



# STUDENT HANDBOOK

## 2027

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## **PART I: GENERAL POLICIES AND PROCEDURES**

### **PROGRAM INTRODUCTION**

This Program Policy Manual for the Master of Science in Physician Associate Studies (MSPAS) contains policies and procedures unique to the MSPAS program and is distributed initially to students as they begin the first year. Updated versions of this Policy Manual may be provided during a student's enrollment in the program, and the most recent Student Handbook will supersede all previously distributed versions. Where no specific MSPAS program policy exists, students are to consult the general guidelines in the Oklahoma Baptist University Graduate and Online Student Handbook. The MSPAS program reserves the right to update this handbook without prior notice. In the event of an update without prior notice, all matriculated students will be provided with a copy of any updated policies. A student's continuation in the MSPAS program will be contingent upon submission of a signed and dated "Receipt and Acknowledgement" form for the Student Handbook.

### **ACCREDITATION**

Oklahoma Baptist University's PA Program has applied for Accreditation - Provisional from the Accreditation Review Commission on Education for the Physician Associate (ARC-PA). Oklahoma Baptist University PA Program anticipates matriculating its first class in January 2027, pending achieving Accreditation - Provisional status at the October 2026 ARC-PA meeting. Accreditation - Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. If provisional accreditation is not granted by the ARC-PA, the first class will not matriculate as scheduled.

Programs at Oklahoma Baptist University are accredited by the Higher Learning Commission, and the PA program has been added to the list of approved programs with the HLC.

If the OBU PA program closes, the program will allow students already in the program to complete their PA education through a documented teach-out plan. The university will either offer necessary courses or develop an agreement with another accredited program to teach-out existing students.

## PHYSICIAN ASSOCIATE PROGRAM DIRECTORY

### **General Contact Information**

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### **Program Director**

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### **Full-time Faculty**

Director of Clinical Education

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Director of Didactic Education

Alicia Klein, EdD, MS, PA-C

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Director of Student Success

Shannon Jackson, MSPAS, PA-C

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Director of Assessment

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Director of Admissions

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### **Medical Director**

Michael Reeder, D.O.

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### **Support Staff**

Director of Clinical Operations and Partnerships

Denise Brecheisen

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Program Accreditation and Information Coordinator

Ann Pearcy

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### **Dean of Online, Nontraditional, and Graduate Education**

Micah Meek, PhD

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### **Clinical Preceptors**

Students will receive contact information for each clinical preceptor through CORE prior to their scheduled rotation.

## DIDACTIC YEAR CALENDAR 2027

### Spring Term: 16 weeks – January 11 – April 30, 2027

Immersion 1	January 18-23, 2027
Spring Break	March 8-12, 2027
Immersion 2	April 12-16, 2027
Break	May 1-9, 2027

### Summer Term: 15 weeks – May 10 – August 20, 2027

Memorial Day	May 31, 2027
Independence Day	July 5, 2027
Immersion 3	July 19-23, 2027
Break	August 21-29, 2027

### Fall Term: 16 weeks – August 30 – December 17, 2027

Labor Day	September 6, 2027
Immersion 4	November 8-12, 2027
Thanksgiving Holiday Break	November 22-26, 2027
Break	December 18 – January 9, 2028

## CLINICAL YEAR CALENDAR 2028

### Spring Term: PA 7009 Clinical Rotations Block I

Interval 1	January 10-February 11, 2028
Interval 2	February 14-March 17, 2028
Interval 3	March 20-April 21, 2028
Final Course Activities (Virtual)	April 24-28, 2028
Break	April 29-May 7, 2028

### Summer Term: PA 7109 Clinical Rotations Block II

Interval 4	May 8-June 9, 2028
Interval 5	June 12-July 14, 2028
Interval 6	July 17-August 18, 2028
Break	August 19-August 27, 2028

### Fall Term: PA 7209 Clinical Rotations Block III

Interval 7	August 28-September 29, 2028
Interval 8	October 2-November 3, 2028
Final Immersion	November 6-November 10, 2028
Hooding Ceremony	November 11, 2028
Operation Pass the PANCE	November 13-December 15, 2028

# INTRODUCTION TO THE OKLAHOMA BAPTIST PHYSICIAN ASSOCIATE PROGRAM

## MISSION

The Oklahoma Baptist University Physician Associate Program utilizes an innovative hybrid curriculum to prepare graduates who provide exceptional, patient-centered care with integrity and compassion, equipping them to serve in their home communities, underserved areas, and around the world.

## PROGRAM GOALS

### **Excellence**

OBU will provide exceptional training in the knowledge, skills, and clinical judgement necessary for entry-level practice as a physician associate.

### **Innovation and Adaptability**

OBU will develop students who demonstrate collaboration, innovation, and a commitment to personal and professional growth.

### **Purposeful Service**

OBU will cultivate a supportive learning environment for all students, equipping them to serve in their home communities and underserved areas.

### **Faith Integration**

OBU will integrate Biblical foundations of servant leadership and medical ethics including humility, integrity, compassion, and care for the vulnerable.

## PROGRAM GRADUATE COMPETENCIES

The Oklahoma Baptist University PA Program has developed a list of expected competencies for all graduates. These are mapped to and assessed by course outcomes and objectives listed in each course syllabus. Students should reference specific course objectives for more detail regarding requirements to meet these expectations. Our program competencies are arranged into skill domains which align with PAEA and AAPA competencies for PA graduates and practicing PAs, as well as our program's mission, vision, and goals for our students. Prior to graduation, all students must demonstrate competency in each program outcome as measured by the program's summative exam.

By the end of the PA program, each student will:

### **Medical Knowledge**

- K1. Demonstrate acquisition of essential medical knowledge necessary to provide individualized care for patients across the lifespan in a variety of clinical settings
- K2. Integrate biomedical science knowledge with patient care scenarios to optimize patient outcomes

### **Clinical and Technical Skills**

- CT1. Gather patient information appropriately through an organized and accurate history
- CT2. Perform organized and complete physical examinations of patients using proper technique

- CT3. Perform clinical procedures within the scope of PA practice both safely and effectively
- CT4. Deliver accurate and complete documentation and verbal presentation of patient interactions in a variety of clinical settings

### **Clinical Reasoning**

- CR1. Analyze clinical findings to develop and assess differential diagnoses for patients across the lifespan
- CR2. Accurately order, interpret, and apply diagnostic tests to patient care scenarios
- CR3. Develop individualized, evidence-based preventative care and treatment plans for patients across the lifespan
- CR4. Critically analyze and apply medical literature and guidelines to patient care scenarios to demonstrate evidence-based decision making

### **Interpersonal and Communication Skills**

- IP1. Provide accurate patient communication, education, and counseling with compassion and effectiveness to facilitate shared decision-making
- IP2. Communicate and collaborate with other medical professionals to facilitate and improve patient care

### **Professional Behaviors and Patient-Centered Care**

- PB1. Demonstrate understanding of the PA profession, including ethical, legal, and regulatory guidelines for practice and quality improvement within the larger healthcare system
- PB2. Engage in self-assessment to recognize their own worldview, limitations, and biases, and apply this insight to drive professional growth, personal wellness, and a proactive approach to access support when needed
- PB3. Deliver culturally humble, patient-centered care across the lifespan, accounting for individual needs related to patient values, population health, social determinants of health, patient advocacy, and resource identification

## **RIGHTS AND RESPONSIBILITIES**

### **PA STUDENT RIGHTS**

Each student has the right to:

- Know the regulations by which all students are governed.
- Be advised in writing of charges that might lead to disciplinary action.
- Receive academic assistance and remediation for subjects in which it is needed.
- Conduct free inquiry and scholarly investigation including discussion and exchange of ideas in a professional manner and setting.
- Organize, join, and participate in recognized graduate school organizations, subject to Oklahoma Baptist University rules governing such organizations.

### **PA STUDENT RESPONSIBILITIES**

Each student has the responsibility to:

- Demonstrate effort to attain high levels of competence in all courses by actively participating, studying, preparing for class, and seeking assistance when uncertain about course material.
- Follow instructions and graciously accept correction and feedback from instructors.
- Adhere to professional behavior expectations both on and off campus, including academic integrity policies, dress code, punctuality, and limiting distractions on personal computers.
- Maintain positive and professional relationships with classmates and professors.
- Communicate in a professional manner, including timely responses to emails and requests, using language that shows respect for each individual involved.
- Maintain a flexible attitude with inevitable changes in clinical schedules and locations.
- Not claim, in word or act, whether individually or in association with others, without due authorization, that he/she is an official representative of Oklahoma Baptist University.
- All PA students are expected to comply with the Health Insurance Portability and Accountability Act (HIPAA) and all applicable patient privacy and confidentiality regulations. Students will receive required HIPAA training prior to any interaction with patients or access to protected health information. Any violation of HIPAA standards, including improper use or disclosure of patient information, is considered a serious breach of professional conduct and may result in disciplinary action up to and including dismissal from the program, as well as potential legal or regulatory consequences.

### **FACULTY RESPONSIBILITIES**

Each faculty member has the responsibility to:

- Contribute to and remain abreast of the latest developments in their field of expertise.
- Continually pursue teaching excellence.
- Encourage differing viewpoints and demonstrate integrity in evaluating their merit.
- Demonstrate professional behavior consistent with PA program and professional expectations.
- Not serve as patients for students in the classroom, lab, or testing situations.
- Monitor student progress toward published learning outcomes and maintain appropriate availability to meet with students when needed.
- Provide and adhere, within reasonable limits, to the written course syllabus.

- Be informed of university services, policies, and handbooks, and provide referrals to services addressing personal issues which may impact student progress in the PA program within 1 business day to students, when needed (A3.10).

## TECHNICAL STANDARDS

The Oklahoma Baptist University PA Program requires candidates to possess certain physical and cognitive abilities, along with mental and emotional stability, to ensure patient safety and appropriate clinical practice. Please review the Technical Standards listed on the PA program website for details.

Oklahoma Baptist University adheres to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The health and safety of all students and patients is prioritized as an essential part of the educational program. The program will provide reasonable accommodations to individuals with disabilities while ensuring that all graduates have the skills and knowledge necessary for safe and effective clinical practice. Disclosure of disability is voluntary. For information regarding accessibility and accommodations, candidates are encouraged to visit [Disability Services](#).

Applicants who are accepted into the Oklahoma Baptist University PA Program must sign a statement confirming their understanding of and ability to meet the program's technical standards.

## FAITH INTEGRATION

The Oklahoma Baptist University Physician Associate Program is rooted in the University's mission to equip the next generation of Future Shapers to live all of life, all for Jesus. In alignment with OBU's commitment to "the integration of faith with all areas of knowledge," the PA program intentionally connects medical education with the Christian worldview as revealed in God's Word and His Creation. Faith is woven throughout the curriculum through a distinct emphasis on Biblical servant leadership, and the affirmation of each patient as an individual made in the image of God. Classroom and clinical instruction intentionally connect medical science to Christian virtues such as humility, empathy, justice, and compassion. Faculty members model faith integration through mentoring, prayerful reflection, and Christ-centered professionalism, fostering an environment of respect and collaboration. Through these shared commitments, the OBU PA program seeks to cultivate graduates who pursue excellence in medicine while demonstrating moral clarity, servant leadership, and unwavering compassion for all people.

## REQUIRED PURCHASES

1. A short white coat with the Oklahoma Baptist University PA Program patch. The University will provide each student with a picture ID to be worn at all times with the white coat.
2. A laptop with reliable internet connection, webcam, speakers, and microphone. (See "Technology Requirements" section for more information)
3. All required and program-approved medical equipment. Students will be provided with more details prior to orientation and should not purchase equipment until that point.
  - Stethoscope (cardiology grade)
  - Oto/Ophthalmoscope
  - Sphygmomanometer

- Reflex hammer

4. Clinical phase-related expenses are the responsibility of the student, and may include (but not limited to):

- Transportation to and from assigned clinical sites
- Housing
- Background checks, fingerprinting, drug screens, immunizations
- Clinical site fees: parking, badge/ID fees, additional health screenings, etc.

## ACADEMICS AND STUDENT PROGRESSION

### REQUIREMENTS FOR STUDENT PROGRESSION (A3.15)

Because of the sequential nature of our courses, students are expected to complete all courses in a given term before progressing to the next term. Students with an incomplete in a course may progress with approval from the program director, provided there is a reasonable plan in place for the student to complete outstanding requirements, which does not preclude the student's participation in any subsequent courses. All students will complete the program in 24 months, unless there are significant extenuating circumstances (see the Deceleration section of "Attendance Policy" below). All required clinical rotations (Supervised Clinical Practice Experiences – SCPEs) and the summative exam must be successfully completed before graduation. All students must complete the program within 5 years of matriculation. Failure to complete the program within 5 years will result in dismissal. If a national, statewide, or local disaster occurs, the PA program will follow university policies for when and how didactic courses and SCPEs are to be delivered.

### LEARNING OUTCOMES AND INSTRUCTIONAL OBJECTIVES

All students must demonstrate the acquisition of program competencies before graduating. The learning outcomes and objectives for all didactic and clinical courses will be available in course syllabi on Canvas prior to the start date of each course to provide direction for student learning.

### SUMMATIVE ASSESSMENT

The Summative Assessment is a process designed to verify that students are proficient in all program-defined competencies. Further details and rubrics for the summative evaluation will be provided to students before their clinical year begins. All students must take and pass each component of the summative assessment with a score of 80% or higher, within four months of their graduation date. If a student fails to pass the summative assessment for any competency, they will be required to meet with a designated faculty member to develop a remediation plan. Remediation may lead to a delay in graduation, and failure to successfully remediate and demonstrate competency may result in dismissal from the program.

### PROGRESS AND ADVANCEMENT (P&A) COMMITTEE

#### Purpose

The Progress and Advancement (P&A) Committee ensures that students are progressing appropriately through the program and are demonstrating acquisition of required program competencies. The P&A Committee is responsible for reviewing academic performance, professional behavior, and other concerns that may impact a student's ability to succeed in the program. Its goal is to apply policies fairly and consistently while supporting student success and upholding professional and academic standards.

#### Committee Structure and Meetings

The P&A Committee is chaired by a PA faculty member and includes core faculty, course directors, and instructors. Ex-officio members may include the Program Director and other

faculty and staff from the University. The Committee will meet at the conclusion of each semester to review the performance of all enrolled students and may also convene at any time during the semester if a referral is made for academic or professional concerns.

## **Referral Process**

Students are referred to the P&A Committee when they do not meet defined academic or professional standards. Common reasons for referral include:

- Failed examinations or unsuccessful remediation attempts.
- Patterns of poor performance in didactic exams or end-of-rotation (EOR) exams.
- Professionalism or conduct concerns.
- Failure to follow an established remediation or improvement plan.

Referrals may be made by course directors, the Director of Student Support, or program leadership. Instructors of record may also request a committee review based on observed academic or professional issues. Students may request a meeting themselves if they wish to seek support for academic, professional, or personal concerns.

## **Progress & Advancement Outcomes**

When a student is referred, the Committee reviews the situation and recommends a plan of action. Possible outcomes include, but are not limited to:

- Advancement to the next semester or graduation
- Continuation in program with academic support
- Remediation or additional assessment
- Placement on academic or professional probation
- Deceleration
- Dismissal from the program

The Committee develops a written plan when intervention is required. This plan is provided to the student, the Program Director, the Director of Student Support, and the student's academic coach, and is placed in the student's file (See Appendix E). The Director of Student Support or Program Director monitors completion of the plan. Failure to comply with the plan may result in dismissal. When the student successfully completes all requirements, they will be returned to good standing.

## **ACADEMIC GUIDELINES AND REMEDIATION**

### **Remediation (A3.15c)**

Students who are struggling to meet defined academic benchmarks will be eligible for remediation. Remediation is defined as the process in which a student must review material and re-attempt an assessment to demonstrate specific competencies. Assessments which require remediation if failed include module examination, skills examination, OSCE, or patient simulation (see below). Minor assessments, including self-assessment and practice quizzes, assignments, or lab exercises, are not eligible for remediation. Specific assessment and assignment information is available in individual course syllabi.

Students who qualify for remediation will be assigned to a faculty member who will conduct and document the results of the remediation attempt. Students who fail a remediation attempt will be referred to the P&A Committee and will follow defined procedures.

### **Didactic Phase Exams (Clinical Therapeutic Medicine & Biomedical Science Series)**

The minimum passing score on all module examinations is 75%. Any student who does not achieve a passing score on a didactic examination will be required to complete a structured remediation process, followed by a reassessment examination. The remediation process will focus on high-yield content identified by the course faculty. The format of the remediation reassessment may be multiple choice, oral, or written, as determined by the course director. A minimum score of 75% is required on the remediation attempt to demonstrate competency. A successful remediation attempt will result in a recorded grade of 75% for that exam, regardless of the reassessment score achieved.

Students who fail multiple exams will be referred to the Progress and Advancement (P&A) Committee for evaluation. Possible outcomes may include academic probation, deceleration, or dismissal from the program. For more details about potential outcomes from the P&A Committee in cases of multiple exam failures, please refer to the “Academic and Professionalism Designations” section. Students who consistently score between 75-80% on exams may also be referred to the P&A Committee to determine if additional student support is needed.

### **Clinical Phase End-of-Rotation (EOR) Exams**

Students must achieve a minimum score of 70% on each end-of-rotation (EOR) examination. The system for calculating EOR scores is described in detail in the Clinical Education Handbook. Any student who does not achieve a passing score on an EOR examination will be required to complete a structured remediation process, followed by a reassessment examination. The remediation process will focus on high-yield content identified by the course faculty. A successful reassessment will allow the student to continue progression within the clinical phase. If a student does not achieve a passing score on the reassessment attempt, additional remediation will be required.

Students who fail multiple EOR examinations during the clinical year will be referred to the Progress and Advancement (P&A) Committee for consideration of outcomes, which may include academic probation, deceleration, or dismissal from the program. For more details about potential outcomes from the P&A Committee in cases of multiple EOR exam failures, please refer to the Academic and Professionalism Designations section.

### **Skills and Simulation Assessments**

For skills and simulation assessments, including clinical skills, technical skills, SP assessments, and OSCEs, failure to achieve a minimum score of 75% will require remediation. Students will either repeat the same skill or complete an alternative case of similar difficulty. A minimum score of 75% is required on the remediation attempt to demonstrate competency. Failure to achieve a score of 75% on a remediation attempt will result in referral to the P&A Committee. The Committee will determine the outcome, which may include academic probation, deceleration, or dismissal from the program.

## Final Didactic and Clinical Year Assessments

For the Pre-Clinical Assessments at the end of the didactic phase, and for the Summative Exams at the end of the clinical phase, students must achieve a passing score or fully and successfully remediate each portion of the assessments. Failure to do so will result in referral to the P&A Committee. The Committee will determine the outcome, which may include deceleration or dismissal from the program.

## MINIMUM ACADEMIC REQUIREMENTS FOR PROGRESSION

### Didactic Courses

To successfully pass a course, students must achieve a final course grade of 80% or higher. If a student fails to achieve the minimum final course grade, they will be subject to dismissal. In the Clinical Medicine and Biomedical Sciences course series, the student must maintain an 80% overall average in each course, but on the individual module exams a student may score a 75% without requiring an examination retake (see the Academic Guidelines and Remediation section for more information).

### Clinical Courses

The weighted grade value of each component of the clinical courses is documented in the clinical course syllabi. Students will be expected to achieve at least 80% on each of the following components: participation, assignments, professionalism, and preceptor evaluations. Students are expected to achieve a 70% or higher scaled score for end-of-rotation examinations (EORs). Failure to achieve the minimum requirement on any component will result in remediation of failed competencies, which may include assignment of additional clinical experience in the relevant area. These additional assignments may delay graduation. Failure to achieve the minimum passing score on the retest of any competency will result in referral to the P&A Committee for consideration of dismissal from the program, or further remediation if deemed appropriate.

## GRADING SCALE FOR ALL COURSES

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: <60%

### Grade Rounding Policy

Final course grades are calculated exactly as earned and **will not be rounded**. For example, a final grade of 89.9% will be recorded as a **B**, not rounded to a 90% (A). This policy ensures consistency and fairness in the evaluation of all students. Students are encouraged to monitor their academic progress closely throughout each course and seek assistance early if performance concerns arise.

## Incomplete Grades

A grade of "Incomplete" is given at the discretion of a faculty member when, for a legitimate reason, a student cannot complete course requirements within a given semester. Please reference the "Grades" section of [OBU's Scholastic Standards](#) for more details regarding "Incomplete" grades.

## CLINICAL EDUCATION INTRODUCTION

All students must satisfactorily complete each Supervised Clinical Practice Experience (SCPE) in order to fulfill program requirements. Students are not required to provide or solicit clinical sites or preceptors. Additional policies and procedures for the clinical year are outlined in the program's Clinical Education Handbook, which is given to each student during PA 6432 Applied Professionalism III. PA students must be clearly identified in the clinical setting to distinguish them from other health profession students and practitioners (A3.06) by wearing their OBU issued ID tag.

Students are required to obtain and provide documentation of health verification, immunizations, and health insurance throughout the program. Completion of BCLS/CPR and ACLS certification must be documented as part of PA 6432 Applied Professionalism III and students must remain certified through the duration of their clinical training. **Students may be required to provide additional criminal background checks or drug screens, depending on clinical site requirements. Failure to complete or pass required screenings may result in a delay in graduation or dismissal from the program, if the P&A Committee determines that a student cannot meet program requirements.**

The PA program cannot guarantee that all required SCPEs are available within a specific radius. Students will all be expected to travel for their clinical SCPEs to ensure a variety of clinical training settings. Lodging and other personal expenses will be the responsibility of the student.

Students will not be allowed to participate in SCPEs if there is a reason to believe that they are unprepared for this type of experience. Sufficient reasons include:

1. Failure to achieve required academic milestones prior to or during the clinical year. A student who is on probation for an isolated course deficiency may be allowed to participate in a clinical experience if it is determined by the faculty that all necessary areas of knowledge are appropriate and that the deficiency can be remediated and is not critical to the student's performance in that particular clinical experience. Remedial work in the deficient area will be required and must be completed within one semester.
2. Evidence of unethical or illegal behavior. Anyone violating the program's professional behavior standards will be referred to the Progress & Advancement Committee. Students with positive findings on drug screens and/or background checks are subject to state and clinical site rules and regulations, which may preclude participation in clinical rotations.
3. Medical or psychological conditions which could endanger the safety of the student or the patients with whom they will be entrusted, or that prevent the student from fully participating in clinical experience. Students may be required to submit verification from a medical provider that they continue to meet the program's Technical Standards.

4. Clinical faculty have the right and obligation to remove a student from an SCPE and/or to arrange an extended clinical experience, if deemed appropriate for satisfactory acquisition and demonstration of clinical competencies.

## **CLINICAL YEAR INSTRUCTIONAL OBJECTIVES AND REQUIRED ENCOUNTERS**

Each required SCPE has a set of instructional objectives to guide the student's acquisition of knowledge and skills. In addition to these objectives, the program has published required diagnoses, clinical and technical skills for the students in each core SCPE. The lists represent the core experiences that students must have in their SCPEs before they can take the summative exam. Please see the Clinical Education Handbook and clinical course syllabi for more information.

## **PROFESSIONALISM GUIDELINES AND PROCESS**

Professional behavior standards are established for the PA profession by the AAPA, PAEA, NCCPA, and state licensing boards. The Oklahoma Baptist PA program has three program competencies related to necessary professional behaviors of PAs. Our program is committed to maintaining a classroom atmosphere that fosters learning, demonstrates respect for instructors and all students, and prepares students for their role as medical professionals.

### **Online Instruction Guidelines & Etiquette**

The following guidelines are to be adhered to for professional interactions with classmates and faculty during all online, synchronous and asynchronous course activities:

- All synchronous instruction has mandated attendance.
- When on a live stream virtual platform, students will follow the program's dress code.
- Unless otherwise stated, students must have their cameras on during synchronous activities.
- Good lighting of the student's face with an appropriate background (limited distractions, seated in a chair, no inappropriate content) during live class activities is required.
- Recorded lectures or PowerPoints are not to be downloaded or shared without permission by the instructor or speaker.
- Recordings of live events may occur at the discretion of the faculty member for posting on the course website, as needed (See Appendix D).
- Students who do not follow these guidelines or course requirements will be referred to the P&A Committee for further recommendations and actions.

### **Professional Attire Expectations**

Professional attire is an expectation for providers in the medical community. During the didactic year, students will interact with many providers who serve as adjuncts and guest lecturers. To maintain a professional atmosphere in the didactic year, the following apparel must not be visible in virtual learning sessions or outside of specified lab sessions:

- Cut-off or torn clothing
- Visible undergarments
- Short skirts or shorts
- Sweatpants or yoga pants
- Tank tops
- Scrubs

- Low-cut or short shirts
- Baseball caps
- Visibly soiled clothing

Short half-length white jackets with program identification **MUST** be worn while at clinical training sites with proper ID badge attached to the lapel. Open toed shoes are not allowed in clinical facilities or labs. In any patient care or patient care simulations, students should wear clothing that allows them to sit, squat, and touch their toes easily and without inappropriate exposure. Students should otherwise follow any professional attire expectations of their clinical sites.

### **Professional Appearance & Fragrances**

Students may be required to remove visible piercings while participating in SCPEs based on individual clinical site requirements. Students are asked to cover tattoos, as much as is physically possible, while participating in SCPEs (please follow specific clinic policies). While on SCPEs, students are permitted to have any hair color that exists in the natural spectrum of hair colors. Hair dye outside of that range of colors is not allowed. Any concerns prior to SCPEs should be directed to the clinical faculty or program director.

Due to the possibility of allergies and sensitivities, students are not to wear any type of perfume, cologne, or strong fragrance while in class or participating in patient care. Students are encouraged to maintain appropriate levels of personal hygiene. If faculty members have concerns about any offensive body odor of a student, that student may be discreetly asked to return home and remedy the problem.

### **Professional Communication Policy**

The program will utilize various communication methods to maintain a constant connection between the program and students.

- **Email:** Each student will be issued a complimentary personal university email account to be used while enrolled at Oklahoma Baptist University. All official University and program correspondence will be directed to this account. Students are required to check their OBU email accounts daily for correspondence which may include program updates, class schedules, last-minute changes, and other critical information. Failure to appropriately respond to email communications with the program or clinic sites in a timely manner (within one business day) may result in a professionalism violation.
- **Phone:** Students must update the program with a new phone number anytime there is a change. Students are expected to ensure that they have an active voicemail system that is able to receive messages. Students are expected to respond to voicemails within one business day. There should be no communication with patients via a personal phone number.
- **Canvas:** Canvas will provide important information concerning PA courses throughout students' tenure in the program. Faculty and staff will use Canvas to communicate with students regarding courses, labs, and other schedule information.
- **Social media:** The PA Program recognizes the prevalence and importance of social media in modern education. Social media, however, is not an appropriate method of official communication between students, preceptors, and the program and is, therefore, prohibited as a means of professional communication. Students may not post on social media as representatives of the OBU PA program, unless approved, and must not post

any confidential information. Students should keep in mind that potential clinical sites and employers may review social media sites when making employment decisions. (Please see the Social Media Policy for more information.)

- **Contact Information:** It is the responsibility of the student to provide the program with an up-to-date mailing address, telephone number(s), and name changes. Any changes should be reported immediately to the PA program and Registrar's office.
- **Storage of Digital Personal Information:** To ensure the security of patient information in compliance with HIPAA requirements, students are strictly prohibited from using any personal digital device to store or track patient data.

## Assessment of Professionalism

Students will meet regularly with their assigned faculty coach to discuss academic and professional progress. Any student who demonstrates unprofessional behavior in the learning environment, as defined by the program's Professionalism Rubric (Appendix F), may be subject to professionalism remediation or referral to the P&A Committee for review and recommendation. Egregious or repeated breaches of professional behavior expectations may result in dismissal from the program. Violations of these standards will be addressed in accordance with the program's Professionalism Warning, Probation, and Dismissal Policies.

## ACADEMIC AND PROFESSIONALISM DESIGNATIONS

### Academic Probation

- *Didactic Phase:* Students who fail three or more examinations in a single semester of Clinical Therapeutic Medicine or Biomedical Science will be placed on academic probation.
- *Clinical Phase:* A second failed EOR exam, even if occurring in different semesters, will result in the student being placed on academic probation. If a student fails a third EOR examination at any point during the clinical year, the student will be referred to the Progress and Advancement (P&A) Committee for evaluation. The Committee will determine the outcome, which may include further remediation, deceleration, or dismissal from the program.

### Academic Dismissal (A3.15d)

- Students who score below an 80% in any course are dismissed from the program.
- *Didactic Phase:* Students who fail three or more examinations during a probationary semester will be referred to the Progress and Advancement (P&A) Committee for consideration of outcomes, which may include deceleration or dismissal from the program.
- *Clinical Phase:* If a student fails two EOR examinations in consecutive terms, resulting in a total of four EOR failures across the clinical year, the student will be dismissed from the program.
- Students who do not fulfill the requirements of any contracts set forth by the P&A Committee to address academic deficiencies, patterns of poor performance, academic dishonesty, or evidence of unethical or illegal behavior not listed above may face dismissal from the program.

### Professionalism Warning

- Students may receive a professionalism warning for receiving a mark of "Needs Improvement" in any domain of the PA program's professionalism rubric.

- Professionalism warnings may require remediation as determined by the student's faculty coach or DSS. Students will be provided with the program's didactic and clinical phase professionalism rubrics.

### **Professionalism Probation/Dismissal**

- A student may also be referred to the P&A Committee if they receive an "Unacceptable" mark on a professionalism evaluation by a faculty member or preceptor, or two or more "Needs Improvement" marks in any professionalism domain. They may be placed on professionalism probation as a result.
- Students placed on professionalism probation remain enrolled but must demonstrate immediate and sustained improvement in the identified area(s) of concern. The P&A Committee may assign professionalism modules or remediation activities tailored to the violation. Failure to complete assignments or to show improvement may result in continued probation or dismissal.
- Students may be dismissed from the program for failure to meet the conditions of professionalism probation, repeated professionalism violations, or any action deemed egregious by the P&A Committee. Egregious violations may result in immediate dismissal at the discretion of the Committee. In some circumstances, a professionalism violation may be addressed by university officials.

### **Procedure for Dismissal**

- The P&A Committee will convene when a student is at risk of dismissal from the program.
- The committee will discuss whether the student should be immediately dismissed from the program or if circumstances suggest that remediation or deceleration would lead to a positive outcome.
- If dismissal is recommended by the P&A committee, the program director will inform the student in writing and will work with the university to terminate the student's enrollment.
- The PA program is under no obligation to assist students who have been dismissed from the university, whatever the reason for their dismissal. The student then may appeal for reinstatement without the program's support.

### **Appeals**

- Please find the process for academic/grade appeals in the Oklahoma Baptist University Academic Catalog: [Grade Appeals](#).

**Please note:** The PA Program has developed its own policies in accordance with its professional accreditation requirements, core values, mission, vision, and goals. Where discrepancies exist between program and University policies, program policy takes precedence for PA students.

## PART II: RESOURCES

PA program faculty and staff will provide referrals to student resources for any medical, personal, or academic issues that may impact a student's ability to be successful in the program. Referrals will be made within one business day of the request.

### FACULTY COACHES

All students will be assigned a faculty coach when they enter the program. Coaches will meet individually with their advisees on a regular basis, and attendance at scheduled meetings is required. Students with academic concerns should address the issue first with the course instructor. Should a student require further assistance, he/she should consult with their faculty coach. The coach will involve the Program Director or other University personnel as the situation warrants. Coaches will document each encounter in the student's file.

If a faculty coach has any concerns about a student's academic performance or professional conduct, they will notify the P&A committee for review. The Director of Student Success will organize the committee to meet with the student and review the situation. Following their review, the committee will make recommendations to the program director.

While coaching will occur at scheduled intervals, students may request a coaching session at any time. Students may be assigned a different coach when faculty turnover occurs, when personal coach/advisee conflicts occur, or as deemed necessary by the Program Director.

#### **Role and Expectation of the Faculty Coach**

- Listen to the student's concerns or needs
- Be available during office hours or by appointment to meet with students to discuss academic difficulties which have not been resolved at the instructor level and to suggest possible remedies
- Acquaint the student with available institutional resources and student services and, when appropriate, refer the student to specific services offered by the University, including professional counseling, health services, and disability and accommodation services
- Monitor academic and clinical progress and alert both the student and the P&A Committee if the student's progress is in jeopardy
- Suggest improvement in time management and study skills as needed
- When appropriate, share one's professional experience in the areas of professional development, career opportunities, and personal growth as related to the PA profession

#### **Roles and Expectations of the Student Advisee**

- Have a working knowledge of all program policies and procedures
- Provide contributory information in a clear, concise manner to facilitate the advising process. **Students are required to complete a pre-coaching survey which allows students to conduct a self-assessment prior to coaching meetings.**
- Offer insight into one's academic performance and potential challenges or deficiencies that may exist
- Act on academic and professionalism recommendations and suggestions offered by course instructors and faculty coaches
- Be responsible for the successful completion of all coursework and practical experiences throughout the didactic and clinical components of PA training

- Follow-up on referrals for student services which may include professional counseling and personal healthcare

## Non-Academic Concerns

If a non-academic or personal issue arises, students are advised to meet with their Faculty Coach at their discretion, particularly if the problem is impacting their academic performance. Students may be referred to the TimelyCare platform for medical evaluation, emotional support, or counseling, depending on the issue(s). If further services are required, a student will be referred to their primary care provider(s). Please see the “Health and Counseling Services” section for more information. Students are required to sign a release acknowledging that documentation of such conversations will be stored confidentially, but available for all faculty review (APPENDIX L).

## ACADEMIC APPEALS (A3.15g)

Please find the process for academic/grade appeals in the Oklahoma Baptist University Academic Catalog: [Grade Appeals](#).

## OKLAHOMA BAPTIST STUDENT ACCOUNTS

All enrolled students must have an Oklahoma Baptist Microsoft account. Information on how to set up accounts is sent to students prior to matriculation. **Your OBU e-mail address will be used for all program communication.** You must check your OBU email account daily as you are responsible for all material sent to you via email. Students are required to use their OBU email account for all program and university email correspondence.

## STUDENT HEALTH AND COUNSELING SERVICES

Faculty cannot and will not serve as health care providers to students, unless it is an emergency situation (A3.09). All OBU PA students have access to TimelyCare, an online platform that offers 24/7 telemedicine appointments, emotional support, and counselling services. Students will receive TimelyCare onboarding information and training at orientation. Please visit [timelycare.com](#) for more information.

**If you are having a medical emergency, please dial 911.**

## DISABILITY AND ACCESSIBILITY

The OBU MSPAS program is committed to the education of all qualified individuals, including persons with disabilities who, with or without reasonable accommodation, are capable of performing the essential functions of the educational program in which they are enrolled and the profession that they pursue.

It is the policy of the program to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competent individual with a disability shall be denied access to or participation in services, programs, and activities solely on the basis of the disability.

All accommodations requests are the responsibility of the student. Students are encouraged to submit documentation for review as soon as possible to ensure completion in a timely manner. All students with a documented disability who are seeking accommodation should contact the [Disability Services Office \(DSO\)](#) at least two weeks before the beginning of the semester or immediately following any injury or illness. This recommendation is to ensure timely implementation of accommodations. Once the request has been made, the DSO will determine eligibility for disability-related services. Representatives from the DSO can also be reached by phone at 405.585.5285 or 405.585.5250.

For each term, it is the student's responsibility to notify the DSO of his or her updated class schedule, and the DSO will, in turn, notify each instructor. If a faculty member feels that he or she cannot implement all of the recommended accommodations, the faculty member will contact the DSO to negotiate an acceptable alternative. The alternative will then be discussed with the student by the DSO. Students are required to confirm the arrangements for accommodation with their instructors prior to any impacted activities. Students who are approved for accommodation are not eligible for grade adjustments on any previously completed assessments.

## **DISCRIMINATION, HARASSMENT, AND MISTREATMENT POLICIES (A3.15f)**

The PA program adheres to the [OBU non-discrimination policy](#), which states "In compliance with federal law, including the Provision of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Oklahoma Baptist University does not illegally discriminate against persons on the basis of race, religion, sex, color, national or ethnic origin, age, disability, or military service in the administration of educational policies, programs, or activities, its admissions policies, scholarship and loan programs, athletic or other University administered programs, or employment."

Information related to sexual misconduct and harassment can be found on [OBU's Title IX website](#). The website contains information related to Title IX policies, resources, training, prevention, the reporting process, and a [report form](#). Information regarding Title IX may also be found in section 3 of the [OBU Graduate and Online Student Handbook](#).

Any individual who believes they have experienced or witnessed discrimination, harassment, or mistreatment of any kind is encouraged to report the incident immediately through established reporting procedures. All reports will be handled with the highest degree of confidentiality, ensuring that the identity of involved parties is protected to the extent possible. Our priority is to ensure that the parties involved are provided with appropriate resources and support as soon as possible.

These resources are provided to help students understand their rights as well as the university's procedures for submitting concerns and complaints. PA students who have experienced harassment or mistreatment are encouraged to discuss their concerns with the program director or another faculty member. PA program staff are required to provide appropriate referrals to assist with resolving harassment or mistreatment concerns within one business day.

## THE OFFICE OF UNIVERSITY CULTURE

As a Christian higher education institution, faculty and staff support OBU's [Office of University Culture](#), which is focused on cultivating unity within our diverse community at OBU, developing a compassionate and hospitable climate, and creating an inclusive environment through Christ-centered engagement among students, faculty, staff, community partners and other stakeholders. The OBU PA program is committed to fostering an environment where students, faculty, and staff appreciate and celebrate the diversity of humankind and treat all individuals with respect and dignity.

## FINANCIAL AID

Information about financial aid applications can be found at [Financial Aid](#). Please contact the Financial Aid Office at 405.585.5020 for more information or questions about the process. Information regarding refunds of tuition and fees is also available [on the Financial Aid website](#).

## FACULTY AVAILABILITY

Faculty members are available to meet virtually with students by appointment. Students should contact faculty by email to schedule an appointment.

## GRIEVANCE PROCEDURES (A3.15g)

The ability to give and receive feedback is a professional behavior that PA students are expected to develop. We encourage students to communicate concerns regarding the program to the appropriate individual(s) in a discreet and constructive manner. If a student has concerns about an instructor or class, the student should communicate directly to the person involved.

If a student is unable to communicate with the person involved or that communication does not resolve the issue, s/he may communicate with the Program Director, their assigned faculty coach, or the Director of Student Success. If concerns are not addressed to the satisfaction of the student, or if the concern is not course or instructor specific, the student should communicate with the Program Director. Information about Oklahoma Baptist University academic grievance procedures can be found in section 4 of the [OBU Graduate and Online Student Handbook](#). If the issue remains unresolved, the student may seek advice from the appropriate academic dean.

## LIBRARY AND MEDICAL LITERATURE

Our library system has a wealth of resources, as well as reference librarians who are available to help you locate the research materials you need. Students can access e-textbooks, and other helpful resources on [OBU's Library Website](#).

## TECHNOLOGY REQUIREMENTS AND TECH SUPPORT

Canvas is the PA program's learning management system and is used to deliver course materials. All course syllabi and documents will be posted there, along with assignment grades, faculty information, and course-related announcements and messages.

## Technology Requirements

Students in the OBU PA program must maintain consistent and reliable access to the required technology and internet services to participate in distance education coursework and virtual clinical experiences. The program utilizes multiple software platforms and technologies to track clinical requirements and enhance the student learning experience. To ensure full participation in coursework, clinical education, and communication, students must have access to the following technology:

- **Hardware Requirements**

- A computer running one of the following operating systems:
  - Windows: Version 11 or higher
  - MacOS: Version 15 or newer
  - ChromeOS with a minimum of 4GB of RAM (8GB RAM recommended)
- Wi-Fi 6 or newer
- Memory (RAM): 16 GB or more
- Processor:
  - PC: Intel Core 13th Gen i5 or better/Intel Core Ultra processor
  - Mac: Apple Silicon based M-series
- Reliable high-speed internet with minimum speeds of 25 Mbps download and 5 Mbps upload, as well as a backup internet option such as a mobile hotspot
- Built-in or external microphone and webcam for virtual meetings and coursework
- Scanner or a mobile scanner app for document submission
- Printer access

- **Software Requirements**

- Web Browser: Latest version of Chrome
- Microsoft Office 365: Provided to students by OBU
- Adobe Reader (or an equivalent PDF reader)
- Antivirus software to ensure cybersecurity and compliance with university standards
- Ability to submit assignments in PDF format
- Ability to electronically sign documents
- Ability to scan and upload documents

Students are responsible for maintaining functional equipment and internet service throughout the program. Technical issues must be reported to instructors immediately, and students should have backup plans for technology failures. While the program provides technical support through OBU's IT Help Desk (problems with OBU network access, issues/questions related to OBU systems, email, Canvas, Banner, DegreeWorks, etc.), students are responsible for resolving personal equipment and internet service issues. Technical problems do not excuse late assignments or missed sessions unless properly documented and promptly communicated to instructors. A quiet space suitable for virtual clinical sessions is also required to ensure professional service delivery and maintain patient confidentiality.

## Technical Support

For technical support related to OBU email, Canvas, or Office 365 platforms, please contact the OBU IT helpdesk ([helpdesk@okbu.edu](mailto:helpdesk@okbu.edu) or 405.585.5200). For technical support related to

external software accounts, please contact the software company's customer support. Please see Appendix D for more information.

## **SAFETY AND SECURITY**

The [OBU Police Department](#) provides services to students while on campus, including emergency response, vehicle assistance, safety education, and crime prevention programs. OBU Police can be reached at 405.878.6000. The PA program has verified that clinical sites have appropriate personal safety and security measures in place for students. If you have any questions or concerns about a site, please contact the Director of Clinical Education as soon as possible.

**If you are experiencing a life-threatening emergency, please dial 911.**

## **TUTORING AND WRITING ASSISTANCE**

Students in need of tutoring and writing assistance should contact their faculty coach for assistance and referral to necessary support services. Students who are identified as needing additional support by the program may also be referred to available resources, including individualized faculty tutoring or success coaching through TimelyCare.

## **PART III: PROGRAM POLICIES AND PROCEDURES**

Program policies apply to all students, principal faculty, staff, and the program director regardless of location (A3.01). A signed affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site. When possible, students will be informed of differing clinical policies prior to their Supervised Clinical Practice Experience (SCPE). If a student encounters a differing policy, they should follow instructions from the site and, as soon as possible, alert the clinical team to the discrepancy.

### **OKLAHOMA BAPTIST COMMUNITY EXPECTATIONS**

Oklahoma Baptist University is an educational community committed to the integration of evangelical faith with learning. Students are asked to honor this community by abstaining from the use of tobacco, alcohol, and profane language on the campus and at off-campus class sites, including SCPE sites. When out on SCPEs, students are expected to adhere to any additional policies regarding tobacco and substance use that the clinic requires (Appendix F).

### **ACADEMIC HONESTY**

Students enrolled in the Oklahoma Baptist PA program are expected to exhibit high standards of academic integrity and are subject to Oklahoma Baptist University policies related to academic honesty. Please reference Section 3 of the OBU Graduate and Online Student Handbook.

### **ACADEMIC RECORDS, FERPA, AND CONFIDENTIALITY**

Students may access their academic file for personal review during regular office hours following a written request (**Appendix J**). The timing of the review is subject to institutional policies, which are consistent with FERPA requirements. The Physician Associate Program abides by laws ensuring confidentiality of information regarding students. Students and other unauthorized persons will not be permitted to access the academic records or other confidential information of other students or faculty. A release of information form, allowing the program to communicate with designated organizations, is attached at the end of this handbook (Appendix J). The PA program cannot release information to clinical sites and potential employers without a student's written permission. Certain agencies require release of information for certification and licensure, including NCCPA, AAPA, and state licensing bodies. Please see the [FERPA FAQ for students](#) for additional information on Family Educational Rights and Privacy Act (FERPA).

### **DIDACTIC SCHEDULING**

The Physician Associate academic calendar is maintained on Microsoft Outlook. You will be granted access to the appropriate program calendars during orientation. Program faculty and staff update these calendars regularly and changes can occur at any time.

It is very important that students check their OBU calendar and email several times throughout the day to ensure you are aware of any schedule changes. Changes may be required due to circumstances outside of the program's control, including the changing schedules of guest speakers. It is important that students understand this concept and remain flexible regarding the schedule and potential changes.

Be advised that the Didactic year is scheduled daily from 8 AM until 5 PM CST. Students will be expected to be available for programmatic functions during this time frame each day regardless of what is posted on the Outlook Calendar. We recognize that students may be located in other time zones, and whenever possible, will try to schedule activities at a reasonable time for all students involved.

## **LATE WORK POLICY**

Timely completion and submission of all assignments is an essential component of academic success and professional behavior. As future healthcare professionals, students are expected to meet all deadlines established by course faculty.

### **General Expectations**

Assignments are expected to be submitted by the posted due date and time. As a standard, late work is not accepted. Timeliness and adherence to deadlines are considered professional behaviors and are often included as criteria within course assignment rubrics.

### **Course-Specific Policies**

Individual course syllabi may include additional late work policies or specific assignment expectations. Students are responsible for reviewing each syllabus carefully and adhering to the stated requirements.

### **Professional Accountability**

Work submission timeliness is assessed as part of the program's professionalism evaluation. Repeated failure to submit assignments by established deadlines is considered a professionalism violation and will result in referral to the P&A Committee for review and possible disciplinary action. Exceptions to this policy may be granted in cases of extenuating circumstances and must be approved by the course director or instructor of record.

## **ARTIFICIAL INTELLIGENCE (AI) POLICY**

Artificial intelligence (AI) is an evolving tool in education and the field of medicine. The OBU PA Program supports responsible student use of AI as a tool to support learning, while emphasizing that all work, critical reasoning, assessments, and evaluations must reflect the student's own knowledge and judgment. Generative AI may be used in limited, supportive ways that do not replace original effort, and any permitted use in courses must be properly disclosed as directed by faculty. Use of AI to complete assignments or assessments intended to measure individual competency is prohibited, and representing AI-generated work as one's own is an academic integrity violation. Students should refer to individual course syllabi regarding AI use in specific courses.

## **ATTENDANCE POLICY**

As a student in the OBU PA Program, you are expected to demonstrate professionalism by being present, prepared, and engaged in all program activities. Mastery of foundational knowledge and skills requires consistent participation. Time management, prioritization, and accountability are essential qualities of a successful PA student and practicing clinician.

Attendance is monitored as part of student professionalism expectations. Absences will be assessed using the program's [Professionalism Rubric](#):

- One unexcused absence in a semester will result in a mark of "Needs Improvement."
- Two or more unexcused absences in a semester will result in a mark of "Unsatisfactory."

Below are the specific attendance requirements for each type of program activity:

- **Online Synchronous Sessions and Examinations**
  - Attendance at all scheduled synchronous activities and examinations is required, with 100% attendance expected. If you anticipate a necessary absence, you must submit an absence request to the designated program faculty or staff at least one week in advance. For emergent absences, you must notify the program as soon as possible. Documentation such as medical excuses may be required.
- **Asynchronous Activities**
  - Asynchronous learning activities are a required component of the curriculum. Engagement and timely completion of asynchronous work will be monitored. Please see individual course syllabi for specifics regarding asynchronous activity attendance expectations.
- **Immersions**
  - Attendance at all immersion activities is mandatory. Failure to attend any portion of an immersion experience will result in referral to the P&A Committee and may lead to dismissal from the program.
- **Supervised Clinical Practice Experiences**
  - Please see clinical phase policies for more details regarding SCPE attendance. Students will receive a Clinical Education Handbook during PA 6432 Applied Professionalism III.

## **Tardiness**

Tardiness is considered unprofessional and disruptive. Students are expected to arrive on time for synchronous sessions, examinations, and immersion activities. Students who arrive late must notify the course director with an explanation by email. Repeated tardiness may result in a referral to the P&A Committee and will be considered as part of the student's professionalism rubric evaluation.

## **Leave of Absence**

A leave of absence (LOA) may be granted to a student who is unable to participate fully in the program due to personal, medical, or other extenuating circumstances. The request for an LOA must be submitted in writing to the Program Director and approved by program leadership. Any LOA may result in delayed graduation.

- **Didactic Phase**
  - During the didactic phase, students who are absent for more than five (5) consecutive days will be required to request a formal LOA. Students who anticipate such an absence should notify the Director of Student Support and Program Director as soon as possible.
- **Clinical Phase**
  - During the clinical phase, extended absences also require an LOA. If a student misses several days during the clinical phase, they may need to make up the time. The schedule for make-up time will depend on the rotation-specific requirements, accreditation standards, and the student's academic progress.

Students are responsible for communicating promptly with the Director of Clinical Education regarding any absences in the clinical year. Please refer to the Clinical Education Handbook Attendance Policy for more information.

### **Withdrawal (A3.15d)**

Students who choose to withdraw from the Physician Associate program are asked to:

- Complete the Form for Withdrawal and submit it to the program director (Appendix G).
- Schedule an exit interview with the program director.
- Refer to the OBU's withdrawal policy for further information regarding withdrawal and readmission policies.

### **Deceleration**

Deceleration may be recommended due to special circumstances that prevent a student from successfully progressing in the program. The recommendation of deceleration is at the discretion of the P&A Committee and is decided on an individual, case-by-case basis.

When deceleration is recommended, the P&A committee will develop a written plan outlining the requirements for return and continuation in the program. This plan will be signed by the student and program director and placed in the student's file. This plan may include repeating completed course work or assessments to demonstrate ongoing competency.

Decelerated students must meet all published criteria for progression through and graduation from the PA program. Deceleration may involve an alternative course schedule that extends the student's time in the program and delays graduation.

### **Duration, Capacity, and Limits**

All Leaves of Absence (LOAs), deceleration, and temporary withdrawals must adhere to institutional and accreditation guidelines. Extensions of a leave of absence, temporary withdrawal, or deceleration are contingent upon the program's capacity and resources and will only be granted if the program is able to accommodate them. As part of a LOA, temporary withdrawal, or deceleration agreement, the program may establish additional requirements to ensure student competency. If a student fails to complete any of these additional requirements, they may be dismissed from the program. Additionally, all students, including those on LOA, temporary withdrawal, or deceleration, must complete the entire program within five (5) years from their original matriculation date. Students who do not finish the program within this timeframe will be dismissed and will not be eligible for re-enrollment.

## **TESTING POLICIES**

All examinations, whether computer-based or practical, must be taken on the scheduled exam date. Exams will begin on time, and students will only have the allotted time to complete them. No extra time or other accommodation is allowed unless specified by the Disability Services Office.

Do not discuss the test or any test questions with classmates once the exam has concluded, as there may be students who need to delay their exam. Any concerns about exam questions should be discussed with the course director or the instructor of record only. By starting an

exam, a student affirms that s/he is well enough to take the exam, and the exam will count in the student's grading.

### **Remote Proctoring Policies**

An approved, lock-down browser and required proctoring software MUST be downloaded on all students' computers before students can take computerized exams. Students will be provided with specific instructions to download the necessary platforms at least a week prior to the exam.

Students' testing areas are to remain clear of all items except one blank sheet of scratch paper, a writing utensil, and their computer. No notes, books, course materials, phones, tablets, food, or beverages are allowed in the testing area. Students are not permitted to wear hats or coats during exams. Any technical or other emergent issues encountered during an exam should be reported to the course director immediately. See Appendix K for more details.

### **Test Review Policies**

Instructors may choose to offer a test review following an examination to allow students to learn from the test materials. Students may also elect to review an exam individually with the instructor or other designated faculty member. No test reviews will be scheduled until all students have completed taking the examination. **The purpose of a test review is to improve learning, not to challenge the material on the exam.** If a student feels that there is an error on the test, they will have 24 hours from the time of the test review to submit their concern and rationale **in writing** to the instructor. The written appeal must include reference material from either lecture or assigned textbooks and resources, which demonstrates the error in the test question. **Verbal challenges will not be accepted.**

Requests for individual exam reviews must be made within a week of the exam. Students going through a formal remediation process may be required to review previous exams as well. It is a violation of the academic integrity policy to reproduce any portion of a test, quiz, or material of a test review, or to distribute any reproductions made by others. This includes distribution to fellow students or students in future PA cohorts. Concerns about academic integrity may lead to the discontinuation of all exam reviews.

## **SOCIAL MEDIA POLICY**

Social media platforms such as Facebook, Instagram, TikTok, X (Twitter), Snapchat, LinkedIn, Pinterest, YouTube, and emerging online forums are powerful tools for communication, collaboration, and professional networking. The OBU Physician Associate Program recognizes the value of social media in modern education and personal connection. However, as future healthcare professionals, students are expected to use social media responsibly, ethically, and in a manner consistent with professional standards.

### **Purpose**

This policy exists to guide PA students in appropriate social media use that reflects integrity, professionalism, and respect for others. Students' online presence contributes to public perceptions of the PA profession, the OBU community, and ultimately, their own professional reputation.

## Expectations for Professional Conduct

1. **Confidentiality:** Students must never post or share any information that could identify a patient, clinical site, preceptor, faculty member, or fellow student. This includes photos, videos, case descriptions, or details that could reveal personal or protected information, even if identifiers (i.e., names) are omitted.
2. **Representation:** Students may not present themselves as official representatives of the PA Program or Oklahoma Baptist University unless expressly authorized. Personal posts should not imply university endorsement.
3. **Respect and Civility:** Online communication should reflect Christlike character—honesty, respect, humility, and kindness. Posts or comments that are defamatory, harassing, discriminatory, or otherwise unprofessional toward classmates, faculty, staff, preceptors, or clinical sites are prohibited.
4. **Boundaries:** Students may not initiate or accept social media “friend” or “follow” requests with program faculty, staff, or clinical preceptors during active enrollment in the program. LinkedIn is an exception and may be used for professional networking when conducted respectfully and in alignment with the mission and values of the OBU PA Program. Additionally, do not solicit or engage in inappropriate online interactions with patients or clinical staff. Maintain professional boundaries on all platforms.
5. **Use During Program Activities:** Social media use should never interfere with your participation in learning activities, clinical responsibilities, or professional engagement.
6. **Compliance with Laws and Policies:** Students must adhere to all applicable privacy laws (including HIPAA and FERPA), OBU student conduct standards, and site-specific confidentiality agreements.

## Personal Responsibility and Accountability

Students are accountable for their online behavior, both within and outside of program activities. Posts made on personal accounts may still reflect on the OBU PA Program and the PA profession. Once shared online, content can be permanent and traceable. Students are encouraged to exercise discernment and judgment before posting.

## Consequences for Violations

Any potential violation of this policy will be reviewed by program leadership and may be referred to the P&A Committee as a professionalism concern. Disciplinary action may include remediation, suspension from clinical sites, or other appropriate sanctions in accordance with university and program policy. See Appendix C.

## HUMAN SEXUALITY POLICY

PA students are responsible for reviewing and understanding the University's Human Sexuality Policy and for acknowledging how these expectations apply to their participation in the program. Students who have questions about the policy are encouraged to seek guidance from a faculty member.

## CRIMINAL BACKGROUND CHECKS, HEALTH SCREENING, AND SUBSTANCE ABUSE

State law requires that healthcare facilities complete background checks on all employees and students. If an employee or student has been convicted of certain crimes, he/she may not be

allowed to work in that facility. A student convicted of these crimes may be unable to complete the clinical requirements of the PA program, and consequently, may not be able to graduate. Additionally, the application for licensure as a physician associate may ask questions about felony conviction, certain misdemeanor convictions, and history or treatment of substance abuse. If any of the above is true, the graduate's state licensing board will review the application for licensure and will decide about moral fitness. The state licensing board may refuse to grant a PA license to the applicant.

As a result, all students who are accepted to the program will initially be offered a conditional acceptance, pending the results of a background check and drug screen. A positive drug screen or failed background study will be referred to the Program Director. Any student who has a criminal history that precludes them from working in healthcare, as determined by the Department of Human Services, will be dismissed from the program. Any student may contact their state licensing board to ask for clarification and pre-certification of moral fitness.

If a student is caught engaging in any criminal activity after their criminal background check is completed, it is the responsibility of the student to disclose it to the program director within two business days. If a student does not disclose information, it may result in immediate dismissal from the program.

Each student has the responsibility of accessing their CORE/Complio account to complete a federal background check and a drug screen prior to the start of classes and as required during the program. Any cost involved in fulfilling requirements of the university or clinical sites is the responsibility of the student. Students must follow up on any CORE/Complio requests in a timely manner or matriculation, and graduation could be delayed.

## **HEALTH INSURANCE**

Due to the potential for exposure that exists in the medical environment, all PA students are required to have health insurance valid at all clinical sites for the duration of the program. Payment of medical fees incurred due to injury or illness arising from participation in the program is the responsibility of the student. Students must show proof of insurance prior to the start of classes. There will be no pro-bono medical or counseling services provided by any clinical site, clinical provider, or faculty member. Program faculty, the program director, and the medical director cannot participate as medical providers for students in the program, except in an emergency situation.

## **IMMUNIZATIONS AND HEALTH SCREENING POLICY (A3.07)**

All PA students must verify, via the program's health screening form, that they do not have conditions that endanger the health and well-being of other students and patients. Screening requirements are subject to change as mandated by clinical sites or laws regulating occupational exposure. Minimum health immunization requirements are based on current Centers for Disease Control (CDC) and Oklahoma Department of Health recommendations. CDC recommendations can be found here: [CDC](#). Repeat screenings may be necessary and can be requested at any time by the program or clinical facilities. Any cost involved in fulfilling requirements of the university or clinical sites is the responsibility of the student. Students must follow up on any CORE requests in a timely manner or matriculation, and graduation could be delayed.

The program's health forms are to be used to satisfactorily document all health screening requirements. Health screening forms are considered confidential and must be submitted to CORE prior to entry into the PA program. Program personnel are not to receive or access any communication regarding students' medical records with the exception of immunizations, TB screenings, needle sticks/sharp reports, results of drug screens, or criminal background checks, which are not considered a part of the health record.

TB testing needs to be updated annually by either two TB skin tests or a blood test. Immunization and TB screening records may be released to clinical locations with the student's written consent.

Students are required to follow the immunization requirements of health care systems, clinics, and hospitals in the clinical year. Vaccine exemptions are generally determined by clinical sites, not PA program staff, and they are not guaranteed. If a clinical site denies an exemption request, the PA program may not be able to find a replacement SCPE that will allow the exemption, which can delay or prevent graduation. As such, the program strongly recommends that all students receive their annual flu shot and any recommended COVID-19 boosters during the clinical year. The PA program cannot guarantee that students who decline these vaccinations can successfully graduate from the program, due to the evolving requirements of clinical sites.

### **INJURIES, NEEDLE STICKS, AND EXPOSURE POLICY (A3.08)**

An exposure incident is any contact with blood or other potentially infectious material by splattering onto eyes, mouth, mucous membranes, or non-intact skin, or a stick from a used needle or sharp object. Students are expected to use universal precautions to prevent exposures in the classroom, lab, and clinical sites when the potential for exposure to hazardous materials or bodily fluids exists. Students will receive instruction in universal precautions and exposure prevention during OSHA training prior to the clinical year.

After any exposure, students should report the incident as soon as possible to their faculty member and, if applicable, their preceptor at the clinical site. Please follow site protocols as instructed by your faculty member or clinical preceptor. If you have difficulty reaching this person, proceed to the nearest hospital emergency room for evaluation and necessary treatment. In addition, the student must notify the Oklahoma Baptist Physician Associate Program regardless of where evaluation and treatment was done.

Costs accrued during the care of an exposure are the responsibility of the student and/or their health insurance. Neither Oklahoma Baptist University nor any clinical agency will be responsible for costs. The student's health insurance should be billed, not workers' compensation or employee health. Follow-up testing and treatment can be done by the student's provider and is the sole responsibility of the student and/or their health insurance.

### **LAB PRACTICE AND PROCEDURES**

In addition to the information below, see the Laboratory Safety Agreement (Appendix H).

1. Equipment

- a. Equipment should be returned to its designated storage space after use.

- b. Water or spilled materials should be mopped up immediately. Bodily fluid or hazardous material spills should be reported immediately to the lab supervisor or instructor.
- c. Dirty linens should be placed in a dirty linen receptacle immediately after use.
- d. Materials such as tongue depressors, cotton swabs, etc. will be stored in the lab. These should be returned to their original storage if unused and clean, or disposed of properly. Please inform the instructor if stock is getting low.
- e. Program equipment and laboratories are not to be used for medical self-evaluation or personal use.
- f. All sharp materials (i.e. blades, needles, etc.) should be disposed of, immediately after use, in appropriate biohazard sharps cabinets.

2. Laboratory Clothing
  - a. Students are required to wear closed-toe shoes in all laboratory settings.
  - b. For physical evaluation and diagnostic labs, appropriate clothing is recommended as spelled out by course instructors.
3. General Rules for the Laboratory
  - a. NO FOOD OR DRINK IS ALLOWED IN THE LABORATORY AT ANY TIME.
  - b. At the conclusion of each classroom or lab session you are expected to prepare the lab for the next class - see that all tables, linens, chairs and equipment are returned to original positions and dispose of all trash in appropriate receptacles.
  - c. Reference the program's exposure policy for any exposure during lab activities.

## **MALPRACTICE INSURANCE**

Malpractice insurance is required for all Oklahoma Baptist PA students. The Oklahoma Baptist Business Office will bill your student account each term for the premiums as part of the student fees.

## **OTHER PROFESSIONAL LICENSES AND SHADOWING**

Students who hold professional licenses (e.g. RN, CNA, EMT, etc.) are allowed to practice in their field while attending Oklahoma Baptist University's (OBU) PA program. However, PA students are not to represent themselves in any way as a PA or PA student when working in a non-program related capacity. Any work must be within the scope of their professional licensure, and that work will not be covered by OBU's malpractice insurance policy.

Students may have some program-related hospital and clinic experiences during the didactic year of the PA program, including shadowing. Please note, those activities are sanctioned by the Oklahoma Baptist PA program and covered by OBU's malpractice insurance. However, if you decide to do additional shadowing experiences on your own during the program, you are not to identify yourself as a Oklahoma Baptist PA student (no Oklahoma Baptist PA lab coat or name badge) as this is a non-program related activity and is not covered by OBU's malpractice insurance.

## **OUTSIDE ACTIVITIES AND WORK SCHEDULES**

The Physician Associate curriculum is a full-time activity for the student. It consists of a very demanding course load with significant time required outside of synchronous course activities. We will often need to adjust the schedule to accommodate our lecturers' professional needs, occasionally at the last minute. You will be expected to have the flexibility to adjust your

schedule and make yourself available during these times. If work is scheduled during these times, be sure it is flexible.

We realize that expenses for school are high and students may need to work to support themselves. We also want you to realize that the rigors of the curriculum will demand that you keep these outside hours at a minimum. PA students must not substitute or function as instructional faculty in the Oklahoma Baptist University PA program and are not required to work for the PA program and cannot function as instructional faculty, clinical or administrative staff (A3.04 and 3.05).

In summary, Physician Associate students should expect to be available for didactic educational opportunities Monday through Friday, 8am – 5pm CST. In rare instances, evening or Saturday morning sessions may be scheduled. During SCPEs, students are expected to be available to work the same hours as their preceptor, including evenings, weekends, and holidays that fall within the clinical year calendar. Individual clinical sites will have varied schedule requirements.

## **WEAPONS POLICY**

Weapons, including firearms, large knives, and explosives, are not permitted on university property or at any university sponsored event. Students are required to abide by any institutional policies when participating in off-campus activities related to coursework, including SCPES. The Oklahoma Baptist University Security Office will be notified of any violation. Please see Section 3 of OBU's [Graduate and Online Student Handbook](#) for more information.

## PART IV: APPENDICES

### APPENDIX A: OKLAHOMA BAPTIST UNIVERSITY PHYSICIAN ASSOCIATE CURRICULUM

Please see the Oklahoma Baptist Graduate School Catalog for full course information, including course descriptions and prerequisites.

<b>Year 1</b>	<b>Course #</b>	<b>Course Titles</b>	<b>Credits</b>	
<b>Spring</b>	PA 6009	Clinical & Therapeutic Medicine I	<b>9</b>	
	PA 6014	Biomedical Sciences I	<b>4</b>	
	PA 6024	Clinical Skills and Reasoning I	<b>4</b>	
	PA 6032	Applied Professionalism I	<b>2</b>	
		<b>Totals</b>	<b>19</b>	
<b>Summer</b>	PA 6209	Clinical & Therapeutic Medicine II	<b>9</b>	
	PA 6214	Biomedical Sciences II	<b>4</b>	
	PA 6224	Clinical Skills and Reasoning II	<b>4</b>	
	PA 6232	Applied Professionalism II	<b>2</b>	
		<b>Totals</b>	<b>19</b>	
<b>Fall</b>	PA 6409	Clinical & Therapeutic Medicine III	<b>9</b>	
	PA 6414	Biomedical Sciences III	<b>4</b>	
	PA 6424	Clinical Skills and Reasoning III	<b>4</b>	
	PA 6432	Applied Professionalism III	<b>2</b>	
		<b>Totals</b>	<b>19</b>	
<b>Year 2</b>				
<b>Spring</b>	PA 7009	Clinical Rotations Block I	<b>17</b>	
			<b>Totals</b>	<b>17</b>
<b>Summer</b>	PA 7109	Clinical Rotations Block II	<b>17</b>	
			<b>Totals</b>	<b>17</b>
<b>Fall</b>	PA 7209	Clinical Rotations Block III	<b>11</b>	
	PA 7702	Capstone and Summative Exams	<b>2</b>	
			<b>Totals</b>	<b>13</b>
		<b>TOTAL CREDIT HOURS</b>	<b>104</b>	

## APPENDIX B: FAITH OBJECTIVES MAP

### Oklahoma Baptist University Physician Associate Program Faith Objectives Map

<b>During their time in the Oklahoma Baptist University PA program, students will:</b>
Learn about Biblical principles through devotionals
Hear testimonies from faculty and other medical providers, including strategies for integrating faith and medical practice
Define their own worldview and how it has guided them to this point in their lives
Have opportunities to network with Christian medical providers and other Christian medical students
Synthesize Biblical directives regarding the approach to sick and disabled patients
Learn about multiple cultural and faith backgrounds, and implications for medical care of those patients
Analyze their own worldview in relation to caring for poor and underserved populations
Assess medical ethical situations in regards to their personal worldview as well as opposing worldviews
Identify personal barriers to integrating faith and medical practice
Develop a personal action plan in regards to integrating their worldview with medical practice, including sharing with patients and coworkers

## APPENDIX C: SOCIAL MEDIA POLICY AGREEMENT FORM

### Oklahoma Baptist University Physician Associate Program

Social media platforms such as Facebook, Instagram, TikTok, X (Twitter), Snapchat, LinkedIn, Pinterest, YouTube, and emerging online forums are powerful tools for communication, collaboration, and professional networking. The OBU Physician Associate Program recognizes the value of social media in modern education and personal connection. However, as future healthcare professionals, students are expected to use social media responsibly, ethically, and in a manner consistent with professional standards.

#### Purpose

This policy exists to guide PA students in appropriate social media use that reflects integrity, professionalism, and respect for others. Students' online presence contributes to public perceptions of the PA profession, the OBU community, and ultimately, their own professional reputation.

#### Expectations for Professional Conduct

- Confidentiality:** Students must never post or share any information that could identify a patient, clinical site, preceptor, faculty member, or fellow student. This includes photos, videos, case descriptions, or details that could reveal personal or protected information, even if identifiers (i.e., names) are omitted.
- Representation:** Students may not present themselves as official representatives of the PA Program or Oklahoma Baptist University unless expressly authorized. Personal posts should not imply university endorsement.
- Respect and Civility:** Online communication should reflect Christlike character—honesty, respect, humility, and kindness. Posts or comments that are defamatory, harassing, discriminatory, or otherwise unprofessional toward classmates, faculty, staff, preceptors, or clinical sites are prohibited.
- Boundaries:** Students may not initiate or accept social media “friend” or “follow” requests with program faculty, staff, or clinical preceptors during active enrollment in the program. LinkedIn is an exception and may be used for professional networking when conducted respectfully and in alignment with the mission and values of the OBU PA Program. Additionally, do not solicit or engage in inappropriate online interactions with patients or clinical staff. Maintain professional boundaries on all platforms.
- Use During Program Activities:** Social media use should never interfere with your participation in learning activities, clinical responsibilities, or professional engagement.
- Compliance with Laws and Policies:** Students must adhere to all applicable privacy laws (including HIPAA and FERPA), OBU student conduct standards, and site-specific confidentiality agreements.

#### Personal Responsibility and Accountability

Students are accountable for their online behavior, both within and outside of program activities. Posts made on personal accounts may still reflect on the OBU PA Program and the PA profession. Once shared online, content can be permanent and traceable. Students are encouraged to exercise discernment and judgment before posting.

#### Consequences for Violations

Any potential violation of this policy will be reviewed by program leadership and may be referred to the P&A Committee as a professionalism concern. Disciplinary action may include remediation,

suspension from clinical sites, or other appropriate sanctions in accordance with university and program policy.

By signing below, I agree to abide by the above Social Media Policy. I will also indicate below if I do NOT want my image used on the PA program's social media pages.

Initial here if you do NOT want the program to include your picture on the program's social media page: \_\_\_\_\_

PA Student's Name: \_\_\_\_\_

PA Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX D: RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

### Introduction

Access to IT resources is a privilege and must be treated as such by all users. Certain responsibilities come with this privilege, and it may be revoked if you do not abide by this policy.

This policy outlines the expectations for responsible use. Your acceptance of an account constitutes your agreement to abide by this policy. Ignorance of the policy will not be considered an excuse for noncompliance. You are responsible for being aware of the information contained in this policy. This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation. The University reserves the right to modify or amend this policy at any time in its sole discretion.

### Characteristics of Responsible Use of IT Resources

1. **Compliance with Oklahoma Baptist University (OBU) policies:** All use of IT resources must abide by the guidelines set forth in other OBU policies. IT resource use is guided by the same principles and subject to the same disciplinary sanctions as for other campus activities.
2. **Compliance with Federal, State and Local Laws:** Use of IT resources should comply with all federal, state and local laws.
3. **Stewardship of resources:** OBU expects its community to make the most effective use of its resources, for example minimizing disk storage space and printing.
4. **Respect for other users:** Users are expected to be respectful of each other. For example:
  - a. Seek to not interfere with the work of other users of the network
  - b. Maintain courteous levels of noise in public areas
  - c. Utilize the printers and computers fairly
  - d. Log out others who have inadvertently left their accounts open
  - e. Prioritize academic use over personal use.
5. **Recorded Course material:** Instructors may choose to post recordings of course material as a resource to students. These recordings are not to be distributed or republished without permission. Students wishing to record course activities need express permission from the course instructor.
6. **Understanding data privacy:** As a general rule, OBU employees will not access your email or private files. However, OBU expressly reserves the right to inspect and examine any OBU owned or operated computer system, computing resource, and/or file(s) or information contained therein at any time. Additionally, information and messages stored on or sent over the OBU network are not secure and can be intercepted in a variety of ways. Therefore, users accessing the OBU network cannot assume such information will be or remain inaccessible or confidential. Accordingly, OBU cannot and does not guarantee user privacy.
7. **Abiding by guidelines for general use:**
  - a. **Software and Hardware:**
    - i. It is not acceptable to alter, disable, or remove any software which resides on a machine in OBU's public computing areas or accessible via OBU's network.
    - ii. It is not acceptable to physically tamper with, tap, disable, or remove any equipment, wiring, or networking hardware from the public computing areas, classrooms, offices, student house, or equipment areas.
    - iii. It is not acceptable to possess or use any software or hardware designed to disrupt the security of the campus network and all devices attached to the

network. Likewise, it is unacceptable to engage in any activities designed to spy on the network traffic of other users.

- iv. It is not acceptable to read or electronically bring to campus pornographic material of any type. If ITS has evidence that you have stored files with inappropriate content (such as pornography), those files are subject to review without notice by the appropriate ITS staff.
- b. **Network integrity:** You may not tamper with any network cabling or electronic devices beyond the wall plate in any room. Refrain from interfering with an active client computer or network server. Any problems with OBU devices or cabling will be serviced by IT. Likewise, you may not extend the network from your wall plate to another room or building.
- c. **Viruses:** Users should be vigilant in watching for and preventing viruses. The Help Desk should be notified immediately of anything suspicious.
- d. **Network scanning:** Scanning machines on the Internet and on the network for security vulnerabilities by "port scanning" and other means is not allowed.
- e. **Electronic mail:** Refrain from sending spam or large forwards to lists or individuals. Please be aware that email is not completely secure and users should be cognizant that the information sent needs to be in compliance with existing regulations such as FERPA and HIPAA.
- f. **Computer accounts and security:** Users are responsible for the protection of sensitive institutional data. Accounts are to be used only by their assigned owner. Account names and passwords should not be shared. Users are ultimately responsible for all violations committed with their account. Users who suspect that their password has been compromised have a responsibility to report this information to the help desk as soon as it is discovered.
- g. **Disguised use:** Users must not conceal their identity when using IT resources, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.
- h. **Network services:** Users are not prevented from setting up their own computers as servers. However, a service which is inappropriate or degrades network availability will be shut down. Further, the server's owner is responsible for all content.

8. **Understanding responsible personal use of IT resources:** OBU acknowledges that its users utilize IT resources for personal use (for example, email). Such use is permitted if it is non-commercial and not excessive. Use for personal financial gain in connection with non-OBU consulting, business, or employment is strictly prohibited except for authorized faculty and staff authorized in writing by the OBU Administration at the appropriate level.

## **Results of Irresponsible Use of IT Resources**

Violations of the IT Resources Responsible Use Policy shall subject users to the regular disciplinary processes and procedures and may result in loss of computing privileges. Illegal acts involving computing resources may also subject violators to prosecution by federal, state, or local authorities.

Decisions as to whether a particular use of IT resources conforms with existing policies shall be made by the office that serves that user (for example, Academic Affairs for Faculty and Student academic issues, Student Life for non-Academic student issues, Office of Human Resources for Staff issues).

## **Disclaimer**

As part of the services available through the University network, the University provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with, endorsed by, edited by, or reviewed by the University, and the University takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.

PA Student's Name: \_\_\_\_\_

PA Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX E: PROGRESS AND ADVANCEMENT (P&A) COMMITTEE CONTRACT**

### **Oklahoma Baptist University Physician Associate Program**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Issue (including course if applicable):

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Please attach the Student Action Plan agreed upon by the student and P&A Committee.

Date the plan is expected to be completed: \_\_\_\_\_

#### **Signatures**

PA Student/Date: \_\_\_\_\_

P&A Chair/Date: \_\_\_\_\_

Program Director/Date: \_\_\_\_\_

CC: Faculty Coach

## APPENDIX F: EXPECTATIONS OF THE MASTER OF SCIENCE DEGREE IN PHYSICIAN ASSOCIATE

You understand that in the Oklahoma Baptist University PA Program:

1. You can expect to spend 50-60 hours weekly on synchronous and asynchronous activities. Due to the intense nature of the program, we strongly discourage significant employment outside of class. Students will not be excused from required classes for employment reasons.
2. Students should be available from 8 to 5 CST, Monday through Friday for advising and synchronous class activities. Occasional, mandatory activities may be scheduled outside of these hours and students are expected to arrange their schedule to ensure attendance.
3. Live attendance during synchronous activities is mandatory, including online activities and in-person lab and class activities at OBU. Students should plan to come to campus at least four times during the two-year program (calendar in Student Handbook).
4. Oklahoma Baptist University PA Program teaches from a Christian worldview. Faith integration is part of our classroom work and students are expected to engage in faith-related assignments.
5. You are required to have an updated computer with Microsoft Office, webcam and high-speed internet. A Mac, PC, or iPad with a physical keyboard will work on our platforms.
6. It is your responsibility to have textbooks and medical equipment in time for each class. Medical equipment may be purchased from our vendors and costs approximately \$1,200.00.
7. In accordance with the PA Student Handbook, academic dishonesty and plagiarism are grounds for dismissal from the program, including use of AI when not approved.
8. Failure to meet published academic requirements will result in academic probation and possible dismissal from the program.
9. When representing Oklahoma Baptist University PA Program, adult students are asked to honor this community by abstaining from the use of tobacco, alcohol, and profane language on the campus and at off-campus class sites. We expect professional behavior as well as professional dress during both the didactic and clinical year.
10. You will be required to travel for at least a portion of your clinical rotations to ensure a variety of learning environments. You will be responsible for all housing and transportation costs and arrangements.
11. Clinical sites will determine a student's hours of work and will include emergency care, irregular hours, and shifts on weekends and holidays.
12. **All students must meet the program's defined Technical Standards and will be required to submit documentation of necessary clearances, including CDC required immunizations, state & national background checks, drug screening, fingerprinting, and medical screening prior to admission and as needed throughout the program. Clinical rotation sites may have additional requirements to which students must comply or risk not graduating due to lack of required clinical rotation experiences.**
13. I understand and have reviewed the program's Professionalism Rubric for which professional behaviors will be assessed (included below).

### OBU PA Program Professionalism Rubric

#### Engagement & Responsibility

	Descriptor
Meets Expectations	Consistently punctual and prepared for synchronous (live) sessions; meets deadlines; participates actively in discussions (in both virtual and online forums); demonstrates initiative and effective teamwork.
Approaching Expectations	Generally, on time and prepared, completes tasks with minimal reminders; participates when prompted; communicates appropriately in person and online.

Needs Improvement	Frequently late to class and/or other virtual sessions; submits late work; minimal or inconsistent participation in virtual and in-person discussions
Unsatisfactory	Regularly absent or unprepared; misses deadlines; disengaged from class and online activities; fails to communicate with peers/faculty.

**Integrity & Honesty**  
**(Program Goal: Faith Integration)**

	Descriptor
Meets Expectations	Consistently demonstrates honesty in academic work, online submissions, and clinical documentation; upholds Biblical and ethical standards (humility, integrity, compassion) in all settings.
Approaching Expectations	Honest in most situations; may need reminders about proper citation, online and in-person exam and ethical conduct, or documentation but corrects behavior promptly.
Needs Improvement	Occasionally engages in questionable practices (e.g., cutting corners in online assignments, misrepresenting participation). Has demonstrated a lack of humility, integrity, or compassionate behavior.
Unsatisfactory	Engages in serious dishonest or unethical behavior (cheating on assessments or other assignments, plagiarism, falsifying data, misrepresentation in clinical or academic settings). Has demonstrated a lack of humility, integrity, or compassion that causes or has the potential to cause harm.

**Respect for Others & Professional Communication**  
**(Program Goal: Purposeful Service)**

	Descriptor
Meets Expectations	Consistently respectful in verbal, non-verbal, and written communication (email, discussion boards, virtual sessions, etc.); maintains professionalism on social media and digital platforms; models inclusivity, contributes to a supportive learning environment.
Approaching Expectations	Generally respectful and professional; may occasionally need reminders about online tone or etiquette but is receptive to correction.
Needs Improvement	Shows lapses in professionalism that affects others in the learning environment (frequently interrupts others in virtual and in-person settings, inappropriate use of chat features, unprofessional verbal and/or written communication, delayed responses to program/university correspondence, questionable social media behaviors.)
Unsatisfactory	Repeated or harmful disrespect (bullying, harassment, inappropriate social media use, discriminatory or offensive remarks, etc.) Frequently fails to respond to program/university correspondence. Fails to contribute positively to the learning environment.

**Self-Awareness & Professional Growth**  
**(Program Goals: Excellence, Innovation & Adaptability)**

	Descriptor
Meets Expectations	Actively seeks feedback from faculty and peers in both in-person and virtual environments to ensure the development of knowledge, skills, and clinical judgement; demonstrates insight into strengths and limitations; willing to

	accept constructive criticism, adapts readily to new learning methods, technologies and environments. Demonstrates consistent commitment to personal and professional growth.
Approaching Expectations	Accepts feedback and applies it over time; aware of limitations; makes consistent effort to improve both in-person and virtually, makes attempts to grow personally and professionally.
Needs Improvement	Defensive or inconsistent in accepting feedback regarding the development of their knowledge, skills, and clinical judgement; struggles to adapt to virtual learning environments; limited self-awareness.
Unsatisfactory	Rejects feedback; unaware of limitations; blames technology or external factors for shortcomings; resists adapting to hybrid/virtual learning expectations. Little to no evidence of commitment to personal and professional growth.

### Attendance

	Descriptor
Meets Expectations	Consistently attends and participates in all synchronous, asynchronous, and immersion activities. Requests absences in a timely manner, according to the program's attendance policies.
Approaching Expectations	Consistently attends and participates in all synchronous, asynchronous, and immersion activities. Has difficulty following directions when it comes to requesting absences according to the program's attendance policies, but improves when corrected.
Needs Improvement	One unexcused absence in a semester.
Unsatisfactory	Two or more unexcused absences in a semester; failed to attend some or all of an immersion experience.

**Guidance for outcomes:** A student may be referred to the P&A Committee for receiving an “Unacceptable” mark on a professionalism evaluation by a faculty member or preceptor, or two or more “Needs Improvement” marks in any professionalism domain. Possible outcomes of P&A may include remediation, probation, or dismissal from the program.

By signing this form, you acknowledge that you have read the above, understand it and agree to follow these instructions while enrolled in the Oklahoma Baptist University Physician Associate Program.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX G: PROGRAM WITHDRAWAL FORM**

### **PROGRAM WITHDRAWAL FORM**

#### **Oklahoma Baptist University Physician Associate Program**

Student Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I am withdrawing from the Physician Associate Program for the following reasons:

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I have scheduled an exit interview with the Program Director: Yes \_\_\_\_\_ No \_\_\_\_\_

Date for Exit Interview: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX H: LABORATORY SAFETY AGREEMENT FORM**

### **Oklahoma Baptist University Physician Associate Program**

Participation in the laboratory classes exposes persons to the risk of injury and illness from hazardous materials and equipment. Special risks arise to persons performing any testing involving urine, blood, or other biologic specimens. The transmission of hepatitis and AIDS is a special concern, but other diseases may also be transmitted by direct contact with clinical specimens. In addition, students will be working with other potentially hazardous material including but not limited to gels, casting material, scalpels, cow tongue, pig's feet, fluorescein stain, etc. In order to reduce the risk of injury or infection, the following precautions must be followed:

1. Treat EVERY specimen as if it is contaminated.
2. Wear gloves when handling blood-soiled items or equipment and when performing phlebotomy. Gloves must be worn throughout testing.
3. Wash hands after removing gloves, immediately after coming into contact with blood or body fluids, and before leaving the classroom.
4. Wear a protective lab coat during all testing procedures, if told by the instructor. When removing the lab coat, fold with outside inward if it will be removed from the laboratory. It is recommended that lab coats be left in the lab.
5. Decontaminate all work surfaces with 10% bleach after any contamination and before leaving the lab.
6. Do not re-sheath needles but dispose of them directly into the container provided.
7. Gloves, protective eyewear or face shield and protective clothing must be worn when working with other chemicals, equipment, and other hazardous materials.
8. If an injury or exposure occurs, the student must follow the program's exposure policy.

I hereby acknowledge that I have read and understand the above statements regarding the hazards of laboratory testing and the precautions to be taken to prevent injury and illness. I agree to comply with these and other established safety regulations and practices and will consult the instructor for advice in circumstances where safety practice is in doubt.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX I: CONFIDENTIALITY AGREEMENT**

### **CONFIDENTIALITY AGREEMENT**

#### **Oklahoma Baptist University Physician Associate Program**

This confidentiality agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ between all clinical shadowing and preceptor sites and the undersigned (individual).

This agreement protects the preceptor's confidential information from disclosure by any individual. This agreement is necessary due to the individual's access to confidential information, which if disclosed by the individual, could cause harm to the preceptor or a patient.

The individual shall not disclose or use at any time any secret, privileged, or confidential information concerning the preceptor/patient of which the individual has become aware in any manner. Confidential information shall include information concerning the preceptor/patient not generally known to the public including but not limited to the preceptor's products, services patient records, treatments or any other information relating to the business of the preceptor.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX J: PERMISSION TO RELEASE INFORMATION

### Family Education Rights and Privacy Act Waiver

#### Oklahoma Baptist University

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, Oklahoma Baptist University (OBU) is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, financial aid (including scholarships, grants, work-study or loan amounts), disciplinary action, and other student record information. This restriction applies but is not limited to your parent(s), your guardian, or your spouse.

At your discretion you may grant OBU permission to release information about your student records to a third party by submitting the **Consent to Release Information** form. Third parties are usually family members or anyone with whom you share a joint interest in your college education such as clinical rotation sites, licensing boards, and future employers. **Oklahoma Baptist University does not automatically send information, including grade reports, to a third party.** Please note that your authorization to release information has no expiration date; however, you may revoke or change your authorization at any time by notifying the Academic Center and submitting a new form.

NOTE: Students of the Graduate and Online Health Science Programs who do not consent to release information will not be eligible for clinical rotations, board certifications, licensing, and thereby future employment.

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#### Family Educational Rights and Privacy Act Consent to Release Information

##### Student or Graduate Information

I, \_\_\_\_\_, hereby authorize Oklahoma Baptist University to release my education records to the individual(s) and entities listed below.

Student Signature: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

##### Third Party Designee(s)

Student or Graduate Information to be released to:

Faculty within enrolled program for advising  
Clinical Rotation Sites  
Professional Boards (NCCPA)  
State Licensing Agencies  
Future Employers

Other \_\_\_\_\_

## APPENDIX K: REMOTE PROCTORING POLICIES AND PROCEDURES

### Necessary Equipment:

1. Laptop computer
2. Tablet or phone with webcam and microphone capabilities
3. High-Speed Internet

### Optional Supplies (must all be shown to proctor prior to beginning exam & after complete):

1. Small White Board or a laminated blank sheet of paper
2. Dry Erase Pen and Eraser
3. Plain Foam Earplugs

### Launch Process Information

1. LAUNCH PROCESS INFORMATION AND OTHER POLICIES RELATED TO THE DIDACTIC AND CLINICAL REMOTE PROCTORING WILL BE PUBLISHED HERE ONCE THE INSTITUTIONAL REMOTE PROCTORING SERVICE IS CONFIRMED.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX L: ACKNOWLEDGMENT OF STUDENT COACHING DOCUMENTATION REVIEW**

I acknowledge that during coaching and advising sessions, faculty members will document discussions related to student academic, non-academic, and professional progression and issues. I understand that the documentation of such conversations will be stored confidentially, but available for all faculty review.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX M: STUDENT HANDBOOK ACCEPTANCE FORM

### **Student Handbook:**

I have read the PA Student Handbook and the OBU Graduate and Online Student Handbook and agree to comply with program and university expectations. My questions regarding the handbooks have been asked and answered to my satisfaction.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Student Acknowledgement of Program Expectations:**

I acknowledge that I am expected to make continuous progress toward meeting all program expectations and competencies throughout my enrollment in the Physician Associate Program. I understand that I must demonstrate proficiency in all program-defined competencies before graduation, and that my achievement of these competencies will be verified by program faculty prior to degree completion.

I understand that I am expected to consistently demonstrate entry-level performance standards in both the classroom and clinical settings prior to graduation.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Application for Licensure:**

I understand that the application for licensure as a physician associate asks questions about felony conviction, misdemeanor conviction punishable by imprisonment for a maximum term of two years, misdemeanor conviction involving the illegal delivery, possession, or use of alcohol or a controlled substance (including motor vehicle violations), and treatment for substance abuse in the past 2 years. If any of the before are true, I understand that the individual state licensing boards will review my application for licensure and will decide about correct moral fitness. I understand that the individual state licensing board may refuse to grant a license to me.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please ask your faculty coach or the Program Director for clarification before signing the acknowledgment forms.