sessions

demonstrates your dedication to your learning, your respect for your professors and classmates and your ability to work as a team member.

4. Attendance is mandatory and prompt attendance is considered a professional courtesy and is expected at all lectures and course activities. Please refrain from eating and drinking during lecture.

5. The practice of medicine as a physician assistant is built on the foundation of trust, honesty and good communication. You are expected to uphold BU Student Code of Responsibilities.

Technical Standards In addition to academic achievements, exam results, and recommendations, physician assistant students must possess the physical, emotional and behavioral capabilities requisite for the practice of medicine as a physician assistant (PA). Physician assistants must have the knowledge and skill to practice in a variety of clinical situations and to render a broad spectrum of care based on the patient's and their family's needs. In order to successfully complete the PA clinical education program, candidates and matriculants must have sufficient somatic sensation, motor function, vision, and hearing to permit them to complete the activities below.

Observation PA students must have sufficient sensory capacity to observe in the lecture hall, laboratory, outpatient setting, and at the patient's bedside. Sensory skills adequate to perform a physical examination are required, including functional vision, hearing, smell, and tactile sensation. These senses must be adequate to observe a patient's condition and to accurately elicit information through procedures regularly required in a physical examination, such as inspection.

Communication Students must be able to communicate effectively and sensitively with patients and others in both academic and healthcare settings. They must be able to read, speak clearly, perceive and respond to changes in mood, activity, and posture, and interpret non-verbal communications.

Motor Students must have motor function adequate to diagnose patients using palpation, auscultation, percussion, and other diagnostic maneuvers. Students must be able to execute movements with reasonable dexterity in order to provide safe general and emergency care to patients, including but not limited to cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop hemorrhage, obstructed airway management, suturing and the performance of simple obstetrical maneuvers. Students must be able to physically negotiate patient care environments and must be able to move between settings, such as clinic, classroom building, and hospital. They must possess sufficient physical stamina to complete the rigorous course of didactic and clinical study, as long periods of sitting, standing, or moving are required in the classroom, laboratory, and clinical settings.

Intellectual-Conceptual, Integrative, and Quantitative Abilities Students must be able to measure, calculate, analyze and synthesize. They must be able to read and interpret the medical literature. Problem solving, the key clinical reasoning skill is required of all students. Students should be able to interpret 3-D relationships and understand the spatial relationships of anatomy structures.

Behavioral and Social Attributes Student must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the completion of all academic and patient care responsibilities. They must develop mature, sensitive and effective relationships with patients, faculty and other members of the health care team. Students must be able to function in the face of uncertainties inherent in clinical practice and adapt to changing environments demonstrating

their flexibility, compassion, integrity, and concern for others. They must be motivated to practice using high ethical standards and be committed to lifelong learning and curiosity. A student must demonstrate the above competencies with or without reasonable accommodation. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Boston University will determine and provide reasonable accommodations to qualified students with a disability to enable them to meet these *Technical Standards*. For more information regarding BU policies related to accommodations, please visit the [Office of Disability Services](#).

Technical Standards Process for Accommodations

When a GMS applicant or student requests disability accommodation(s), he or she can expect to interact with the University's Office of Disability Services (BU ODS), the GMS Disability Liaison, and the GMS Minimum Technical Standards Committee. This committee is a group comprised of GMS faculty, staff, and administrators who develop and implement policy for GMS applicants and students who request disability accommodations.

The "Minimum Technical Standards: Process" as found in the [GMS Policies and Procedures](#) describes the steps applicants and students must take to request a disability accommodation and the process that is followed in considering accommodation requests. The process is independent of the matriculation process. In addition, applicants and students are encouraged to review the GMS "[Minimum Technical Standards: 6.3 Delineation of Responsibilities](#)."

STUDENT EVALUATION AND GRADING POLICIES

ARC-PA Standard A3.02 The program must inform students of program policies and practices. ARC-PA Standard A3.15 a,b, c,d – The program must define, publish and make readily available to student upon admission a) academic standards and b) requirements and deadlines for progression and completion of the program c) policies and procedures for remediation and deceleration d) policies and procedures for withdrawal and dismissal.

Student Progress Requirements

PA Students must successfully complete all requirements for graduation within a 60-month time period. The criteria for promotion from one semester to another are listed below. **Please note that the passing standards for each course differ and are found in the individual syllabi.** Students who do not meet these criteria should refer to Remediation and Disciplinary Policies to identify the action(s) which may be taken by the Student Progress Committee. Both the student's academic advisor and the Progress Committee monitor student progress in an ongoing manner.

All courses in the PA Program must be passed in the curriculum sequence for each semester. Students who fail a course and are allowed to return to the program (decelerate) will restart the entire program. In the clinical phase, course failure may result in a delay in graduation which may incur increase tuition costs.

Didactic phase, satisfactory semesters one to five progression:

- Passing grades on each examination

- Successful completion of all courses
- Completion of required immunizations and BU requirements
- Ability to meet the Technical Standards of the PA Program
- Conducts self in a professional manner
- Completion of at least 80% of required course evaluations
- Satisfactory performance of procedural skills.
- Completion of required training modules

Satisfactory progression during the clinical phase includes:

- Passing grades on each mandatory examination
- Passing grade for each clinical rotation
- Completion of required immunizations and BU requirements
- Ability to meet the Technical Standards of the PA Program
- Conducts self in a professional manner
- Completion of at least 80% of required course evaluations

Graduation Requirements

Satisfactory completion of the BU PA Program requires the successful completion of both the didactic and clinical phases of the program and:

- Passing grade on Thesis
- Passing grade on the Summative OSCE
- Passing grade on the End of Curriculum Exam
- Ability to meet the Technical Standards of the PA Program
- Conducts self in a professional manner
- Successful completion of required procedure and diagnosis encounters and all paperwork submitted.
- Passing grade for PS 870 PA Professions course
- Completion of the PA Program Exit Survey
- All fees paid and equipment returned.

Student Remediation

[ARC-PA Standard A3.15 – The program must define, publish and make readily available to student upon admission academic performance and progression information –c) policies and procedures for remediation and deceleration.]

Effective remediation is timely, relevant, and standardized. Students are remediated if they fail to maintain the academic standards required for safe clinical practice. Remediation of the knowledge or clinical skills will be performed under the direction of the academic and clinical faculty using the methodology outlined in Hauer KE et al. Remediation of the Deficiencies of Physicians across the Continuum from Medical School to Practice: A Thematic Review of the Literature. Acad Med.. 2009; 84(12): 1822-32.

Successful remediation is defined as a passing grade on a remediation examination/exercise, clinical skills observation or clinical rotation. For the didactic phase, the remediated grade will be documented as the lowest possible passing grade corresponding to the activity.

In the **PA program specific courses**, failure of a remediation exam will result in the failed grade being used for course grade calculation. For example, if a mid-term exam is failed with a grade of 60 and the remediation grade was below the 72 required for passing, then the grade of 60 will remain as the mid-term exam grade. Remediation will be offered only once. Quizzes may not be remediated. Students whose grades are low throughout a course may be in a situation where they cannot mathematically pass the course and will not be remediated. Students who fail to successfully remediate or fail a course will be dismissed from the program.

In the **PISCEs courses**, reexamination of a failed Learning Progress Assessment (LPA) will follow the guidelines outlined in the PISCE course syllabus. Students will reexamine during the nearest available time which may vary from module to module and may occur after a vacation. Failure of a module reexamination exam will be remediated by a comprehensive exam as outlined in the PISCEs syllabus. Failure of a remedial comprehensive exam will result in course failure and dismissal from the program.

Students who fail a mandatory **clinical rotation** must repeat that rotation. Students who pass a course but who fail the End of Rotation Exam (EORE) will have the opportunity to remediate and retake the exam if it is a PAEA EORE. Both exam grades are recorded, and the course grade will be a Pass. For End of Rotation Exams, the grade on the remediated exam will be used to calculate the rotation grade.

In the didactic phase, students who have failed eight examinations will be dismissed from the program. In the clinical phase, students who have failed two rotations will be dismissed from the program.

For the **End of Curriculum Exam (EOCE)** given at the end of the clinical phase, students who do not pass are required to retake the exam and must wait 60 days to re-test. A faculty member will meet with the student to review the missed areas as noted on the Student Performance Report. They will also discuss the timing of the repeat exam. Depending on the score, students may be asked to wait until after the end of the clinical year to repeat the test so they have adequate time to prepare. It is possible that this may delay graduation and may incur the cost of an extra semester.

Remediation Exam Failure: A student who fails a second EOCE may not retest per PAEA. IN the event of such as occurrence, the Student Progress Committee will meet and review the entire academic record of the student. The EOCE Performance Reports will also be reviewed in detail. The committee will make a recommendation as to next steps which may include targeted testing to ensure satisfactory medical knowledge and demonstrate meeting the medical knowledge competencies of the program. The committee may also recommend dismissal or repeating of courses.

Deceleration

[ARC-PA Standard A3.15 – The program must define, publish and make readily available to student upon admission academic performance and progression information – c) policies and procedures for remediation and deceleration.]

Deceleration as defined by ARC-PA refers to the “Loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” Automatic declaration is not offered by the

Boston University PA program. Students who are dismissed from the program for any reason may petition the Student Progress Committee to return with the next entering cohort (decelerate). The student will submit a written request to return to the Program Director outlining the issues which led to poor academic performance and their plan for improvement for returning. The Student Progress Committee will review the petition and make a decision. Students wishing to appeal the decision of the Student Progress Committee may do so following the Appeal Process below.

Disciplinary Policies and Procedures

[ARC-PA Standard A3.15 – The program must define, publish and make readily available to student upon admission academic performance and progression information –d) policies and procedures for withdrawal and dismissal.]

The policies and regulations of the BU PA Program are intended to facilitate learning, productivity, and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Depending on the gravity of the situation and whenever possible, the PA program will work with students through a progressive disciplinary process. The goal of this approach is to retain students, improve student's performance and to document the program's efforts in the event of a program dismissal. Please note that PA students are subject to the disciplinary policies and procedures set forth in this Handbook and they supersede policies and procedures utilized by Graduate Medical Sciences (GMS). The following are approved progressive disciplinary steps, and the Student Progress Committee may impose other penalties at their discretion:

Oral Warning: The first step for most situations requiring disciplinary action is the oral warning.

This warning may be given by the course director, a faculty member, clinical preceptor, or the Program Director for minor infractions, such as but not limited to poor class attendance, professionalism, the inability to work cooperatively as a member of a team and/or examination failure. If the oral warning is a result of poor academic performance or exam failure, the student will be asked to meet with the Director of Didactic Education and a tutor. The faculty documents the details of the meeting, which is placed in the student's permanent file.

Written Warning: A written warning may be given by the Student Progress Committee or the Program Director when substandard academic performance, poor class attendance, professionalism or inability to maintain the *Technical Standards* occurs. In the case of poor academic performance as exam failures, a written warning will be automatically sent to the student if they fail three examinations. If the issue is related to misconduct, the facts of the case will be referred the GMS Committee on Academic Standards (GMS-CAS) and a written warning may be issued by the GMS-CAS, even if this is the first offense. Written warnings are placed in the student's permanent file. Written warnings are issued after 3 exam failures in the didactic phase.

Probation: Probation may be harmful to a student's future licensure and employment opportunities as well as impact the student's eligibility for financial aid. Documentation of probation is permanently kept in the students file, and sent to the student, the academic advisor, the GMS registrar and the GMS student financial services officer. Probation is ordinarily imposed after a warning, if a student continues to demonstrate substandard academic

performance, academic or professional misconduct, or other offenses. Probation may be imposed automatically, as a result of SPC or GMS-CAS deliberation.

Probation is automatically imposed when a student fails 1) four didactic phase examinations or 2) one clinical rotation. In the case of automatic probation, the student meets with the Director of Didactic or Clinical Education and is notified in writing within two weeks that they have been placed on probation. Probation imposed by the SPC as a result of deliberation, occurs when there is an academic code or professionalism violation. If the student violates the academic code of conduct outlined in the [GMS Academic Conduct Code and Disciplinary Procedures](#), the case may be referred to the GMSCAS committee for review and disciplinary action.

The probationary status is automatically reviewed at scheduled SPC meetings each semester. If the student's performance has improved satisfactorily, the probationary status may be lifted by the Committee. If the Committee finds that the performance has not improved, the probationary status will remain until the next scheduled meeting when the Committee will again consider the student's status. A special SPPC meeting may be held if a student who is on probation continues to fail their course work. For example, if a student remains on probation after the didactic phase, then fails a clinical rotation, this situation will be evaluated by the SPC in the special meeting. Outcomes of the SPPC's deliberations are communicated within two weeks to the student, the academic advisor, GMS registrar and financial aid officers by the Program Director both orally and in written form.

Suspension: Suspension is a temporary status that is typically reserved for serious academic and/or behavioral infractions. A student may also be placed on administrative suspension prior to formal disciplinary action if in the judgment of the Program Director or the Student Progress Committee or the GMSCAS, such action appears necessary for the student's well-being or the safety and well-being of patients or the university community. The Program Director will provide all suspension notices to the student in writing. Students who have been suspended are not permitted to continue in the educational program until the Student Progress Committee and/or the Committee of Inquiry has ruled on whether it is safe to do so and what if any disciplinary action is required.

Dismissal: Students may be dismissed from the program for poor academic performance, or professional, academic or other misconduct. Academic progress is monitored by the PA SPC whereas violations of professional misconduct are referred to the GMSCAS for review. Either body has the authority to dismiss a student if they fail to meet the standards set forth by the program (for Academic standards, see Progress and Promotion Criteria as well as the Technical Standards) (for Professional Misconduct including academic misconduct, see Student Conduct section). Students who are dismissed from the program may petition the SPC to return in the next entering cohort (decelerate). (See Appeal Process below). Appeals for professional and academic code violations will be heard by the GMSCAS.

Failure of eight didactic phase examinations or two clinical rotation failures, inability to maintain the Technical Standards or severe behavioral offenses will result in automatic dismissal from the BU PA program. Failure of a didactic year course will result in dismissal. Dismissal from the program may also result when a student who is on probation, is unable to satisfactorily maintain the academic standards established under the terms of probation.

In the clinical year, failure of two rotations will result in dismissal.

Students who are dismissed from the program have the right to petition the SPC to return to the program the following year. (See Deceleration Policy above)

Program dismissal will be communicated in writing to the student by the Program Director.

Appeal Process

Students wishing to appeal a dismissal or to petition to return to the program the next year should submit a written petition to the Program Director who will convene the Student Progress Committee if the decision was made by the committee. However, if the GMS Committee on Academic Standards made the dismissal status, the student should appeal to this committee.

Program Level Appeal: Students who are dismissed for academic reasons may appeal the decision of the PA Program Student Progress Committee (SPC) by submitting in writing a statement which addresses what happened and what the student would change if the appeal was granted. The appeal must be submitted within 14 days of the dismissal to the Program Director. The SPC will meet and review the appeal. The student will have an opportunity to meet with the committee and to answer any questions the committee might pose.

GMS Level Appeal: Students have the right to appeal to the GMS Committee on Academic Standards. The rules and processes governing a GMS Level Appeal may be found in [GMS Academic Conduct Code and Disciplinary Procedures](#).

Further Appeals: Student have the right to appeal the decision of the GMS Committee on Academic Standards as outlined in the [GMS Academic Conduct Code and Disciplinary Procedures](#).

STUDENT ORGANIZATIONS

The Carl Toney Society

The BU PA Student Society, known as the Carl Toney Society (CTS) is open to all Physician Assistant students. The objective of the Society is to foster academic achievement, clinical excellence and professional leadership in the Physician Assistant student. The officers of the society include a President, Vice President, Secretary and Treasurer. (Please see Appendix III for the articles of incorporation.) Officers are elected early in the first semester by a majority vote. Officers of the Society must remain in good academic standing throughout their education at Boston University. If a student officer is placed on probation for any reason, the student officer must resign from the leadership position. The BUPAS Executive Council meets on a monthly basis. Any BUPAS member/student is welcome to attend any meeting. The faculty advisor is Professor Smith.

Election of Class Officers

Officers and Representatives

Class elections will be held no later than the first week of June, depending on the class schedule. Any student who would like to be considered for a position should email/notify the faculty advisor for the

Carl Toney Society. (Professor Smith) Students may run for multiple positions within reason, i.e. one or two people can't do everything! Once the election date is determined, nominees may prepare verbal speeches or e-speeches to discuss their qualifications. It is our hope that every position is filled, and that each elected individual will perform their duties in the best interests of their classmates and the BU PA program. Once elections have concluded, results will be announced to all BU PA students and faculty. Newly elected persons should contact the person who held their position during the prior year for more information and orientation.

The **MAPA Representative** shall act as the liaison between the BU PA program student body and the State Constituent Chapter of AAPA of Massachusetts. This individual will provide a summation of BU PA Program events and activities to the MAPA board as well as report back to the CTS and student body. This position will be held for a first-year student for one year.

The **Graduate Medical Sciences Student Organization (GMSSO)** The purpose of the Graduate Medical Sciences Student Organization (GMSSO) is to bring students together from all departments and programs of GMS, to share ideas, and to pursue common student issues with a combined voice. The GMSSO meets once per month (every second Wednesday) and consists of one or two representatives elected from each department and program. Representatives consist of both Ph.D. and Master's candidates. Members report back to their department or program after meetings in order to keep the information and feedback flowing between faculty, graduate students and the GMSSO. For the most up-to-date information about the GMSSO, please visit their [website](#) or email them at (gmsso@bu.edu).

Other Opportunities for Students

Getting involved in committees and interest groups on the medical campus gives you an opportunity to meet other medical professionals. GMSSO and BUSM have several groups which may be of interest. Periodically, there are opportunities which arise for PA students and notifications are sent via email to the class.

THE PA PROFESSION

Physician Assistant Professional Organizations

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

The [Accreditation Review Commission on Education for the Physician Assistant \(ARC-PA\)](#) is the accrediting agency that protects the interests of the public and PA profession by defining the standards for PA education and evaluating PA educational programs to ensure their compliance with those standards. Throughout this handbook ARC-PA standards are referenced in italics within brackets. [*A3.02 The program must inform students of program policies and practices*]

The American Academy of Physician Assistants (AAPA)

The [American Academy of Physician Assistants \(AAPA\)](#) is the national organization that represents physician assistants in all specialties and all employment settings. All BU PA students have a student membership. The AAPA advocates for the PA profession by lobbying for improvements in the utilization

of PAs in federal health care delivery systems, support of PA education including the National Health Service Corps scholarships, and state legislation that governs PA practice. The AAPA has also been an active voice for the PA profession on issues related to education and certification as well. For a frame of reference the AAPA is analogous to the physician advocacy organization known as the American Medical Association (AMA).

The AAPA holds annual meetings each May during which the Student Academy meets, multiple days of continuing medical education occur and the AAPA House of Delegates votes on issues related to the profession. Two students from Boston University are expected to attend the conference as representatives from the Carl Toney Student Society. Students are encouraged to submit posters for presentation at the annual poster session. This meeting is a wonderful networking opportunity as well.

The Physician Assistant Education Association (PAEA)

The [PAEA](#) advocates for the PA profession by lobbying for financial support for PA education, scholarships, and supports educational research. It also supports individual PA programs with services such as annual survey data that is used to benchmark programs, a wide range of faculty development initiatives including workshops for educators and an annual meeting, and leadership development. For students interested in a career in education, a great leadership opportunity exists as a student member of the PAEA board of directors. This person will also chair the Student Advisory Task Force.

Additionally, PAEA offers fifteen Future Educator Fellowships annually which are designed to enhance PA students' understanding of medical education and academic careers in PA education. For more information on PAEA, its board of directors and the Future Educator Fellowship please visit

The National Commission on the Certification of Physician Assistants (NCCPA)

The [NCCPA](#) was developed for the purposes of creating a national PA certification examination; its Board members include physician representatives, the PA profession and the public. The early founders of the profession believed that professional legitimacy could be established if rigorous certification standards were required. Thus, in the early 1970s, the PA profession started with an initial exam (PANCE), a 2-year 100-hour CME cycle and a 6-year re-certification examination (PANRE) cycle. The certification cycle has been the cornerstone of our profession for more than forty years and did validate our profession showing that PAs are dedicated to life-long learning, patient safety, and professional improvement.

In 2012, the NCCPA Board of Directors voted to change the certification requirements and cycle. Now PAs must pass the PANCE exam initially. Recertification occurs on a 10 year cycle and includes requirements for CME and the PANRE examination. More information may be found on the [NCCPA Maintenance of Certification](#) site.

To be eligible to sit for the PANCE exam, you must complete all BU PA Program requirements for graduation. The program director certifies student eligibility so one is able schedule the examination.

PA PROGRAM CURRICULUM OVERVIEW

Didactic Phase

The didactic phase, which is eighteen months long, utilizes traditional lectures, seminars and journal clubs, practica and laboratory sessions as well as team based learning and small groups to provide the knowledge and skill base necessary for the practice of medicine, successful completion of the thesis requirement and for advancement to the clinical phase of the Program.

DIDACTIC YEAR 1 CURRICULUM AY 2023 - 2024											
Fall				Spring				Summer			
PISCE* 1		PISCE 2		PISCE 3		PISCE 4		Preventive Medicine			
Introduction to Clinical Medicine				Clinical Practicum 1				Advanced Clinical Medicine 1			
SCORE** 1				SCORE 2				Introduction to Research			
DIDACTIC YEAR 2 CURRICULUM AY 2024 - 2025											
Fall				Spring							
PISCE 5		PISCE 6		PISCE 7				PISCE*		Principles integrating Science, Clinical Medicine and Equity	
Clinical Practicum 1				Advanced Clinical Medicine 3				SCORE**		Social Concentration and Outreach Research Experience	
Advanced Clinical Medicine 2				Thesis							
SCORE 3				SCORE 4							
CLINICAL PHASE AY 2025 - 2026											
Summer				Fall				Spring			
Rotation 1	Rotation 2	Rotation 3	Rotation 4	Rotation 5	Rotation 6	Rotation 7	Rotation 8	Rotation 9	Elective Rotation 1	Elective Rotation 2	Thesis
PA Professions											

The Principles Integrating Science, Clinical Medicine and Equity (PISCE) courses are taken with the medical students and are in green above. Blue courses are PA program curriculum taken only by PA students. Course descriptions may be found in the [Boston University Bulletin](#). The majority of the instruction for the didactic year occurs on the BU Medical campus (BUMC), in the Instructional Building which also contains the PA Program offices.

The practice of medicine requires medical knowledge, the ability to think critically and formulate a diagnosis as well as a finely honed skill set relating to history taking and physical examination. Students' knowledge and skills during both phases of the PA Program phase are assessed using multiple-choice examinations, quizzes, written assignments, oral exams and by direct observation by practica and small group preceptors.

Clinical skills in history taking and physical exam are assessed using the PE observation checklist, preceptor evaluations from both PE and Clinical Practicum, and the OSCE (Objective Standardized Clinical Exam) exercises using standardized patients. Clinical reasoning and critical thinking skills are practiced and evaluated in the journal clubs, seminar sessions of the Clinical Practicum and the medical

record assignments. Finally, students are assessed on their professional development and attitudes by direct observation of the BU faculty, academic advisors and practica preceptors.

Clinical Phase

The Clinical Phase of the program is divided into 11 one-month clinical rotations with one month for thesis preparation. During the clinical phase, students must complete rotations in Internal Medicine I, Internal Medicine II, Emergency Medicine, Psychiatry, Obstetrics and Gynecology, Family Medicine, General Surgery, Neurology and Pediatrics. Students must have reliable means of transportation to and from the clinical rotation sites. Please note some of the mandatory sites are in states other than Massachusetts.

You will be oriented to the clinical phase as it approaches. Your role at your clinical site is as that of a student and while you will help caring for patients, you are not to substitute for the clinical and administrative staff on rotations. The best ways to gauge your involvement is to think of your role as a learner rather than a provider and to check in with your preceptors to be sure you understand your role. The Clinical Education team meets with preceptors to make sure preceptors understand the role of PA students on rotations. *[A3.05 Students must not substitute for clinical or administrative staff during supervised clinical practical experiences]*

Students may suggest one arranged rotation in the continental United States during their training only. The Clinical Faculty will vet the site to determine if it meets our standards of clinical excellence and will be the final arbiter of this decision. As a student, you are not expected nor are you permitted to find clinical rotations for any clinical rotations. The Director of Clinical Education is responsible for maintaining the site roster and providing oversight for the clinical training standards. *[A3.03 Students must not be required to provide or solicit sites or preceptors]*

During the clinical phase, students are expected to complete their thesis project by the end of their thesis month.. Please refer to the Clinical Rotation handbook and the Thesis Guidelines, distributed in the second year of the didactic phase, for additional information regarding the thesis and the dedicated months associated with the project. Any delay in the thesis submission always results in a later graduation date, which will incur increased costs of both time and money.

Clinical knowledge is evaluated by the clinical preceptors and by one's performance on end-of-rotation examinations. Students are expected to master the clinical skills requisite for PA practice during this phase. These skills are evaluated by the clinical preceptors, PA faculty site visit evaluation, the End of Curriculum Exam and the final Summative OSCE. The clinical preceptors and the PA faculty members evaluate the PA students' professional attitudes as well.

APPENDICES

The following Appendices are included in the PA Student Handbook and are considered a part of the Handbook:

- Appendix A. GMS Academic Conduct Code and Disciplinary Procedures
- Appendix B. Attestation for the Boston University PA Program Handbook
- Appendix C. CITI HIPAA Training Instructions
- Appendix D. Carl Toney Student Society Bylaws

Appendix A. GMS Academic Conduct Code and Disciplinary Procedures

Graduate Medical Sciences

Boston University School of Medicine

Academic Conduct Code and Disciplinary Procedures (Effective August 3, 2015)

Boston University School of Medicine is committed to a work environment that is professional, collegial, supportive of all personnel, and conducive to providing the best possible patient care, teaching, and research. The school places a very high priority on maintaining a work environment for staff, trainees, and faculty characterized by generosity, integrity, constructive interactions, mentoring, and respect for diversity and differences among members of our community. All faculty, staff and students are also expected to model the behavioral attributes of responsibility, empathy, service excellence, problem solving and continuous improvement, efficiency, cultural competency and teamwork. (Added 5/21/18)

I. INTRODUCTION

I.1 Purpose of the Academic Conduct Code: All students entering Boston University School of Medicine (BUSM) Graduate Medical Sciences (GMS) are expected to maintain high standards of academic honesty and integrity. It is the responsibility of every GMS student to be aware of the contents of this Academic Conduct Code (“Code”), and to abide by its provisions. This Code deals specifically with disciplinary actions that may be taken against any student who engages in academic misconduct in any form or undermines the academic integrity of GMS.

This document supersedes all previous GMS Academic Conduct Code and Disciplinary Procedures documents. GMS reserves the right to revise and modify the Academic Conduct Code and Disciplinary Procedures at its sole discretion.

Students enrolled in GMS are also subject to discipline under the Boston University Code of Student Responsibilities (<http://www.bu.edu/dos/policies/student-responsibilities/>).

Special Note for MD/PhD and MD/MS students: MD/PhD and MD/MS students are unique in that they are initially matriculated into the Medical School where their academic conduct is covered by the Boston University School of Medicine Medical Student Disciplinary Code of Academic and Professional Conduct. However, when they join their research labs or MS degree program, they matriculate into the Division of Graduate Medical Sciences. Thus, during their PhD research or MS degree program years, their conduct is covered by this document until they move back to the Medical School to complete their clinical training. The misconduct codes of GMS and the Medical School are similar. However, the structure and mechanics of the committees that hear academic misconduct cases differ. Importantly, the Medical School and the Division of Graduate Medical Sciences share the information on MD/PhD or MD/MS student misconduct that occurs in either program.

I.2 Rationale for Academic Discipline: To ensure that the academic competence of students is judged fairly, and to promote the integrity of graduate education, GMS embraces two broad principles: (1) no honest student should be disadvantaged by the dishonesty of another student; and (2) penalties should be commensurate with the violation.

Students enrolled in dual degree programs are required to adhere to the guidelines of both degree granting bodies (i.e. the School of Medicine, Graduate School of Management, School of Public Health, College of Engineering, etc.)

II. ACADEMIC MISCONDUCT

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments, or impedes other students' opportunities of being judged fairly for their academic work. Knowingly allowing others to represent your work as their own is considered to be as serious an offense as submitting another's work as your own.

II.1 Violations of this Code: Violations of this Code include, but are not limited to, attempts to be dishonest or deceptive in the performance of academic work inside or outside the classroom, alterations of academic records, alterations of official data, or unauthorized collaboration or consultation. Violations include, but are not limited to, those listed in Appendix 1.

III. ACTION ON SUSPECTED VIOLATIONS

When an alleged violation by a GMS student occurs in a School or college other than the one in which the student is enrolled, the initial determination of misconduct will be made by the School or College where the alleged violation occurred; assessment of penalty will come from the GMS Committee on Academic Standards ("GMSCAS"), based upon recommendation of the Dean and Committee from the School or College in which the violation took place.

Academic Misconduct Procedural Overview

III.1 Faculty Level: A faculty member who believes that a student has violated this Code should notify the Chair of the GMSCAS, who will determine whether: (1) the student has previously signed a GMS Academic Conduct Code and Disciplinary Procedures form; and (2) the student has a record of academic misconduct in any College or School at Boston University. This notification should be made before the faculty member meets with the student. The Chair of the GMSCAS will notify the student's program director and advisor. The faculty member should then submit to the GMSCAS Chair a "Report of Student Academic Misconduct" and a statement of evidence upon which report is based. After receiving approval from the GMSCAS Chair, the faculty member should meet with the student to inform him/her of the suspected violation. The faculty member should document the student's response to the charge(s) and forward the response to the GMSCAS Chair.

III.2 Admitted Code Violations by First-time Offenders:

If the student admits to the violation of the Code, and has never been found guilty of an academic conduct violation at Boston University, the faculty member may seek authorization from the Program Director/Department Chair or GMSCAS Chair, as appropriate, to assess a grading penalty against the student, up to and including a failing grade in the course.

If the faculty member receives authorization to enter into an agreement with the student for a grading penalty, the faculty member will notify the student of this optional sanction. The student then has the option to accept

the proposed grading penalty or request a hearing pursuant to the Code. By entering an agreement to accept a grading sanction, the student understands and agrees that he/she has relinquished any appeals available under the Code.

If the student agrees to a grading penalty, the Faculty Member, Program Director/Department Chair or GMSCAS Chair, as appropriate, will forward to the BUSM Registrar a signed copy of the Report of Academic Misconduct form.

III.3 Disputed Code Violations: If the student disputes the alleged Code Violation or if the Program Director/Department Chair or GMSCAS Chair denies the faculty member's request to impose a grading penalty, the charges and supporting evidence shall be forwarded to the student's Department/Program level. **III.4 Department/Program Level:** Department or Program action is required if the student accused of a Code violation is not a first-time offender, or the Director/Department Chair or GMSCAS Chair does not authorize a simple grading penalty.

The faculty member alleging a Code violation must provide written notification of the suspected violation to the Department Chair or Program Director. Within fourteen (14) days of notification, the Department Chair or Program Director will convene a 5 or more member

committee (the “Department Committee”) to investigate and adjudicate the alleged Code violation. The Department Committee may contain faculty from other departments and graduate student participation as voting members of the committee is encouraged. The Department Committee shall include representatives from the student’s Program(s) and/or home Department, though they need not be voting members. The Department Committee Chair will notify the accused in writing of the nature of the charge(s) and the right to appear before a Department Committee. The accused has the right to be accompanied by a representative of his or her choice, who is not permitted to participate in the hearing except as permitted by the Chair of the Department Committee.

The Department Committee shall hold a meeting to hear all parties involved; a decision shall be made based on majority vote, and the Chair of the Department Committee will vote only in case of a tie. The actions a Department Committee may take are:

1. No Code violation;
2. Recommend a change of grade;
3. Impose sanctions on the student (the nature of which may be determined by the department or program); and
4. Refer to the next level of action, the GMS Committee on Academic Standards

The Department Chair/Program Director will notify the accused and the GMSCAS Chair in writing of the Department Committee’s findings and sanctions, if any, as soon as possible but no longer than fourteen (14) days after the hearing.

III.5 Graduate Medical Sciences (GMS) Level: When a student seeks an appeal of the Department Committee’s decision, or if the Department Committee recommends a penalty other than those outlined in Section III.4, above, the case is referred by the Department Committee Chair to the GMSCAS Chair and the GMS Committee on Academic Standing will be convened. The GMS Committee will be composed of at least five members: four faculty from the Committee on Academic Standards and one Graduate Student from GMS.

The

GMS Committee shall include representatives from the student’s Program(s) and/or home Department, though they are not voting members. The GMS Committee Chair will notify the accused in writing of the nature of the charge(s) and the right to appear before a GMS Committee. The accused has the right to be accompanied by a representative of his or her choice, who is not permitted to participate in the hearing except as permitted by the Chair of the GMS Committee.

At the meeting decision shall be made based on majority vote, and the Chair of the GMS Committee will vote only in case of a tie.

The GMSCAS may take the following actions (details provided in Appendix 2):

1. No violation;
2. Reprimand;
3. Grading penalty;
4. Probation for a fixed terms;
5. Suspension for a fixed term;
6. Expulsion from GMS; or
7. Recommendation of revocation of degree

The Associate Provost of GMS will review the proposed sanction before written notice of the decision is sent to the student and Department Chair/Program Director.

IV. APPEALS

A student may appeal a decision of the GMSCAS to the Associate Provost of GMS (Level I), to the Dean of the Medical School (Level II), and finally to the University Provost (Level III).

IV.1 Appeal to the Associate Provost of GMS (Level I): The student may file an appeal to the Associate Provost of GMS no later than fourteen (14) days after the date of the written notification of the decision GMS Committee and/or sanctions.

Filing an appeal will not stay any sanction imposed. However, the written appeal petition may request a stay or modification of any sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal petition, the Associate Provost will request the relevant record from the GMS Committee Chair. The decision of the Associate Provost will be in writing, and will include the procedure for an appeal to the Dean of the School of Medical, with copies provided to the GMSCAS.

The Associate Provost or his /her designee may:

1. Affirm, modify (to increase or decrease), or reverse the findings of the GMSCAS.
2. Remand the matter to the GMSCAS for additional investigation, a new hearing, or a reopening of the hearing. If a case is remanded, the Associate Provost's decision will specify whether the sanctions are to be maintained, modified, suspended, or reversed pending resolution of the matter.

IV.2 Appeal to the Dean of the Medical School: The student may file an appeal to the Dean of the School of Medicine of the findings of or sanctions imposed by Associate Provost of GMS no sooner than receipt of the Provost's notification of findings and sanctions and no

more than fourteen (14) days after receipt.

The appeal may request the Dean of the School of Medicine to stay or modify the sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal, the Dean of the Medical School will request the relevant record from the Associate Provost of GMS. Any written response by the Associate Provost of GMS to the student's appeal to the Dean of the Medical School must be copied to the student.

The Dean of the Medical School or his or her designee may:

1. Affirm, modify, or reverse the findings and sanctions of the GMSCAS or Associate Provost of GMS.
2. Remand the matter to the Associate Provost of GMS, to the GMSCAS for a new hearing, or a reopening of the GMSCAS hearing.
3. Take such other action as the Dean of the School of Medicine may deem appropriate. The decision of the Dean of the School of Medicine will be in writing, with copies provided to the student, Associate Provost of GMS, and the GMSCAS.

IV.3 Appeal to the University Provost (Level III): The student may file an appeal to the University Provost of the findings of or sanctions imposed by the Dean of the Medical School no sooner than receipt of the Dean of the School of Medicine's notification of findings and sanctions and no more than fourteen (14) days after receipt.

The appeal may request the University Provost to stay or modify the sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal, the University Provost will request the relevant record. Any written response by the Dean of the School of Medicine to the student's appeal to the University Provost must be copied to the student.

The University Provost, or his or her designee, may:

1. Affirm, modify, or reverse the findings of guilt and sanctions.
2. Remand the matter to the Dean of the Medical School, the Associate Provost, the GMSCAS for a new hearing, or a reopening of the Academic Standards hearing.
3. Take such other action as the University Provost may deem appropriate. The decision of the University Provost will be in writing, with copies provided to the student, Associate Provost, and the GMSCAS.

APPENDIX 1

Academic and professional misconduct includes, without being limited to, the following, when committed knowingly, intentionally or with reckless disregard for others and proved by a preponderance of the evidence:

- 1. Cheating:** Any attempt by a student to alter his or her performance on an examination, assignment or exercise in violation of stated or commonly understood rules including, but not limited to unauthorized communication during examinations, collaboration with (copying the answers of) another student or students or using notes, books or electronic sources during the course of an examination. Any unauthorized communication may be considered *prima facie* evidence of cheating.
- 2. Plagiarism:** Representing the work of another as one's own. Plagiarism includes, but is not limited to, the following: copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source. Plagiarism also includes collaborating with someone else in an academic endeavor without acknowledging his or her contribution.
- 3. Theft or Destruction of an Examination or Exam Materials:** Accessing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered or prior exams that are not intended for distribution.
- 4. Assigned Exam Seating:** Failure to sit in specifically assigned seat during examinations.
- 5. Misrepresentation or Falsification of Data:** Presenting incorrect information for surveys, experiments, reports, etc., including but not limited to, citing authors that do not exist, citing interviews that never took place, or citing work that was not completed.
- 6. Research Misconduct:** Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest errors or differences of opinion.
- 7. Allowing Misrepresentation of Individual Work:** Knowingly allowing another

student to represent your work as his or her own, including but not limited to, providing a copy of your paper or work to another student without the explicit permission of the instructor(s).

8. **Work Submission in Multiple Courses:** Using the same material for two or more classes without the consent of the instructor(s).
9. **Alteration or Destruction of Another's Work:** Altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work or research of others so as to impede their academic performance.
10. **Violation of the Rules Governing Teamwork:** Unless the instructor of a course specifically provides instructions to the contrary, the following rules apply to teamwork: (a) no team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor; and (b) all team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
11. **Forgery, Alteration, or Misuse of Official Documents:** Including, but not limited to, transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
12. **Unprofessional Conduct in Field or Off Campus Assignments:** Conduct in a professional field assignment that violates the policies and regulations of the host school or agency, or agreed-upon protocols for arrangements between medical campus programs and outside entities.
13. **Violation of Patient Confidentiality:** Students are expected to adhere to the ethical code of conduct with regard to patient confidentiality *with all forms of communication*, including online and social networking activity. Students **may not** describe, discuss, or refer to patients/clients they, colleagues, supervisors, or instructors have seen or discussed in a professional context. Students may not conduct any professional services through use of electronic media (i.e. handheld devices, cellular phones, email, Skype, etc.) without official approval of the person to whom they report for their work.

- 14. Falsifying Credentials:** providing misleading or deceptive information regarding training, competence, or credentials, such as describing oneself as a licensed provider or with a title not yet earned by degree.

- 15. Violation of Public Law:** Conduct in violation of public law that occurs outside or inside the University that directly affects the academic or professional status of the student.

- 16. Improper Influence of Awards:** Any attempt to improperly influence the award of any credit, grade, or honor.

- 17. Intentional False Statements:** Intentionally making false statements or presenting false information to any faculty member or to the GMS Academic Standards Committee.

- 18. Failure to Comply with Sanctions Imposed Under this Code:** Failure to comply with the sanctions imposed under the authority of this Code.

APPENDIX 2

The Chair of the Department/Program Committee and the GMSCAS Chair may take appropriate rulings to safeguard the integrity and fairness of any hearing. The hearings of the GMS Committee will be audio recorded and the student will have the right of access to a copy of the recording without cost and to obtain a copy of the recording at his or her expense. The deliberations by the Committee are not recorded.

The student may be accompanied by an advisor of his or her choice; however, except to the extent permitted by the Chair, the advisor may not participate directly in the hearing. In the face of pending criminal charges arising from the same events, legal counsel for the student may be present to safeguard the rights of the student relating to the criminal charges but cannot participate in the proceedings.

Description of the Penalties

Students who admit to misconduct and sign the Report of Academic Misconduct

A student who admits to an alleged violation of this Code and signs the Report of Academic Misconduct shall receive the grading penalty noted on the Report of Academic Misconduct form. The student will also receive a letter of reprimand from the Associate Provost of Graduate Medical Sciences or his/her designee. The form and the letter of reprimand will be

placed in the student's GMS Registration file, but will not be recorded on the student's official GMS transcript. The reprimand will not be made public when records or transcripts are sent out. However, the reprimand may be considered when reviewing the student's eligibility for Boston University programs and when considering future offenses. It may also be reported in response to a direct question about past academic misconduct or disciplinary sanctions from an undergraduate, graduate, or professional school to which the student seeks admission or from other authorized entities. The record of misconduct will be destroyed upon graduation if there is no additional misconduct.

Students whose cases are referred to the Department/Program Committee or GMS Committee

A student who is ineligible for grading penalty or who has elected to appear before a Department or Program level hearing committee may receive the sanctions noted under Program/Department Level in Section III.4, above. If applicable, a faculty member may assign a grade of "MG" in a course while a matter is pending before the Department/Program or GMS Committee.

If the GMS Committee on Academic Standards finds a Code violation.

The GMSCAS may recommend any appropriate penalty. The penalty will generally be one or more of those listed below.

1. No Penalty.
2. Written Reprimand
 - a. For violations of a minor nature or mitigated by extenuating circumstances.
 - b. A copy of the reprimand shall be placed in the student's file but shall not be recorded on the permanent academic record. Past reprimands may be considered in imposing sanctions for future offenses.
 - c. Reprimands are not to be made public when records, transcripts, etc. are sent out, but may be reported in response to a direct question about past academic misconduct or disciplinary sanctions from an undergraduate, graduate, or professional school to which the student seeks admission or from other authorized entities.
 - d. Reprimands may place limits on the student's participation in academic or nonacademic School/College or all-University activities.
3. Probation
 - a. For violations deemed serious enough to warrant some abridgement of the student's rights and privileges.
 - b. Given for a specified period of time.
 - c. Recorded on the student's permanent internal record.

- d. Prohibits the student from being an officer in any recognized all-University or School/College student organization, and from participating in intercollegiate activities during the specified probation period.
4. Suspension
 - a. For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.
 - b. Given for a period of one to three semesters.
 - c. Recorded on the student's permanent internal record and transcript; the student's external record shall carry the statement "withdrawn."
 - d. The student must apply in writing to the Associate Provost of the Division of Graduate Medical Sciences for readmission, making a satisfactory statement concerning his or her interim activities and his or her intended future conduct.
 - e. No academic coursework may be undertaken for Boston University credit, nor may any Boston University degree be conferred, during the period of suspension.
 5. Expulsion
 - a. For serious academic misconduct.
 - b. Recorded permanently on the student's academic record.
 - c. Expulsion is permanent.
 6. Other Sanctions
 - a. For serious misconduct, including but not limited to misconduct that occurred while the student was enrolled at the University but was discovered after graduation or conduct involving fraudulent use of University transcripts or degree certificates after graduation, or similar serious misconduct, recommendation of the Committee on Academic Standards may include withholding transcripts and/or revocation of the degree.

These procedures were approved by the Faculty of the Division of Graduate Medical Sciences on July 13, 2015.

Appendix B. Attestation for the Boston University PA Program Handbook

My signature attests to the fact that I have read and understand the Boston University PA Program Handbook.

Print Name

BU ID Number

Signature and Date

APPENDIX C: CITI HIPAA Training Instructions

1. Go to <https://www.citiprogram.org/>
2. To register for the first time, click on “[Register](#)”.
3. In Step 1, enter “Boston University Medical Center” (make sure you do NOT select “Boston University” which is for the Charles River Campus).
4. In Step 2 “Personal information”, for the primary email address, enter your BU email address (@bu.edu)
5. In step 6, for the Institutional Email Address, enter your BU email address (@bu.edu)
6. In step 7 question 1, select “Medical Campus Biomedical Researchers”
7. In step 7 question 2, select “BUMC HIPAA Module”, which is required for all researchers.
8. In step 7, also select “Students Involved in Research”
9. When you’re done filling out the form, click on “Complete Registration”.
10. Click on “Finalize Registration”. This will finalize the registration and log you in into the Main Menu of your CITI account.
11. Click on “Boston University Medical Center Courses” to show the available courses.
12. Click on a course name to take that course.
13. Click on “Complete the Integrity Assurance Statement before beginning the course”; select “I agree...”; and then click “Submit”.
14. You should notice that the first module listed under “Required Modules” is clickable now. Click on the module to start reading it and taking the quiz.
15. Send completion certificate to paoffice@bu.edu

Appendix D: Carl Toney Student Society Bylaws

BYLAWS OF CARL TONEY SOCIETY ARTICLE

NAME

The name of the society is the Carl Toney Society of the BU School of Medicine Physician Assistant Program, herein referred to as the CTS. The society is housed in the administrative offices of the Physician Assistant Program on the BU Medical Campus.

ARTICLE II. PURPOSE AND MISSION

The Carl Toney Society is a representative entity that advocates for the personal and professional development of BU PA student body and the PA profession. The society aims to foster leadership, promote inter professionalism and serve as a conduit between the students and the local and greater communities by focusing on vulnerable populations.

ARTICLE III. MEMBERSHIP

Section 1. Membership Eligibility

All Physician Assistant students matriculated in the program full time shall be members of the student society. All student members may participate in CTS sponsored events.

Section 2. Membership Responsibilities

All BU PA students must be members of both the Massachusetts PA Association and the American Academy of Physician Assistants (AAPA and SAAAPA). Society members are encouraged to be active student members of AAPA and of their state constituent chapters.

ARTICLE IV. DUES AND FEES

There are no additional dues and fees associated with membership in the Carl Toney Society.

ARTICLE V. SOCIETY RELATIONSHIPS

Section 1. Relationship with BU PA Class Leadership

Although the CTS leadership is elected from the BU PA student body, CTS is a separate organization from the class leadership and as such does not represent a single class of students. Each PA class may sponsor activities unrelated to the CTS.

Section 2. Relationship with SAAAPA and the AAPA

The CTS leadership responsible for communication, advocacy and policy making represents the CTS to the Student Academy and the AAPA. CTS obtains input and information from the Student Academy through communication with the leaders of SAAAPA. The Student Academy is represented in the AAPA House of Delegates, the student member of the Board of Directors and the student members of AAPA work groups.

ARTICLE VI. THE EXECUTIVE COUNCIL

Section 1. The Executive Council Composition

The CTS Executive council is composed of the President, Vice President, Treasurer, Secretary, Outreach Chair, MAPA Representative, GMSSO Representative, SAAAPA AOR and HOD Representatives. The CTS Faculty advisor serves as a non-voting member.

Section 2. Duties of Executive Council

The CTS Executive Council directs the activities and financial affairs of the Carl Toney Society.

Section 3. Qualifications of Executive Council Members

All officers and representatives/delegates must be student members of the American Academy Physician Assistants (AAPA). In addition, there shall be a faculty advisor who must be a member of the AAPA.

Section 4. The Faculty Advisor

The Faculty advisor must be a member of the AAPA. The Faculty advisor shall be appointed to take office in September of every odd-numbered year. The CTS Faculty advisor serves as a non-voting member of CTS. The Faculty Advisor shall provide insight and direction into the proper, ethical and professional standards of the Physician Assistant.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

The President shall preside over the meetings of the Executive Council, the Carl Toney Society, form the agendas for the meetings and serve as a spokesperson for the CTS. The class President for each matriculating class shall serve on the Executive Council. The class president of the first year class shall serve as Vice President of the CTS whereas second year class President shall hold the position as the President of the student society.

Section 2. Vice President

The Vice President shall assume the duties of the President in their absence or incapacity, assist the President in their duties and will be responsible for holding class elections for the first year class. The first year Vice President shall serve as the Director of Committees for the CTS and be responsible for oversight of the committees and will act as the liaison between the committees and the CTS.

Section 3. Treasurer

The Treasurer shall maintain the student society budget, report the budget to the society officers at each meeting and organize fundraising activities sponsored by the student society. The second year Treasurer shall serve as the Treasurer of the CTS.

Section 4. Secretary

The Secretary shall keep the minutes of the student society meetings and be responsible for communication in regard to the CTS. The second year Secretary shall serve as Secretary of the CTS.

Section 5. Outreach Chair

The Outreach Chair (OC) shall organize fundraising and coordinate community and interprofessional events. The OC shall convey any and all concerns and issues of external affairs to the SAAAPA directors of external affairs and shall serve as the communication liaison to the SAAAPA. The second year OC shall serve as the OC for the CTS to oversee all outreach events.

Section 6. MAPA Representative

The MAPA Representative shall act as the liaison between the BU PA program student body and the State Constituent Chapter of AAPA of Massachusetts. This individual will provide a summation of BU PA Program events and activities to the MAPA board as well as report back to the CTS and student body. This position will be held for a first year student for one year.

Section 7. Graduate Medical Sciences Student Organization Representative

The GMSSO Representative helps facilitate cohesion between Graduate Medical Science students. Section 8. Assembly of Representatives Representative

The Assembly of Representatives (AOR) Student Representative will serve as a liaison between the Student Academy and the Carl Toney Student Society and will prepare for the AOR meeting at the AAPA annual conference.

Section 9. House of Delegate Representative

The House of Delegates (HOD) Student Representative attends the HOD meeting at the AAPA conference, they become informed about issues discussed and debated at the conference to relay information back to the student society about legislations that affect Physician Assistant education and the profession.

ARTICLE VIII. ELECTIONS

Section 1. Timing

The class elections shall be completed within the first 6 weeks of the program and will be implemented by the Vice-President of the second year class. Nominations and nominees must submit in writing to the Second Year Vice President their intent to run for office a week prior to elections. In the event of a tie, a run-off election shall

be held immediately.

Section 2. Terms of Office

The CTS President will be the President of the 2nd year PA class and the CTS Vice president will be the President of the 1st year PA class. The Treasurer will be the 2nd year PA class Treasurer and the Secretary will be the 2nd year PA class secretary. The Director of Committees will be the Vice President of the 1st year PA class. The Outreach Chair of the CTS will be the Outreach Chair for the 2nd year PA class. The GMSSO, AOR and HOD Representative are two year positions whereas MAPA Representative will be elected for a one year term after the class elections.

Section 3. Eligibility

Eligibility to hold office is limited to students in good standing of the BU PA Program. Final approval of all candidates and elected members rests with the PA Program Director or their designated representative. In the event a student loses their good standing status, a special election shall ensue.

Section 4. Voting Regulation

The election shall only be considered valid if there is at least 80% class participation in the vote.

Section 5. Vacancies in Office

In the event of a vacancy in the office of the President or the Vice President, a member of the respective years' class elected officials are eligible to fill the vacancy and elections will be held amongst that years' PA class. For vacancies of positions other than President or Vice President, members of the class can submit an application to the elected officials. The elected officials will vote anonymously on applicants to elect a new officer.

Section 6. Faculty Advisor

The CTS Faculty Advisor will be filled by a candidate recommended by the CTS Executive Council and approved by the BU PA Program Director or their designated representative. Vacancies in the Faculty Advisor office will be filled in the same manner.

Section 7. Judicial Affairs

Any elected or appointed officer of the Carl Toney Society may be disciplined or removed from office for failing to meet their assigned responsibilities or professional conduct in accordance with CTS Policy and Procedure.

Section 8. AAPA Compliance

Once elections are completed, the student online registration form must be completed and returned to the AAPA national office within 30 days.

Section 9. Officer Training

It will be the responsibility of the outgoing officers to train and familiarize the new officers with their duties and responsibilities and the materials needed to perform their jobs. Training must be completed within 30 days of the officer elections.

ARTICLE IX. MEETINGS

Section 1. Meetings

The CTS Executive Council and the Faculty Advisor shall meet on a monthly basis on a designated call-back day or another time approved by the CTS Executive council. The CTS President shall designate the time and location of the Executive Council meetings. An absolute majority for the voting members shall constitute a quorum for the purposes of transacting business. Additional meetings may be called at the discretion of the president provided no less than one week's notice has been given to the membership in writing or by phone.

Section 2: Communication

Meeting notes will be distributed to all members of the CTS and the Faculty Advisor within one week of the meeting by the CTS Secretary.

ARTICLE X. COMMITTEES AND TASK FORCES

Section 1. Committees

Committees shall be established and/or dissolved by the CTS Executive Council. The President in consultation with the Executive Council shall appoint the committee chair. The Chair will report to the CTS on a monthly basis. Committees may be formed to address ongoing issues of the CTS but may have changing goals and timeframes.

Section 2. Task Forces

All task forces shall be established with a designated function, clearly delineated goals and an established time of dissolution.

ARTICLE XI. RULES OF ORDER

In the absence of provisions to the contrary in the Bylaws, all meetings of the Carl Toney Society, the Student Academy, Student Academy Board of Directors, and Assembly of Representatives shall be governed by the parliamentary rules and usages contained in the current edition of *Sturgis' Standard Code of Parliamentary Procedures*.

ARTICLE XII. AMENDMENTS

Section 1: The CTS Executive Council may amend these bylaws with a majority vote. CTS Executive Council members may propose amendments at any time during the business year and those amendments may be voted on by an email ballot or during an official CTS Executive Council meeting. Approved amendments become effective immediately.

Section 2: Any CTS member may propose an amendment or a change to a standing amendment; proposed amendments must be submitted for consideration by the CTS Executive Council no later than the final regularly scheduled Executive Council meeting before the annual conference.

Section 3: The CTS bylaws should be reviewed every odd-numbered year and updated accordingly based upon changes in SAAAPA, guidance from Faculty Advisers and changing priorities as deemed necessary by the CTS Executive Council.

ARTICLE XIII. PARLIAMENTARY PROCEDURE

Section 1. The Parliamentary source used by the student society shall be *Sturgis's Standard Code of Parliamentary Procedure*. In all proceedings, the constitution and bylaws of

the student society shall take precedence.

Section 2. The constitution and bylaws may be amended by a majority vote, provided all amendments proposed are submitted to the president at the preceding month's meeting and are in turn submitted to all members at least two weeks prior to the vote.

Section 3. Any bylaws necessary to supplement this constitution shall be approved at a monthly meeting and voted upon at the following monthly meeting.

