



UNM Physician Assistant Program PA Student Handbook

Department of Family and Community Medicine

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This is not a controlled document if printed. The user of this document must ensure the current, approved version of the document is being used. The current PA Student Handbook can be found on the [PA Program website](#). The current document replaces all previous versions. The University of New Mexico School of Medicine and the Physician Assistant Program reserve the right to change any information regarding policies and procedures as deemed necessary.

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GENERAL PROGRAM INFORMATION

Program Administration Overview

The UNM Physician Assistant (PA) Program is administered within the Department of Family & Community Medicine (A1.02c). Student instruction is provided by Physician Assistant Program faculty and by interprofessional instruction from School of Medicine faculty. The program is bound by policies and procedures of:

- Physician Assistant Program (PA Program)
- Department of Family & Community Medicine (DFCM)
- School of Medicine (SOM)
- Health Sciences Center (HSC)
- University of New Mexico (UNM)
- The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
 - You will notice letters and numbers in parentheses throughout the handbook, i.e. (A3.01). These references are included in order to identify which ARC-PA standards are met by policies and procedures included in the Student Handbook. Other notations may include a certain competency that can be linked to course syllabi.

This handbook provides information on many policies and procedures adhered to by the Physician Assistant Program, however it is NOT all-inclusive. Handbook questions should be emailed to your assigned PA Faculty Advisor. This handbook is reviewed and updated at least once per year.

The University of New Mexico and the Physician Assistant Program reserves the right to change any information regarding policies and procedures as deemed necessary. Notification of modified policies and procedures will be made via email and will be in effect thirty (30) days from the date of notification.

UNM PA Program policies apply to all PA students, faculty, staff, and the Program Director. Program policies are described in the PA Program Student Handbook (A3.01, A3.02). Additional policies regarding Supervised Clinical Practice Experiences (SCPE) that may supersede UNM PA Program policies during the SCPE portion of the curriculum are set forth in the associated Training Affiliation Agreements with the clinical sites.

Mission Statement and Program Goals

(B1.01a)

The mission of the University of New Mexico Physician Assistant (PA) Program is to educate PA students to become exemplary providers with a focus on primary care medicine for the underserved and rural populations of New Mexico.

Program Goals:

- Educate a competent, diverse student body.
- Maintain a first time PANCE pass rate within 10% of the national average first time PANCE pass rate.
- Prepare graduates to work in rural and underserved areas of NM.

- Maintain a student attrition rate below the national average.

Educational Goals

(B1.01b)

In order to accomplish our mission, the UNM PA Program provides a supportive educational environment that assures each student the opportunity to acquire and demonstrate the following Program Goals and Competencies of the PA Profession:

- Acquire and demonstrate Medical Knowledge (B2.02, B2.03, B2.05, B2.07)
- Develop Interpersonal and Communication Skills (B2.04, B2.06, B3.03)
- Develop and demonstrate Patient Care Skills (B2.05, B2.07, B2.09, B3.03)
- Demonstrate and model Professionalism & Ethical Behavior (B3.05, B3.06)
- Acquire Practice-Based Learning and Life-long Improvement Skills (B2.10, B3.02)
- Develop Knowledge of Healthcare Delivery Systems and Health Policy (B2.08, B2.10, B2.14, B3.04)

Professional Curriculum Overview

(B1.02, B2.08, B3.03)

The curriculum is divided into three phases of study and includes applied medical, behavioral and social sciences; patient assessment and clinical medicine; supervised clinical practice; and health policy and professional practice.

PHASE I: Clinical preparatory instruction Part 1

PHASE II: Clinical preparatory instruction Part 2

PHASE III: Supervised Clinical Practice Experiences (SCPE)

Program Course Credits:

Clinical Preparatory (didactic) credit hours: 59 credit hours

Supervised Clinical Practice Experience credit hours: 27 credit hours

Total credit hours: 86 credit hours

Detailed curricular information may be found at <http://catalog.unm.edu/>.

Administration

The PA Program is located on the North Campus of the University of New Mexico Health Sciences Center within the School of Medicine. The program is a division of Family & Community Medicine. The Physician Assistant Program administrative offices are located in the Domenici Center for Health Sciences Education, 1001 Stanford Drive NE, Suite 3010.

The Physician Assistant Program is responsible for the administrative coordination of orientation, registration, maintenance of student records, and course scheduling.

Please note: The official student record and associated transcripts are housed at the UNM Registrar's Office. (A1.02e)

PROFESSIONALISM

Professional Standards

(B2.17, B2.19)

The PA student is expected to adhere to the most current [AAPA Code of Ethics](#). Students enrolled in the Physician Assistant Program must also adhere to the highest standards of ethical and professional performance at all times. Any violation of these standards is subject to corrective and/or adverse action. Examples of appropriate behavior are, but not limited to, the following:

- 1) Courtesy, responsibility, reliability and respect for classmates, peers, preceptors, faculty and patients. (B2.19c)
 - a) Read and understand program and university handbooks
 - b) Adhere to program requirements
 - c) Be ready for learning activity to begin on time for all lectures, classes, and/or clinics
 - d) Abide by the PA program attendance policy
 - e) Actively participate in the group learning process
 - f) Prepare for each class
 - g) Use electronic devices such as computers, cell phones, tablets, etc. appropriately. Ask your instructor/preceptor about use of electronic devices if it is unclear if you should use them in a given setting.
 - h) Keep the safety, comfort, confidentiality and dignity of patients as the primary focus at all times
- 2) Personal and professional honesty and integrity. (B2.19a, B2.19b)
 - a) Adhere to the UNM PA Student Code of Professional Conduct
 - b) Demonstrate academic and personal honesty
 - c) Accept responsibility for one's behavior or actions
 - d) Maintain confidentiality in the classroom and in the clinical setting
 - e) We expect that students will regard testing with a high level of academic honesty. The need for academic honesty continues after the testing time has ended, and this includes:
 - i. No discussions about an exam with classmates
 - ii. No discussions about an exam with non-PA Program Faculty
 - iii. No discussions about an exam in public areas
 - f) Professionalism also includes not speaking negatively about patients, faculty, staff or peers. This respectful behavior carries over into professional practice.
- 3) Professional appearance in the classroom and in the clinical setting.
- 4) Professional behavior in the classroom, virtual settings (such as Zoom), and in the clinical setting. (B2.10, B2.19c)
 - a) Use appropriate language, both verbal and non-verbal, in the classroom, virtual settings, and clinical settings.
 - b) In virtual settings, keep your video on unless there is a technical issue that does not allow video.
 - c) Be considerate of diversity and cultural beliefs of others.

- d) Allow others to offer differing opinions in a safe setting.
 - e) Demonstrate appropriate role modeling for group learning that demonstrates an ability and desire to develop the facilitation of learning between and amongst peers.
- 5) Specific rules for SCPEs include:
- a) Keep the safety, comfort, confidentiality, and dignity of your patients as your primary focus at all times.
 - b) May not write, sign, order or call-in prescriptions for medications without direct supervision of your preceptor.
 - c) Will be punctual to clinic and abide by UNM PA Program rules regarding unexpected or anticipated absences.
 - d) Must see and discuss each patient with your preceptors and may not treat or release a patient without the preceptor having seen the patient first.
 - e) May not administer medications without the expressed approval and supervision of the responsible preceptors.
 - f) Must discuss patient clinical findings, assessment, and treatment plans with your preceptors before discussing them with the patients.
 - g) Abide by the rules and regulations established by the participating preceptor and institution including clinical schedule.
 - h) Abide by the training affiliation agreement (TAA) in place between UNM and the participating institution or site.
 - i) Follow the dress code of the participating institution or site.
 - j) Introduce yourselves as physician assistant students and wear identifying nametags and badges around the neck or on the left chest pocket such that the patient and others can clearly see the student identification.
 - k) Maintain respect and privacy for the patient, including adherence to HIPAA law.

PA Student Code of Conduct

(B2.19)

PA students are expected to abide by the PA Student Code of Professional Conduct. Each student will be required to read and sign the code of conduct form at the end of the handbook.

Guidelines for Professional Dress

Student professional dress and conduct should, at all times, reflect the decorum and standards of the medical profession. It is important that physician assistant students dress in a manner that is respectful to their instructors, classmates, patients, and staff. The PA Program observes a casual/business casual dress code, with the stipulation that students must comply with dress codes at assigned clinical sites throughout the didactic curriculum and for each SCPE. University Hospital (UNMH) has expectations of professional dress any time the student is in the clinical setting, regardless of patient care duties. Students must comply with UNMH's policy. Students are expected to use good judgement and wear clothing that is appropriate for a professional setting. The UNM PA Program has the authority to set dress code requirements for students admitted to the program.

Use of Social Media, Videos & Photographs

UNM encourages all faculty, staff and students to be thoughtful in decisions to "friend," "like," "link," "follow," or accept a request from another person. PA faculty and students are encouraged to connect

professionally on the [UNM PA Program Facebook](#), [UNM PA Alumni Facebook](#), and UNM PA Alumni LinkedIn sites. Students, faculty and staff must comply with the [UNM](#) and [UNM School of Medicine](#) social media policies.

Plagiarism

(B2.19a, B2.19b)

Per UNM Plagiarism Guidelines: Plagiarism is the use of another person's ideas, words, phrases, sentences, facts, graphics, charts, tables, graphs, audio-visually, or other intellectual products without appropriately citing and crediting the original source(s). Plagiarism in any form constitutes academic misconduct. Allegations of plagiarism are considered serious and are investigated under UNM Faculty Handbook Policy E:40. Appropriately citing sources brings deserved credit to the work of other writers, indicates the level and quality of research conducted, provides a scientific foundation for scholarship, builds solidarity in the academic community, and facilitates the reader's ability to validate claims and pursue independent learning.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Example of Plagiarism

Examples of plagiarism are detailed in UNM's [Plagiarism Guidelines](#) but are not inclusive. It is within the discretion of the PA Program to determine if other actions not listed there also constitute plagiarism.

Consequences of Plagiarism

The UNM PA Program considers plagiarism as academic dishonesty that violates the PA Student Code of Professional Conduct. The following procedure will be followed when a student is suspected to have plagiarized.

1. The instructor will notify the student verbally, and in writing, that there is a concern regarding plagiarism.
2. If it is determined that plagiarism occurred, immediate consequences may include a lowered grade, failure of the assignment, or failure of the course. The instructor may require the student to resubmit the assignment.
3. The instructor will send a notification of the nature of the plagiarism and the action to the PA Curriculum Committee. The PA Curriculum Committee will determine if further action is warranted, such as corrective action or referral to the PA-CSPE.
4. Any student who commits a second act of plagiarism will automatically be brought before PA-CSPE for consideration of dismissal from the program.

Long-Term Leave of Absence

The operational definition of a Long-Term Leave of Absence is one in which the amount of class time missed by the student is equal to, or more than, one full course of study (i.e. one core course or one supervised clinical practice experience).

Long-term leave is given only under special circumstances of extended illness (and, as such, requires a written statement from the student's personal health care provider); extreme family hardship or other extenuating circumstances. A long-term leave of absence must be formally requested as a written letter to the PA Program Director requesting a leave of absence. The leave of absence request will be reviewed by the Curriculum Committee and the PA Program Director, and a decision will be made to approve or deny the long-term leave of absence. In no case will long-term leave of absence be granted without the permission and formal approval of the PA Program Director and the Curriculum Committee.

If the student requests an extension of the leave of absence, a new letter will need to be submitted explaining why the extension is needed. It will be reviewed by the PA Curriculum Committee and PA Program Director and a decision will be made to approve or deny the request. If approved, a new return date will be documented. A statement of fulfillment of any requirements that may have been made as a condition for readmission must be provided by the student to the PA Curriculum Committee and accepted by the committee before the student may return to the program.

The student who is readmitted after a Long-Term Leave of Absence will be required to make up any missed class or clinical training either by taking the missed courses in their normal sequence or by an extension of time prior to their graduation.

Students should be aware that a Long-term Leave of Absence will result in:

- A delay in the University of New Mexico graduation
- Additional tuition costs
- A delay in taking the Physician Assistant National Certifying Examination (PANCE)

Any student who takes a long-term leave of absence without proper approval will be given a failing grade for that course(s) and will be referred by the PA Curriculum Committee to the PA-CSPE for possible dismissal.

The PA Program reserves the right to seek the consultation and advice of the Dean of the School of Medicine, University Counsel, any university faculty and/or UNM Dean of Student's Office prior to the student's re-entry into the PA Program.

Program Attendance

Attendance at all scheduled PA Program specific activities that are not integrated with the SOM (such as lectures and workshops) are mandatory. Students are required to attend classes and take exams at scheduled times. Attendance at SOM activities is not required unless noted by PA Faculty, IOR, or the syllabus for a course (examples of this include participation in Doctoring courses and Clinical Reasoning). Failure to attend either classes, clinics, or exams is considered a breach of program policy and may result in referral to the PA Curriculum Committee for concerns of professionalism that could result in delayed program progress, delayed graduation, and/or dismissal from the program. For online/hybrid learning activities, it is expected that students will attend all sessions and engage in small group discussions. If students are not able to watch sessions live, they must watch the recording and email the IOR once reviewed.

Absences and Late Arrivals

Absence Requests and Notifications:

- If a student anticipates an absence or is absent from any course or activity during the didactic (non SCPE) curriculum, they must fill out the [PA Didactic Absence Form](#). Students are responsible for all course work and material regardless of attendance. The student must contact the IOR and arrange to make up all missed work.
- If a student anticipates an absence or is absent from any clinical experience during the clinical (SCPE) curriculum, they must request or notify of an absence through [Exxat](#). For an unanticipated absence (see definitions below), students are responsible for emailing the Clinical Coordinator and must submit a Time Off Request in Exxat within 24 hours. Students must also email their preceptor directly. Students will be required to provide documentation to support an absence.

The Program recognizes the following types of absences:

- **Anticipated Absence:** A planned absence. Non-emergency surgery, attendance at a wedding or graduation, and job interviews are examples of anticipated absences. Students are responsible for notifying the program using the appropriate option above and submitting support documentation 30 days prior to the absence.
- **Unanticipated Absence:** An absence that was not planned in advance. Examples of an unanticipated absence include but are not limited to: acute illness, bereavement, or car trouble. **Documentation for all unanticipated absences is required. Students are responsible for notifying the program using the appropriate option above and submitting support documentation within 48 hours after an unanticipated absence.**
- **Late Arrival:** Late arrivals exceeding 5 minutes to any class/activity during the didactic portion of the curriculum without notifying the IOR will be considered an absence. Late arrivals to clinics or SCPEs exceeding 15 minutes without notifying the program and preceptor will be considered an absence.
- **Professional Absence:** An absence for professional development such as attendance at a PA conference. A job interview is not considered professional absence; it is considered an anticipated absence. Professional leave is granted at the discretion of the academic or clinical coordinator.

Testing/Assessment Absences:

- Anticipated and professional absences that cause a student to miss a test or assessment will **not** be approved.
- Unanticipated absences that cause a student to miss a test or assessment will be reviewed on an individual basis by the IOR and the Academic Coordinator or Clinical Coordinator. In these cases, outcomes may include but are not limited to:
 - Scheduling a make-up test/assessment on a different date/time.
 - Permissions to take a make-up test/assessment remotely with a proctor.
 - A zero or failing grade with no option to make-up the test/assessment or replace the grade.

Excessive Absences:

- **Didactic Absences:** A student will be referred to the PA Curriculum Committee for determination of adverse action for the following reasons:

- If a student exceeds a total of ten missed hours of PA courses in a semester or three absences in a course.
- An Instructor of Record (IOR) or academic coordinator is concerned about absences or late arrivals to class.
- **Clinical (SCPE) Absences:** If a student misses more than 1 day of a SCPE for any reason, the student will be referred to the PA Curriculum Committee for determination of adverse action.
- Refer to the “Remediation & Adverse Actions” section below for details on adverse actions.

Student Outreach and Community Service Activities

UNM PA Program students are encouraged to perform service-related activities during their time in the program unless such participation is negatively affecting academic performance. These activities may be either clinical or non-clinical. **Non-clinical** community service activity examples include outreach, mentoring, fundraising, delivery of health information, or participating in PA admissions events, among others. Clinical community service activity examples include delivery of health-related information and or performance of a clinical skill (e.g., blood draw, vital sign analysis, physical examination or any activity that involves direct participant contact). *A simplified differentiation: If students will be physically touching event participants or giving medical advice, the event is **clinical**.* Note that AOC, One Hope, and other recurring UNM student-run clinics are considered an adjunct to your instruction, rather than outreach/community service.

Students participating in all community service activities must complete and adhere to the following:

- Each student or one student on behalf of a group of students, involved in the community service activity, who are representing themselves as a UNM PA student, must submit a [PA Service/Outreach/Shadowing Request](#) as early as possible prior to an event no later than one week prior. The Outreach Coordinator will review this form and update the student on approval status within 2 business days.
- At each event, students must utilize a visible notification such as a program tablecloth or a program banner identifying their affiliation with the UNM PA Program.
- Each student must wear student ID to be identified as a UNM PA Program student.
- One member of the group must complete a post-event summary and email it to the Outreach Coordinator within 5 business days of the event. This event summary should include participating PA student names, budget details, approximate number of event attendees, the student’s assessment of the success of the event (should PA students participate in this event in the future?) and pictures.

Students participating in **clinical** community service activities must adhere to the above **plus**:

- At all clinical events, a UNM PA Program faculty member must be on site and directly supervising the activity.
- Student participants must attend pre-event briefings scheduled by the Outreach Coordinator and conducted by an approved PA Program faculty member or representative. This briefing will give participants a better understanding of goals, expectations, procedures, and outcomes and may uncover additional needs.
- HIPAA protection of patient privacy must be ensured.
- Informed consent of the patient must be obtained.

- A contact method (i.e. name, e-mail address and or phone number) for every event participant must be obtained.
- It must be made clear to an observer that the activity is being performed by physician assistant students.

In cases where bodily fluids may be involved, appropriate precautions must be taken to ensure patient safety and student protection.

- Students must have completed appropriate coursework and adhere to OSHA’s Bloodborne Pathogens Standards and the principles of Universal Precautions in the presence of blood and or bodily fluids.
- Students must be trained, evaluated, and supervised by faculty in the use of any equipment to obtain or test bodily fluids.
- Students must adhere to procedures outlined in “Accidents or Blood & Body Fluid Exposure” should any needlestick or other injury involving body fluids occur.

Students should be aware that from the time they enter the UNM Physician Assistant Program, until they officially graduate from the program, they are regarded as PA students 24 hours a day, seven days a week. **It is understood that the items listed above are not recommendations, they are requirements. Students will be referred to the PA Curriculum Committee for violation of any part of this policy as a breach of professionalism and may result in dismissal from the Program.**

Shadowing & Clinical Experience for PA Student Professional Development

Shadowing is defined as teaming up with licensed professionals to have a greater understanding of their scope of practice. The shadowing student is not allowed to directly participate in the care and treatment of patients. Students are there to observe only. Students may not take part in any clinical experiences, including shadowing or observing, without prior written approval of the Clinical Coordinator.

If a student wishes to shadow, the student must do the following:

- Submit a request to the Clinical Coordinator via the [PA Service/Outreach/Shadowing Request](#) at least 30 days prior to the desired day.
- The request must include the name, email address of the provider, name of the healthcare facility and the department, requested shadow day(s), and number of hours.
- Student must be in good academic standing to participate in shadowing.

Further considerations that the Clinical Coordinator may discussed with the Curriculum Committee include:

- Number of prior requests made.
- The capacity and consideration of the provider/department that is being requested to shadow.
- Maximum of 16hrs over the entire duration of the program.

You must receive written notification of the decision from the Curriculum Committee prior to your shadowing date.

Shadowing Requests will not be granted in the following circumstances:

- Shadowing is not allowed during Supervised Clinical Practice Experiences.

- Shadowing may not occur during the required PA didactic curriculum hours.
- Student-lead clinics such as AOC, One Hope, and UNM Vaccine clinics are not considered shadowing experiences, as these are excellent opportunities to engage with patients from a variety of populations and work inter-professionally. However, the student will make that request via the [PA Service/Outreach/Shadowing Request](#) with designation of Community Outreach Service.

Students should be aware that from the time they enter the UNM Physician Assistant Program, until they officially graduate from the program, they are regarded as PA students 24 hours a day, seven days a week. **It is understood that the items listed above are not recommendations, they are requirements. Students will be referred to the PA Curriculum Committee for violation of any part of this policy as a breach of professionalism and may result in dismissal from the Program.**

Programmatic Standards Regarding Student Employment

- PA students must not be required to work for the program (A3.04).
- PA Students must not substitute for or function as instructional faculty (A3.05a).
- PA Students must not substitute for clinical or administrative staff during Supervised Clinical Practice Experiences (A3.05b).

Students may not accept payment, fees, or other remuneration for their service. Payment, fees or other remuneration is not to be interpreted to mean housing, meals, or transportation when provided by the clinical site.

Student Employment

(A3.15e)

There is no policy expressly prohibiting students from outside employment while they are actively enrolled students in the UNM PA Program. However, working while enrolled in this demanding program is strongly discouraged. If a student continues to work (EMT, paramedic, nurse, tech, etc.), the student must work within the scope of that license and assigned job duties. The student is not covered under the PA Program's malpractice coverage during such employment.

No allowance will be made for absence from classes or for missing class requirements due to outside work or licensing/training/certification maintenance required for work. The program strongly encourages students to make financial arrangements to enable the devotion of their time to their physician assistant studies.

Student Advisement

(A2.05)

Each UNM Physician Assistant student is assigned a faculty advisor and will attend a minimum of four formal advisement meetings. These meetings are scheduled at pre-determined points throughout the curriculum.

Advisement meetings may cover the following topics:

- Academic progress
- Professional goals
- Personal wellbeing and whether or not a referral is needed

- Other ad hoc topics

If a student is having difficulty, the student will be provided information on campus and/or community resources.

Students may also access UNM SOM [Office of Professional Well-Being](#) resources.

Access & Referral for Personal Issues

(A3.10)

This section describes the process for providing access and referral for UNM PA students who are experiencing personal issues that might impact their performance in the program.

Each PA student is assigned a PA Faculty Advisor at the onset of the program. If, during any portion of the program, a student has personal issue(s) that are negatively impacting their academic performance, the student is encouraged to contact their PA Faculty Advisor to inform the Advisor of the issue. The Advisor, may, after discussing the issue with the PA Program Director and obtaining the Program Director's approval, assist the student by providing a referral to the appropriate HSC, UNM or community resource(s). These discussions and the referral will be documented in the student file. This form will not contain any personal health information (PHI).

Together, the student and the faculty member will determine the most effective next step(s), whether it be continuing to meet to resolve the issue or make appropriate referrals to available services.

During the four formal advisement sessions that take place during the phases of the program, the PA Faculty Advisor will ask the student (advisee) about their personal well-being. If an issue is identified during the advisement session, the process outlined herein will be followed.

CURRICULUM

The UNM PA Program Curriculum

(A3.12d)

The UNM PA Program is a 27-month-long program, which consists of clinical preparatory (didactic) courses, and supervised clinical practice experiences (SCPEs). The clinical preparatory (didactic) portion of the program is integrated with the School of Medicine curriculum for first- and second-year MD students. The clinical preparatory courses focus on the basic science and mechanisms of disease and clinical correlation organized by organ systems. The PA Program delivers concurrent PA-specific courses that are more heavily focused on clinical application of knowledge and skills for preparation to be a primary care provider in alignment with our mission. There are three “phases” to the PA curriculum:

PHASE I: Clinical preparatory instruction Part 1

PHASE II: Clinical preparatory instruction Part 2

PHASE III: Supervised Clinical Practice Experiences (SCPE)

Graduation

NCCPA Blueprint

The National Commission on Certification of Physician Assistants (NCCPA) is the national certifying body for Physician Assistants. The NCCPA administers the Physician Assistant National Certifying Examination (PANCE). To become nationally certified students are responsible for learning specific conditions and being able to perform certain tasks as designated by the National Commission on Certification of Physician Assistants (NCCPA). It is highly recommended that students begin looking at the NCCPA website upon matriculation to become familiar with knowledge content areas.

- [NCCPA Content Blueprint](#)
- [NCCPA Content Blueprint Task Areas](#)
- [NCCPA Content Blueprint Sample Diseases/Disorders by Organ System](#)

Program Course Information and Requirements

Detailed information for all PA Program courses and Requirements can be found in the [UNM Catalog](#).

Course Descriptions

(A3.12d, A3.12e)

PA Series Courses

A series of integrated courses specifically designed for physician assistant education. Level I courses are basic level courses followed by step-wise increases in complexity in II-IV. These courses are coordinated and/or delivered by PA faculty for PA student-only education. Series course topics include: Pediatric and Adolescent Medicine, Adult and Geriatric Medicine, Pharmacology and Emergency Medicine. (B2.02, B2.03, B2.08)

Clinical Skills Series Courses

A series of courses provided by PA faculty. The content is designed to introduce the PA student to the PA

profession, to discuss common challenges and competencies of the profession, and to prepare the student for future practice (B2.03, B2.05, B2.06, B2.10, B2.11, B2.17).

Introduction to Clinical Medicine Courses

Courses that provide foundational medical knowledge based on organ systems. These courses are shared in an interdisciplinary setting with UNM SOM MD students. Each course has a SOM Block Chair and a PA Instructor of Record (IOR) who serves as the point of contact for the PA Program. Course topics include but may not be limited to: Research Methodology, Anatomy, Hematology, Microbiology and Immunology, Dermatology, Orthopedics, Neurosciences, CV-Pulmonary-Renal, Infectious Disease, GI-Nutrition-Metabolism, Sexuality-Reproduction-Endocrine and Medical Science. (B2.07, B2.05, B2.03, B2.02)

Supervised Clinical Practice Experiences (SCPEs)

The clinical hands-on training courses assigned by the PA Program's Clinical team. Topics for SCPEs include: Family Medicine, Women's Health & Prenatal Care, Pediatrics, Behavioral Medicine-Psychiatry, General Internal Medicine, Emergency Medicine, Surgery, Primary Care, Elective and Program to Practice. (B3.03, B3.04, B3.07)

Course Syllabi

Course syllabi will be provided for each pre-clinical (didactic) and clinical course.

The course syllabi will describe all course requirements. Individual course and instructor teaching methodologies will vary with the subject taught. The incorporation of papers, problem sets, number/types of quizzes etc., is left to the Instructor of Record (IOR) discretion and best judgment regarding the most effective manner in which to teach and assess the course material.

Clinical Preparatory Curriculum (also called Didactics)

Clinical preparatory courses are an essential component of the educational curriculum of the UNM Physician Assistant Program. These courses are designed to provide an educational infrastructure for the breadth and depth of primary care. (B2.02, B2.03, B2.08, B2.07, B2.05)

The didactic component of the curriculum will support the physician assistant student in:

- Acquiring knowledge about established and evolving biomedical, clinical and cognate (e.g. epidemiological and social/behavioral) sciences related to primary and specialty care and,
- Developing skills in the application of this knowledge to patient care

Courses include lectures, case-based learning tutorials, assigned readings, and activities and workshops that are all used to support curriculum objectives. PA students must refer to and comply with the detailed course requirements outlined in the PA-specific syllabi for successful completion of the program.

The PA Program shares interdisciplinary lectures with the SOM MD program. Their lectures are grouped into "Blocks." Faculty members from the many professions of the Health Sciences Center (HSC) campus give lectures based on their area of expertise. The role of the PA IOR is to determine the appropriate

learning objectives for the PA student, review content, develop assessment methods and provide additional lectures and activities to supplement the SOM lectures.

The PA Program also requires courses that are specific to the PA student. These courses are taught by PA faculty members and designed to meet the needs of graduate PA education. These PA-specific courses run concurrently with the SOM blocks.

For individual course descriptions, please refer to the relevant syllabus and the [UNM Catalog](#).

Clinical Curriculum

Overview (B3.03)

Supervised Clinical Practice Experiences (SCPEs) are assigned to each PA student to learn patient care skills in clinical settings. The Clinical Team is responsible for the clinical education for the program, determining and assigning students to their SCPEs.

In support of the mission of the UNM PA Program to train PA students to become exemplary providers of primary care for rural and underserved communities, the PA student will have 9 full-time SCPEs based on ARC-PA standards. When scheduling SCPEs, the Clinical Team will take into consideration preceptor availability, suitability for the student and student requests. Please note that the program may assign multiple rural rotations outside of the Metro/Bernalillo county area.

Preceptor Recruitment (B3.01, B3.05, B3.06)

Clinical preceptors graciously volunteer their time toward the PA student's education. Preceptors are primarily medical doctors (MDs or DOs), Physician Assistants (PA-Cs), occasionally Nurse Practitioners or Certified Nurse Midwives (NPs or CNMs). On occasion, the student may spend time at their assigned SCPE with other healthcare professionals with prior approval of the PA Clinical Coordinator.

It is extremely important to note that students are not to recruit clinical preceptors. If a student knows of a potential preceptor or clinical site, the student shall give the contact information to the Clinical Coordinator. The Clinical Team will then assess the site and preceptor to determine suitability for requirements of PA education. A student's violation of this policy will result in referral to the PA Curriculum Committee and/or referral to PA-CSPE for adverse action. (A3.03)

Site Visits

(B3.07)

PA faculty members will assess each clinical site. The purpose of the assessment is to ensure each site continues to be an appropriate setting for student learning and to take inventory of resources at the site. The faculty who performs the assessment of the site may speak with other clinical team members and may observe the student with patients to directly evaluate student's patient skills.

Course Logistics

Detailed information about student responsibilities during the SCPEs is outlined in the relevant SCPE syllabi. In-service training on Exxat, UNMH PowerChart, and facility-specific electronic medical records will be provided to clinical sites and preceptors.

For individual course descriptions, please refer to the relevant syllabus and the UNM Catalog.

Out-of-State SCPEs

Students may request to do up to two out-of-state SCPEs. The request must be made in writing to the Clinical Coordinator no less than six months before the desired start date of the SCPE. It is the student's responsibility to identify potential out-of-state preceptors and provide contact information for the preceptor's clinical site, to allow the Clinical Team to explore a formal affiliation agreement with the clinical site. Students are cautioned that many out-of-state SCPEs are not feasible due to the inability to establish an affiliation agreement. The feasibility may not be known until an attempt is made to establish the agreement.

International Clinical SCPEs

(B3.02)

Students wishing to do an international SCPE must adhere to the most recent Policy on International SCPEs. The conditions noted above for out-of-state SCPEs apply. Requests will be reviewed on a case-by-case basis.

Policy

The UNM PA Program permits students to take one clinical SCPE outside of the United States under specified conditions. All SCPE academic requirements and policies apply to international SCPEs and are described in the SCPE syllabi.

Students who are interested in taking an international clinical SCPE must provide a written proposal to the Clinical Coordinator at least six months in advance of the dates of the proposed SCPE. The proposal must include:

1. The name of the country and location within the country where the student will take the SCPE;
2. The name of the preceptor(s) – the preceptor(s) must include a physician who is licensed to practice medicine within that country and is credentialed to work in the facilities in which the student will be located;
3. The name of all clinics and hospitals where the student intends to be located; and,
4. A description of the expected area of clinical study with a description of clinical activities and learning objectives.

It must be made clear to the preceptor(s) that the student is there in an educational capacity and not to serve as a worker.

It is the student's responsibility to ascertain his or her legal status as a PA student in that country with regard to patient care issues. The Clinical Coordinator will review the proposal and will either approve it, require further information, or will bring it to the full faculty for review and approval or disapproval.

The UNM PA Program will not approve international clinical SCPEs in any location where the U.S. State Department has issued a traveler's warning advisory. In approving a foreign clinical SCPE, the UNM PA Program makes no warranty as to local conditions or potential risks to the student.

If the proposal is approved, the following applies:

- The SCPE must be taken as the Elective SCPE. It can only be taken during any regular SCPE rotation after the fifth clinical SCPE. The Clinical Coordinator must approve the final dates of the SCPE.
- All UNM PA Program requirements and policies apply in all cases of international SCPEs.
 - The preceptor is responsible for completing a written evaluation of the student.
 - In addition to the required written clinical log assignments, upon return, the student may be required to give a mini “grand rounds” presentation on their experiences to their classmates and Clinical Coordinator.
- All travel, housing, food, and incidental expenses related to foreign SCPEs are the responsibility of the student.
- The student is responsible for obtaining a passport, arranging visas, and obtaining required and recommended immunizations. The student must procure and maintain health insurance that provides international coverage while abroad.
- If, for any reason, the UNM liability insurance is not available or refuses to cover the student, the SCPE cannot take place.

STUDENT PROGRESS, EVALUATION, REMEDIATION, DECELERATION AND DISMISSAL

Professional Standards

At every stage of the program, all students will be expected to conduct themselves with a high level of professionalism, courtesy, and respect for their fellow students, and the faculty, staff, and community members with whom they come in contact. In order to accomplish our mission, the UNM PA Program provides a supportive educational environment that assures each student/graduate the opportunity to acquire and demonstrate competency in the following functions and tasks:

I. Acquire and demonstrate Medical Knowledge

Student learning experiences include basic science skills such as normal anatomy & physiology, pathophysiology, and the mechanisms of disease. Through a variety of learning modalities, including case-based learning, lectures, and hands-on activities, students will learn to use critical thinking and reasoning to evaluate patients, develop a sound differential diagnosis, and provide competent patient management. Health promotion and disease prevention are prioritized to improve health outcomes (B2.02a, B2.02b, B2.02c, B2.05).

II. Develop Interpersonal and Communication Skills

(B2.04, B2.07a, B2.12)

Students will be presented with learning opportunities to develop their communication skills, encompassing verbal, nonverbal and written exchanges of information, in a culturally/ethnically sensitive manner and among diverse communities of patients.

III. Develop and demonstrate Patient Care Skills

(B2.05, B2.06, B2.07, B2.12)

Students will be exposed to patients who are representative of the cultures and diversity of New Mexico. Students will also learn to care for patients of all ages. Students will be exposed to age-appropriate patient assessment, evaluation and management. Patient and provider safety are emphasized throughout their training.

IV. Demonstrate and model Professionalism & Ethical Behavior

(B2.10)

Professional and ethical behavior in the classroom and clinic is demonstrated through role modeling of the faculty and staff, in lectures and workshops, and during clinical clerkships. Students will learn skills that support collaboration with patients, their families, and other health professionals, emphasizing the team approach to patient-centered care.

V. Acquire Practice-Based Learning and Life-long Improvement Skills

(B2.13, B2.13e)

Students will be exposed to, and expected to demonstrate skills in, the elements of using peer-reviewed evidence to evaluate the best practices of health care. Students will learn to search, interpret and evaluate medical literature, and apply this knowledge to individualized patient care.

VI. Develop Knowledge of Healthcare Delivery Systems and Health Policy

(B2.14)

Students will be exposed to the current trends in health care delivery, including methods of coding and reimbursement, New Mexico healthcare systems, New Mexico PA rules and regulations, and both national and local PA organizations.

Promotion Schedule

(A3.15C, D)

The promotion of a student is determined by the PA Curriculum Committee or the PA Committee on Student Promotion and Evaluation (PA-CSPE).

PA Curriculum Committee

A committee that consists of the PA faculty, staff and the PA Program Director. The committee regularly monitors student progress and promotes students from one phase of training to the next. This committee will help ensure student success and will track student progress very closely. The committee discusses every PA student's academic and professional behavior throughout the program and will work to help students maintain the high level of professional and academic success that is expected of them. Students may be referred to the PA Curriculum Committee for reasons outlined in the PA Program Policy on Remediation and Adverse Actions section of the PA Student Handbook.

The PA Curriculum Committee will meet to determine Phase Promotion at these times:

- Prior to the end of Phase I to determine promotion to Phase II;
- Prior to the end of Phase II to determine promotion to Phase III; and
- At the end of training to determine eligibility for graduation

PA-CSPE (PA Committee for Student Promotion and Evaluation)

(A3.15c)

An ad hoc voting committee that meets at the request of the PA Curriculum Committee or for reasons outlined in the PA Program Policy on Remediation and Adverse Actions section of the PA Student Handbook. It makes recommendations including, but not limited to: an adverse action, mandatory leave of absence, dismissal from the program, and implementation of a remediation plan. The committee consists of: PA program director, two PA principal faculty, one of whom is the student's advisor, one PA from the community, and one SOM faculty member. Additionally, a representative from HSC Legal Counsel will be present and is a non-voting member of the committee.

IPASS (Integrated Professional and Academic Student Support) Program (A2.05F, A3.15C)

The IPASS Program will create an individualized IPASS Team that consists of the student's faculty advisor, a PA Program faculty member and the IPASS Team Leader to provide support services to students with the intention of maximizing their potential and meeting the academic and professional standards of PA students. The IPASS Team will develop an individualized student learning plan that includes a method of reassessment. The student must successfully complete the learning plan as detailed by the IPASS team.

Graduation & the Awarding of the Master of Science in Physician Assistant Studies (MSPAS) (A3.17f)

It is the responsibility of the faculty of the Physician Assistant Program to ensure that each student recommended for graduation has acquired the overall cognitive and non-cognitive professional skills, and the knowledge and professional decorum necessary to be a competent physician assistant. Final grades, narrative evaluations, behavioral evaluations and the recommendation of the PA Curriculum Committee and the PA Program faculty will be considered in making graduation decisions.

The final steps to graduation are:

- Completion of all promotion criteria for each stage of promotion throughout the phases of the UNM PA Program; (A3.15b)
- Successfully passing the Final Summative Evaluation (FSE); (B4.03)
- Completion of the requirements leading to certification as a physician assistant per the NCCPA;
- Recommendation of the student for graduation by the PA Curriculum Committee and voted on by the PA Faculty; and
- Recommendation of the student for graduation by the PA Curriculum Committee to the Dean and faculty of the UNM School of Medicine

Academic Standards and Grading

(A3.15a,b,c,)

For specific methods of assessment and grading standards, please refer to the specific course syllabus. If students fall below acceptable standards, they should refer to the PA Program Policy on Remediation and Adverse & Corrective Action and/or the policies on Probation and Suspension outlined in The Graduate Program section of the UNM Catalog.

Minimum Grade Standards

The minimum standard for a final course grade for any course in the UNM Physician Assistant Program is 75.0%. If you receive a grade below 75.0% in a course or a “No Credit” in a course that is Credit/No Credit, you will fail that course. Students must receive a passing grade in all their Physician Assistant program courses in order to move forward in the PA curriculum and to take subsequent PA courses. PA students who receive a final grade of <75% in any of their PA courses will not be permitted to move forward in the curriculum and will also be referred to the PA-CSPE. This will delay your graduation and may incur additional expenses, and is irrespective of probation status.

Grades

- 93 - 100: A
- 90 - 92.9: A-
- 87 - 89.9: B+
- 83 - 86.9: B
- 80 - 82.9: B-
- 77 - 79.9: C+
- 75 - 76.9: C

Below standard

< 75: F

Any final grade score below 75 is an F and a student will not receive credit for the course.

Credit/No Credit

Credit: CR

No Credit: NC and a student will not receive credit for the course

Incomplete

According to the UNM Incomplete (I) Grade Policy in the University Catalog, the grade of “I” is given only when circumstances beyond the student’s control prevent completion of the course work within the official dates of a semester or summer session.

Probation (A3.15a,b,c,)

The student’s grade point average is checked at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted credit hours or two semesters, whichever comes first, are placed on probation or suspended, according to the University Catalog or UNM PA Program Policy.

Students who do not maintain good academic standing are placed on academic probation. Probation is defined in two ways: by the UNM University Catalog and the UNM PA Program:

UNM University [Catalog](#) Academic Probation

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate level courses taken while in graduate status are placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master’s examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-INC Grades

Students who earn any combination of two grades of NC, F, INC, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, INC, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master’s examinations, doctoral comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the PA Program Director to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from the UNM PA Program.

UNM PA Program Probation

The UNM PA Program defines probation as either academic or professional.

UNM PA Program Academic Probation is defined as:

A student receiving 6 credits for coursework completed in which the student receives a course grade of C+ or less. No credit will be given for subsequent coursework with a grade of C+ or less when a student already has 6 credit hours of C+ or less coursework.

UNM PA Program Professional Probation is defined as:

Decision from PA-CSPE or PA Program Curriculum Committee for violations of PA Program Professional Standards as defined by the PA Program handbook.

Students placed on UNM PA Program Probation will be referred to PA-CSPE for possible adverse action. Students may also be referred to IPASS for creation of a learning plan as defined in the UNM PA Program handbook.

Grade Requirements for Graduation

To graduate, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for required courses.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation. If a student receives a course grade of F, no credit is awarded for that course.

No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation. No credit will be given for subsequent coursework with a grade of "C" or "C+" when a student already has 6 credit hours of "C" coursework.

Student Assessment

To ensure academic proficiency, failure to pass all components of each phase will result in referral to the PA Curriculum Committee or PA-CSPE.

Student Assessment

(B1.03, B4.01)

Refers to any didactic, end of supervised clinical practical experience (SCPE) exam, graded competency exam (CE), any portion of the Final Summative Evaluation (FSE), or other graded assessment as determined by the PA Program. The Instructor of Record retains the right to determine the grading criteria for their course evaluations and their weight in the overall course grade. The course syllabus will include grading information. It is very important that each student carefully read the syllabus at the beginning of the course, and if there are any points of confusion, the student must ask the instructor for clarification.

The majority of PA clinical preparatory and clinical courses will have closed book proctored examinations on a regular basis to assess student progress.

It is the policy of the UNM PA Program that any form of academic dishonesty by a PA student shall be dealt with by referral to the PA Curriculum Committee and/or PA-CSPE for possible dismissal. Examples of academic dishonesty include, but are not limited to:

- Copying test answers or other assigned non-group work from classmates;
- Plagiarism of another's work;
- Recording or transmitting test questions or test materials;
- Accessing previous program exams and collaborating on graded assignments unless expressly permitted to do so; and
- Discussing content of exams with others without the Instructor's permission.

Test-Taking Academic Honesty

The student is responsible for academic honesty and for upholding the integrity of exams by not copying and/or saving exam questions or discussing them with others. Each student must take the exam alone and with no references available unless approved by the instructor. Violation of this policy will result in referral of the student to PA-CSPE.

Refer to the PA Student Code of Conduct for more detail.

Proctoring Procedures for Assessments

PA exams are typically administered on computers and are proctored. Students must adhere to the following procedures and any other directions provided by the exam proctor:

1. During the exam, student is not allowed to have any personal belongings near them or on their person. Students must leave all personal belongings at the test room door or in another appropriate place that is out of sight as determined by the proctor. Personal belongings include: all papers, preparation materials, and personal effects (including, but not limited to: notes, textbooks, electronic devices, phones, personal calculators, water bottles, purses, hats, and beanies). All electronics must be powered down and stowed away as described in this section, and are not allowed to be used for any purpose during the exam.
 - a. If student discovers any personal belongings on their person during testing, they must let the proctor know immediately upon recognition of any personal items.
2. Students must maintain proper seating distance from other students.
3. When the student is using their own computer, all other computer programs, applications, and web browsers must be closed before and during the exam. If using their own computer, students are responsible for ensuring their device is available and in appropriate working condition.
4. Students who arrive too late to download the exam or are otherwise unable to complete or submit the exam will need to email the instructor.
5. Students will take one blank sheet of paper to use to take notes during the test, a pen and/or pencil, and a basic function calculator. Any other materials indicated by the instructor will also be provided. Students will put their name on the sheet of paper and then return it and all other testing materials to the proctor at the conclusion of the test.
6. Students may not ask the proctor any information about the exam items. Students may request assistance with technical problems, and proctors will assist as best they can but will not answer other questions.

7. Once an exam has begun, students are not to leave the exam room until they have completed and submitted the exam. Exceptions to this rule may be made by the IOR or Program Director if the exam time is longer than 2 hours.
8. Once a student finishes the exam, they will submit the exam and raise their hand for the proctor to confirm the submission on their computer screen.
9. Student will hand in all notes taken during the exam to the proctor, even if no notes were taken during the exam.
10. Students are not permitted to talk about the exam, either during or after completion of the examination. Sharing any information about the examination is considered a breach of professionalism and will be handled accordingly by the PA-Curriculum Committee. Proctors who witness sharing of information will report it to the IOR.
11. Any improper behavior, suspected cheating, late arrival, or disruptive behavior in any form prior to, during, or after the exam will be reported to the instructor.
12. Students with accommodations for written tests and electronic exams will be accommodated as determined by the Accessibility Resource Center. UNM PA testing protocol is as follows:

1 st Year PA Cohort	ADA 1 st Year
90 seconds per question	135 seconds per question
2 nd Fall Semester	ADA 2 nd Fall Semester
75 seconds per question	112 seconds per question
January – September Clerkships	ADA January – September Clerkships
60 seconds per question	90 seconds per question

13. All students must take the exam in the same assigned area. Exceptions include:
 - Students who have current documented need for accommodations through the UNM Accessibility Resource Center.
 - Students who must miss an exam for illness or who have a prior-approved alternate make-up time.

Students with ADA Accommodations

Students with ADA accommodations for written and electronic exams will be accommodated as determined by the UNM Health Sciences Center liaison to the [UNM Accessibility Resource Center](#) (ARC).

Types of Assessment

In addition to the outlined assessments below, there are other forms of student assessment including: graded quizzes, clinical skills exams with simulated patients, and homework assignments. Not all assessments count toward a course grade. Each course syllabus will describe the specifics of the student assessment and grade.

Formative Assessment

Formative assessments may be given as practice for the summative exams. Students who are not doing well with the formative exams should seek academic advisement.

Summative Assessment

Summative assessment evaluates student learning during a unit of study. Grades from the summative examinations, as well as other described assessment methods in the course syllabus, such as quizzes or homework assignments and modules, will determine the student's final grade in the course .

Assessments Administered Remotely

Certain circumstances may require assessments to be administered remotely. Remote assessments will be proctored. Student requirements for proctoring will be provided to students before each assessment and may include (but are not limited to): setting up an additional camera to allow a view of the student's screen and surroundings and logging into a Zoom session.

PACKRAT Exam

The student will be required to take an initial Physician Assistant Clinical Knowledge Rating and Assessment Tool (PACKRAT) for physician assistant students in the second year of the program. The student and the program can use this information to gauge the students' progress and acquisition of knowledge. Students are required to take the PACKRAT again before graduation. The second test will show students' knowledge progression through the clerkship experiences and serve as a comparison with the initial data. This exam does not count toward any course grade.

PAEA End of Rotation Exams (B4.01)

Exams developed by PA educators and national exam experts that have been validated for statistical accuracy and consistency with the goal of being used as a standard evaluation by PA programs to serve as one measurement of medical knowledge that students gain during specific supervised clinical practice experiences.

Final Summative Evaluation (FSE) Leading to Graduation

(B4.03, A3.17d, A3.15a and b)

The FSE uses evaluation instruments that correlate with the didactic and clinical components of the program's curriculum and measure if the learner has the knowledge, interpersonal skills, patient care skills and professionalism required to enter clinical practice.

- The FSE occurs within the final four months of the program and is administered by the PA Curriculum Committee to verify that each student is prepared to enter clinical practice. The evaluation component includes written questions, at least one clinical encounter with a simulated patient, and oral presentation of the patient encounter. Other content may be included in the FSE as determined by the PA Curriculum Committee.
- Once the PA faculty members have graded the FSE components, they will determine, as the PA Curriculum Committee, whether the student's overall FSE result is: PASS, CONDITIONAL PASS, or FAIL.
 - A grade of PASS is given if the total FSE score is 75% or greater
 - A grade of CONDITIONAL PASS is given if the score is between 70-74.9%
 - A grade of FAIL is given if the score is <70%

- If a student receives a grade of “Pass” for the FSE, no further FSE work is needed.
- If a student receives a grade of “Conditional Pass”, the student will be referred to the PA Curriculum Committee. The committee will identify components of the FSE that need to be repeated and a learning plan will be developed and implemented. The Remediation Form will be completed and will become a part of the student file,
 - If the student successfully completes the required components of the FSE as outlined by the PA Curriculum Committee, the student will receive a grade of “PASS”.
 - If the student does not successfully complete the required components of the FSE as outlined by the PA Curriculum Committee the student will receive a grade of “FAIL” and will be referred to the PA-CSPE and the student will be required to take a second entire equivalent FSE. This may result in a delay of graduation with additional tuition costs and fees.
- If a student receives a grade of “Fail” on the first FSE, the student will be referred to the PA-CSPE and IPASS. A learning plan will be developed and will include taking a second equivalent FSE.
 - A grade of “FAIL” on the FSE may result in delay of graduation with additional tuition costs and fees.
- Second Equivalent FSE will be offered to students who:
 - Fail the first FSE.
 - Receive a grade of “CONDITIONAL PASS” on the first FSE and do not successfully complete required components of the FSE outlined by the PA Curriculum Committee.
 - The second equivalent FSE will be graded as PASS or FAIL.
 - If the student receives a grade of “PASS” on the second equivalent FSE, no further intervention is required.
 - If the student receives a grade of “FAIL” on the second equivalent FSE, he/she will be dismissed from the PA program.

Assessment - Course Failure

(A3.15a,b,c)

Course failure

Defined as receiving a final course grade <75%. Course grades are determined by the IOR and are defined in each course syllabus.

Assessment failure

Defined as receiving an assessment score of <75%.

Didactic Course Policies

If a student fails a didactic course, they will be referred to the PA Curriculum Committee. Outcomes of referral to the PA Curriculum Committee include, but are not limited to: the development of a learning plan and repetition of the failed course. This may result in delayed program progression, delayed graduation, and incur additional tuition costs.

If a student scores below 75% on any didactic course assessment (exam, quiz, practical, clinical skills exam), the student is required to contact the PA Instructor of Record (IOR) within 72 hours of receiving the grade. The student is highly encouraged to complete an error analysis form and set up an appointment to review the exam with the IOR in person within two weeks of completing the exam.

For students scoring 75% or above on any didactic course assessment, individual exam reviews will not be offered.

The IOR may choose to hold a test review. The timing (normally within two weeks) and format of the review is at the discretion of the IOR.

Supervised Clinical Practice Experience (SCPE) Course Policies (A3.15 a,b,c)

If a student fails a SCPE Course, they will be referred to the PA-CSPE. This will result in deceleration, delayed graduation, and incur additional tuition costs.

SCPE Course Failure is defined as any of the following:

- Failure of a preceptor evaluation
- Score of <350 on a PAEA End of Rotation Exam

SCPE Course Failure may result from:

- Failure of any component of the course grade
- Failure to meet knowledge, skills, behavioral, professional, or clinical performance standards.

If a student scores less than 350 on a PAEA End of Rotation Exam, the student will be referred to PA-CSPE.

Dismissal from SCPE(s) (A3.15d)

The Clinical Coordinator may remove or suspend a student from a SCPE (temporarily or permanently) for behavioral, professional, or clinical performance reasons. If a student is dismissed from a SCPE, the Clinical Coordinator will refer the student to the PA Curriculum Committee for review and further action. Examples of when a student might be removed or suspended from a SCPE are the following:

- A student takes unapproved time off from a SCPE and fails to notify the preceptor and Clinical Coordinator.
- A student's behavior is reported as unprofessional by the preceptor.
- The Clinical Coordinator deems a SCPE site unsafe or a poor learning environment.

Remediation & Adverse Actions

Remediation & IPASS (A3.15 a,b,c d)

If a student is not meeting academic or professional standards, the student will be referred to the Integrated Professional and Academic Student Support (IPASS) Program for remediation. IPASS will create and implement an individualized learning plan (B4.01) that includes a method of re-assessment. If the student does not successfully complete a learning plan created, they will be referred to the PA-CSPE.

Participation in IPASS may be optional or required.

- Mandatory Student Participation is defined as :
 - 2 Professionalism concerns from 2 different PA faculty members
 - Referral from Curriculum Committee
 - Referral from PA-CSPE
 -
- Optional Student Participation is defined as:
 - 2 assessments within a semester of ≤80%

- Cumulative GPA of ≤ 3.15
- 3 credit hours of a C or C+

The PA Curriculum Committee may refer a student to IPASS if they meet any of following criteria:

- Failure of a single course.
- FSE grade of Conditional Pass or Fail
- More than 1 absence in a SCPE.
- Failure to meet professionalism requirements described in the “Professionalism” section of the student handbook
- Concerns about medical knowledge, professionalism, or other competencies brought to the attention of the PA faculty.
- Knowledge, behavioral or professional concerns raised by PA faculty, SOM faculty, Staff, or SCPE Preceptor.
- Cumulative graduate school grade point average (GPA) of 3.0. A GPA of less than 3.0 results in academic probation, per the UNM Graduate School Policy.

The IPASS learning plan may include, but is not limited to the following (A2.05f, A3.15c, A3.15d):

- Completion of Error Analysis Form
- Completing assignments in addition to concurrent coursework
- Demonstrating mastery of course content by giving a lecture to the IOR on course material
- Retaking a specified course
- Writing a reflection essay
- Meeting with a professionalism expert

Adverse Actions

Actions imposed by the PA-CSPE that either separate the student from the Physician Assistant Program or delay a student’s completion of the program. Adverse actions include, but are not limited to: dismissal from the Physician Assistant Program, suspension from the Physician Assistant Program, temporary enforced leave of absence, or repetition of all or part of the curriculum that will result in student deceleration in the program, i.e. a delayed graduation date. (A3.15c, A3.17f)

The student will be referred to the PA-CSPE for the consideration of imposition of an adverse action for the following criteria:

- Referral from the PA Curriculum Committee
- 6 credits of coursework completed in which the student receives a course grade of “C”. No credit will be given for subsequent coursework with a grade of “C” when a student already has 6 credit hours of “C” coursework.
- Failure of one or more courses.
- Failure to successfully complete a learning plan created by the PA Curriculum Committee.
- Failure of a SCPE.
- Failure to successfully complete IPASS learning plan

Health Professional Programs (HPP) Due Process

The PA Program must abide by the Health Professional Programs (HPP) Due Process, Physician Assistant Program Handbook and UNM student policies respectively. It is the student's responsibility to read and be able to explain the Physician Assistant Program policy on Academic Probation and Consequences and the UNM SOM HPP Student Policy on Due Process.

Dismissal from the Physician Assistant Program

(A3.15d)

Failure to meet academic, ethical, or professional standards, as set forth in this handbook, constitute grounds for dismissal or the imposition of an adverse action from the PA-CSPE.

Within 15 calendar days of the PA-CSPE meeting at which the PA-CSPE votes to take an adverse action, the student will be notified of the action in writing from the Chair of the PA-CSPE with specific concerns noted. Students will be required to sign the written notification acknowledging receipt of the documentation.

STUDENT LOGISTICS

UNM/HSC Training Requirements (

All PA students will be required to complete and stay current on specified training requirements. These annual courses include, but are not limited to:

- Blood Borne Pathogens
- Basic Life Support (BLS)
- Basic Safety
- HIPAA Compliance
- HIPAA Security
- HIPAA and HITECH
- UNMH/HSC Compliance
- Intersections: Preventing Discrimination & Harassment
- Department of Justice Sexual Assault
- Active Shooter on Campus: Run, Hide, Fight
- Others as needed/required by the Program or University

Compliance with these requirements will be monitored. Clinical sites where Supervised Clinical Practice Experiences (SCPEs) take place may require site-specific training. The Clinical Coordinator will inform students of these requirements as SCPE assignments are completed.

PA Student Computing/Technology Information and Guidelines

Computer/Laptop (required) Windows PC or Mac. Students will need a portable computer that allows them to connect to the internet and use Microsoft products such as Word, PowerPoint, etc.

Below are the base recommendations that students should have when purchasing a computer.

- **REQUIRED:** Laptop with either Windows 10 (version 20H2 or higher) or macOS (version 10.11 “Big Sur” or higher)
 - Note that Chromebooks and Microsoft Surface devices are not supported and will not meet the laptop and operating system requirement.
 - Also, some laptops have a “screenpad” or “Touch Bar” feature, which allows the touchpad to be used as a second screen. This feature has problems with some assessment applications and will not meet the laptop and operating system requirement.
- Processor: Intel i5 or i7
- Screen size: 13 - 15" recommended
- Internal Memory: at least 8 GB of memory or more
- Storage Drive: 256 GB Solid State Drive (SSD) or more with a minimum of 30 GB of free space
- Wireless connectivity
- Antivirus software should be obtained and installed on the device for course work.
- Either a built-in camera and microphone or an external webcam

- Whatever system used for online course interaction (i.e., integrated web cam/microphone or external device) must be of high enough quality for students to be able to interact with faculty and others.

Email and Calendars

The PA Program and the Health Sciences Center use MS Outlook as the official email and calendaring program. Students will be assigned an HSC Net ID and HSCNetID@salud.unm.edu email address. Students can check their salud email anywhere with a web browser by visiting [Microsoft Office](#) and sign in using their HSC email address and password. The salud email address is considered the official method of communication with students and is the primary method used by the program to contact students. Students are required to read and respond to email promptly. Students should check their salud email daily and respond accordingly. Due to FERPA regulations, student information cannot be sent to a non-salud email address. Please remember that MS Outlook is not secure or encrypted but students may add encryption by adding *Secure* to the subject line (e.g., discussion of grades, etc.). Patient information must NOT be communicated over this system.

PA Program Curricular Platforms

Multiple platforms will be used to deliver course and exam content including, but not limited to: Microsoft Teams, OnlineMedEd, ExamSoft/Exemplify, PAEA Assessment exams, One45, Brightspace, etc. Students' computers must be able to access and use educational and curricular platforms, throughout the curriculum.

- **Brightspace** is a platform where PA and SOM course content is made available to students.
- **ExamSoft/Exemplify** is the platform where most testing will take place.
- **Exxat** is a software program that is used for curriculum management and data collection throughout the program. Students will be given further instructions on obtaining an account during Exxat training.
- **MyUNM** is the gateway to UNM and provides centralized access to all UNM services from class registration to the student/faculty directory.
- **OneDrive** is another course content platform where students can access SOM content (e.g., large pathological images) This is also a storage and backup solution for students, since your Microsoft accounts come with a 1 TB OneDrive folder.
- **Outlook Mail and Calendar** are used for emailing students and posting the student class schedule and events organization.

Internet Service/Access (required)

Service Provider - Students may use any internet service provider.

Internet Access - Keep in mind that some courses and/or parts of courses may be taught online as necessary so reliable access is needed. Visit [Computing@UNM](#) for resources available through the university.

Smart Phone (required)

Network Carrier – Any carrier may be used but students will want to use a service with good reception in the Albuquerque metro area.

Type of Smart Phone - iPhone or Android.

Tech Support

Students can contact IT help desks for assistance with UNM and HSC related computer issues.

HSC IT Help Desk: 505-272-1694

UNM Main Campus IT Help Desk: 505-277-5757

Backup Storage (highly recommended)

NOTE: Backing up materials and work is the student's responsibility. The PA Program does not "save" student assignments or work.

- Cloud Storage/Digital Drop Box. This is another option in addition to or in place of an external hard drive. This is a "cloud storage" service with web-based storage. One option is OneDrive. Students' UNM HSC Microsoft accounts come with a 1 TB OneDrive folder.
- External Hard Drive or USB "thumb" Drive This is an optional back-up system for student files for all computers, regardless of type.

UNM Health Sciences Library and Informatics Center (HSCLIC)

HSCLIC has many online resources such as textbooks, journals and other tools. Students can access this on the [HSCLIC website](#).

Tech Security Practices

- If students think that any of their UNM/HSC accounts has been compromised, they need to change the password to the account as soon as possible and contact HSC IT for further assistance.
- Do not give out your NET ID and password.
- Do not click on any emails asking to change your NET ID password.
- Do not click any emails stating your account has expired.
- Do not believe any email stating that you have any type of virus.
- Do not install any software that you did not request.
- Do not use personal information on public wifi that you do not know. If the wifi does not require a password, do not share personal information while connected to it. HSC wifi access requires username and password so it is protected.
- DO NOT click on any email that you do not feel is safe.

Textbooks

Medical equipment and books represent a considerable expenditure in the first year. Most texts and equipment can be purchased at the [UNM Medical/Legal Bookstore](#) at competitive prices. Many texts can also be purchased through local suppliers and online services. An increasing number of our core texts are available online through the [UNM Health Sciences Library and Informatics Center](#). Please refer to the booklist for your class, which is made available prior to the start of school, and to the required and recommended materials listed through the Bookstore's website for future semesters.

Medical Instruments

Students are required to have the following medical instruments by fall semester of their first year:

- Stethoscope
- Tuning fork
- Reflex hammer

- Blood pressure cuff: manual set (regular adult)
- Medical penlight
- iClicker student remote

Tuition, Fees and Other Expenses

(A3.12f)

Tuition and fees for the current academic year can be found by visiting the PA tuition website and/or the [UNM Bursar's website](#). Please note that each fall and spring semester, PA students will also be charged curriculum fees. Curriculum fees are assessed to cover costs of specialized labs, testing instruments, use and training of simulated patients, and other non-tuition covered services. Curriculum fees are non-refundable. Students must be prepared to cover all transportation and living expenses while enrolled in both didactic courses and clinical clerkships.

All students are required to pay tuition, or make arrangements, satisfactory to the University, for such payment prior to the beginning of the fall, spring and summer semesters. The UNM Bursar's Office is the primary billing entity for the University. Students are responsible for familiarizing themselves with the Bursar's website and promptly responding to email invoices that are generated by the Bursar's Office.

Supervised Clinical Practice Experience (SCPE) Costs

Students are responsible for additional costs related to the clinical experience. These costs include all of the following:

- Tuition and curricular fees must be paid on time
- All housing and travel costs while on SCPEs (clinical clerkships)
- Background checks
- Fingerprinting
- Drug screening
- Immunizations

Financial Aid

Every effort will be made to assist those students who have demonstrated financial need in obtaining financial support for their PA education. Questions about financial aid should be directed to the [HSC Office of Financial Aid](#).

Tuition Refunds

(A1.02k)

All tuition and special course fee refunds are based on the date of official drop, withdrawal, or disenrollment as per UNM policy. Curriculum fees are non-refundable. Open Learning Courses, or courses not falling in the traditional schedules (including many PA Program courses), are fully refundable if dropped before 20% of the course has been completed. (Do not include partial days when calculating 20% of completion. For example, 20% of an eight-day course equals 1.6 days. Therefore, the refund is calculated only if the course is dropped on or before the first day.) Courses that are five days or less in duration must be dropped on or before the first day of the course to receive a full refund.

To receive consideration for a refund of paid tuition and fees, students must meet the deadlines outlined by the UNM Bursar's Office and:

1. Notify the Program Director in writing;
2. Complete drop procedures at the [UNM Office of the Registrar](#); and
3. Complete a refund request in the [UNM Bursar's Office](#).

Student Initiated Withdrawal from the PA Program

(A3.15d)

A student considering withdrawal from the program should meet with the PA Program Director prior to formally documenting intent to withdraw.

After meeting with the PA Program Director, the student is required to notify the Program Director, in writing, of their intent to withdraw from the PA Program. Verbally notifying general faculty or staff affiliated with the program is insufficient. Once written notification is received by the Program Director, the withdrawal is considered final and is not subject to reversal. The PA Program Director will document receipt of the notice by written correspondence with the student. A copy of the student's and Program Director's correspondence will be kept in the student file.

In addition, students must comply with University policies and procedures for withdrawal from courses and/or the University. Students remain responsible for meeting all deadlines with regard to financial aid and/or tuition refunds. If the student is receiving financial aid, the student must notify the Operations Manager and the Financial Aid Office within two days of the Program Director's receipt of notice of withdrawal.

Students withdrawing due to military obligations must follow the requirements set forth by the Dean of Students Office.

More information on withdrawal from courses is available from the Dean of Students Office.

Course Registration and Letters of Verification

Questions concerning course registration and verification of enrollment should be directed to the PA Operations Manager.

Transcripts

(A3.17)

PA students' official transcripts are kept on file in the [Office of the Registrar](#). PA students' grades are recorded on the transcript for each individual didactic and clinical course completed.

The Office of the Registrar determines availability of and cost associated with unofficial and official transcripts of record. Requests for transcripts should be directed to the Office of the Registrar.

Per UNM policy, no students' transcript or other record at the University will be released to the student or to any other person or institution until all the students' outstanding obligations to the University have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to loans, library fines, tuition and fees, parking fines, and other charges. Transcripts may also be held for non-financial reasons, such as incomplete admission status.

Change of Address, Telephone Number or Email

Current students may process a change of address or phone number for their academic records by using [MyUNM](#).

Students are expected to keep the PA Program informed of their current home address, email address, and telephone number. In addition to submitting changes through MyUNM, any change of address or other contact information should also be reported to the PA Operations Manager immediately. Students should also update personal information in Exxat during the clinical year.

Demographic Information Updates - Change of Name

To process a name change for academic records, in addition to notifying the PA Program in writing, students must submit appropriate documentation, including the [Demographic Change Form](#) and required supporting documentation, to the PA Operations Manager. No types of documentation other than those listed are accepted. The change will be processed by the Registrar.

STUDENT HEALTH & INSURANCE

UNM Student Health Plan

Medical Insurance is mandatory for all students. At the beginning of the fall and spring semesters, students will have the opportunity to waive the health insurance coverage by submitting a waiver request. All health profession students are automatically enrolled in and charged for the UNM Student Health Plan, unless a waiver is submitted and approved. Students holding comparable coverage may be eligible to waive enrollment in the UNM Student Health Plan. For information regarding plan coverage and student eligibility, please call Academic Health Plans (AHP) Customer Service at (855) 865-0352.

The UNM Student Health Plan is administered by BlueCross and BlueShield of New Mexico (BCBSNM). Academic Health Plans, Inc. (AHP) is a separate company that provides program management and administrative services for the student health plans of BlueCross and BlueShield of New Mexico.

Student Healthcare Resources

UNM Student Health and Counseling (SHAC)

In order to receive the highest level of benefits under the UNM Student Health Plan, enrolled students are encouraged to utilize UNM Student Health and Counseling (SHAC) for all outpatient primary health care services. SHAC is located on main campus, north of Johnson Center. Services include, but are not limited to, primary care and specialist visits, physical therapy, pharmacy, and counseling services. For a complete list of health services available at SHAC call (505) 277-3136 or visit the [SHAC website](#).

UNM Health Network

If services are not available at SHAC, enrolled students and eligible dependents should seek treatment from facilities, doctors, and other health care providers in the UNM Health Network. A list of preferred providers is available by calling (844) 866-2224 or visiting the [UNM Health website](#).

BCBSNM PPO Network

If services outside of SHAC or the UNM Health Network are needed, enrolled students and eligible dependents should seek treatment from facilities, doctors, and other health care providers in the BCBSNM PPO Network. Contact UNM Health at (844) 866-2224 for assistance in receiving services from the BCBSNM PPO Network.

Wellness on the HSC Campus

The UNM PA program is committed to providing a robust well-rounded education that incorporates wellness for both mind and body. In collaboration with the UNM [HSC Wellness Program](#), the PA program encourages students to visit the website to find out about the 24/7 Fitness Center on HSC campus as well as participate in classes that explore mindfulness, nutrition, yoga. Links to additional resources such as counseling, recreational services, student massage clinic and useful Apps for personal resiliency may also be found here.

Rape Crisis Center of Central New Mexico

The [Rape Crisis Center of Central New Mexico](#) offers 24-hour emergency advocacy services, community education and professional training, counseling services for victims and their families, and a resource library. The center is located at 9741 Candelaria NE; the telephone number is 266-7711.

Immunizations and Vaccinations

(A3.07, A3.17b)

PA students will encounter an increased risk of contracting various infectious diseases for which immunization, vaccination and/or early detection are either preventive or allow early therapeutic intervention (A3.08). To protect everyone against these pathogens, the School of Medicine has formulated the following policy on immunizations and vaccinations.

Consistent with the recommendations of the [Centers for Disease Control](#), all PA students are required to present proof of immunization or immunity to rubella, mumps, polio, varicella, hepatitis A and hepatitis B. In accordance with CDC guidelines, students should also have boosters for tetanus, diphtheria, pertussis (Tdap), as well as annual influenza. All these immunizations and/or titers are available at the [UNM Student Health & Counseling](#) (SHAC) Immunization Clinic. Some clinical sites may have additional requirements. Students participating in international rotations are required to obtain the appropriate immunizations as endorsed by current Centers for Disease Control recommendations for health professionals from a certified travel clinic (available at the Student Health Center).

Also note UNM HSC/SOM requires all students to be fully vaccinated against infectious diseases (including coronavirus), subject to limited exemptions. This requirement also includes vaccinations requiring a booster. The UNM PA Program cannot guarantee provision of alternate clinical sites for students who have not been vaccinated for infectious diseases. Clinical sites may not accept students with an exemption for vaccinations. Inability to place a student in rotations due to lack of vaccinations can potentially cause a significant delay in graduation.

Each student is responsible for reading and understanding the informational handout “Immunization Requirements for UNM Students in Healthcare Programs.” Bring all immunization records and labs to the SHAC Immunization Clinic so they may be updated. The SHAC nurses will verify immunization requirements compliance.

Students are required to have an annual Influenza vaccination. Students entering the program will be supplied with a list of required/recommended vaccinations prior to entering the program. If student(s) waive the flu vaccination, students(s) must provide documentation and upload to EXXAT.

In addition to the above requirements, all students are required to have either a TB Spot or QuantiFERON Gold (both are blood draws) tuberculin skin test. They will then be required to have this test done annually, thereafter, or as required by individual Training Affiliation Agreements with hospitals/organizations where students may rotate. If a student has tested positive for TB, documentation of chest x-ray will be required. Immunization and TB records are stored securely in electronic form and compliant with FERPA and HIPAA regulations. No other medical/health records are kept. Students give written permission to keep and share the immunization and TB records for participation in the SCPEs (A3.19b, A3.21).

Student Immunization & TB Screening Records

(A3.19)

Student health records are confidential and must not be accessible to or reviewed by program, principal, or instructional faculty or staff.

Updating Immunization and Tuberculosis Records

The Immunization/TB files are reviewed on an annual basis to record renewal or update requirements. Since students will be responsible for uploading immunizations into EXXAT, the EXXAT Approval team of medical providers, will notify students within 30 days of expiration dates. The student will be required to maintain compliance with all immunizations, Tb and Influenza, collect the updated information and will require the student to upload all documents in a timely manner.

Permission Forms

Blank permission/release forms will be emailed to students upon acceptance to the UNM PA Program. The forms must be signed and returned to the program.

Student Records Management and Destruction

Student records are primarily electronic and kept and maintained in either locked or access controlled files. Once a student has graduated from the PA Program and depending on the record type, student records are either: kept and updated (ex. demographic: email, address, etc.), kept and archived (ex. academic records: grades, advisements), or destroyed and no longer maintained (ex. medical, immunizations, etc.).

Blood & Body Fluid Exposure/Needlestick Insurance

Needlestick Exposure Insurance coverage for body fluid and blood-borne pathogen exposure is mandatory for all medical students. Coverage is provided by AIG, Accident and Health Company in Shawnee Mission, KS. This insurance automatically covers all students enrolled in a medical instructional program at the UNM Health Sciences Center.

Information on Filing Claims and Questions

Contact AIG Accident and Health Claims department at 1-800-551-0824 with questions and to obtain a claim form. Students can also contact the Student Health & Counseling (SHAC) at (505) 277-3136 for questions regarding exposure and needlestick.

Malpractice/Liability Insurance

The University of New Mexico School of Medicine provides professional liability insurance for all students. This insurance applies only while students are in the United States and are acting within their duties as PA students under the supervision of the PA and SOM faculty or of physicians and PAs and other program-approved preceptors approved by the school (B3.05, B3.06, B3.07).

Students must adhere to course enrollment deadlines as provided by the program. Failure to do so can result in loss of malpractice coverage.

PA students are only covered by the University's malpractice insurance while enrolled as PA students and only while involved with clinical activities as assigned and approved by the PA Program Clinical Coordinator. As such, students may not set up independent clinical training situations – whether this is direct patient contact or “shadowing” – without the written prior approval of the Clinical Coordinator.

Students are also cautioned against rendering medical services, except in an emergency, under any circumstances not covered by the above.

Disability Insurance

All students are automatically enrolled in the disability insurance program offered through the University. Students may convert their disability income insurance upon graduation to an individual insurance policy.

CAMPUS RESOURCES

Buildings

(A1.08)

The Health Sciences Center includes the [College of Nursing](#); [College of Pharmacy](#); [College of Population Health](#); [School of Medicine](#), including the [Health Professions Programs](#); the [Health Science Center Library](#); and the [UNM Hospital and clinics](#).

The Health Sciences and Services Building (HSSB) houses administration for the Health Sciences Center. The Office of Douglas Ziedonis, MD, MPH, Executive Vice President for Health Sciences and CEO, UNM Health System, is located in this building.

Domenici Center for Health Science Education - These facilities house select HSC classes and activities.

- Domenici West: PA Program Offices, Classrooms, Medical/Legal Bookstore, Happy Heart Bistro café/coffee shop
- Domenici North: Classrooms, computer lab
- Domenici East: Lecture hall/auditorium, student lounge
- Interprofessional Healthcare Simulation Center (IHSC): Gross anatomy lab, clinical skills practicum facilities, and classrooms

Reginald Heber Fitz Hall - Classrooms and administrative offices for the School of Medicine, including OARS, PEAR, Assessment & Learning

Nursing and Pharmacy Building - Lecture hall and classrooms

Health Sciences Library and Informatics Center

(A1.09)

The [Health Sciences Library and Informatics Center \(HSLIC\)](#) offers a myriad of services including, but not limited to:

- Electronic books & journals
- PubMed
- Up-To-Date
- Interlibrary loan
- Classroom space
- Reservations for study rooms
- Various other services

All of these resources are available 24 hours a day from the HSLIC web page. To access subscription materials off campus, students must use their HSC NetID or UNM Net ID. For more information on accessing the site with an HSC or UNM NetID, please refer to the [IT Network Access Control website](#).

The library staff is ready to assist students with any information needed. On-site services include literature searches, public access computers, network connections and wireless access for laptops (505) 272-1694), orientation tours, course related print reserve materials, and group study rooms.

Physician Assistant Reserve Library & Lounge Area

(A1.08)

The UNM PA Program maintains a small reserve library composed of required and suggested texts for PA courses. The use of these books is restricted to UNM PA students. These texts may not be removed from the library or be checked out.

The Reserve Library books are located in the bookcase in the student lounge. The student lounge was designed for PA students to relax and study. From time to time, the PA faculty and staff will also use this room.

Students have a small kitchen with a microwave, sink and refrigerator. It is the students' responsibility to keep this area clean.

Parking Permits

All University parking lots require a UNM parking permit. PA students are given the opportunity to purchase parking permits each year. Additional information may be obtained from Parking and Transportation Services (PATS), 2401 Redondo Dr. NE. Telephone number is (505) 277-1938. Early purchase is strongly recommended, as these permits are limited. Illegal parking results in fines and/or boots on vehicles.

Photo Identification Badges

(A3.06)

All students are required to wear the HSC issued identification badge at all times while present at all HSC facilities. Additionally, all students are required to wear photo identification badges while in University patient -service institutions and during all clinical experiences assigned by the Program. The purpose of this photo identification badge is to appropriately identify students in patient-service facilities and to distinguish them from other health profession students and practitioners.

There is no fee for the issuance of the ID badge. If a badge is lost, report it to the Operations Manager immediately. There will be a replacement fee assessed by UNMH Hospital Security. Students who terminate or graduate from the School of Medicine must return their ID badge to the UNMH badge office. Failure to do so may result in withholding the student's transcript and/or diploma.

PA students are issued a UNMH Security ID encoded with Lobo information. Students do not receive a separate LobolD.

Additional PA Resources

(A1.09)

Each of the following offices directly deals with certain aspects of PA education. It is useful to be familiar with their services:

- The Office of [Undergraduate Medical Education](#). The first 18 months of the MD Program and PA Program are closely linked.
- The [HSC Wellness Program](#) fosters a culture of wellness on campus by promoting healthy living and bringing wellness activities and opportunities to all Health Sciences faculty, staff and students.

- The [Office of Diversity, Equity, and Inclusion](#) is responsible for a number of diversity activities and programs (B1.06).
- The [Graduate Resource Center](#) provides writing “boot camps” to help students get started with writing and/or to assist students in devising a writing schedule.
- The [Center for Academic Program Support \(CAPS\)](#) offers writing workshops and other resources that students might find helpful.
- The [HSC Office of Professionalism](#) is dedicated to promoting humane medical care, effective teaching environments, and a respectful work environment.
- The [Graduate Student Professional Association \(GPSA\)](#) offers several types of funding for students and organizations.
- The [Veteran and Military Resource Center](#) is dedicated to providing the highest quality and comprehensive support to student veterans. It provides education, administrative services, and job advisement to student veterans, their families and active-duty students.

Student Academic Records

(A3.17c, A3.17d, A3.17e, A3.17f)

Each student has an academic record that is housed securely in the program office and/or in a secure electronic format. This record contains student grades, narrative evaluations, remediation, agreements, and correspondence involving all aspects of performance and evaluation during the student’s tenure at the UNM PA Program. This file is available for student review by appointment. The [Student Records Policy](#) of the University of New Mexico governs all student files. PA students do not have access to the academic records or other confidential information of other students or faculty (A3.18).

CAMPUS & PROGRAM POLICIES & GUIDELINES

Throughout this section, many University Administrative Policies are referred to. For details on each policy please visit the [University Administrative Policies website](#).

Drug Free Campus

The University of New Mexico is committed to providing an environment, for the pursuit of its educational mission that is free of illegal drugs and alcohol. As a condition of enrollment, all students must abide by the [Policy on Illegal Drugs and Alcohol](#). The PA Program requires drug screening of all matriculating students.

Students should also be aware that the University of New Mexico is a tobacco-free campus. Smoking is not permitted anywhere on campus.

Bicycle, Rollerblade & Skateboard Regulations

University regulations state that bicycles must be parked in the bicycle racks provided and not locked to trees, signposts or other property. Bicycles are not allowed in buildings. Students are encouraged to register bicycles with Campus Police. Destructive, dangerous or inappropriate use of skates and skateboards on University structures is prohibited at any time.

Requesting Accommodations

The UNM Physician Assistant Program will make every effort to accommodate the requirements of a student with disabilities, providing the student is then able to meet the Technical Standards as a result of these accommodations. In addition, when students who are Veterans of the United States Armed Forces have appointments at the VA or other service-related obligations, we will make every effort to accommodate them.

For more information about requesting accommodations, please review the UNM Administrative Policies and Procedures Manual - Policy 2310: Reasonable Accommodation for Students with Disabilities.

Additional Resources:

- [UNM Accessibility Resource Center](#)
- [HSC Office of Professional Well Being](#)
- [UNM Veteran & Military Resource Center](#)

Student Safety

(A1.02g)

Our classrooms and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus, especially the [LoboRESPECT Advocacy Center](#). Please note that, because UNM faculty, TAs, and GAs are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty

member, TA, or GA must be reported by that faculty member, TA, or GA to the university's Title IX Coordinator. All matters of allegations involving UNM Administrative Policies 2720 (Discrimination) and 2740 (Sexual Harassment) will follow Faculty Handbook Policy D176 and the OEO Discriminations Grievance Procedure. In accordance D176, the Dean or designee of the School of Medicine will issue a sanction for the responsible student as both a student at the University of New Mexico and the UNM School of Medicine. D176 indicates that the Dean or designee is to be the sanctioning authority for all violations of the UNM Student Code of Conduct, including those matters involving sexual harassment. For more information on the campus policy regarding sexual misconduct, please see the UNM Administrative Policies and Procedures Manual - Policy 2740: Sexual Harassment Including Sexual Assault.

The PA Program is dedicated to promoting a respectful campus. UNM Policy 2240: Respectful Campus details values and guidelines for appropriate behavior. Students are required to comply with the Respectful Campus Policy and to demonstrate behaviors that contribute to a respectful campus.

If a student at any time feels that another person (instructors, preceptors, staff, peers) on or off campus is treating the student inappropriately (e.g. intimidation, bullying, sexual harassment, quid pro quo), the student shall promptly report the concern to the Academic Coordinator during the pre-clinical course phases or to the Clinical Coordinator during the clinical course phase. If the student is not comfortable going to the Coordinator, the student may go to the assigned faculty advisor or directly to the UNM PA Program Director.

Students may file grievances for a variety of reasons as described in the grievance policy. Please reference the [Student Complaints and Grievances](#) for more information.

Emergency Information for HSC Students

(A1.02g)

Ensuring the safety and security of students at the HSC is one of our primary concerns and obligations. Therefore, we strive to create a safe learning and work environment and ensure that HSC students and employees feel confident to handle a wide variety of emergency situations.

We encourage you to become fully knowledgeable about the following critical elements of our safety and disaster-management program and the online UNM student handbook, [The Pathfinder](#). Additional resources will keep you informed specifically about individual [emergency preparedness](#) and [campus safety](#).

[LoboAlerts](#) is an opt-out system and all faculty, staff, students, affiliates of UNM, and all UNMH employees have been automatically enrolled. All users should review their contact information and correct it as necessary. The PA Program strongly encourages students to use this system to stay informed.

Receiving text communications from LoboAlerts is voluntary. Students will not receive unsolicited advertising via this system; it will only be used to provide students with safety and weather alerts, or notification of any event, which may pose a threat to the University's ability to conduct regular activities.

At a minimum, please do the following:

- Remain registered with LoboAlerts to receive announcements via phone texts and/or email. Your family and friends can register, too. If you are aware of any campus alerts, be sure you inform other students and faculty. LoboAlerts are also posted on digital signs in HSC buildings.
- Because you attend classes in many buildings, know how to find the following in each location you visit:
 - The nearest AED (Automated External Defibrillator) station for cardiac events
 - Building emergency exits
 - Fire alarm pull stations, extinguishers, and designated gathering places
 - The best “shelter in place” location
- The nearest blue emergency phones, if outdoors
- Download the UNM [LoboMobile](#) app to your mobile devices (from the Apple Apps or Google Play Store) which includes an icon for “Emergency Info” with emergency numbers and a mobile version of the UNM Emergency Preparedness handout.
- Understand that in case of an emergency, your first action should be to ensure your own safety.

Please contact the UNM [Campus Police](#) at (505) 277-2241 to report any suspicious behavior on the UNM campus.

While on SCPEs (clinical clerkships), please discuss the facility’s emergency plan with your preceptor regarding exits, muster areas, lockdowns, security escort, emergency contacts, and blood and body fluid exposure protocols.

Inclement Weather and Emergent Situations

(A1.02g)

During inclement weather that may place the student in danger, the student will receive warning to remain at home or seek safety through the media, LoboAlerts or the SNOW hotline. If uncertain, call (505) 277-SNOW (7669) for updates on snow delays and/or cancellations.

All PA students scheduled to attend activities on north campus will follow the same rules as main campus students regarding inclement weather.

PA students on SCPEs are considered essential and are expected, using good judgment, to be at the clinical site during regular working hours. If the student feels it is unsafe to travel, then he/she must contact the Preceptor and Clinical Coordinator by phone. For more information, please see Policy 3435: Inclement Weather.

Building Security

Some of the facilities at the UNM School of Medicine are available to students 24 hours a day. It is important, however, not to extend this privilege to other individuals who are not authorized to have facility access after normal business hours. Do not leave keys or badges lying around and report losses or suspicious behavior immediately.

Equipment, books, and materials that are in open view in the laboratories have been stolen in the past because students have propped open the doors after normal hours or because they let someone in who “forgot their key”. Please close doors when entering the building and be certain they are locked upon departure. Personal safety (A1.03g) and protection of the facilities are very important concerns to the University.

Please contact the Campus Police at (505) 277-2241 to report any suspicious behavior.

The PA Program Office requires access to be granted by authorized faculty or staff. Doors may not be propped open or left ajar per the fire code.

Security Escort Services

Escort service is provided 24 hours a day, 365 days a year. Students wanting an escort to their car from north campus can call UNM Campus Police at (505) 277-2241. Students are encouraged to utilize this service for their safety and protection (A1.02g).

The University of New Mexico Hospital will also provide an escort service for PA and MD students who leave the hospital after dark. For this service, call UNMH Security at (505) 272-2160.

Faculty as Health Provider

(A3.09)

Under no circumstances, other than a true emergency, may a PA faculty member serve as the health care provider for a PA student for the duration of their course of study. PA faculty members include full and part-time faculty, clinical preceptors or other teaching providers and adjunct clinical faculty. Students are required to have health insurance coverage and a healthcare provider throughout the program (A3.09) and should seek medical care from that provider.

Accidents or Blood & Body Fluid Exposure

(A1.02g, A3.08)

PA students and faculty must take and pass online courses provided by Learning Central that covers the following topics:

- Basic Safety Training,
- HIPAA Rules and Regulations,
- Bloodborne Pathogens,
- and Patient Safety (B2.13).

Should an exposure to blood and/or other body fluid or a needlestick injury occur, the procedure for obtaining medical care is as follows:

- [Obtaining Medical Care](#)
- [BBF Exposure in UNMH or UNM Clinic System](#)
- [BBF Exposure in VA](#)
- [SHAC Info](#)

Preceptors are asked to orient students to building access and safety and clinical policies at orientation for each rotation.

Should an accident occur that compromises student, staff/faculty, or patient safety, the student must notify Risk Management (505) 277-2753 as soon as possible.

PA students take N-95 FIT training, provided by UNM Safety and Risk Services, prior to beginning clinical rotations. The Clinical Coordinator provides PA students with information regarding needlestick protocols, including a card containing these policies to carry with them to all clinical rotations.

Training Affiliation Agreements for all current practice locations contain policies regarding student access to facilities and student responsibilities at the clinical site if a student has an exposure to blood or body fluids or other injury while doing Supervised Clinical Practice Experiences (SCPEs).

PROFESSIONAL ORGANIZATIONS

American Academy of Physician Assistants (AAPA)

The [American Academy of Physician Assistants](#) (AAPA), founded in 1968, is the national professional society of PAs. Major activities of the organization are public education, research and data collection, professional development, and government relations. Members of the AAPA are physician assistants who are graduates of accredited PA educational programs and/or those who are certified.

The Academy has a federated structure of chartered constituent chapters representing the interests of PAs in 50 states, the District of Columbia, and Guam. There are also chapters in the military services and the U.S. Public Health Service.

The AAPA has created a Physician Assistant Foundation (PAF) to advance education and research, as well as offering student scholarships. A Political Action Committee exists to increase the political effectiveness of the profession.

Additionally, there are a large number of constituent/specialty organizations for PA's in various specialties. All have student memberships available. Student membership is valid until graduation, although some organizations extend student membership beyond graduation.

American Academy of Physician Assistants Student Academy

Students attending accredited PA Programs are eligible for membership. Students have representation in the PA student organization [AAPA SA](#). UNM PA students have their own student society. Each class determines meetings, dues and class projects. Class officers are elected each year (within the first 2 months of the program) and officers usually serve for two years. Representatives to the NMAPA Board of Directors and to AAPA SA (AOR – Assembly of Representatives) serve as representatives in their first year and as mentors in their second year.

New Mexico Academy of Physician Assistants (NMAPA)

The [New Mexico Academy of Physician Assistants](#) (NMAPA) is a constituent chapter of the American Academy of Physician Assistants and as such represents the voice of its New Mexico PA members. PA students are welcomed and encouraged to become members of the academy. Student dues are nominal.

The NMAPA Board of Directors meets quarterly and welcomes all members, both students and fellows, to attend their meetings. The student representative to the NMAPA holds one voting seat on the Board of Directors.

The NMAPA also holds an annual continuing medical education conference in the fall and welcomes students at a reduced rate. The address is: NMAPA, PO Box 40331, Albuquerque, New Mexico 87196. The telephone number is 1-888-862-0325.

Graduate and Professional Student Association (GPSA)

All graduate students are members of the UNM [Graduate and Professional Student Association](#) (GPSA), which provides representation and advocacy, as well as direct services. Students from all graduate

programs meet once a month at GPSA council meetings. GPSA appoints students to the university committees and lobbies the NM legislature; GPSA also funds individual group projects. The GPSA offices, computer workroom and lounge are located in the Student Union Building (SUB) on UNM's main campus.

Student Research Allocations Committee

All graduate and professional students are eligible to apply for small grants to assist with travel and research expenses related to their field of study from the GPSA Student Research Grant Committee. Awards are determined by peer review on a competitive basis. See the website for deadlines and other information.

Other Student Organizations

Student organizations that welcome PA students and may be of interest are listed below:

- [UNM Association for the Advancement of Minorities in Medicine](#)
- [Association of Native American Medical Students](#)
- [American Medical Student Association](#)

Other organizations exist that are primarily of interest to MD students or those in the other graduate health professions. For more information, contact the [Office of Medical Student Affairs](#).

CONVOCATION CEREMONY & STUDENT AWARDS

Convocation Ceremony

The convocation ceremony celebrates the successful completion of PA education. The PA staff work with students to coordinate components of the ceremony.

Student Awards

Many of the following awards are given at graduation to students who excelled in a specified area during their tenure as students in the UNM PA Program. The recipients are chosen by PA faculty.

Student Award for Excellence

This award is given by the PA faculty in recognition of PA students who have excelled in the following three areas: academics, professional activities and community service. The award may be given annually and is not contingent upon participation in any particular academic, scholarly or community program. The Student Award for Excellence may be given to two PA students from the graduating class.

Pi Alpha Award

Pi Alpha is the National Honor Society for PAs. This award is given to the two PA students meeting the Pi Alpha criteria of “Scholarship, Service, Leadership”. The award recognizes academic excellence, research, and a high standard of character and conduct.

Student Award for Professionalism

This award is given to a PA student for demonstration of exemplary integrity, honesty, respect and upholding of the PA profession’s highest standards.

Student Award for Commitment to Success

This award is given, at the discretion of PA Program leadership, to the PA student for outstanding, consistent demonstration of perseverance, strength and compassion.

Student Award for Community Service

This award is given to a PA student who demonstrates exceptional service to others. This student embodies going “above and beyond” the basic program requirements for community service and, as such, serves as an advocate for the PA profession.

New Mexico Academy of Physician Assistants (NMAPA) Scholarship Award

The NMAPA Scholarship Award will be awarded to senior PA student(s) who best meet the following criteria:

- Financial need
- The student's expressed interest in working in a rural or underserved area upon graduation
- And the student’s participation in activities during their time in school which supports the PA Program, the School of Medicine and NMAPA activities

The recipient(s) of the NMAPA award will be recognized at graduation.

PROGRAM EVALUATION

Program Evaluation

(All ARC-PA C Standards)

The UNM PA Program Director and faculty are committed to continuous improvement and seek student feedback throughout the students' course of study. Students are encouraged to participate in all evaluation opportunities, whether mandatory or optional, and can expect the following:

Course Evaluations

At the conclusion of each PA course, students will be asked to complete a mandatory course evaluation. Student feedback is extremely valuable as the PA Program strives to improve programming and curriculum development.

Student Evaluations

Student evaluations are confidential and will be kept completely anonymous from the Instructor of record (IOR). When reporting, the program staff will aggregate the data and de-identify all comments. Completion of the evaluation is due by the deadline designated. The assigned Faculty Advisor will be notified if the student fails to complete a course evaluation.

Graduation Survey

Shortly prior to graduation, students participate in a survey evaluating the faculty, program director and all components of the program. Student feedback is anonymous and is used to improve the curriculum and shape future programming.

Post-Graduate Survey(s)

The PA Program collects employment status information and clinical skills utilization six month's post-graduation. Additional surveys may also be sent at future times. Graduate responses are confidential and data is de-identified.

PA STUDENT HANDBOOK APPENDIX: REFERENCES, FORMS

UNM School of Medicine Health Professions Programs Student Due Process Policy

I. Introduction

This University of New Mexico Health Professions Programs Student Due Process Policy (hereafter “Due Process Policy”) outlines for students, faculty and administrators in the School of Medicine Health Professions Programs, the course of action that is available to a Health Professions Programs student should his or her individual program take either an adverse or corrective action against the student for failure to maintain the academic, professional and/or ethical requirements and standards of the program.

The individual programs that make up the Health Professions Programs and that follow this Due Process Policy are: Dental Hygiene, Emergency Medical Services Academy-Paramedic and Bachelor of Science Programs, Medical Laboratory Sciences, Occupational Therapy, Physician Assistant Program, Physical Therapy, and Radiologic Sciences. Each of these individual programs must have a student guide/handbook made available to its students that includes, at a minimum, the program’s (1) academic requirements; (2) professionalism and/or ethical requirements and standards; (3) a description of the program’s process for dismissing a student or otherwise sanctioning a student for failing to meet program requirements; and (4) a copy of this Due Process Policy.

The individual programs that make up the Health Professions Programs are responsible for monitoring their students’ performance and compliance with academic, professionalism and ethical requirements and standards. The individual programs decide whether to dismiss or suspend a student or take other action for unsatisfactory performance pursuant to program policies and procedures. As discussed below, a student can appeal the program decision pursuant to this Due Process Policy.

II. Adverse and Corrective Action Defined

The distinction between an adverse and corrective action is important. Adverse actions are those that separate the student from his or her Health Professions Programs and include dismissal and suspension. Also, requiring a student to repeat a significant part of the program’s curriculum so that completion of the program will be delayed by more than one semester is an adverse action.

A corrective action involves the program imposing an educational prescription that, in the opinion of designated program faculty, is necessary in order to improve the student’s performance. Corrective actions include, but are not limited to, requiring a student to take a specific course, narrowing the choice of elective courses, mandating a student meet with a program advisor regularly, and mandating additional professionalism training.

Adverse actions are subject to being appealed by the student as provided for in Sections III through VI herein. Corrective actions cannot be similarly appealed by the student, but may be reviewed at the student’s request as provided for under Section VIII of this Due Process Policy.

III. Appeal of Program Decision Imposing Adverse Action

A student who disagrees with his or her Health Professions Program's decision imposing adverse action is entitled to appeal that decision to the Health Professions Programs Appeals Committee, which is composed of members of the Health Professions Programs Evaluation Committee. The request for appeal must be made in writing to the Assistant Dean for Health Professions, stating the reasons why the student disagrees with the Health Professions Program's decision, and must be received by the Assistant Dean within fifteen (15) calendar days after the student receives the program's written letter imposing adverse action. If the student fails to notify the Assistant Dean within fifteen (15) calendar days, this shall be considered a waiver of their right to appeal the adverse action and the Health Professions Program's decision shall be final for the University of New Mexico.

IV. Formation of a Health Professions Programs Appeals Committee

When an appeal is timely made by a student, the Assistant Dean for Health Professions Programs will form a Health Professions Programs Appeals Committee ("Appeals Committee") consisting of four (4) faculty members from the Health Professions Programs Evaluation Committee ("Evaluation Committee") and one (1) student in good academic standing from the same program but a different class/cohort than the student bringing the appeal.

The Evaluation Committee consists of one faculty member from each program appointed by the director of the program and up to three (3) members appointed by the Assistant Dean for Health Professions Programs. Evaluation Committee members serve a 3-year term which may be renewed for one additional 3-year term. Ideally, the Evaluation Committee will have a mixture of experienced and new members. Members will receive an orientation when appointed to an Appeals Committee, including a review of this Due Process Policy and any relevant policies from the appealing student's program.

The Assistant Dean of Health Professions Programs will review the composition of the Appeals Committee with the student making the appeal. If the student objects that any member is biased against the student or otherwise may not be a fair Appeals Committee member, the Assistant Dean will consider the student's objections and decide whether to remove the members. The Assistant Dean's decision is final. If a Committee member is removed for cause, the Assistant Dean will appoint a new member if one is available from the Health Professions Programs Evaluation Committee. If a new member is not available, the Appeals Committee will proceed to hear the appeal with three faculty and one student member. The Appeals Committee will select one of its faculty members to serve as chair.

V. Review of Appeal by Health Professions Programs Appeals Committee

The Appeals Committee will accept relevant documentary evidence for review from the student and the director of the program that took the adverse action. Each party will be provided with a copy of the other's submission. The Appeals Committee will conduct individual interviews with the student, director and faculty from the program that took adverse action and others with relevant information. The Appeals

Committee will decide who will be interviewed. These interviews will be tape recorded and the student will be offered an opportunity to listen to the tapes. The student will not attend the actual interviews. After the Appeals Committee concludes its interviews, if it has additional questions for the student

and/or if the student wants to respond to statements from any of the witnesses, the student will be offered one opportunity to meet with the Appeals Committee.

After all of the interviews have been completed, including the final interview with the student, the Appeals Committee will deliberate in closed session. Within thirty (30) calendar days of completing the interviews, the Appeals Committee will decide the appeal by a vote (simple majority) of its members and issue its written decision, which will include its rationale. The final decision will be to uphold or overturn the adverse action imposed on the student by the program. The student and the program director will each be sent the Appeals Committee's decision.

In arriving at its decision, the Appeals Committee shall not overrule the academic judgment of a faculty member in the program on the assignment of grades to the student. The Appeals Committee should, as appropriate in the case, consider: (1) whether the program followed its own policies governing student performance, advancement and program completion; (2) whether the evidence supports the program's decision; and (3) whether the student has significant new information that bears on the program's decision that was not available to the student when that decision was made. If the Appeals Committee finds that the student has significant new information, the appeal shall be referred back to the student's program for reconsideration of the adverse action in light of that information. If the program affirms the adverse action, the student may request review by the Appeals Committee. The Appeals Committee will consider any additional relevant evidence and/or witness interviews and issue its written decision within thirty (30) calendar days.

VI. Appeal to the Dean

Either the student or the program director may appeal the decision of the Appeal Committee to the Dean of the School of Medicine or designee in writing within thirty (30) calendar days of receipt of the Appeals Committee's decision. Failure to submit a timely appeal means that the student and/or program director waive their right to appeal and the decision of the Appeals Committee shall be final for the School of Medicine.

In the event that the Dean of the School of Medicine and the Chancellor of the Health Sciences Center are the same person, the Dean/Chancellor will delegate at least one of the student appeals to ensure that each level of appeal is reviewed by a different HSC administrator.

The Dean or designee will review the student's academic record; the decisions of the program, Health Professions Programs Appeals Committee and any other documents in the student's program file. Additionally, the Dean may meet with the student and program director. The Dean (or designee) shall issue a written decision on the appeal and send a copy to the student and the program director.

VII. Appeal to the Chancellor

The student may appeal the decision of the Dean of the School of Medicine to the Chancellor of the Health Sciences Center, or his or her designee by providing a written appeal within (15) calendar days of the receipt of the Dean's decision. Failure to submit a timely appeal means that the student waives their right to appeal the decision and the decision of the Dean shall be the final decision.

In the event that the Dean of the School of Medicine and the Chancellor of the Health Sciences Center are the same person, the Dean/Chancellor will delegate at least one of the student appeals to ensure that each level of appeal is reviewed by a different HSC administrator.

The Chancellor, or his or her designee, will review the student's academic record; the decisions of the program, the Health Professions Programs Appeals Committee, the Dean, and any other documents in the student's program file. Additionally, the Chancellor may meet with the student and program director. The Chancellor shall issue a written decision on the appeal and send a copy to the student and the program director.

Discretionary review by the UNM President and Board of Regents, as provided in the UNM Student Grievance Procedure, is accorded to students in academic programs in the HSC. The President and the Board of Regents will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

VIII. Review of Corrective Action

As stated in Section II herein, a student is not entitled to go through the appeals process described above to dispute corrective action imposed by his or her program. If the student believes that the corrective action is fundamentally flawed, unfair or otherwise inappropriate, the student may request review by the School of Medicine Senior Associate Dean of Education. The student shall present his or her reasons for disputing the corrective action in writing. The Senior Associate Dean of Education may meet with the student and may discuss the matter with the program director and faculty and the Assistant Dean of the Health Professions Programs, as the Senior Associate Dean deems appropriate. The decision of the Senior Associate Dean of Education is final for the University of New Mexico and is not subject to discretionary review by the President or the Board of Regents.



IX. General Provisions

Minor deviations from this Due Process Policy are permitted so long as they do not substantively impact the due process rights of the student.

For good cause, the time limits for written decisions to be made can be extended. Good cause includes the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent. Any such time extensions should be communicated in writing to all interested parties and the decision will be made thereafter as expeditiously as possible.

The University of New Mexico Health Professions Programs reserves the right to make changes to this Due Process Policy as it deems necessary, with the changes applicable to all students then in attendance in a Health Professions Program.

Evidence of Coverage

	<p align="center">NEW MEXICO</p> <p align="center">GENERAL SERVICES DEPARTMENT RISK MANAGEMENT DIVISION</p>	<p align="center">EVIDENCE OF COVERAGE</p>
<p align="center">MEMORANDUM NUMBER:RMD-EOC-FY23</p>		
<p>This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the Tort Claims Act or the applicable Certificates of Coverage or policies for the type(s) of coverage listed below.</p>		
<p align="center">NAMED INSURED</p>		
<p align="center">STATE OF NEW MEXICO and UNIVERSITY OF NEW MEXICO (U6900)</p> <p align="center">LOSS PAYEE: TO WHOM IT MAY CONCERN</p>		
<p align="center">Coverage Period: 12:00 AM 07/01/2022 to 11:59 PM 06/30/2023</p>		
<p>This is to certify that the Insured has the coverages listed below for the period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages indicated in this Evidence of Coverage are subject to all terms, exclusions, and conditions of the Certificates of Coverage and other insurance policy(s) to which this Evidence of Coverage pertains.</p>		
<p align="center">Type of Coverage</p>	<p align="center">Limit of Liability/Coverage</p>	
<p>A) Liability i. General Liability ii. Automobile Liability iii. Law Enforcement iv. Civil Rights</p>	<p>Statutory Limit NMSA § 41-4-19</p>	
<p>B) Workers Compensation</p>	<p>Statutory Limits NMSA § 52-1-1 et seq.</p>	
<p>C) Property i. Real and Business Personal Property ii. Auto Physical Damage</p>	<p>Replacement Cost Value (RCV) Actual Cash Value (ACV)</p>	
<p>D) Medical Malpractice</p>	<p>Statutory Limit NMSA § 41-4-19</p>	
<p>E) Fine Arts</p>	<p>\$300,000,000.00</p>	
<p>F) Boiler & Machinery</p>	<p>\$100,000,000.00 Limit</p>	
<p>Per 66-5-207, NMSA 1978, - A motor vehicle owned by the United States Government, any state, or political subdivision of the state, is exempt from the Mandatory Financial Responsibility Act.</p>		
<p>Per 66-6-15(E), NMSA 1978, - A vehicle or trailer owned by and used in the service of the State of New Mexico or any county or municipality thereof need not be registered but must continually display plates furnished by the Transportation Services Division of the General Services Department.</p>		
<p>Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, the State of New Mexico will notify the Certificate Holder, but failure of such notification shall impose no obligation or liability of any kind upon the State of New Mexico, its agents, or representatives.</p>		
<p>Authorized Representative: Randall Cherry, Director, Risk Management Division, GSD Date Issued: 7-1-2022</p>		
<p>For questions please contact the Loss Prevention and Control Bureau at 505-827-2036 or GSD.LPCB@state.nm.us</p>		

N. M. S. A. 1978, § 41-4-19

§ 41-4-19. Maximum liability

Effective: July 1, 2021

A. Unless limited by Subsection B of this section, in any action for damages against a governmental entity or a public employee while acting within the scope of the employee's duties as provided in the Tort Claims Act, the liability shall not exceed:

(1) the sum of two hundred thousand dollars (\$200,000) for each legally described real property for damage to or destruction of that legally described real property arising out of a single occurrence;

(2) the sum of three hundred thousand dollars (\$300,000) for all past and future medical and medically related expenses arising out of a single occurrence; and

(3) the sum of four hundred thousand dollars (\$400,000) to any person for any number of claims arising out of a single occurrence for all damages other than real property damage and medical and medically related expenses as permitted under the Tort Claims Act.

B. The total liability for all claims pursuant to Paragraphs (1) and (3) of Subsection A of this section that arise out of a single occurrence shall not exceed seven hundred fifty thousand dollars (\$750,000).

UNM PA Program Acronyms

AAPA	American Academy of Physician Assistants
ADA	Americans with Disabilities Act
AIG	Accident and Health Company
AOC	Albuquerque Opportunity Center
AOR	Assembly of Representatives
ARC	Accessibility Resource Center
ARC-PA	The Accreditation Review Commission on Education for the Physician Assistant
BBF	Blood/Body Fluid
BLS	Basic Life Support
CAPS	Center for Academic Program Support
CDC	Centers for Disease Control
CE	Competency Exam
CNMs	Certified Nurse Midwives
DFCM	Department of Family & Community Medicine
DO	Doctor of Osteopathic Medicine
EMT	Emergency Medical Technician
FERPA	Federal Education Rights and Privacy Act
FMS	Foundations of Medical Science
FSE	Final Summative Evaluation
GA	Graduate Assistant
GPA	Grade Point Average
GPSA	Graduate and Professional Student Association
HIPAA	Health Insurance Portability and Accountability Act of 1996
HITECH	Health Information Technology for Economic and Clinical Health Act
HPP	Health Professional Programs
HSC	Health Sciences Center
HSLIC	Health Sciences Library and Informatics Center
HSSB	Health Sciences and Services Building
ICM	Introduction to Clinical Medicine
IOR	Instructor of Record
LISW	Licensed Independent Social Worker
LPCC	Licensed Professional Clinical Counselor
MD	Doctor of Medicine
MSPAS	Master of Science in Physician Assistant Studies
NCCPA	National Commission on Certification of Physician Assistants
NM	New Mexico
NMAPA	New Mexico Academy of Physician Assistants
NPs	Nurse Practitioners
OEO	Office of Equal Opportunity
OGS	Office of Graduate Studies

PA Program	Physician Assistant Program
PACKRAT	Physician Assistant Clinical Knowledge Rating and Assessment Tool
PA-Cs	Physician Assistants
PA-CSPE	PA Committee on Student Promotion and Evaluation
PAF	Physician Assistant Foundation
PANCE	Physician Assistant National Certifying Examination
PATS	Parking and Transportation Services
PEAR	Program, Education, and Research
PHI	Personal Health Information
SAAAPA	Student Academy of the American Academy of Physician Assistants
SCPE	Supervised Clinical Practice Experiences
SHAC	Student Health and Counseling
SOM	School of Medicine
SUB	Student Union Building
TAA	Training Affiliation Agreement
TB	Tuberculosis
Tdap	Tetanus, Diphtheria, Pertussis
UNM	University of New Mexico
UNMH	University of New Mexico Hospital
VA	Veteran's Administration



PA Student Code of Professional Conduct

Honor and integrity are predicated on a concept of human dignity, which is basic to the philosophy of the School of Medicine. Application to the Physician Assistant Program commits the student to the essential nature of abiding by the Code of Professional Conduct. Physician Assistant students are expected to maintain the highest standards of honesty and integrity in academic and professional matters. This honor code rests on the integrity of each student acting with the greatest responsibility and respect for the rights, feelings, privacy and dignity of others.

Students will not engage in academic dishonesty. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Affirmation for PA Students

- Abide by University and PA Program policies and HIPAA;
- Follow UNM PA Program attendance policy;
- Relate to my peers, my teachers, and other caregivers in a spirit of collaboration and mutual respect;
- Come prepared for class by completing assigned reading and other assignments prior to class;
- Do/report only my own work on all individual assignments, assessments/exams and clinical activities;
- Refrain from the use of texting, emailing, etc., during scheduled activities;
- Try my best to master the body of medical knowledge and skills necessary to become an excellent Physician Assistant;
- Relate to all patients and their families with compassion, truthfulness, and respect;
- Recognize and honor privileged information from patients, colleagues and faculty; and,
- Develop habits that are effective in life-long learning in order to be competent and current throughout my career.

I agree to abide by this Honor Code.

Signature: _____ Date: _____

Student Printed Name: _____



SCHOOL OF
MEDICINE
PHYSICIAN ASSISTANT PROGRAM

Acknowledgement of Receipt of the Physician Assistant Program Student Handbook

I have read and been informed about the content, requirements, and expectations for participation in the University of New Mexico Physician Assistant Program, as contained in the PA Program Student Handbook.

I have access to the PA Program Student Handbook.

I agree to abide by the policies and requirements contained in the Handbook. I understand that my failure to do so may result in adverse action, including my dismissal from the PA Program.

I understand that if I have questions about PA Program policies or requirements, at any time, I will consult with the Program Director or other PA faculty or staff member, as appropriate.

My signature certifies that I have carefully read and understand the content of the Handbook and agree to abide by policies.

Signature: _____ Date: _____

Student Printed Name: _____