



ALBANY  
MEDICAL  
COLLEGE

---

ALBANY MED  
Health System

# Student Handbook

# Class of 2027

Center for Physician Assistant Studies



# ALBANY MEDICAL COLLEGE

---

## ALBANY MED Health System

47 New Scotland Ave., MC-4  
Albany, NY 12208  
paprogram@amc.edu | amc.edu

P: 518-262-5251  
F: 518-262-0484

### **Mail:**

Albany Medical College  
47 New Scotland Avenue, MC-4  
Albany, NY 12208

### **Office Location:**

16 New Scotland Avenue, 3rd Floor, Suite 364

### **Contact Information:**

Telephone: (518)262-5251  
Fax: (518)262-0484  
Website: <http://www.amc.edu/pa>

### **Graduate Studies Program Rules:**

<https://www.amc.edu/institutional-policies/graduate-studies-program-rules/>

# Contents

CPAS FACULTY AND STAFF .....	5
<b>I. INTRODUCTORY INFORMATION.....</b>	<b>8</b>
A. ACCREDITATION STATUS (A1.02D, A3.12A) .....	9
B. RULES AND REGULATIONS OF GOVERNING INSTITUTIONS (A1.02G, A3.01, A3.02) .....	10
C. TUITION, FEES, AND EXPENSES.....	10
D. TUITION REFUND POLICY FOR PA AND GRADUATE STUDENTS (A1.02K) .....	10
<b>II. STUDENT RESPONSIBILITIES .....</b>	<b>12</b>
A. MAINTAINING CALENDARS AND SCHEDULING WITH FACULTY .....	13
B. APPROPRIATE TELEPHONE USAGE .....	13
C. DRESS AND IDENTIFICATION (A3.06) .....	13
D. STATEMENT ON PROFESSIONAL BEHAVIOR (B2.19, B4.03E) .....	13
E. ALBANY MEDICAL CENTER CODE OF CONDUCT (B4.02E) .....	15
<b>III. COMPETENCIES ACHIEVED UPON GRADUATION.....</b>	<b>16</b>
A. GRADUATION CRITERIA (A1.02E, A3.12D, A3.15A, A3.15B) .....	17
B. MINIMUM TECHNICAL STANDARDS (A3.13E).....	17
C. FUNCTIONS AND TASKS OF PHYSICIAN ASSISTANT GRADUATES (A3.12G, B1.01B, B1.03, B4.03) .....	18
<b>IV. ACADEMIC POLICIES.....</b>	<b>20</b>
A. CPAS ATTENDANCE POLICY .....	21
1. DIDACTIC TERMS .....	21
2. CLINICAL YEAR (A3.03, B3.01) .....	21
3. JURY DUTY .....	22
4. MATERNITY LEAVE .....	22
B. GRADING SCHEME FOR CPAS (A3.15A, B) .....	22
C. ASSIGNMENTS .....	22
D. COLLABORATIVE WORK .....	23
E. CONSTRAINTS ON CLINICAL ACTIVITY (A3.03, A3.05A,B).....	23
F. SUBMITTING EXAMINATION CONCERNS.....	23
G. STUDENT APPEALS OF GRADES (A3.15G) .....	23
H. COURSE EVALUATION.....	24
I. CPAS WITHDRAWAL POLICY (A1.02K, A3.15D) .....	24
J. FACULTY AVAILABILITY .....	24
K. DISABILITY ACCOMMODATIONS (A3.13E) .....	24
<b>V. STUDENT COUNSELING .....</b>	<b>26</b>
A. ACADEMIC COUNSELING AND COURSE FAILURES (A2.05E,F; A3.10; A3.15A-D; A3.17E) .....	27
1. CPAS EXAM REMEDIATION POLICY .....	27
2. CPAS COURSE FAILURE REMEDIATION POLICY .....	28
3. CPAS PROMOTIONS AND GRADUATION COMMITTEE .....	28
4. EXPECTED LEVEL OF PERFORMANCE .....	28
B. CLINICAL ROTATION DIFFICULTIES (A2.05F) .....	28
<b>VI. DISCIPLINARY ACTIONS.....</b>	<b>30</b>
A. CPAS INTERNAL WARNING PROCEDURES (A3.15C, D) .....	31
B. INTERIM ACTIONS .....	31
C. PROBATION .....	31
D. ACADEMIC HONESTY POLICY STATEMENT (A3.01, A3.02, A3.12G, A3.17E, B2.19, B4.02E).....	32
E. HONOR CODE SYSTEM AND PROCEDURES (A3.01, A3.02, A3.17E) .....	32
F. AMC POLICY ON THE USE OF AI.....	33



<b>VII. REPORTING STUDENT CONCERNS .....</b>	<b>34</b>
<b>A. REPORTING UNFAVORABLE INCIDENTS (A1.02I, J).....</b>	<b>35</b>
<b>B. STUDENT GRIEVANCES (A1.02J, A3.15F, G) .....</b>	<b>35</b>
<b>C. ALBANY MEDICAL COLLEGE’S NONDISCRIMINATION AND HARASSMENT POLICY AND COMPLAINT PROCEDURE         (A1.02I, J, A3.15F) .....</b>	<b>35</b>
<b>VIII. EXTRACURRICULAR ACTIVITIES .....</b>	<b>36</b>
<b>A. PI ALPHA HONOR SOCIETY .....</b>	<b>37</b>
<b>B. THE STUART W. COOPER SOCIETY BYLAWS .....</b>	<b>37</b>
<b>C. NYSSPA SUPPORT .....</b>	<b>50</b>
<b>IX. GENERAL INFORMATION.....</b>	<b>51</b>
<b>A. FACSIMILE USAGE.....</b>	<b>52</b>
<b>B. COPIER USAGE .....</b>	<b>52</b>
<b>C. PRINTING .....</b>	<b>52</b>
<b>D. PERSONAL COMPUTER.....</b>	<b>52</b>
<b>E. COMPUTERS, ELECTRONIC EQUIPMENT (POLICIES FROM ALBANY MED’S INFORMATION SERVICES) .....</b>	<b>52</b>
<b>F. FOOD REGULATIONS.....</b>	<b>52</b>
<b>G. SMOKING POLICY .....</b>	<b>52</b>
<b>H. STUDENT LOUNGE.....</b>	<b>52</b>
<b>I. MAILBOXES AND LOCKERS.....</b>	<b>52</b>
<b>J. HEALTH REQUIREMENTS (A3.07A, A3.17B).....</b>	<b>52</b>
<b>K. BEREAVEMENT POLICY.....</b>	<b>52</b>
<b>L. SNOW EMERGENCY .....</b>	<b>52</b>
<b>M. EMPLOYMENT (A3.04, A3.05A,B, A3.15E) .....</b>	<b>52</b>
<b>N. PARKING .....</b>	<b>53</b>
<b>O. BIKE CORRALS .....</b>	<b>53</b>
<b>P. POLICY ON REFERENCE TEXTBOOKS (A1.09) .....</b>	<b>53</b>
<b>Q. STUDENT RECORDS (A3.17, A3.18) .....</b>	<b>53</b>
<b>R. MEDICAL TREATMENT OF STUDENTS (A3.09, A3.19) .....</b>	<b>56</b>
<b>S. EVACUATION PROCEDURES (A1.02G) .....</b>	<b>57</b>
<b>T. SAFETY (A1.02G, A3.08).....</b>	<b>58</b>
<b>U. PROTOCOL FOR OCCUPATIONAL EXPOSURE (A1.02G, A3.08B).....</b>	<b>58</b>
<b>V. PATIENT EXPOSURE DURING PHYSICAL ASSESSMENT PRACTICE AND CLINICAL COMPETENCY EXAMS (CCE).....</b>	<b>59</b>
<b>W. AMENDMENT OF PROGRAM POLICIES .....</b>	<b>59</b>
<b>X: DRUG AND ALCOHOL POLICY .....</b>	<b>60</b>
<b>XI. NATIONAL ORGANIZATION POLICIES ON COMPETENCIES FOR THE PA PROFESSION AND GUIDELINES     FOR THE ETHICAL CONDUCT FOR THE PA PROFESSION (A3.12(G)).....</b>	<b>63</b>
<b>IX. APPENDICES .....</b>	<b>65</b>
<b>APPENDIX 1: REQUEST / EXPLANATION FOR CLASS ABSENCE.....</b>	<b>66</b>
<b>APPENDIX 2: TEST QUESTION INQUIRY FORM .....</b>	<b>67</b>
<b>APPENDIX 3: POTENTIAL REPRODUCTIVE HEALTH HAZARDS (A3.08, A1.02G).....</b>	<b>68</b>
<b>APPENDIX 4: PROFESSIONAL COMMENDATION FEEDBACK SHEET (B2.19A-C).....</b>	<b>65</b>
<b>APPENDIX 5: PROFESSIONALISM CONCERN FEEDBACK SHEET (B2.19A-C) .....</b>	<b>73</b>
<b>APPENDIX 6: ONLINE COMMUNICATION/SOCIAL MEDIA POLICY.....</b>	<b>75</b>
<b>APPENDIX 7: GRADUATE STUDIES STUDENT STATUS CHANGE REQUEST FORM (A1.02K, A3.15C, D).....</b>	<b>78</b>
<b>APPENDIX 8: STUDENTS WITH DISABILITIES (A1.04, A3.13E) .....</b>	<b>81</b>
<b>APPENDIX 9: CODE SILVER (A1.02(G)) .....</b>	<b>84</b>
<b>APPENDIX 10: WHERE TO GO FOR HELP (A1.02(J); A1.04; A3.10; A3.15(F)(G)).....</b>	<b>85</b>
<b>APPENDIX 11: FACULTY-STUDENT MENTORING PROGRAM .....</b>	<b>86</b>
<b>APPENDIX 12: TRAVEL STIPEND APPLICATION .....</b>	<b>88</b>
<b>APPENDIX 13: ACCREDITATION STANDARDS ADDRESSED WITHIN THIS DOCUMENT .....</b>	<b>91</b>



## CPAS Faculty and Staff

### FACULTY

Nathan Gardner, DMSc, MS, PA-C	Program Director, Assistant Professor
Peter H. Forman, MD <a href="mailto:pforman@delmarfamilymedicine.com">pforman@delmarfamilymedicine.com</a>	Medical Director
Michael Mueller, DMSc, PA-C	Associate Director, Assistant Professor
Howard Adler, MS, PA-C	Clinical Coordinator, Clinical Instructor
Sara Aoun, DPS, MS, PA-C	Didactic Instructor, Assistant Professor
Molly Austin, DMSc, PA-C	Didactic Instructor, Assistant Professor
Kimberly Bachta, MS, PA-C	Didactic Instructor, Assistant Professor
Caitlin McKenna-Mantica, MS, PA-C	Didactic Instructor, Assistant Professor
Shanna Lewis, MS, PA-C	Didactic Instructor, Clinical Instructor
Audra Schaefer, PhD, MPH	Didactic Instructor, Associate Professor

### ADJUNCT FACULTY

Richard Dalaba, MS, PA-C	Kyle Flik, MD	Deborah Wright, MS, PA-C
Sandee Diaz-Parker, MS, PA-C	Sean Ryan, MD	
John A. Fairbank, PA-C	Olin Callaghan, PA-C	

### STAFF

Marianne Harrington	Administrative Coordinator
Sarah Stark	Admissions & Recruitment Associate



## Other Departments and Important Contacts (A3.10)

Dir of Community Outreach & Service Learning	Marva Richards	518-262-5982
Assoc Dean Comm Outreach and Med Education	Dr. Ingrid Allard	518-262-0244
Associate Dean of Diversity, Equity, and Inclusion	Boahema Pinto, MD	518-262-3775
Chief Compliance Officer	Noel Hogan., Esq.	518-262-4692
Assistant Dean for Wellness	Dr. Dhru Desai	518-262-5511
Student Affairs	Monica Minor, MSED	518-262-6354
Graduate Studies Program	Dr. Peter Vincent, Assoc Dean of Graduate Studies	518-262-5253
	Marianne Williams	518-262-5422
	Jean Bruno	518-262-5253
Student Psychological Services	Dr. Jeffrey Winseman	518-262-5511 or studentpsych@amc.edu
Pastoral Care		518-262-3176
Employee Health Services		518-262-3871
Financial Aid	Kevin DiPalma	518-262-5435
Security		518-262-3777
Student Health Services	391 Myrtle Ave. Floor 3	518-207-2273
Student Honor Committee	Tess Nicholas, AMC/MPAS 26	nicholt5@amc.edu
Student Records	studentrecords@amc.edu	518-262-2929
Director of Student Records	Krista Reynolds-Stump	518-262-5525
Vice Dean, Academic Admin.		518-262-5919

**On Campus Internal Emergency Number: 911**



## Our Mission

The Center for Physician Assistant Studies, in support of Albany Medical Center's mission as an academic health sciences center, has a responsibility to educate Physician Assistant students from demographically diverse backgrounds to meet the future primary and specialty health care needs of the region and the country by teaching them to provide highly skilled, cost-effective, patient-centered care in a variety of settings.

This mission will be advanced through commitment to the values of Quality and Excellence, Collaboration, Confidentiality, Respect and Compassion, Integrity, Responsibility, Diversity, and Community Service.

## Our Vision

1. The Center for Physician Assistant Studies will continue to develop as a nationally recognized leader in Physician Assistant education through innovation and excellence.
2. The Center will provide the community with a diverse cadre of highly trained professionals capable of performing in a wide variety of clinical settings.
3. Graduates will be prepared for and encouraged to provide culturally sensitive care in rural and medically underserved areas.
4. Faculty and graduates will contribute to the profession through scholarly efforts, participation in the profession's legislative and social agenda, and peer review.
5. Faculty and graduates will contribute to the community by being active in social, educational, and advocacy endeavors that promote the overall health, health equity, and well-being of the community.

## Our Values

- 1. Quality and Excellence**
  - a. Commit to excellence in all that we do.
  - b. Achieve it through continuous quality improvement.
- 2. Collaboration**
  - a. Collaborate with clinical sites, preceptors, departments, committees, alumni, consortia, and professional organizations.
  - b. Utilize feedback from collaborators as a basis for program improvement.
  - c. Emphasize a team approach to patient-centered care.
- 3. Confidentiality**
  - a. Comply with applicable laws, including FERPA, to protect the privacy of our students and student records.
  - b. Comply with HIPAA and respect the patient confidentiality as a minimum expectation for students, staff, and faculty.
- 4. Respect and Compassion**
  - a. Show total unconditional regard for all patients.
  - b. Demonstrate respect for each patient's person, privacy, culture, beliefs, and rights.
  - c. Exhibit compassion for those entrusted to our care.
  - d. Treat other members of the health care team in a professional manner.
- 5. Integrity**
  - a. Maintain the highest standards of ethical and professional conduct.
  - b. Assure that all relationships are open, honest, and fair.
- 6. Responsibility**
  - a. Act responsibly in implementing the delegated practice of the collaborating physician or clinical preceptor.
  - b. Utilize resources in a cost-effective manner.
- 7. Diversity and Inclusion**
  - a. Value diversity in the profession and promote it through recruitment and retention of diverse students, faculty, and staff and an inclusive admissions process.
- 8. Community Service**
  - a. Support student efforts in philanthropy and community service with community organizations.
  - b. Instill a sense of responsibility for protecting and promoting health in the community.

Rev 11/2022



# **I. Introductory Information**



# Albany Medical College Center for Physician Studies

## Introduction and Purpose

This document is intended to provide students a reference to departmental policies (A3.02). This is not meant to be a single stand-alone document but will serve to offer clarification on Institutional, College, and Graduate Studies Program policies to students within the Center for Physician Assistant Studies. In addition, this student handbook will provide standards and requirements specific to the Center for Physician Assistant Studies. This handbook is subject to change without notice. An up-to-date version is posted on the academic resource system (Sakai), in the program office, and linked to the public website <https://www.amc.edu/education/physician-assistant-ms/>.

The Albany Medical Health System has published many of their policy and procedural manuals on the Intranet. They can be found at the following addresses:

**-Employee Manual:** <https://intranet.amc.edu/display/HumanResources/Employee+Manual>

**-Harassment Policy (A1.02i, A1.02j):** <https://intranet.amc.edu/download/attachments/144704405/Harassment%20Policy%20%26%20Form%207-1-19.pdf?version=1&modificationDate=1563453022627&api=v2>

**-Professional Image Standards:** <https://intranet.amc.edu/display/HumanResources/Professional+Image+Standards>

**-Radiation Safety Manual (A1.02g, A3.08a-c):** <https://intranet.amc.edu/download/attachments/6947024/Radiation%20Safety%20Full%20Manual%20-%20Current.pdf?version=2&modificationDate=1725563616340&api=v2>

**-Albany Med's Professional Use Guidelines for Social Media:** <https://intranet.amc.edu/download/attachments/153682058/SOCIAL%20MEDIA%20POLICY%205.20.20.pdf?version=1&modificationDate=1589999182063&api=v2>

**IT Policies and Standards:** <https://intranet.amc.edu/display/ISWEB/Information+Technology+Policies+and+Standards>

*-Appropriate Use of Computers, Electronic Devices, Applications, and Networks:* <https://intranet.amc.edu/download/attachments/153682058/SOCIAL%20MEDIA%20POLICY%205.20.20.pdf?version=1&modificationDate=1589999182063&api=v2>

*-Information Technology Policy:* <https://intranet.amc.edu/download/attachments/86475248/Information%20Technology%20Policy%2006-06-22.doc?version=1&modificationDate=1654541554550&api=v2>

The CPAS Policy and Procedure Manual, the Environmental Hazards and Safety Manual, and the Infection Control Manual can be found in the program office.

The most up-to-date version of the Albany Medical College and Albany Medical College Graduate Studies Program Administration General Rules and Information document is located at: <https://www.amc.edu/institutional-policies/graduate-studies-program-rules/>.

## A. Accreditation Status (A1.02d, A3.12a)

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Albany Medical College Physician Assistant Program** sponsored by **Albany Medical College**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA *Standards*.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the *Standards*. The approximate date for the next validation review of the program by the ARC-PA will be **March 2028**. The review date is contingent upon continued compliance with the Accreditation *Standards* and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website at: <http://www.arc-pa.org/accreditation-history-albany-medical-college/>.

The New York State Department of Education has assigned Hegis Code 1299.10.



## B. Rules and Regulations of Governing Institutions (A1.02g, A3.01, A3.02)

In addition to AMC policies which apply to all students, Principal Faculty, and Program Director, regardless of location, students are expected to adhere to the rules, regulations, and policies of any other institution to which they are assigned for learning experiences.

## C. Tuition, Fees, and Expenses

All students are required to pay their statement balance or have a payment plan approved by the Director of Financial Aid within two weeks of the start of the term for which they are enrolled. Failure to do so may result in the following penalties: ID badge deactivation, withdrawal from course and clerkship activities, potential change in student status (administrative Leave of Absence), and/or the inability to graduate from Albany Medical College.

### Process/Procedure

- All students are required to pay their statement balance or have a payment plan approved by the Director of Financial Aid within two weeks of the start date of the term for which they are enrolled. The Office of Student Records will work with the Finance department to determine the deadlines by program/year. The Finance department will then provide a list of students who do not adhere to these deadlines.
- The Office of Student Records will send the list of students who are not in compliance with this policy to Security, and their badges will be deactivated.
- Students whose badges are deactivated may not continue to participate in courses or clerkships until their balance is paid or they have developed a payment plan approved by Financial Aid.
- If a student still owes a balance by the date the bill for the subsequent term is processed, the student will be placed on an administrative Leave of Absence effective the start date of that term.

All balances must be paid one month prior to Commencement, or the student will not be eligible for graduation. A student with an outstanding balance will not receive a transcript, diploma, or other student services until the outstanding balance has been settled.

## D. Tuition Refund Policy for PA and Graduate Students (A1.02k)

### **Return of Federal Financial Aid Due to Student Withdrawal and Tuition Refund Policy**

In accordance with rules established by the U.S. Department of Education, schools must adhere to new provisions regarding the treatment of Federal Title IV Financial Aid for students that withdraw from school completely for any term. These rules govern all federal loan and grant programs and the regulations assume that a student must “earn” federal financial aid awards directly in proportion to the number of days of the term attended. In other words, a student earns financial assistance as they attend class. If a student completely withdraws from all classes during a term, the College must calculate the portion of the total scheduled financial assistance earned. If the student received (or the school received on behalf of the student) more assistance than was earned, the unearned excess funds must be returned to the federal programs. Institutional charges at the school that are no longer covered by financial assistance immediately become the responsibility of the student and the student is also responsible for return of unearned federal financial funds that were disbursed directly to him/her. The portion of federal loans and grants the student earned, is calculated on a percentage basis comparing the total number of calendar days in the semester to the number of days completed before withdrawal. All Title IV aid is considered earned after the student has completed 60% of that semester.

**Tuition Refund Policy for MD, PA, NA and Graduate Students:** Students who withdraw officially or who are dismissed from the College for any reason after the beginning of a term may be entitled to a partial refund in accordance with the schedule show below:



Effective Date of Withdrawal	Tuition Credited %	Tuition Liability
Prior to term start	100	0
Day 1-7	100	0
Day 8-14	80	20
Day 15-21	70	30
Day 22-28	60	40
Day 29-35	50	50
Day 36-42	40	60
Day 43-49	30	70
Day 50-56	20	80
Day 57-63	10	90
Day 64+	0	100



## II. Student Responsibilities



## A. Maintaining Calendars and Scheduling with Faculty

It is the student's responsibility to check their AMC e-mail **at least daily** and the appropriate Sakai sites or Microsoft Teams documentation for any schedule or other program changes. Students may call the Program Office Staff at 518-262-5251 with inquiries between 8 a.m. and 4 p.m. daily. **Any/all e-mail communications with the Center or with its faculty are to be through the AMC e-mail only.**

## B. Appropriate Telephone Usage

**Cell phones and pagers must be off or in "silent mode" when in the classroom. In addition, text messaging during class is disruptive to faculty and fellow students and should only be done during breaks. Cell phones and all other devices, except laptops, must be placed in lockers during testing sessions.**

Students are permitted to use the telephone located in the student lounge or monitor room for short internal calls only.

All emergency phone calls should be directed to the program at 518-262-5251.

## C. Dress and Identification (A3.06)

Students and faculty of the Center for Physician Assistant Studies have developed standards for dress for both classroom and patient care activities.

While attire for the classroom may be casual, students are reminded that they remain representatives of the PA program any time they are on campus or wearing their identification badge. As such, clothing should be sufficiently conservative so as to maintain a professional appearance. To reflect that, students should avoid excessively tight or revealing clothing, clothing with offensive imaging or words, clearly exposed undergarments, or other potentially objectionable clothing.

For any real or simulated patient encounters, including those occurring in the classroom, students are expected to abide by the Albany Med Professional Image Standards for Patient Care, which can be found at <https://intranet.amc.edu/display/HumanResources/Professional+Image+Standards> on the AMC Intranet. This also applies to Senior Sessions and Grand Rounds during the Clinical Year.

Students must wear their AMC ID badge at all times on the AMC campus, or when in any clinical facility as a CPAS student.

Students must introduce themselves to patients and other health providers by name and identify themselves as a "Physician Assistant Student". The student should be certain that neither patients nor other health providers infer that they are present or acting in any capacity other than as a Physician Assistant student.

Any electronic or written communication from students to patients or patients' families must clearly identify the source as a Physician Assistant student.

Additional requirements for the clinical phase are described separately in the *Clinical Rotation Handbook* provided during orientation to the clinical phase.

## D. Statement on Professional Behavior (B2.19, B4.03e)

Medicine is a profession that requires the mastery of a large body of knowledge, the acquisition of clinical skills, as well as high standards of ethical behavior and appropriate attitudes. The Center for Physician Assistant Studies (CPAS) is required by Accreditation Standards for Physician Assistant Education as published by ARC-PA, our accrediting body, to assess and document student demonstration of defined professional behaviors. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. Students are referred to the Albany Medical Center Code of Conduct, the Competencies for the Physician Assistant Profession, the Physician Assistant Code of Ethics, the AMC Honor Code and other policies contained in this handbook for detailed descriptions of these standards.



During the didactic phase, students will be expected to submit a self-assessment of their professionalism periodically both as part of their Reflective Self-Assessment for the Portfolio and in certain courses. Faculty will review these and provide feedback individually at the routine midterm advisors meetings.

During the clinical rotations, an evaluation of professionalism is included in the grading criteria for each rotation course. Evaluations of professionalism include, but are not limited to: attendance, meeting published deadlines, participation in course and program evaluations, and compliance with CPAS policies. Faculty members will also evaluate professionalism. Additional resources for professional expectations can be found in section III C of this handbook (Functions and Tasks of PA Graduates).

Personal characteristics and attitudes of professionalism which are observed and evaluated by the program include, but are not limited to the following:

**Integrity:** Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

**Tolerance:** Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

**Interpersonal relationships:** Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with difficult individuals. Demonstrates respect for and complements the roles of other professionals to include administrators, faculty, staff, lecturers and fellow learners. Follows the chain of command. Is cooperative, supportive and reassuring to others.

**Initiative:** Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to take advantage of learning opportunities. Demonstrates a motivation to learn. Shows enthusiasm for learning and improvement.

**Dependability:** Completes tasks and assignments on time. Consistently punctual and in attendance for all class sessions and laboratory activities. Actively participates in clinical and didactic activities. Follows through on tasks and is reliable.

**Attitudes:** Maintains a positive outlook toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback in a positive manner and uses it to improve performance. Provides constructive feedback on course and program evaluations in a timely manner.

**Function under stress:** Demonstrates emotional maturity in managing tensions and conflicts that arise with professional, personal, and family responsibilities. Exhibits sound personal and clinical judgment in stressful situations.

**Personal Responsibility:** Identifies unprofessional conduct in others in the didactic or clinical setting and takes appropriate actions. Volunteers for additional responsibilities (student government, community service, etc.). Strives to address and correct personal limitations.

**Appearance:** Exhibits good personal hygiene and grooming; Clothing is appropriate, neat, clean and well maintained, and conforms to Center, program, or local dress code policies.

**Self-Assessment:** Demonstrates an awareness of strengths and limitations (intellectual, physical, or emotional). Recognizes when help is required and when to ask for guidance.

**Teamwork:** Helps and supports other team members; shows respect for all team members; pools resources and works efficiently within a group; remains flexible and open to change and communicates with others to resolve problems.

Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

Student behavior is expected to reflect the values of the Center and the tenets of the Physician Assistant Oath at all times. Students exhibiting breaches of this standard will be subject to “CPAS Internal Warning Procedures” and/or “Interim Actions” in egregious cases.

The Center may require that a student seek professional counseling or administrative psychological evaluation. Counseling needs for PA students are provided through the Albany Medical College Student Psychological Services at 518-262-5511. (See brochure from AMC Counseling Services distributed in the Orientation package.)



### E. Albany Medical Center Code of Conduct (B4.02e)

The Code of Conduct for all Albany Medical Center employees (including students) can be found at <https://intranet.amc.edu/display/HumanResources/Employee+Manual#EmployeeManual-OurValues>.



### III. Competencies Achieved Upon Graduation





## A. Graduation Criteria (A1.02e, A3.12d, A3.15a, A3.15b)

**The following requirements must be successfully completed in order for you to graduate from the program.**

1. All didactic phase courses (prerequisite to enter the clinical phase of the program)
2. All Clinical Competency Examinations in the didactic phase.
3. All clinical rotations.
4. Portfolio for the Clinical MS I-III.
5. Summative Clinical Competency Examinations (history-taking/physical examination and history-taking/patient counseling or education) in the clinical phase.
6. Comprehensive written examination in the clinical phase.
7. Students must complete checkout procedures verifying that all PA Program, institutional, library or educational supplies are returned, and that expenses and fees have been paid prior to awarding of any degree, issuing letter(s) of recommendation, verification of attendance, or release of official transcripts.

## B. Minimum Technical Standards (A3.13e)

### Minimum Technical Standards

#### Introduction

Multiple federal mandates require educational and work organizations to not only avoid exclusions of individuals with identified disabilities, but to make reasonable accommodations to help enable success. These laws include Section 504 of the rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C Subsection 12101, ADA), and the Americans with Disabilities Act Amendment Act of 2008 (Public Law 110-325, ADAAA). Albany Medical College on principle opposes discrimination. No qualified person with disabilities shall be excluded from participation, admission, matriculation, or denied benefits or subjected to discrimination solely by reason of his or her disability. Pursuant to federal regulation for post-secondary educational institutions, a person with disabilities can be required to meet the institution's "academic and technical standards." The Admission Committee and Promotions and Graduations Committee will not discriminate against qualified individuals with disabilities but will expect applicants and students to meet minimum academic and technical standards.

#### Technical Standards

The holder of a Physician Assistant Degree must have the knowledge and the skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the Physician Assistant degree must be able to consistently, quickly, and accurately learn, integrate, analyze, and synthesize data.

A candidate for the Physician Assistant degree must have abilities, attributes, and skills in five major areas: observation; communication; motor; intellectual, including conceptual, integrative, and quantitative abilities; and behavioral and social. **Technological compensation and reasonable accommodations can be made for some disabilities in certain of these areas, but a candidate must be able to perform in a reasonably independent manner.**

- **Observation:** Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at close range and at a distance.
- **Communication:** Candidates and students should be able to speak, hear, and observe patients in order to elicit information, examine patients, describe changes in moods and posture and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing in English. They must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
- **Motor:** Candidates and students should have sufficient motor function to execute movements reasonably required to perform a physical examination and to provide general care or emergency treatment to patients. Examples of emergency treatment reasonably required of Physician Assistants include cardiopulmonary resuscitation, application of pressure to stop bleeding, and suturing of simple wounds.
- **Intellectual:** conceptual, integrative, and quantitative abilities. These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of Physician Assistants, requires all of these intellectual abilities. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.



- **Behavioral and Social Attributes:** Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads within the scope of their practice, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Candidates should possess compassion, integrity, effective interpersonal skills, interest, and motivation.

### Conclusion

The Center for Physician Assistant Studies will attempt to develop creative ways of working with competitive, qualified individuals with disabilities. In doing so, however, the Center and Albany Medical College must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a Physician Assistant. The Center cannot compromise the health and safety of patients. It is inevitable that adherence to minimum requirements will disqualify some applicants and students, including some persons with disabilities. Exclusion of such an individual, however, does not constitute unlawful discrimination. The legal statutes mentioned above prohibit discrimination against an “otherwise qualified” person with a disability. An applicant or student who is unable to meet the minimum academic and technical standards with reasonable accommodations is highly unlikely to be qualified for the physical, motor, and cognitive practice of the profession.

Rev. 2022

## C. Functions and Tasks of Physician Assistant Graduates (A3.12g, B1.01b, B1.03, B4.03)

### Albany Medical College: Functions and Tasks of Physician Assistant Graduates

(Parenthetical notes indicate the corresponding “Competencies for the Physician Assistant Profession” modified 2020 <https://paeonline.org/wp-content/uploads/2021/03/competencies-for-the-pa-profession-2020605.pdf>)

#### The general entry level competencies expected of a graduate of our program will be to:

- 1) Obtain a comprehensive, detailed, and accurate history from patients of any age or gender in a variety of settings. (1.1, 1.3, 1.4, 1.8, 2.3, 2.8, 3.1, 3.2, 5.5)
- 2) Collect other data, as necessary, from previous medical records, family, friends, providers, and other sources, for diagnostic work-up. (1.1, 1.2, 1.4, 2.3, 3.1, 3.7)
- 3) Perform an appropriate comprehensive or problem-oriented physical examination of a patient of any age and gender in a variety of settings. (1.1, 1.3, 1.4, 1.5, 1.8, 3.1, 3.5, 5.5).
- 4) Formulate a differential diagnosis in accordance with their assessment of the patient. (1.1, 1.3, 1.4, 1.5, 3.3)
- 5) Identify, order, and perform appropriate cost-effective diagnostic studies based upon the patient’s history and physical examination findings. (1.1, 1.4, 1.5, 1.7, 1.11, 3.1, 3.3, 3.4, 3.5, 5.9)
- 6) Analyze pertinent medical and laboratory data for the formation of diagnostic and/or management plans. (1.1, 1.3, 1.5, 3.1, 3.3, 3.4)
- 7) Perform therapeutic procedures associated with the management of medical and minor surgical conditions. (1.5, 3.3, 3.4, 3.5)
- 8) As authorized by the supervising physician under existing laws, implement and monitor health management plans, and recommend or prescribe medications or other therapies for the treatment of medical/surgical problems. (1.3, 1.4, 1.5, 1.6, 1.8, 3.3, 3.4)
- 9) Monitor patients with acute or chronic illness for compliance and response to therapy. Modify treatment regimens as needed. Know the indications for, and provide referrals, as needed. (1.1, 1.3, 1.4, 1.5, 1.8, 3.3, 3.4, 3.7, 4.5, 5.3, 6.1)



- 10) Educate and counsel individual patients and members of the community at an appropriate level of comprehension, with sensitivity and cultural competence. (1.3, 1.9, 1.10, 2.1, 2.2, 2.3, 2.7, 2.8, 3.2, 3.6, 3.8, 5.5, 7.1, 7.2, 7.4)
- 11) Implement effective strategies for incorporating health promotion and disease prevention into practice. (1.3, 1.8, 1.9, 1.10, 2.3, 3.2, 3.6, 3.8, 4.4, 7.3, 7.4)
- 12) Respond to patient needs which go beyond the scope of the immediate presenting complaint to include the social, emotional, spiritual, economic, and environmental aspects of the patient's problem. (1.7, 1.9, 1.10, 2.1, 2.2, 2.3, 2.5, 2.7, 2.8, 3.2, 3.3, 3.6, 3.8, 4.4, 5.3, 5.4, 5.5, 5.9)
- 13) Provide clear, concise, situation-appropriate medical records. (1.4, 1.8, 2.3, 2.4, 3.7, 4.2)
- 14) Perform succinct, complete, and well-organized case presentations to supervising physicians, consultants, peers, and coworkers. (1.8, 2.3, 3.7, 4.2)
- 15) Provide life support and emergency evaluation/care in response to life-threatening situations. (1.4, 1.5, 3.3, 3.4)
- 16) Function effectively as a member of the interdisciplinary health care team. (1.8, 2.3, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5, 5.7)
- 17) Demonstrate the positive professional attitudes of a health care provider including the ability to perform self-care and thus allow the PA to provide optimal care to their patients. (2.1, 2.5, 2.6, 4.1, 5.2, 5.3, 5.4, 5.5, 5.8, 5.10, 6.1).
- 18) Demonstrate a commitment to continuing medical education and ongoing professional development including quality improvement, leadership, professional advocacy, and professional organization membership. (1.11, 3.3, 3.5, 5.7, 5.11, 5.12, 6.1, 6.3, 6.4, 6.5, 6.6, 6.8)
- 19) Use evidence-based medicine processes to review current medical literature on a continuing basis. (1.2, 3.3, 6.2)
- 20) Participate in the scholarly activity of the profession. (1.2, 5.7)
- 21) Demonstrate ethical behavior and professional responsibility in clinical situations. (1.6, 1.7, 1.9, 2.5, 4.1, 5.1, 5.2, 5.3, 5.4, 5.6, 5.9, 6.6, 6.7, 6.8)



## **IV. Academic Policies**

(See also Part V – Student Counseling)



## A. CPAS Attendance Policy

### 1. Didactic Terms

- a. Attendance is mandatory for all classes. Even if lecture is being watched remotely due to student illness or speaker preference, a student must still watch the lecture at the time it is being delivered.
- b. Final grades may be reduced for unexcused absences.
- c. Absences may be excused at the sole discretion of the Center Director.
  - I. Anticipated Absences generally may be approved only for compelling reasons. To be excused, the student must have:
    - Notified the Center Director as soon as the need is identified and at least 24 hours in advance if the absence could be anticipated, **and**
    - Submitted the written absence form (See Sakai Appendix 1) to *each* instructor of a class missed **and**
    - Completed any make-up work assigned by the instructor **and**
    - **Been for a compelling reason acceptable to the Center Director.**
  - II. Unanticipated absences (e.g. illness) require that the student:
    - Call the program office the day of the absence
    - Submit the written absence form (see Appendix 1 in Sakai)
    - Complete any make-up work assigned by the instructor.
  - III. Any absence of three days or more due to health reasons requires a statement from the student's health care provider.
- d. Tardiness of more than 15 minutes on two occasions will be considered an unexcused absence.
- e. Students must be available Monday through Friday, 8 a.m. through 5 p.m., throughout the year, barring holidays and scheduled vacations. Unscheduled blocks of time allow for self-study during the week. However, the Center for Physician Assistant Studies reserves the right to schedule missed lectures and other classroom activities during these time frames as the need arises. Therefore, outside work (which is strongly discouraged AND requires Program Director approval) and other personal appointments should not be planned during these unscheduled time blocks.
- f. **Wellness Policy (Didactic Students) Attendance Policy**

In the interests of keeping everyone as healthy as possible as we enter the flu season:

  1. Be sure to have your influenza immunization.
  2. Wash hands frequently.
  3. Cough into sleeve at AC fossa.
  4. *Stay home* if experiencing signs/symptoms of a communicable illness.
  5. *Do not* bring family/friends exhibiting signs/symptoms of a communicable illness into the Program facilities.
  6. Notify the Program Office of the need to take unanticipated absence and complete the appropriate form upon return.
7. Absences of 3 or more days require medical clearance prior to return.

### 2. Clinical Year (A3.03, B3.01)

- a. Please see the Clinical Year manual for details on the Clinical Year attendance policies.



### 3. Jury Duty

- a. Students called in for jury duty must consult their advisor immediately upon receipt of the summons. It is generally acceptable to most jurisdictions to postpone service until a regularly scheduled break. Every effort must be made to avoid conflicts with didactic/rotation schedules.

### 4. Maternity Leave

- a. Maternity Leave (6 weeks for a non-surgical delivery or up to 8 weeks for a surgical delivery) is available to graduate students. Additional leave will be at the discretion of the Center Director according to the Graduate Studies Program Leave Policy.
- b. Recognizing that certain reproductive health hazards may be associated with continued exposure to the laboratory, to patients, or to the clinical setting, any graduate student desiring to have children and concerned about exposure should consult the Employee Health Service (Ph: 518-262-3871). Those who become pregnant must notify the Center Director immediately and adhere to the AMC Environmental Health and Safety Policy and Procedure No. 1.704.130: Potential Reproductive Health Hazards. (See Appendix 3)
- c. In the Center for Physician Assistant Studies, due to education requirements mandated by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), all time missed must be made up as a pre-requisite for graduation. Additionally, because CPAS courses are sequential and offered only once each year, graduate students who are absent due to Maternity Leave may be asked to repeat courses or re-enter the program the following year.

## B. Grading Scheme for CPAS (A3.15a, b)

The minimum passing grade for all CPAS courses is C (74%).

Grading Scheme for CPAS		
% Average	Grade	Quality Points
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-*	1.7
60-69	D*	1.0
<60	F*	0.0

\*Grades of C-, D or F are not acceptable for course credit toward a graduate degree but will be used in calculating the GPA

## C. Assignments

1. All written assignments are due on the date specified.
2. Assignments are to be completed on a word processor unless otherwise directed.
3. All assignments are to be free of grammatical and spelling errors.
4. Late assignments will receive a 10% grade reduction for each calendar day late. Missing assignment(s) may result in a grade of "I" (incomplete) for the course.



## D. Collaborative Work

1. Even the appearance of impropriety is to be avoided in the training of health care professionals.
2. All written assignments are to be completed individually unless otherwise specified by the instructor in advance.
3. Collaboration on an individual assignment is considered academic dishonesty (see “Academic Honesty Policy Statement”) and will be treated as such.

## E. Constraints on Clinical Activity (A3.03, A3.05a,b)

Please also see the Clinical Year Handbook.

1. Students must not be required to provide or solicit clinical sites or preceptors. Per the Clinical Year handbook, there is a process whereby students have the option to identify a new rotation site, but this is not mandatory.
2. When given an order by a practitioner, the student has the following three options:
  - a. follow the order exactly as directed.
  - b. Discuss issues of disagreement with the preceptor and agree on a course of action.
  - c. Inform the practitioner that he/she does not feel qualified to carry out the order. At no time is a Physician Assistant student to act independently to change an order.
3. A member of the Program faculty may summarily suspend a student for any action that (in the faculty member’s opinion) may adversely affect patient care. All situations resulting in such actions will be examined by the Program’s Promotions and Graduation Committee.
4. A student may not substitute for or function as instructional faculty or clinical staff

## F. Submitting Examination Concerns

Student concerns relating to the content of course examinations must be submitted to the course Instructor, in writing, on a “Test Question Inquiry Form.” (See Appendix 2). No electronic devices are to be utilized in the classroom during testing except for laptops for online testing. No personal items are allowed in exams rooms.

## G. Student Appeals of Grades (A3.15g)

1. Assignments
  - a. Students within the CPAS may access the following procedures to resolve conflicts with grades that they receive on assignments, examinations, or any other type of evaluation in their didactic courses:
    1. Issues should be discussed first between the parties (e.g., student and faculty).
    2. If satisfactory resolution is not reached, the parties should meet with the Director, CPAS.
  - b. Students with concerns regarding *passing* evaluations from Clinical Preceptors should meet with the Clinical Coordinator for a discussion of the situation. The Student is not to contact the Preceptor. If satisfactory resolution is not reached, the student and the Clinical Coordinator should meet with the Director, CPAS.

### 2. Course Grades

Students receiving a failing grade for a course/rotation may appeal this grade to the Course Director for didactic courses or the Clinical Coordinator for rotations. Students are not to contact clinical preceptors directly. This appeal must be initiated, in writing, by the student within two weeks of receipt of the grade. The written appeal is prepared in consultation with the student’s advisor who will act as his/her advocate through the process. If the student is dissatisfied with the results of discussions with the Course Director or Clinical Coordinator the matter will be addressed by the CPAS Promotions and Graduation Committee.

The written appeal, detailing the reason(s) for the appeal, will be forwarded to the Committee by the advisor. The Committee will meet with the student, advisor, and instructor of record issuing the grade as soon as possible but no later than two weeks of receiving the appeal. Neither the instructor nor advisor will participate as committee members. (In the event that the advisor is the instructor of record the Program Director will appoint an alternative advisor).



The decision of the P&G Committee will be communicated in writing by the Chair via email upon completion of deliberations. Appeals of P&G actions are directed in writing to the Vice Dean for Academic Administration with a copy to the Assistant Dean for Graduate Studies for processing under the Rules and Regulations of the Graduate Studies Program, as outlined in the “Graduate Studies Rules” found at: <https://www.amc.edu/institutional-policies/graduate-studies-program-rules/>.

This policy refers to internal processes to resolve conflicts and does not limit/replace any procedures available to students in the GSP Handbook.

## H. Course Evaluation

Students are required to complete course evaluations on-line at the end of each academic term/rotation or as otherwise directed by the faculty. This is a vital part of our continuous quality improvement plan.

## I. CPAS Withdrawal Policy (A1.02k, A3.15d)

As all coursework is required and sequenced students may not electively add or withdraw from individual courses. The CPAS Promotions and Graduation Committee, with the approval of the Graduate Studies Progress Committee, may assign an individualized, decelerated remedial schedule in certain circumstances. Tuition for students on decelerated schedules will be based upon the current per credit tuition.

Students electively withdrawing from the program with incomplete coursework will be assigned grades as described below. Exceptions may be made if a health or emergency reason exists. The Associate Dean for Graduate Studies, in consultation with the Center and Course Directors, will decide on the validity of any requested exception.

### Grading

- A student withdrawing from a course:
  - Less than 30% completed will receive a W.
  - After 30% of the course has been completed will receive a grade of W/P (withdrawn/ passing) or W/F (withdrawn/ failing) at the discretion of the Course Director. The determination of 30% is based upon total contact hours.
  - W, W/P, and W/F are not used to calculate the GPA and a course in which a student has received one of these grades does not count in the determination of credits for fulltime student status.

Tuition Refund Schedule, please see page 8.

### Leave of Absence (LOA)

Students requesting a LOA (Medical or Academic) must consult with their Advisor and submit a written request to the Program Director (Appendix 8).

### Change in Student Status

Any change of status (Leave of Absence, Deceleration within a program, Withdrawal, etc.) must first be approved by a student’s Graduate Director and the Associate Dean for Graduate Studies. All requests for a status change must be accompanied by a Graduate Student Status Change Request Form. Upon completion, the student must submit the form to the Registrar’s office for final signoff.

## J. Faculty Availability

Faculty members are available to students during business hours for informal counseling as needed in the clinical and didactic areas. Students should email the faculty member directly to set up a meeting, or may see the CPAS front office staff to check faculty availability and/or schedule an appointment if the faculty member is not available.

## K. Disability Accommodations (A3.13e)

Albany Medical College is committed to the academic, social, and cultural integration of individuals with disabilities. Students with physical, learning, or other disabilities as defined by law will receive reasonable accommodation to help them attain the necessary level of achievement. Auxiliary aids such as sign language interpreters or readers may be available on a case-by-case basis. Other accommodations such as course materials in alternative format or extended time on examinations may be available. Individuals requesting any such accommodation may be required to present and/or cooperate in the collection of medical and other reasonable documentation deemed by the College to be necessary for that purpose.





Due to the rigor of the Program, students meeting technical standards but with learning disabilities are encouraged to request the appropriate accommodations. If you are seeking accommodations, please contact Monica Minor at [minorm@amc.edu](mailto:minorm@amc.edu) (see Appendix 9 and appendix 12). For the complete Albany Medical College Disability Accommodations Policy and Procedure, please see [https://www.amc.edu/wp-content/uploads/sites/3/2023/10/Albany\\_Medical\\_College\\_ADA\\_Policy-FINAL-110419.pdf](https://www.amc.edu/wp-content/uploads/sites/3/2023/10/Albany_Medical_College_ADA_Policy-FINAL-110419.pdf).



# V. Student Counseling



## A. Academic Counseling and Course Failures (A2.05e,f; A3.10; A3.15a-d; A3.17e)

PA Education is known to be extremely academically rigorous, and students are expected to maintain a high level of performance. Students are given multiple routine academic counseling sessions over the course of their time as a student at CPAS. Students **must** meet with their advisor midway through and following each didactic semester. Faculty can meet with any student who demonstrates academic challenges and under the policies below, the student may be mandated to meet with a faculty member for this reason.

### 1. Policies pertaining to Academic Counseling and Remediation:

#### *CPAS POLICY ON IDENTIFICATION AND EARLY INTERVENTION FOR ACADEMIC DIFFICULTIES*

PA school is academically rigorous, and students will at times struggle. The purpose of this policy is to delineate the process of identification and intervention for students that are demonstrating lower performance. This policy is in addition to the program's published policy on Student Progress in the Student Handbook applicable to each class.

In order to intervene early and thereby ensure the highest chance of successful course completion, faculty will monitor student performance after each test, quiz, and exam, specifically monitoring for students that meet one or both of the following criteria:

1. A test average for the semester that is below 73.50% (as that would be the minimum course grade that is considered passing in CPAS) upon completion of at least one-third of the total course, *and/or*
2. Failure (defined as a grade lower than 73.5%) on two or more exams in a single course when the exams encompass at least one-third of the total possible exams or exam questions in the course.

In the event that a student is identified using the above criteria, they will be summoned to a meeting with the Director and/or Associate Director. In that meeting, the student will be given a formal letter of academic concern which will identify the course, the reason for the warning, and faculty recommendations for improvement. These recommendations may include, but are not limited to, mandated review sessions for the affected course, consultation with the study specialist, consultation with Student Psychological Services, and/or additional coursework.

Additional follow-up meetings may be required as the semester progresses if the student's performance does not improve.

If the course results in a failure, the student will then proceed under section IV (Student Counseling) in the student handbook.

#### *CPAS Remediation Policy*

**Institution of Policy:** Spring 2023 (Class of 2024 didactic term 4, Class of 2025 didactic term 1)

#### **Rationale:**

- CPAS wants all students to be prepared to be successful on their first attempts with the PA National Certifying Exam (PANCE). Fluctuating levels of class success, as posted on the amc.edu web site, has led to concern about points of intervention:
  - MPAS 2018: 100%; national comparison 98%
  - MPAS 2019: 88%; national comparison 93%
  - MPAS 2020: 98%; national comparison 95%
  - MPAS 2021: 98%; national comparison 93%
  - MPAS 2022: 93%; national comparison 92%
  - MPAS 2023: 90%; national comparison 93%
- While the CPAS first attempt pass rate will fluctuate by 2.4% for each of the 42 members in a class, these numbers suggest that there may be points throughout the curriculum where additional attention may help individual students address weaknesses within a course or content area.
- There are several competing factors that impact remediation and its format:
  - Student time, namely that if the student is busy remediating a past unit, remediation time would negatively impact their time availability to study for the current unit.
  - Faculty time, particularly in a tightly scheduled spring term.
  - Overall impact on the student body and curriculum, if a number of students are delayed in terms of graduation time and overall enrollment.



## Policy:

- These policies are based on experiences in other programs and previous Center for PA Studies (CPAS) history.
- The current standard for a minimum passing course grade in CPAS is a 73.5%, and as such we will define a test failure as a score of <73.5% on any written test, exam, or quiz with 10 or more questions. If the exam is an Integrated Exam with more than one course included, the courses will be considered separately, and the cutoff will apply to each course individually as long as there were at least 10 questions for that course.
- Once a test failure is identified, three actions will then take place:
  - The student will be **required** to attend the standard test review session that is offered to all students in the class. Typically, this is a voluntary activity, but students with grades below the cutoff will be mandated.
  - The faculty will provide the student a list of topics which they missed on the exam, and the student will be required to review and handwrite all of the “need-to-know” information for each topic on a flashcard within 2 business days of the review session.
  - The student must then meet with a faculty member, turn in their flashcards, and demonstrate their knowledge of the topic by answering questions the faculty asks based on their flashcards and the course objectives for the areas of identified deficit.
- The above process will be repeated for every test/quiz failure.
- Skills testing such as Clinical Competency Exams or PAP 580 Physical Assessment Skill Sheets are exempt from the above policy and will be reviewed on a case-by-case basis with the course director, advisor, or other faculty.
- Course failures will be handled by the CPAS Promotions & Graduation (P&G) Committee per the current Student Handbook for each class.

## CPAS Course Failure Remediation Policy:

### Failure of a single course:

If a student fails one didactic course (excluding Clinical Competency Examinations (CCEs)), the student will be given a period of two weeks, typically during their break between semesters, to review course materials from the semester. To begin remediation, the student will be required to meet with the course director (or another faculty member whom the course director designates) by 5:00 PM of the Monday after the semester ends to review the student’s performance and identify areas of weakness based on the final exam to create a study plan. The student will also be required to meet with the course director, or designated faculty member, in the middle of the second week of the review period to ensure that studying is on track and to ask questions on material with which the student is still struggling. Additional meetings can be scheduled at mutually convenient times between the faculty member and student during the two-week remediation period. At the end of that two-week period, the student will take a comprehensive multiple-choice exam to test the student’s understanding of the material covered in the failed course.

If the student successfully passes the exam at the CPAS-established threshold of 73.5%, they will have successfully remediated the course and their transcript will reflect a grade of ‘C.’ The student will have a recommendation from the CPAS Promotions and Graduation (P&G) Committee put forth to the Graduate Studies Program (GSP) Progress Committee to place student on academic probation for three semesters.

If the student does not attain a passing score, the failing grade in the course will become official. A subcommittee of the CPAS P&G committee, consisting of the P&G chair, the faculty director of the failed course, the student’s advisor (or, if the advisor is the director of the failed course, another faculty member will be appointed to act as student advocate), and the student will meet to determine if circumstances, either internal or external, experienced by the student contributed to the poor performance in the failed course. The full P&G Committee will then meet to determine if student is allowed additional remediation (potentially causing a delay in the start of rotations), recycled to the next incoming class, or dismissed from the program. The following criteria will be used to determine the committee’s decision: the student’s overall performance in the program to date as determined by GPA, prior remediation requirements, and previous Letter(s) of Academic Concern; the assessment of the student’s overall knowledge by faculty identification of significant gaps in their understanding of foundational concepts during class or individual discussions; the probability of resolution of factors which impaired their performance (based on report from CPAS P&G subcommittee); and the likelihood of being successful if they were to restart the program. The P&G committee will write a report outlining their decision that will be sent to GSP Progress Committee for approval.

### Failure of two or more courses:

If a student fails two or more didactic courses in a single term, the student’s progress will be immediately presented to the Promotions and Graduation (P&G) subcommittee, then on to the full P&G Committee. The CPAS P&G committee will choose one



of two options, either dismissal or recycling the student to restart the program with a future cohort. The decision will be made depending on the student's overall performance in the program date as determined by GPA, prior remediation requirements, and previous Letter(s) of Academic Concern; the assessment of the student's overall knowledge by faculty identification of significant gaps in their understanding of foundational concepts during class or individual discussions; the probability of resolution of factors which impaired their performance; and the likelihood of being successful if they were to restart the curriculum again. The P&G committee will write a report outlining their decision that will be sent to GSP Progress Committee for approval.

Any student who fails a course while already on academic probation will immediately be subject to the CPAS P&G process consisting of a Subcommittee meeting, then full Committee meeting, and recommendations sent to the GSP Progress Committee for either dismissal or restarting the program with a future cohort.

### *CPAS Promotions and Graduation Committee:*

The P&G Committee consists of all of the full-time CPAS faculty. In the event the P&G Committee is required to address course failures, professionalism concerns, or other occurrences that may necessitate either disciplinary or academic intervention, a subcommittee of the P&G Committee will be convened consisting of the P&G chair, the student's advisor to act as a student advocate, and the course director of the affected course. In the event that the faculty member and the advisor are the same person, another faculty member will be appointed to serve as the student advocate. The student will also be invited. The purpose of this meeting is to review the situation and get the perspectives of both the student and faculty. Upon completion of the meeting, the faculty attendees of the subcommittee will review the findings with the entire committee, who will then draft and approve recommendations for presentation to the Graduate Studies Program's Progress Committee.

P&G Committee recommendations may include a number of options including, but not limited to, targeted remediation, restarting the program from Didactic Term I with the next cohort, or dismissal of the student. The recommendation will depend on overall performance; evaluation of professionalism, self-awareness, and overall ability to function as a PA; likelihood of outside factors which interfere with academic performance resolving; and likelihood of success if the student was permitted to remain or recycle in the PA program.

### *Expected Levels of Performance (A3.15a)*

Students who demonstrate a lack of progress in the academic portion of the Program are counseled accordingly. Any student failing to achieve a minimum of a C grade\* in any didactic or clinical course work, any student failing to achieve a minimum GPA of 2.5\*\* in the semester and/or overall, or any student exhibiting a steady decline in academic achievement is counseled by their faculty advisor, affected course director, Clinical Coordinator, or the Program Director as indicated.

Academic advisors hold mandatory conferences with each student near the middle and end of each term, and as necessary as indicated by their progress. Students who are failing to progress are counseled immediately.

Any faculty member, faculty advisor, Clinical Coordinator, or the Program Director may convene a conference at any time a lack of progress in either the didactic or clinical area is perceived.

Students are encouraged to request a conference whenever they feel it is indicated, e.g., lack of progress or difficulty with course materials.

\* Any student receiving a C-/D/F in a course or clinical rotation, a failure in a Clinical Competency Exam course, or an unsatisfactory in Master's Portfolio work will be referred to the Graduate Studies Program Progress Committee with a recommendation for probation and/or other appropriate actions, which may include dismissal from the program.

\*\* Students not meeting the Graduate Studies Program's minimum GPA of 2.5 will be subject to the actions of the Graduate Student Progress Committee as described in the Graduate Studies Rules and Regulations found at <https://www.amc.edu/institutional-policies/graduate-studies-program-rules/>.

### **B. Clinical Rotation Difficulties (A2.05f)**

Students having difficulty on clinical rotations as identified by preceptors, by faculty during site visits, or at a Call Back Day conference will be referred to the Clinical Coordinators. Students who self-identify as having difficulty on clinical rotations are highly encouraged to contact a Clinical Coordinator immediately.



## VI. Disciplinary Actions



## A. CPAS Internal Warning Procedures (A3.15c, d)

In the event a student is identified as having Professionalism deficiencies of a nature not usually requiring action by the Graduate Studies Program, the student will:

- Be counseled by the course instructor or faculty member identifying the deficiency.

*If the deficiency is not remediated, or recurs, the student will:*

- Attend a counseling session with the course instructor or faculty member identifying the deficiency as well as the student's academic advisor (or Clinical Coordinator for students on rotation). If the academic advisor or Clinical Coordinator is the initiating faculty, then the Center Director or their designee will participate. At this time, a **Verbal Warning Notification** will be signed by the student and the advisors and placed in the student's file. And,
- Attend a re-evaluation conference scheduled at an appropriate interval. If the problem is resolved the **Verbal Warning Notification** will be removed.

*If upon re-evaluation the problem remains unresolved, the student will:*

- Attend a second counseling session as above. At this time, a **Professionalism Concern Feedback Sheet** (appendix 6) will be signed by the student and the advisors and placed in the student's file. And,
- Attend a re-evaluation conference scheduled at an appropriate interval.

*If upon re-evaluation the problem remains unresolved:*

- The Center Promotions and Graduation (P & G) Committee will meet with the student.
- The Center Promotions and Graduation Committee may:
  - o Refer the matter to the Graduate Studies Progress Committee with a recommendation for probation, dismissal, or other action.
  - o Refer the matter to the Student Honor Committee, if appropriate.

*If student's actions are of an egregious nature, then they may be referred directly to Promotions and Graduation Committee or Honor Committee without prior verbal or written warnings.*

## B. Interim Actions

At any time, the Director of the Center for Physician Assistant Studies or the Director's designee may suspend or remove a student from normal academic activities if their behavior, in an academic or non-academic environment, does not comport with the values of the Center, the profession, or the tenets of the PA Oath.

Such suspension or removal shall automatically be reviewed by the Promotions and Graduation Committee, and a recommendation for its continuation or termination made to the Director.

Under such extreme circumstances, the Center Promotions and Graduation Committee may refer a student immediately to the Graduate Studies Progress Committee or the Student Honor Committee for action without the benefit of the CPAS internal procedures above. Such actions may include probation, dismissal, or other sanction as deemed appropriate.

## C. Probation

Probation status is intended to communicate to the student that they are in serious academic difficulty and that without significant improvement, or with continued sub-standard performance, there may be a need for further action by the Progress Committee.

Probation status may be imposed by the GSP Progress Committee based upon a student's GPA alone. The procedures for this are in the GSP Handbook. The Center may request an additional term on probation, in lieu of further GSP action, if the student has not remediated the GPA during the probationary term. However, this request is at the discretion of the CPAS Promotion and Graduation Committee.



The Center may recommend probation status be imposed for students failing a course (including rotations) or receiving an unsatisfactory in portfolio components. This probation status will continue until such time as the student has completed all remedial work and has demonstrated acceptable performance in the program. Acceptable performance is defined as two terms with full academic loads with passing (or acceptable for portfolio courses) grades in all registered courses, or other criteria which will be defined by the GSP Progress Committee.

#### D. Academic Honesty Policy Statement (A3.01, A3.02, A3.12g, A3.17e, B2.19, B4.02e)

The Center for Physician Assistant Studies (CPAS) considers academic honesty one of its highest values. A student who obtains academic credit for work that is not the product of his or her own effort is being dishonest and undermines the academic integrity of the Center. CPAS faculty, students, and staff all share the responsibility to protect this value and to report any potential violation promptly.

Students are expected to be the sole authors of their work. Use of another's ideas must be accompanied by specific citation and reference. In addition, a student may not submit the same work for credit in more than one course. Similarly, due to the ease of accessing information via the Internet and the integration of learning concepts with practical application expected at the graduate level of study, the CPAS extends the concept of academic integrity to include issues of copyright and trademark violation.

Copying documentation from another student or from any other source without proper citation is a form of academic dishonesty, as is deriving a final work product substantially from the work of another. Students must assume that collaboration in the completion of written assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted course work. Students are subject to disciplinary action if they submit as their own work a paper purchased from a term paper company or downloaded from the Internet. State and Federal governments have enacted laws providing for criminal penalties for use, sale, or other distribution of such materials.

Before, during or after testing, disclosing or receiving test content, questions, and/or answers to questions, to or from other students or outside sources is a breach of academic honesty (unless specifically authorized by the responsible instructor).

The disciplinary consequences of plagiarism and other forms of academic dishonesty may include one or more of the following: non-acceptance of work submitted, a failing grade in the course, written reprimands or other disciplinary action, and possible dismissal.

***This policy statement is provided in addition to the guidelines in the Student Honor Code of Albany Medical College.***

#### Definitions

**Academic Honesty** – Academic honesty provides protection for intellectual property by giving proper credit for the academic work of other scholars and practitioners. In addition, the policy definition covers any violations of policies and procedures governing authenticity of student work, including but not limited to, submission of work in the name of another student, intentional misuse of quantitative data, plagiarism, or cheating on tests and assessments.

**Plagiarism** – Plagiarism is representing someone else's ideas and work as your own. Plagiarism includes not only copying verbatim, but also rephrasing the ideas of another without properly acknowledging the source. As they prepare and submit work to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from sources. Sources include published primary and secondary materials, electronic media, and information and opinions gained directly from other people.

#### E. Honor Code System and Procedures (A3.01, A3.02, A3.17e)

Albany Medical College has an Honor Code that students pledge to abide by during their time as students at our institution. It is expected that the Honor Code will be respected by the students, the faculty and the administration. The Student Honor Code of the Albany Medical College states in part:

“As students of medicine and of the medical sciences, we embrace the foregoing physician statement and hereby acknowledge the confidence that has been bestowed upon us along with the responsibilities attendant with this privilege. As future physicians, teachers, and scientific investigators, we recognize the importance of conducting ourselves at the highest level of professional ethics and our duty to serve our mentors, our colleagues and ultimately our patients.”





Students, at the time of registration at Albany Medical College, are required to sign a statement that they have read the Honor Code and that they pledge to abide by that Code. Students whose behavior denotes a lack of fitness for the practice of medicine or for the conduct of scientific research shall be considered to be in violation of the Honor Code.

The current Honor Code can be found at [https://www.amc.edu/wp-content/uploads/sites/3/2023/10/AMC-honor\\_code-2011-plagiarism.pdf](https://www.amc.edu/wp-content/uploads/sites/3/2023/10/AMC-honor_code-2011-plagiarism.pdf)

#### F. AMC Policy on the use of AI

Students are prohibited from using artificial intelligence (AI) tools, such as ChatGPT, for any course requirements, including, but not limited to, written assignments, clinical experiences, or during examinations, unless the use of AI is preapproved in writing indicating the scope of the authorized use of AI. This includes but is not limited to using AI technology to outline, draft, or cite work used to fulfill course requirements. Any authorized use of AI must include appropriate attribution to clearly distinguish contributions originated by the student from those originating from another source. The non-authorized use of AI programs for course requirements is considered a violation of academic integrity constituting a violation of the appropriate standards of scholarship and professional behavior expected of all students and will be treated as an honor code violation.



## VII. Reporting Student Concerns



### A. Reporting Unfavorable Incidents (A1.02i, j)

It is the obligation of each student to report any incident of which he/she is cognizant that is unethical or otherwise of a questionable nature. Failure to do so is a violation of the AMC Student Honor Code.

### B. Student Grievances (A1.02j, A3.15f, g)

Students within the CPAS may access the following procedures to resolve conflicts not related to harassment\* with faculty or administration:

1. Issues should be discussed first between the parties (e.g., student and faculty) if satisfactory resolution is not reached;
2. The parties should meet with the Director, CPAS, if still unresolved;
3. The issue should be addressed with the Associate Dean of the Graduate Studies Program.

\*In situations of alleged harassment students should follow Harassment policy.

This policy refers to internal processes to resolve conflicts and does not limit/replace any procedures available to students in the GSP Handbook. (see appendix 12)

### C. Albany Medical College's Nondiscrimination and Harassment Policy and Complaint Procedure (A1.02i, j, A3.15f)

The most up to date version is available on the Graduate Studies Program Page:

<https://www.amc.edu/wp-content/uploads/sites/3/2023/10/160726-AMC-Student-Harassment-NonDiscrimination-Complaint-Policy-Final-Draft-150814-version-w-dept-name-changes.pdf>

Contact Information during office hours, after 5 pm, and on weekends: call the AMC Operator (518-262-3111) and ask for the Academic Dean on Call.



## VIII. Extracurricular Activities



## A. Pi Alpha Honor Society

The Center for Physician Assistant Studies sponsors a chapter of the National Honor Society for Physician Assistant students (Pi Alpha). Details of eligibility and nomination procedures will be provided during orientation to the clinical year.

## B. The Stuart W. Cooper Society Bylaws

### The Stuart M. Cooper Society BYLAWS

Last Revision: April 2023

#### Preamble

We, the students of the Albany Medical College Center for Physician Assistant Studies, realize that only through formal organization can we best fulfill purposes of mutual benefit to ourselves, our academic institution, and the communities in which we live and work. For this reason, we establish the Stuart W. Cooper Physician Assistant Student Society.

The purpose of the Society is to provide a framework in which to perform while in the Program. The sub-objective within this framework is to encourage academic achievement and clinical excellence in the Physician Assistant student by involving the student in the educational process while establishing the Physician Assistant as a new health professional. As a student society we hope to promote professional attitudes, awareness and high medical standards of education which will continue long after we have graduated.

#### Article I: Name

The name of this organization shall be the Stuart W. Cooper Physician Assistant Student Society (hereafter to be referred to as the Cooper Society).

This name has been chosen to honor the first director of the Albany-Hudson Valley Physician's Assistant Program. Dr. Cooper began to research the PA concept in the late 1960's. He considered the establishment of a P.A. program in the Albany area. He later learned that Dr. James Fitzgibbons of Hudson Valley Community College had also been considering such a program. The machinery was then put in motion to establish the Albany-Hudson Valley Program. Dr. Cooper served as a Director of the Program until 1974 when he returned to private medical practice in Hillsdale, New York.

#### Article II: Purposes

- |           |  |
|-----------|--|
| Section 1 | To serve as the official organization of the students at the Albany Medical College Center for Physician Assistant Studies.            |
| Section 2 | To promote unity amongst students in the Program.  |
| Section 3 | To serve as a forum in which we as a class and as individuals can discuss issues which affect us as students and future professionals. |

#### Article III: Membership

- |           |  |
|-----------|--|
| Section 1 | Every matriculated student in the Albany Medical College Center for Physician Assistant Studies is a member of the Cooper Society. |
| Section 2 | Honorary membership of faculty members and graduates shall be encouraged at the discretion of the Cooper Society membership.       |

#### Article IV: Finances

The Cooper Society treasury will consist of monies from the following sources:

1. class dues as determined annually by Society members;
2. monies obtained from other sources, e.g., fund raising events, donations, etc.



## Article V: Executive Board: Election and Functions

Section 1 The Executive Board shall consist of the following Society Officers:

1. Second and First Year Class Presidents (vote annually from first year class).
2. Second and First Year Vice Presidents (vote annually from first year class).
3. Second and First Year Secretaries (vote annually from first year class).
4. Second and First Year Treasurers (vote every year from first year class).
5. State Constituent Student Representative (vote every year from first year class).
6. Outreach Chairperson (vote every year from first year class)
7. SAR representative (vote every year from first year class)
8. HOD representative (former SAR serves this role during as Second Year student)
9. Diversity representative (vote every year from first year class)

If any officer resigns, an election will be held to appoint a new first year student within 2 weeks of resignation.

Section 2 The Executive Board shall be student members of the American Academy of Physician Assistants (AAPA) within 4 weeks of elections. In order to comply with this standard, the AAPA Student Identification number must be provided to the SAR representative within 4 weeks of election. Failure to provide the requested information will be considered a resignation of the position and a new election will be held for that position.

Section 3 First year class officers entering the second term will assume the Executive Board responsibilities respectively unless they so decline. If a class officer resigns, an election will be held by the class as soon as possible to fill the vacancy.

Section 4 A vote of approval for the Executive Board Officers shall be conducted at the February meeting of the SCS. Members may vote in person or by proxy ballot if unable to attend the meeting. Those desiring to run for a Class Office Position must announce their intention at least 2 week prior to the planned election.

Section 5 The Class Presidents of the Cooper Society shall:

1. call and preside over the meetings of the Cooper Society and other committees which are chaired;
2. represent the Cooper Society in all matters pertaining to the Society as a whole;
3. present to the incoming freshman the role and goals of the Cooper Society;
4. designate another Society member to function as a representative in his/her absence; and,
5. appoint representatives for various committees within Albany Medical College



Section 6 The Vice Presidents shall:

1. take over the class president's responsibilities should the class presidents so choose, or be unable, or fail to do so;
2. head any committees deemed necessary by the presidents; and,
3. represent the Society in matters relating to professional equipment and publications from trade and educational organizations.
4. report student issues / concerns at executive board meetings

Section 7 The Secretaries shall:

1. record proceedings of each meeting;
2. meet with the presidents to prepare the agenda for the forthcoming meeting;
3. prepare copies of the minutes and agenda for distribution to the Cooper Society membership at least one week before the next regularly scheduled meeting;
4. notify Cooper Society members of any emergency meetings called by the presidents; and,
5. be responsible for Society correspondence.

Section 8 The Treasurers shall:

1. keep accounts and permanent records of expenses incurred by the Cooper Society or class;
2. submit a financial report to the membership at each meeting;
3. collect dues and other monies from fund-raisers, etc., and deposit them in the Class account; and, d) write and sign checks from their respective class' funds for disbursements as needed.

Section 9 The Faculty Advisor to the SCS will;

1. provide insight into the proper moral and ethical standards of the P.A. profession;
2. assist in clarification of issues involving policies and procedures of the Program and Faculty;
3. be available to indirectly assist in the planning of activities and providing recommendations on additional resources and,
4. assist the society in maintaining all records required (request forms, financial statements, minutes, etc.).

Section 10 The State Constituent Chapter Student Representative shall:

1. serve as representative for the SCS to the NYSSPA state chapter and attend the annual conference during didactic term 3.
2. assist in organizing a PA Medical Jeopardy team for the annual conference should the class choose to participate
3. should increase interaction between the student society, constituent chapter, SAAAPA, and AAPA.



Section 11 The Outreach Chairperson shall:

1. coordinate activities and public relations efforts between the student society and external groups, which can include but are not limited to: student community at Albany Medical College, other medical professionals (MD, DO, PT, OT, nurses, speech, etc.), city/county organizations, state organizations, national organizations, and other community-related organizations.
2. promotes the PA profession and seeks out ways to work with other organizations in their community.
3. disseminates information to students regarding diversity issues that may affect the delivery of health care to people of various backgrounds,
4. coordinates local activities and community outreach projects
5. serves as a liaison between his or her student society and the SAAAPA director of diversity (DOD)
6. communicates with the DOD and other SDCRs around the country about diversity issues.
7. coordinates and oversees philanthropic outreach and fundraising efforts.

Section 12 The Student Academy Representative (SAR) shall:

1. be responsible for the distribution of all Student Academy information to his/her program.
2. be responsible for collecting the AAPA Student Identification numbers of the Executive Board within four weeks of elections.
3. will also serve as point of contact for the SAAAPA Student Academy Board of Directors and committees.
4. if possible, the SAR representative shall also attend the annual SAR meeting at the AAPA annual conference to elect new officers of the Student Academy, to establish and amend policy of the Student Academy, and to conduct business as necessary

\*An SAR alternate may be elected from the student society, however, the SAR alternate will not be allowed on the floor to introduce new business, make a motion or vote unless the seated representative to the SAR relinquishes their seat either temporarily or permanently at the AAPA annual conference. The SAR alternate must leave the floor once the seated SAR returns. All Academy materials will be sent only to the seated SAR who has the responsibility of distributing copies of said information on to the alternate and other students within the program

Section 13 The House of Delegates (HOD) Student Representative:

1. shall be responsible for the distribution of all HOD information to his/her program.
2. will also serve as point of contact for the SAAAPA and AAPA.
3. If possible, the HOD representative shall also attend the AAPA annual conference and be seated as either a SAAAPA delegate or alternate in the formal meetings of the AAPA House of Delegates.

Section 14 The Diversity Representative:

1. Shall promote a more diverse student body, raising awareness.





2. Shall be on the look-out for diversity opportunities in the capital region (festivals, pride, etc.)
3. Shall work with the Outreach Chairperson to promote diversity in the program.

Section 15      The Honor Representative:

1. Shall be the student honor code representative for the PA students.
2. Shall attend the graduate studies honor code progress committee meetings to uphold the integrity of the Albany Medical Center Honor System. The Honor Committee shall schedule meetings regularly at a frequency of no less than once per month (according to the AMC student honor code).
3. Shall (in collaboration with the honor code committee) explain the philosophy and mechanics of the Honor Code to the entering first year class and graduate students and all others newly subject to this code in accordance with Article II, Section 2 (of the AMC student honor code).

Section 16      Impeachment:

The following additional procedures shall be specified for impeachment of an Executive Board member or any representative to the Physician Assistant program:

- A. A Stuart Cooper meeting shall be called.
  - a. If the President is the member in question, any member of the Executive Board can call the impeachment meeting.
- B. A motion to impeach a given member must occur at a Stuart Cooper meeting.
  - a. Quorum must be met.
- C. An open-forum should be conducted to determine the reason for impeachment
- D. The specified Class Officer may elect to proceed with either option detailed below to allow his/her respective class to proceed on vote for impeachment or, if desired, provide a written plan for improvement to be implemented during the subsequent two weeks.
  - b. The Class Officer may elect to allow his/her respective class to proceed with a vote to determine impeachment.
    - i. Such a vote shall be conducted within one week with the procedures outlined in Section D, d.
  - c. The Class Officer may elect to provide a written plan for improvement to be implemented over the subsequent two weeks.
  - d. At the conclusion of the two-week period, a Stuart Cooper meeting shall be held with the intent to vote on impeachment as the subject of this meeting, and roll shall be taken.
    - i. 50% of the affected class must be present.
    - ii. An open-forum shall be conducted to discuss the effectiveness of the improvement plan.
    - iii. At the conclusion of discussions, votes shall be requested for either impeachment or continuation of duties. Votes shall be written on paper and collected by the affected class' Secretary.



- iv. A proxy ballot shall be provided for those absent that wish to vote (See Article VII, Section 4).
  - v. The Class Secretary shall count all votes and announce the results. In the event that the Class Secretary is the member in question, the Class President shall tally the votes.
  - vi. A simple majority vote shall determine either impeachment or continuation of duties of the Class Officer.
  - vii. In the event of a tie, the Class President should be the tiebreaker.
  - viii. In the event that the Class President is the position in question, the Vice President shall be the tiebreaker.
  - ix. In the event that the Class President and Vice President are both involved, the Secretary shall be the tiebreaker.
- E. A new Class Officer shall be elected within two weeks of impeachment.
- a. In the event of vacancy of the position of President, the Vice President shall act as interim President.
  - b. In the event that both President and Vice President are impeached or choose to resign simultaneously, the Secretary shall be the interim President.

## Article VI: Meetings

- Section 1 All business meetings shall be called by the presiding officer designated by the Class presidents.
- Section 2 The membership shall meet once a semester or as needed. (It is recommended that meetings be held on a regularly scheduled basis, such as the first Monday of each month. This will facilitate attendance.)
- Section 3 Emergency meetings to conduct official business may be called as such upon 24 hour notice.
- Section 4 Officers of the Executive Board and all Committee representatives shall report at each meeting, or shall give the contents of their report to any member who will be in attendance to be presented by that member.
- Section 5 Minutes of the preceding Cooper Society meeting and the agenda for the forthcoming Society meeting will be submitted to the membership at least one week before the next regularly scheduled meeting. Items for the agenda may be submitted by any member to the Secretary for inclusion prior to this time.

## Article VII: Voting

- Section 1 A quorum shall be defined as 10% of the membership including one executive board member for each class, unless the business at the meeting only pertains to one class. In such an instance, quorum shall be set as 10% of the affected class and one or more of that class' officers.



- Section 2 All motions must be followed by a second. There will then be a period for discussion of that motion
- Section 3 For a motion to pass a simple majority is required. For constitutional amendments see Article X, Section 2.
- Section 4 Proxy ballots shall be made available for elections and for those matters deemed important by the membership. The proxy ballots shall be distributed early and returned to a member of the Executive Board prior to the date of the meeting at which a vote will take place.
- Section 5 Standing committee members shall be appointed by their respective class if necessary. A vote of approval shall be conducted at the February meeting of the SCS general membership.

### **Article VIII: Committees and Representatives**

- Section 1 Committees shall be established and/or dissolved by vote of the Cooper Society membership.
- Section 2 Standing committees shall include the following:
1. Alumni and P.A. Relations
  2. Curriculum and Program Evaluation
  3. Financial Aid
  4. Fundraising Committee
  5. GSO and AMC Student Council Liaison
  6. P.A. Awareness
  7. Social and Educational Programs
  8. Student Health/Wellness
  9. The Records Committee
  10. Diversity Committee
  11. Community Grand Rounds
  12. College Safety Committee
  13. Campus Information/Technology (CITAC) Committee
- Section 3\* Ad-Hoc Committees shall be established with a designated function to perform and with an established time for dissolution. Ad-Hoc committees might include tutoring, placement/preceptorship, loan/scholarship committees, etc.



Section 4 The Alumni and P.A. Relations Committee shall be responsible for maintaining communications with the Alumni of the Albany Hudson Valley P.A. Program or any of its following forms, as well as the AMC Alumni Association. The committee will also act as a liaison between current students and community P.A.s, including those who are not alumni of this program.

Section 5 The Curriculum and Program Evaluation Committee shall be composed of three representatives from each class of P.A. students. One representative from each class may participate in one of the subcommittees of the Program's Curriculum Committee. The Society's committee will also be responsible for collecting and reporting student evaluations of the curriculum when not done through the faculty.

Section 6 The Financial Aid Committee shall be responsible for having two (2) committee members serving on the College's Financial Aid Committee, as well as the following guidelines, as directed by the College:

#### *Purpose*

The purpose of the Financial Aid Committee is to act as a liaison with students, faculty and administration regarding financial aid issues and to fulfill the duties assigned to the committee on behalf of the Albany Medical College student body.

#### *Membership*

Members include:

- 1 – First year M.D. student (Chosen by the Financial Aid Office)
- 1 – First year M.D. student alternate chosen by the class representative
- 1 – Second year M.D. student
- 1 – Second year M.D. student alternate chosen by the class representative
- 1 – Third year M.D. student
- 1 – Third year M.D. student alternate chosen by the class representative
- 1 – Fourth year M.D. student
- 1 – Fourth year M.D. student alternate chosen by the class representative
- 1 – Basic Science Graduate Student (elected by the Graduate Student Organization)
- 1 – Basic Science Graduate Student alternate chosen by the class representative
- 1 – Nurse Anesthesiology student (chosen by Nurse Anesthesiology students)
- 1 – Nurse Anesthesiology student alternate chosen by the class representative
- 1 – Coordinator Dean for Admissions and Students Records



- 1 – Coordinator Dean for Student and Minority Affairs
- 1 – Representative from Corporate Finance
- 1 – Coordinator, Vice President for College Operations
- 2 – Faculty members
- 1 – Coordinator Dean for Academic and Financial Affairs 1 – Graduate Studies Program Coordinator
- 1 – Director of Graduate Medical Education
- 1 - Executive Director of Alumni Relations
- 1 – Director of Donor Relations and Research
- 1 – Vice Dean for Academic Administration
- 1 – Associate Dean for Student Affairs
- 2 – First –Year **Physician Assistant students (chosen by** the first-year P.A. Students)

Total members: 19, of which one administrative person is Chair. The Chair will vote only if needed to break a tie. Others by invitation: the Dean (Ex-officio), the Financial Aid Office staff, and other appropriate individuals as needed.

Each member will designate an alternate who is welcome to attend meetings as an observer. The alternate will have voting privileges only when the representative is absent.

1. Each Committee Member has one vote.
2. A quorum constitutes one half plus one. If a quorum is not present, discussion may be held, but may not be acted on.
3. Each Committee Member will serve for one year. If a member cannot serve, a replacement will be designated by the initial means of selection.
4. If a Committee Member misses two consecutive meetings during an academic year, steps will be taken to ascertain his/her interest in remaining on the Committee.

Financial Aid Committee is responsible for the following:

1. Review and approval of annual cost of attendance guidelines (usually held in October or November).
2. Review and nomination of an applicant for the Joseph Collins Scholarship (usually held in January). A subcommittee of 5 members and the Chair (3 students and 2 committee members of which one is a member of the faculty) will handle the decision on the nominee for this scholarship.
3. Annual review of the publication, “Guide to Financial Aid.”
4. Liaison to students, faculty, and administration regarding financial aid issues. Review of individual student financial aid files, as needed.



5. Review of individual student financial aid files, as needed.
6. Committee Members are responsible for reporting to their representative groups, as well as relating
7. to the full Committee any questions, concerns, and needs that their constituents may have.
8. The student representatives will provide a brief report at each meeting on communications with their classmates.
9. Annual Meetings

The Financial Aid Committee will meet four times per year. Additional meetings will be called as needed.

- Section 7            The Fundraising Committee shall be responsible for planning and organizing events to raise money to support the class activities.
- Section 8            The Graduate Student Organization (GSO) and Student Council Liaison is responsible for attending meetings of the GSO and Student Council, representing the needs and desires of the Physician Assistant students, then reporting back to the members of the Society. This position will be filled by the elected President, Vice President, and DEI representative of the current PA class.
- Section 8.1          Executive Board Member of the AMC Student Council is responsible for attending the meetings of the student council executive board of the AMC student council. This position is a GSO or PA representative position. This will only be an available position in the case that no GSO member or PA is on the AMC Council executive council already. To be eligible for the position, the representative needs to have been on the council for a year already (so only the President, Vice President, and DEI representative from the year before are eligible to run), AND they then need to be elected to the position by the voting members of the council (elections occurs in March annually). If no eligible PA council member/other GSO member volunteers to run for this position, the responsibility will be given to the GSO VP by default (who will then run un-opposed) - securing the role.
- Section 9            The P.A. Awareness Committee shall be responsible for the promotion of the P.A. profession in the region and nationally through participation and/or organization of events.
- Section 10           The Social and Educational Programs Committee shall be composed of at least two representatives from each class. These representatives may be responsible for planning a variety of programs, such as parties, speakers, panel discussion, and films.
- Section 11           The Student Health/Wellness Committee shall be responsible for having two (2) committee members serving on the College's Student Health Committee, to maintain communication with the Student Health Coordinator, to be a resource for information about health issues, care options, and Employee Health services, as well as the following guidelines, as directed by the College:
1. Purpose

The purpose of the Student Health Committee is to serve as liaison to students, faculty and administration regarding



student health issues and to fulfill the duties assigned to the committee from the Albany Medical College student body.

## 2. Duties

The Student Health Committee is responsible for the following:

1. Review and approve the annual cost of student insurance
2. Review additional policies form coverage and costs (as presented to Student Health Coordinator)
3. Review and discuss the concerns and issues from the different classes and programs
4. Serve as a liaison to students, faculty, and administration regarding student health issues
5. Student representatives will provide a brief report at each meeting on communications with their classmates

## 3. Meetings

The Student Health Committee will meet every six weeks. Additional meetings will be called as needed.

## 4. Membership

- Students from each medical class; a total of 8 students.
- One student from Cytotechnology
- Two students from Graduate School
- Two students from the Center for Physician Assistant Studies
- One student from the Nurse Anesthesiology Program
- Vice Dean for Administration
- Associate Dean for Student and Minority Affairs
- Coordinator Dean for Student and Minority Affairs
- Coordinator of Student Health Program
- Total members: 17, of which one administrative person is chair.

Section 12      The Records Committee shall be responsible for taking pictures and otherwise recording events sponsored by the Stuart Cooper Society. These pictures will be compiled and submitted for inclusion into the Albany Medical College yearbook annually.



Section 13 The Diversity Committee shall be responsible for promoting diversity of underrepresented and marginalized groups within the program and profession. It will encompass educational efforts to raise awareness about social justice, outreach efforts to prospective PA students, and advocacy efforts aimed at reducing the inequities caused by systemic discrimination.

Section 14 The Community Grand Rounds Committee shall be responsible for attending student leadership meetings and offer PA involvement. This involvement can consist of attending lectures and communicating key points to the class and/or presenting at the Community Grand Rounds.

Section 15 The College Safety Committee shall be responsible for attending college-wide safety meetings. The committee will be responsible identify the security and safety concerns from the students and receive updates on new protocols or actions from AMC security and the Albany PD. The representative would also be responsible for bringing changes back to the rest of the program.

Section 16 Campus Information/Technology (CITAC) Committee Representative

The committee is responsible for attending college-wide technology meetings. The committee member(s) shall discuss technology issues relevant to PA education and bring this information to the rest of the PA class.

\* Subject to revision. Representation from Center for Physician Assistant Studies to be determined.

#### **Article IX: Conventions and Conferences**

Section 1 One representative from each class shall be encouraged to attend the American Academy of Physician Assistants (AAPA) National Convention and the New York State Society of Physician Assistants (NYSSPA) State Conventions.

The Albany Medical College Center for Physician Assistant Studies will send at least one student to attend the national conference, and if feasible, the state conference.

A mandatory report will be submitted to the general membership by the official representatives.

Section 2 Other Society members shall be encouraged to attend the above-named conventions. Should monies be required, a vote of the membership shall determine the amount of support, if any, to be provided.

Section 3 Society representatives to other conferences and conventions shall be voted on by the membership. Financial aid shall be decided on by a vote of the membership.





## Article X: Amendments

- Section 1 Any member of the Cooper Society may submit for a vote an amendment to this constitution. The amendment must be written and given to the Secretary for inclusion in the forthcoming meeting's agenda. Voting will take place as discussed in Article VII, Sections 1-4. Proxy ballots will be made available to students unable to attend the meeting.
- Section 2 Amendments must be approved by at least two-thirds of the ballots cast by those present when there is quorum, or voting by proxy.
- Section 3 Approved amendments become effective immediately.
- Section 4 The Society Secretaries shall be responsible for maintaining an up-to-date copy of this constitution.

## Article XI: Activities

- Section 1 Each year, prior to graduation, the middle class (the one just finishing the didactic year) will sponsor a party to celebrate graduation and moving on to the clinical year.

### B. Center Committees

1. Advisory Committee
2. Curriculum Committee

### C. Center for Physician Assistant Studies (CPAS) Sponsorship to SAAAPA

In concordance with the Vision of the Center for Physician Assistant Studies, CPAS will encourage participation of graduates in the profession's legislative agenda by supporting attendance at, and participation in, the annual Student Academy meeting.

CPAS will support one student of each enrolled class to represent the Stuart Cooper Student Society. Selection of the representative is the responsibility of the Class (with the approval of the Program Director). Should a class not appoint a representative a second member of the other class may be designated. Selection must be made by March 15th each year to allow for early registration and booking of flights.



Support for the representatives includes: (as budget constraints allow\*):

- Airfare (coach)
- Hotel Room (shared if two, same gender representatives)
- Conference Registration

Student representative's responsibilities include:

- Confer with instructors and/or Clinical Coordinator prior to attendance to develop a plan for completing work missed.
- Represent CPAS students in all SAAAPA student government activities (AOR)
- Observe as able the operations of the AAPA House of Delegates
- Attend designated student activities at the conference
- Report actions of the AOR and HOD to class represented
- Complete all missed assignments and activities as planned

\* Every effort will be made to ensure these funds are budgeted annually. In the event of a contingency budget travel funds may be reduced or eliminated.

### C. NYSSPA Support

CPAS support for student attendance at the Annual NYSSPA CME Conference will be evaluated annually dependent upon student interest, provision of student activities, scheduling, and available funds.

Generally, students will not be released from classes or rotations on Friday of the conference.

Depending on budget constraints imposed by the Institution, CPAS will strive to support up to 4 students (2 from each class) to attend student government events and Medical Jeopardy. This support will include:

- Mileage for one vehicle round trip
- Two hotel rooms for Saturday night
- Conference registration fee at the early rate

Students attending must be NYSSPA members (including the student reps) and are responsible for their membership fees.

Interested students should contact faculty member Mike Mueller, DMSc, MS, PA-C.



## IX. General Information



## A. Facsimile Usage

Students are permitted to use the FAX machine located in the Program Office for academic purposes only. The FAX number is 518-262-0484. Please ask program staff for assistance with all faxes.

## B. Copier Usage

- a) Students are not allowed to use the CPAS copier on their own. Due to the processing of confidential materials the copy room is **off-limits** to students.
- b) **All** requests for copies must be submitted to and be approved by the appropriate faculty member who will then either make the copies or request program staff to do so.
- c) Faculty will only approve necessary course-related copies that cannot be provided by electronic means. Examples include copies of notes for absent students and handouts not available electronically.

## C. Printing

All students with an AMC ID can use their badge for printing in the library. The IDs will be pre-loaded with a balance each year and allow students to print at the discounted printing rate (\$0.05 for black and white copying and \$0.30 for color copying). Printers automatically default to double-sided documents. Any questions can be answered at the library service desk.

A Book Scan device has been installed in the library allowing scan to print, email or USB; there will be *no* charge for email or USB.

A printer is available in the CPAS Monitor Room, but any printing should be limited to no more than 4 sheets. Abuse of this printer may result in removal of access.

## D. Personal Computer

The Center for Physician Assistant Studies provides most of its curriculum in a web-based environment. Exams may be administered online and other assessments, including course evaluations, are also completed via the web. Students will be required to have a laptop computer that meets AMC requirements, and high-speed internet access.

**Student Laptop Specifications:** All incoming students should use a laptop that is less than 2 years old and has Microsoft Office installed. Most modern laptops are more than equipped to handle AMC technical requirements. Windows operating system is recommended for improved compatibility with our GEMS testing software though not all iOS devices are incompatible.

Note: Due to HIPAA Privacy rules, a patient's protected health information may not be held on personal laptops or other devices.

Also, while computers will be allowed for course work, online assignments and note taking during class, students should not be doing personal work during class time as it is disruptive and disrespectful to both speakers and fellow students.

## E. Computers, Electronic Equipment (Policies from Albany Med's Information Services)

All Albany Med Information Services policies can be found in the Intranet at <https://intranet.amc.edu/display/ISWEB/Information+Technology+Policies+and+Standards>.

## F. Food Regulations

Students in the classroom may have food or beverages as long as there are no severe allergies present within the class. Snacks must not be disruptive to other students (such as strong odor; producing noises while eating such as crunchy foods, noisy packaging; or use of excessive desk space ). If food does not meet a reasonable standard, it should be eaten in the student lounge. No food is permitted in any lab or simulated patient setting.

Students are responsible for cleanup of any food or beverage. Failure to do so may result in rescinding permissions to eat or drink in the classroom.

## G. Smoking Policy

The smoking policy at Albany Medical Center applies to all students and will be strictly enforced. Per New York State Public Health



Law, smoking is prohibited on any and all parts of the Albany Medical Center campus. Violations of this policy will be reported to the Dean's Committee who will then determine any needed disciplinary actions which may include verbal and/or written warnings, non-academic probation, or ultimately dismissal.

## H. Student Lounge

The lounge area in the department is available to all PA and NA students and has a refrigerator and microwave oven. Students are responsible for keeping the room and appliances clean. Cleaning is a shared responsibility with the NA Program.

## I. Mailboxes and Lockers

Students are assigned a locker and a mailbox at the start of the program. Students must provide their own lock for the lockers. Students are typically requested to remove their locks and contents of their lockers in December of the clinical year to allow incoming students to have their own locker. Prior to graduation, students must empty their mailboxes and turn their key in to the Admissions Coordinator. If a student's key is lost, he/she will be charged a \$5.00 replacement fee.

## J. Health Requirements (A3.07a, A3.17b)

Albany Med's Employee Health Service information and policies can be found on the Intranet at [https://intranet.amc.edu/display/](https://intranet.amc.edu/display/EmpHlth/Employee+Health+Services)[EmpHlth/Employee+Health+Services](https://intranet.amc.edu/display/Employee+Health+Services). They may be reached via email at [HealthService@amc.edu](mailto:HealthService@amc.edu) or phone at 518-262-8793 or 518-262-3871.

The exact requirements for entering students and annual health requirements are set by Employee Health to meet the New York State requirements and Centers for Disease Control and Prevention recommendations.

**See *Rotation Manual for health requirements during clinical year.***

## K. Bereavement Policy

A student is given up to five days of leave for the death of a spouse, child, dependent of the student (stepson, stepdaughter, grandson, granddaughter), or domestic partner. In the case of the death of any member of the immediate family, which is defined as a parent, grandparent, brother, sister, stepfather, stepmother, grandchild, in-laws, or a relative not listed above with whom the student lives, students are given three days of leave.

If additional time is required, arrangements must be approved by the Program Director.

## L. Snow Emergency

Generally speaking, Albany Medical College does not close due to poor weather conditions. Students should expect that classes will be held unless notified otherwise.

In the case of severe weather conditions requiring delays or cancellations, the Director will post an announcement on the CPAS Sakai Homesite which will be emailed to all students, staff, and faculty.

As local conditions may vary, individual students may determine that it would be unsafe to travel. In this case, they must notify the program, attend scheduled classes electronically, and consult the instructor/Clinical Coordinator/Preceptor regarding make-up.

## M. Employment (A3.04, A3.05a,b, A3.15e)

The Physician Assistant curriculum is intensive and designed to be a continuum of integrated courses. Students are expected to obtain the maximum amount of knowledge and experience possible rather than merely meet minimum standards. For these reasons, outside employment is **strongly discouraged** and requires prior approval of the Program Director. A student must not be compelled to work for the Program in any capacity. A student may not substitute as instructional faculty, clinical staff, or administrative staff.

If a student must obtain income from outside employment, he/she must understand the following:

-Such employment may in no way conflict with any class, clinical assignment, or availability for weekend or emergency on-call duty. Job conflict is not an acceptable excuse for any absence. Clinical schedules **will not** be altered in order to accommodate



employment needs.

- Conflicts or interference with studying due to employment demands are not acceptable excuses for unsatisfactory performance.
- In no manner shall a student in a job setting utilize his/her status as a Physician Assistant student or allow patients to infer that he/she is a graduate Physician Assistant.
- Permission to retain employment can be rescinded at any time by the Program Director, and the student can then be required to resign from their position and/or cease taking shifts.

## N. Parking

Parking Administration is located at 22 New Scotland Ave., 2nd floor.

If you have any questions, please feel free to contact the parking office at 518-262-4444 or email [parkingservices@amc.edu](mailto:parkingservices@amc.edu).

## O. Bike Corrals

Students who ride their bikes can lock their bikes at various bike corrals. There is a corral at the 60 New Scotland Ave. parking garage, one on the corner of 16 New Scotland Ave. and another located at the corner of 22 New Scotland Ave. Students must register with Security if locking their bike at any of these corrals.

## P. Policy on Reference Textbooks (A1.09)

The textbooks located in the PA Program Reception office are reference textbooks for student use.

Each term, students are sent a list of required textbooks and recommended textbooks. It is the expectation that required textbooks be purchased by the students or that they ensure access via the library resources. You may sign out **most book(s)** to bring to the classroom for a few hours, this is however, not in lieu of purchasing the books.

Reference textbooks that are not required may only be signed out of the office for up to one week and must be returned on the day the student lists on the sign-out sheet. **Required textbooks cannot be signed out overnight.**

## Q. Student Records (A3.17, A3.18)

The Albany Medical College designates the following items as Directory Information:

- Student Name
- Dates of Attendance
- Degree(s) Conferred/Anticipated
- Program of Study
- Enrollment Status (full time/part time)
- Graduation Date (actual/anticipated)
- Address (local/permanent) \*
- Phone Number (local/permanent) \*
- E-mail Address\*
- Pager Number\*
- Home City and State

Albany Medical College may disclose any of the above-listed items without prior written consent, unless notified in writing to the contrary within one week of registering. Such written notification should be addressed to the Assistant Dean for Admissions and Student Records.



*\*Please note: Permission to release a student's address, phone number, e-mail address and pager number is solicited during the yearly registration process. If a student chooses not to disclose their address (local/permanent), phone number (local/permanent), e-mail address, and/or pager number for the student directory, then it will not be considered Directory Information. Certain information will need to be released for the program to set up the student on NCCPA's site for Board Testing and the AAPA Roster for credentialing purposes. (See appendix 11)*

It is the aim of the Albany Medical College to comply with both the intent and the letter of the General Education Provisions Act, Section 438, as amended by Section 513 of Public Law 93380 and Section 2 of Public Law 94-568. A copy of the legislation is on file in the Office of Student Records and may be obtained upon request.

This statement is to inform you of your basic rights under the law and to outline the procedures provided in order for the College to come into compliance. This information is not meant to be a complete interpretation of the Act.

### 1. Who has access to records?

The parents of students who are or have been in attendance at a school, agency, or institution have the right to inspect and review the educational records of their children. (For our purposes, whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the permission or consent required of the right accorded to the parents of the student shall thereafter only be required of and accorded to the student.)

### 2. Procedure for gaining access

In order to implement access, an individual must make a formal, written request to the proper person designated above who will then arrange a mutually convenient time for the review. By law, a meeting will be scheduled within 45 days of the office receiving a request for access.

### 3. What records may be reviewed?

Educational records are defined as those records, files, documents, and other materials which (1) contain information directly related to a student and (2) are maintained by an educational agency or institution or by a person acting for such an agency or institution.

### 4. Types of records maintained by AMC, their location and individual to be contacted for possible review:

Type	Location	Contact
Academic	CPAS (Active Records)	Director of CPAS
	Student Records Office	Assistant Dean for Admissions and Student Records
Financial	Business Office	Supervisor, Accounts Receivable
Financial Aid	Financial Aid Office	Assistant Dean for Academic Affairs, Financial Services
Disciplinary	Dean's Office	Dean

### 5. Limitations

The law does place limitations on the right to inspect and review education records at the post-secondary level. These specific restrictions are available in the Office of Student Records.



## 6. Amendment of education records

Request to amend education records.

- a An eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the educational agency or institution which maintains the records amend them.
- b The educational agency or institution shall decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request.
- c If the educational agency or institution decides to refuse to amend the education records of the student in accordance with the request, it shall so inform the student of the refusal and advise the eligible student of the right to a hearing.

## 7. Right to a hearing

- a An educational agency or institution shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
- b If, as a result of the hearing, the educational agency or institution decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, it shall inform the student of the right to place in the education records of the student a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the agency or institution.

## 8. Disclosure of personally identifiable information

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); an emeritus professor of the college; a person or company with whom the College has contracted (such as the National Student Loan Clearinghouse, I-trax, Inc., an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

## 9. Filing a complaint

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Albany Medical College to comply with the requirements of the law. Concerns should be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4605

Should any question arise or if further information is required, please contact the Office of Student Records.

## R. Medical Treatment of Students (A3.09, A3.19)

It is our policy that no faculty member is permitted to offer medical treatment or medical advice to any student enrolled in the PA program or to anyone associated with that student (such as a family member or friend) outside of rare emergent situations. When students have medical issues, they must seek care from their primary physician, Student Health Services, or seek emergency services if necessary. Medical records will not be maintained by CPAS and will not be disclosed to any parties with the exception of immunization records. If a rotation site requires records (such as immunizations or PPD), the student should supply them directly to the site. If a student needs copies of their records, they should contact Employee Health Services.





## S. Evacuation Procedures (A1.02g)

### Evacuation Plan for 16 New Scotland Ave., 3rd floor

This plan will be initiated in the event of an emergency within the confines of the 3rd floor of 16 New Scotland Ave. building or within any adjacent area where faculty, staff, students and/or visitors are in imminent danger. Evacuating staff and visitors is considered to be a major event. The Administrator on call must be notified in order to determine whether a “Code D” or Administrative Standby should be initiated if one is not already in progress.

Any evacuation of personnel from the third floor of 16 New Scotland Ave. building will require coordination and direction. Should evacuation be needed, the Floor Warden(s) Nate Gardner and Marianne Harrington will be contacted. The Floor Warden will designate to available individuals any duties that need to be carried out.

If help is needed or evacuation cannot be completed the Floor Warden will request assistance once outside by calling the Command Center if the AMC EP plan is in effect.

Note: if an evacuation is needed outside normal working hours, a floor search will be conducted by Security to alert any staff working and assure that they leave the area.

After evacuation, the Floor Warden(s) and student leaders will account for people from their floor to the best of his/her ability and advise staff if or when they may return to their work areas.

### General Principles in Case of an Event

- **This area is not built to defend in place, so you will evacuate to the established meeting place (Parking Lot, opposite corner of Morris and New Scotland Ave.) upon activation of the fire alarm system** (with the following exceptions).
  - o Bomb Threat – decision to evacuate made by Administration
  - o Hostage situation – decision to evacuate made by Albany Police
  - o Fire/Structural Collapse – decision to evacuate made by AMC Fire Marshal/Albany Fire Department
- In the event of an emergency that necessitates evacuation of any area, floor wardens will return to their work areas or, if not possible, go to your designated meeting area.
- This evacuation plan is intended to provide direction for a temporary area until you are directed to return to your home unit or are told to take other action.
- The Floor Warden is responsible for directing evacuation in conjunction with the AMC Fire Marshal/Fire and/or Police Departments for assuring that all visitors and staff have left the area and that all have arrived at the meeting place/evacuation site. That person will also provide progress reports to Command Center.
- **CLOSE DOORS AS YOU EXIT THE AREA.**
- **NO ONE WILL RETURN TO THE AREA UNTIL INSTRUCTED THAT IT IS SAFE TO DO SO BY THE AMC FIRE MARSHALL OR THE ALBANY FIRE OR POLICE DEPARTMENTS.**
- As always, staff should cordially refer all inquiries from the media to Public Relations, Members of the media are not permitted to move around the institution without a Public Relations or Security escort. These media relations policies are institutional responses to reporter's questions.

**In the event of a fire alarm or other evacuation of the building students and faculty are expected to promptly exit the building via the back stairs and to congregate in the parking lot at Morris and New Scotland Ave.**

If unable to access the back stairs, use the front stairs. The elevator should not be used for emergency evacuation.



The Center Director will be the designated floor warden for CPAS students and personnel. **The class president(s) will be responsible to take attendance to assure that all students are accounted for and report this to the Director.** The Director will account for staff and faculty.

All instructions of emergency personnel are to be followed promptly and courteously.

## T. Safety (A1.02g, A3.08)

The safety of students is a priority for CPAS, and multiple, sequential activities are required of all students before being exposed to potential infectious or environmental hazards. These include:

- AMC Annual Safety training through the Healthstream Learning Management at enrollment and each subsequent January while enrolled.
- Orientation to PAP 550 Anatomy Lab
- NY State's Mandatory Infection Control Training Program as part of PAP 565 Immunology and Microbial Disease
- Needlestick management lecture during PAP 595 Clinical Skills Lab
- Orientation to Clinical Year including post exposure and needle stick protocols for AMC and other sites near end of didactic phase.
- Code Silver (see Appendix 10)

Students who are pregnant should obtain a consultation with Employee Health Service to determine any potential reproductive health hazards and/or the need to modify their participation in the program. For additional information, please see the Albany Med Employee Handbook at <https://intranet.amc.edu/display/HumanResources/Employee+Manual#EmployeeManual-Workplace>.

## U. Protocol for Occupational Exposure (A1.02g, A3.08b)

**See also the applicable section in the Clinical Year Manual.**

*Protocol for blood borne pathogen exposure for Physician Assistant students at Albany Medical Center:*

1. Follow standard procedures re the exposure – washing/flushing the site, documenting source patient's name, etc.
2. Notify your preceptor, Clinical Coordinator(s) and Advisor.
3. If incident occurs during business hours of Employee Health Services (518-262-3871) on Mon. to Fri. 7 a.m. – 3:30 p.m., go to EHS. If the incident occurs after hours, report yourself directly to the Emergency Department at Albany Medical Center (518-262-3131).
4. Be prepared to provide documentation to the provider, regarding your tetanus and hepatitis B immunization status. If the situation warrants, you may need to be started on treatment for HIV exposure (medications).
5. You need to complete the AMC Employee Occurrence Report (on Sakai or contact CPAS offices) to document the exposure and fax the form to Risk Management at fax: 518-262-4727.
6. If you have questions, ask your preceptor or contact the Clinical Coordinator.

*Protocol for blood borne pathogen exposure for Physician Assistant students off-site:*

1. Follow standard procedures re the exposure – washing/flushing the site, documenting source patient's name, etc.
2. Notify your preceptor, Clinical Coordinator(s) and Advisor.
3. Your preceptor may direct you the local site's Emergency Department; you should follow the local protocol for exposure. Plan to notify the Clinical Coordinator at: 518-262-5251.
4. Be prepared to provide documentation to the provider, regarding your tetanus and hepatitis B immunization status. If the situation warrants, you may need to be started on treatment for HIV exposure (medications).
5. You need to complete the AMC Employee Occurrence Report (on Sakai or contact CPAS offices) to document the exposure and fax the form to Risk Management at fax: 518-262-4727.

If you have questions, ask your preceptor or contact the Clinical Coordinator **ANYTIME**.



## V. Patient Exposure During Physical Assessment Practice and Clinical Competency Exams (CCE)

Exposure of a patient's body during physical examination requires a careful balance between what must be visualized and the patient's modesty. The clinician must consider the clinical importance of the data obtained in the context of the patient's presentation. For example, a patient in respiratory distress would require more exposure and detailed respiratory examination than one undergoing a routine physical and more patient modesty would necessarily be sacrificed in the interests of a good exam.

During PAP and CCE the balance of visualization and modesty is further complicated by the fact that the patient does not need the examination. However, in order to become competent providers students must practice their exams in the manner they would be performed with a real patient. That is, more exposure for detailed exams and less for limited exams.

For any exposure, patient consent/cooperation is mandatory. Thus, PAP patients and CCE patients *must* be asked and agree to the procedure. The preferred procedures for detailed examination/draping are described in the document "Draping for CSK 1" which will be posted on the CPAS Homesite on Sakai.

## W. Amendment of Program Policies

Rules, regulations, and policies may be amended or revised without formal notice at any time by the Center for Physician Assistant Studies.



# X: Drug and Alcohol Policy



## ALBANY MEDICAL HEALTH SYSTEM HUMAN RESOURCES POLICY:

<https://intranet.amc.edu/display/HumanResources/Employee+Manual#EmployeeManual-AlcoholDrugs>

Alcoholic beverages may be served at Albany Med-sponsored functions (on and off-site) only after the form designated for that purpose by Albany Med has been submitted to the Risk Management Department and all necessary approvals obtained.

The unlawful or unauthorized manufacture, distribution, sale, dispensation, possession or illegal use of drugs, or the use of alcohol or drugs in a manner which impairs your ability to perform the essential functions of your job is prohibited in the workplace. You must not report for duty under such influence of a drug or alcoholic beverage.

Depending on the individual facts and circumstances of each case, off-site drug or alcohol use, or off-site drug or alcohol related arrests or criminal convictions, may violate Albany Med's policies and could possibly lead to corrective action up to and including termination of employment.

As a condition of continued employment by Albany Med, you must notify your manager in writing of any drug or alcohol statute conviction for a violation occurring in the workplace or off-site no later than five (5) calendar days after such a conviction.

If a representative of Albany Med has reason to believe that you are unable to perform the duties of your job in a safe and effective manner, or, if in your manager's opinion, your presence on the job creates a risk to the safety and well-being of yourself, other employees, the public or to Albany Med's property, you will be suspended from the workplace immediately.

You may be asked to submit to a "For Cause" drug screen based on reasonable suspicion such as observed unusual/erratic behavior or for failure to follow Albany Med's policy with regard to controlled substance administration and documentation. Failure to comply with a "for cause" drug or alcohol screening request will result in corrective action up to and including termination of employment.

Albany Med has an Employee Assistance Program (EAP). Drug counseling and rehabilitation referrals are available to employees through the EAP.

### ***Licensed Professionals***

Controlled substances used to treat common medical conditions if used incorrectly can put staff and patients at risk. Albany Med has a process to identify and manage matters of individual health for licensed independent practitioners separate from disciplinary action.

- Some signs of possible impairment are:
  - Disorientation
  - Hallucinations
  - Emotional instability
  - Paranoia
  - Tremors
  - Diversion of medications: tampered packages, missing drugs
  - Unkempt appearance
  - Chronic tardiness
  - Unexplained decline in performance
  - Volunteering to help by medicating patients or by helping to write prescriptions.

You are asked to report your observations to your manager. Any practitioner may report or self-report.

An Albany Med team of professionals including Human Resources and the department manager trained in investigating such reports evaluates the situation and makes recommendations. For example, the practitioner may request a leave of absence to undergo assessment and or treatment. This may help the practitioner return to an acceptable level of function. The AMC team of professionals may then formally recommend reinstatement of the practitioner's role or privileges.



New York State Education Department has the Professional Assistance Program (PAP). This is a confidential program for impaired non-physicians. They can be reached at (518) 474-3817, ext. 480. There is also a State wide Peer Assistance Network (SPAN) for individual nurses. This group functions as a support group for nurses impaired and is funded through the nursing license fee. They can be reached at 1-800-457-7261.



## **XI. National Organization Policies on Competencies for the PA Profession and Guidelines for the Ethical Conduct for the PA Profession (A3.12(g))**



The CPAS curriculum is intended to not only instruct students on the science of medical practice, but the art of professional practice. The curriculum and the CPAS-defined Functions and Tasks of Physician Assistant Graduates (see also page 30 of this handbook) are based on the following documents, both the Competencies for the PA Profession as produced by PAEA and the Guidelines for Ethical Conduct for the PA Profession as produced by the AAPA. Students are strongly encouraged to review each of these documents in their entirety.

**Competencies for the PA Profession:** <https://www.aapa.org/download/90503/>

**Guidelines for the Ethical Conduct for the PA Profession:** <https://www.aapa.org/wp-content/uploads/2021/11/Guidelines-for-Ethical-Conduct-for-the-PA-Profession-7-1-21.pdf>





## IX. Appendices



## Center for Physician Assistant Studies

### Class Absence

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO:** Instructor: \_\_\_\_\_

**RE:** Absence from (Course Title) \_\_\_\_\_

I (was/will be) absent from class on: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

This is an:

\_\_\_\_\_ anticipated absence\* \_\_\_\_\_ unanticipated absence

\*Anticipated absence requires **prior** approval of Program Director

\_\_\_\_\_  
(PD Signature)

\_\_\_\_\_  
Date

Plan(s) for making up work missed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

**Office use only:**

\_\_\_\_\_ Reviewed

\_\_\_\_\_ File

\_\_\_\_\_ Discussed w/student

\_\_\_\_\_ Student phoned program



## Center for Physician Assistant Studies

### Test Question Inquiry Form

The purpose of this form is to review questionable items on an examination, and bring concerns as well as possible solutions to the instructor in such a manner as to improve the quality of all exams.


Students must submit the inquiry in writing within 24 hours of reviewing the exam. All inquiries will be evaluated, and a final decision made by the instructor. Feedback will be provided to the student.

Name \_\_\_\_\_ Date \_\_\_\_\_ Exam \_\_\_\_\_

1. Question number \_\_\_\_\_  
Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reference: \_\_\_\_\_  
**Suggestion for changing the question or answers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Question number \_\_\_\_\_  
Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reference: \_\_\_\_\_  
**Suggestion for changing the question or answers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Question number \_\_\_\_\_  
Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reference: \_\_\_\_\_  
**Suggestion for changing the question or answers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 <p>ALBANY MEDICAL CENTER Environmental Health and Safety <b>Policy and Procedure Manual</b></p>	<p>Albany Medical Center Environmental Health &amp; Safety Policy and Procedures File No. 1.704.610 Page 1 of 4 Effective: 2/14/89 Reviewed: 12/03 Revised: 6/22/92 Reviewed: 03/04 Reviewed: 4/95 Reviewed: 08/07 Reviewed: 3/97 Reviewed: 5/11 Reviewed: 3/00 Revised: 3/01</p>
<p><b>SUBJECT: POTENTIAL REPRODUCTIVE HEALTH HAZARDS</b></p> <p><b>I. <u>POLICY:</u></b></p> <p>AMC Employees are to be informed of potential reproductive health hazards present in their work area. Reproductive health hazards may include hazardous chemicals, radiation and infectious diseases. AMC will provide evaluation, monitoring and job modifications to reduce the risks of reproductive health hazards as appropriate and in accordance with this policy.</p> <p><b>II. <u>INFORMATION</u></b></p> <p>All employees are to be afforded information concerning potential risks related to reproductive health hazards. This information is to be provided during department orientation by the department manager or designee.</p> <ol style="list-style-type: none"><li>1. <b>Chemical Hazards:</b><ol style="list-style-type: none"><li>a. Chemical reproductive health hazards present at AMC include, among others: Ethylene Oxide, heavy metals ( i.e. lead, cadmium, mercury), cancer treatment drugs (e.g. methotrexate), and certain ethylene glycol ethers</li><li>b. Employees who work with hazardous chemicals should review available information, such as MSDSs and labels, on the chemicals they are handling to determine if any are listed as reproductive hazards. Those reproductive hazards considered to be particularly dangerous to use may require additional safety precautions and their use restricted to regulated/designated areas only.</li><li>c. Any employee, supervisor or Principle Investigator may contact the Chemical Hygiene Officer at 2-8700 option 3, to determine if any reproductive health hazard is present in their work area.</li></ol></li><li>2. <b>Ionizing Radiation</b><ol style="list-style-type: none"><li>a. Exposure to radiation constitutes a reproductive health hazards, especially during pregnancy.</li><li>b. All employees who work with radioactive materials are required to attend Radiation Safety Training which addresses the reproductive hazards of exposure to radiation</li><li>c. Exposure limits: New York State Department of Health regulation 10 NYCRR 16.6(h) requires that the radiation dose to the embryo/fetus for a declared pregnant worker be limited to 0.5 rem (5 mSv) during the entire gestation period (9 months).</li></ol></li><li>3. <b>Biological agents</b><ol style="list-style-type: none"><li>a. AMC employees may be exposed to certain biological agents which may be considered reproductive hazards. These include, but are not limited to the following: Chickenpox or shingles, Rubella, Cytomegalovirus (CMV), Hepatitis A, Hepatitis B,</li></ol></li></ol>	

*Y:\Hospital\Facilities Operations\EH and S\Policies\2012 Policy updates\600 Workplace Pt Care\1.704.610 Repro Hazard 5-11-11.doc*





ALBANY MEDICAL CENTER  
Environmental Health and Safety  
**Policy and Procedure Manual**

Albany Medical Center  
Environmental Health & Safety  
Policy and Procedures  
File No. 1.704.610  
Page 2 of 4  
Effective: 2/14/89 Reviewed: 12/03  
Revised: 6/22/92 Reviewed: 03/04  
Reviewed: 4/95 Reviewed: 08/07  
Reviewed: 3/97 Revised: 5/11  
Reviewed: 3/00  
Revised: 3/01

Hepatitis C, Herpes simplex, HIV, Influenza, Toxoplasmosis, Tuberculosis, Measles and Parvovirus B19.

- b. Protection against these biological agents is provided by immunizations and by using Standard Precautions or transmission-based precautions.

**III. DECLARATION OF PREGNANCY**

AMC employees are encouraged to inform their supervisor of their pregnancy as soon as they know they are pregnant.

**RADIATION:** A pregnant radiation worker may exercise her option to declare her pregnancy to the Radiation Safety Department (See Appendix A).

- 1.1 This declaration is voluntary.
- 1.2 This declaration must be in writing (HP-DSF-2 is provided for the purpose).
- 1.3 You can withdraw the pregnancy declaration (in writing) at any time.
  - a. Once the declaration is made, the limit for fetal exposure is 5 mSv (500 mrem) for the pregnancy.

**IV. EVALUATION OF WORK AREA**

**CHEMICAL HAZARDS:** Upon request the Department of Environmental Health will perform an assessment of the work area, including environmental monitoring as appropriate, to evaluate exposure, if any, to reproductive health hazards. The intent of the evaluation is to provide recommendations on engineering or work practice controls to reduce potential exposure.

**RADIATION:** If appropriate, additional radiation exposure monitoring will be conducted. The monitoring may include additional bioassay, additional external monitors, or other monitoring as necessary

**V. RISKS DURING PREGNANCY**

Upon request, Employee Health Service will arrange to provide a reproductive consultation for any employee or student with reproductive hazard concerns related to exposure to a hazardous chemical or agent. This consultation may consist of a referral to an outside health care provider. This consultation will consist of a review of any potential health risks (physical, chemical, biological), which employees might encounter that may have an adverse effect on the development of the fetus. A written statement will be signed by the employee/student indicating that consultation has occurred and a summary of the contents discussed will be supplied to the employee/student.

The reproductive consultation provider will make a recommendation concerning the potential risks to the fetus and employee/student. This recommendation will be provided to Human Resources and placed in the employee/student's health record.

Y:\Hospital\Facilities Operations\EH and S\Policies\2012 Policy updates\600 Workplace Pt Care\1.704.610 Repro Hazard 5-11-11.doc





ALBANY MEDICAL CENTER  
Environmental Health and Safety  
**Policy and Procedure Manual**

Albany Medical Center  
Environmental Health & Safety  
Policy and Procedures

File No. 1.704.610

Page 3 of 4

Effective: 2/14/89 Reviewed: 12/03

Revised: 6/22/92 Reviewed: 03/04

Reviewed: 4/95 Reviewed: 08/07

Reviewed: 3/97 Reviewed: 5/11

Reviewed: 3/00

Revised: 3/01

**RADIATION:** The radiation worker should review the risks of radiation exposure during pregnancy. The employee/student is to meet with the Radiation Safety Officer (ext. 23389) to review hazards and protective measures.

## VI. WORK ASSIGNMENT GUIDELINES

### BIOLOGICAL AGENTS:

No reassignment necessary as protection is provided by Standard Precautions or transmission-based precautions for the following:

- a. Cytomegalovirus (CMV)
- b. Hepatitis A virus
- c. Hepatitis B virus
- d. Hepatitis C virus
- e. Herpes simplex virus
- f. Human Immunodeficiency virus (HIV)
- g. Influenza virus
- h. Parvovirus B19 (Fifth disease)
- i. *Toxoplasma gondii* (Toxoplasmosis)
- j. *Mycobacterium tuberculosis* (TB)

Reassignment until immune status is determined by history, immunization record or titer for the following:

- a. Chickenpox or shingles - Reassign only if health care worker, is susceptible to varicella. Immune worker may safely provide care using transmission based precautions.
- b. Rubella - Reassign only if health care worker, is susceptible. Immune status must be documented by positive titer or date of administered vaccine. Immune health care workers may safely provide care.
- c. Rubeolla (Measles) - Reassign only if health care worker, is susceptible. Immune status must be documented by positive titer or date of administered vaccine. Immune health care workers may safely provide care using transmission based precautions.

### CHEMICAL HAZARDS:

Recommendations for work restriction or modification will be based on the findings of the workplace evaluation, recommendations from reproductive consultation and the department manager/supervisor.

*Y:\Hospital\Facilities Operations\EH and S\Policies\2012 Policy updates\600 Workplace Pt Care\1.704.610 Repro Hazard 5-11-11.doc*





ALBANY MEDICAL CENTER  
Environmental Health and Safety  
**Policy and Procedure Manual**

Albany Medical Center  
Environmental Health & Safety  
Policy and Procedures  
File No. 1.704.610  
Page 4 of 4

Effective: 2/14/89    Reviewed: 12/03  
Revised: 6/22/92    Reviewed: 03/04  
Reviewed: 4/95      Revised: 08/07  
Reviewed: 3/97      Revised: 5/11  
Reviewed: 3/00  
Revised: 3/01

**Human Resources may offer to temporarily reassign employees/students who have a potential for significant exposure to a chemical reproductive health hazard(s) in their present position.**

**Risk Management will assist in situations where the employee/student remains in a hazardous area or position (i.e. an employee chooses to remain in a position where the reproductive consultation provider has recommended a transfer to an alternate area or position).**

**ASSOCIATED REFERENCES: Occupational Safety and Health Administration Standards, Albany Medical Center’s Hazardous Communication Policy (1.704.150) and Laboratory Safety - Chemical Hygiene Policy 1.704.160.** References: CDC Guideline for Infection Control in Health Care Personnel, 1998 ,American Academy of Pediatrics, Red Book, 2003 Reviewed/Revised: 10/03, Epidemiology QIT Policy Subgroup Approved: 6/98, 09/00, 08/01, 11/03 , Executive Management Approval: 11/03 ,Executive Committee of the Medical Staff Approved: 09/98, 01/04

*Y:\Hospital\Facilities Operations\EH and S\Policies\2012 Policy updates\600 Workplace Pt Care\1.704.610 Repr Hazard 5-11-11.doc*





ALBANY MEDICAL CENTER  
Environmental Health and Safety  
**Policy and Procedure Manual**

Albany Medical Center  
Environmental Health & Safety  
Policy and Procedures  
File No. 1.704.610

Page 5 of 4

Effective: 2/14/89 Reviewed: 12/03  
Revised: 6/22/92 Reviewed: 03/04  
Reviewed: 4/95 Reviewed: 08/07  
Reviewed: 3/97 Reviewed: 5/11  
Reviewed: 3/00  
Revised: 3/01

Appendix A

**Occupational Radiation Exposure**

**Declared Pregnancy Form**

**Albany Medical Center**

*New York State Department of Health* regulation 10 NYCRR 16.6(h) requires that the radiation dose to the embryo/fetus for a declared pregnant worker be limited to 0.5 rem (5 mSv) during the entire gestation period (9 months). The decision to provide this disclosure is **voluntary** and must be initiated by you. Albany Medical Center will provide fetal monitoring when you formally declare your pregnancy in **writing**. **Monitoring may include an additional film badge or TLD and may require thyroid or urine bioassay, as appropriate.** It is to your benefit to make this disclosure as soon as you know you are pregnant. Questions can be directed through your supervisor to the Radiation Safety Officer. A pregnancy declaration may be withdrawn, in writing, at any time. If withdrawn, Albany Medical Center will discontinue the additional embryo/fetal monitoring.

I declare that I am pregnant.  
Date of last menstrual period: \_\_\_\_/\_\_\_\_/\_\_\_\_. (Required for estimation of fetal dose from time of conception.)

I officially withdraw my declaration of pregnancy, understanding that Albany Medical Center will discontinue embryo/fetal monitoring.

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

Name (PLEASE PRINT): \_\_\_\_\_

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

Department: \_\_\_\_\_

*Return this signed copy to:*

*Radiation Safety Office – HUN 204*

*MC-94*

*Y:\Hospital\Facilities Operations\EH and S\Policies\2012 Policy updates\600 Workplace Pt Care\1.704.610 Repro Hazard 5-11-11.doc*





## Albany Medical College Center for Physician Assistant Studies

### Professionalism Commendation Feedback Sheet

Student Name: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

Faculty/ Staff: \_\_\_\_\_ Course / Setting: \_\_\_\_\_

All students and faculty at Albany Medical College are expected to exhibit and demonstrate the highest professional behaviors at all times. Occasionally a student demonstrates behavior that is exemplary in this regard. This form gives a faculty member, administrator, or staff the chance to give positive feedback to a student who has demonstrated exemplary behavior, or has maintained professional behavior under unusually difficult circumstances. Realms of such behavior might include:

- 1. Reliability and responsibility**
- 2. Self-improvement and adaptability**
- 3. Relationships with students, faculty, staff and patients**

**Description / Comments:**

---

---

---

---

---

---

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This section is to be completed by the student.)

**I have read this evaluation and discussed it with the faculty/staff member. My comments are: (optional)**

---

---

---

---

---

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The faculty member should forward this form to the Promotions and Graduation Committee of CPAS)*



**Albany Medical College Center for Physician Assistant Studies**  
**Professionalism Concern Feedback Sheet**

Student Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Faculty/ Staff: \_\_\_\_\_ Course / Setting: \_\_\_\_\_

A concern about this student’s behavior was raised. This form is intended to be used in giving a student feedback regarding the specific behavior or incident. The realm of concern would be best categorized by the following (circle one or more):

**1. Reliability and responsibility**

- a. Fulfilling responsibilities in a reliable manner
- b. Learning how to complete assigned tasks
- c. Crediting source material appropriately
- d. Working independently when it is expected

**2. Self-improvement and adaptability**

- a. Accepting constructive feedback
- b. Recognizing limitations and seeking help
- c. Incorporating feedback in order to make changes in behavior
- d. Accepting the expectations of the learning environment

**3. Relationships with students, faculty, staff and patients**

- a. Being sensitive to the needs of patients
- b. Establishing and maintaining appropriate boundaries in work and learning situations
- c. Relating well to fellow students in a learning environment
- d. Relating well to staff in a learning environment
- e. Relating well to faculty in a learning environment
- f. Maintaining honesty
- g. Contributing to an atmosphere conducive to learning
- h. Respecting the diversity of race, gender, religion, sexual orientation, age, disability or socioeconomic status
- i. Resolving conflicts in a manner that respects the dignity of every person involved
- j. Using professional language and being mindful of the environment, including verbal, written and electronic communication
- k. Protecting patient confidentiality
- l. Dressing in a professional manner

**4. Other:** \_\_\_\_\_

**Description / Comments & Suggestions for Change:**

---

---

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This section is to be completed by the student.)

**I have read this evaluation and discussed it with the faculty/staff member. My comments are: (optional)**

---

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The faculty member should forward this form to the Promotions and Graduation Committee of CPAS)*



## **ALBANY MEDICAL CENTER ONLINE COMMUNICATION/SOCIAL MEDIA POLICY**

<https://intranet.amc.edu/display/HumanResources/Employee+Manual#EmployeeManual-OnlineCommunication>

This policy addresses general standards and specific expectations for online communications so that you understand how Albany Med policies apply to technologies used for communication and you can participate responsibly and within appropriate parameters.

Online communications/social media include but are not limited to:

- Multi-media and social networking sites such as MySpace, Facebook, You Tube, etc.;
- wikis, blogs, microblogs and other posting sites both external to the Center and those authorized by the Center; and
- all other internet postings including image (photo sharing, video sharing, podcast) and enterprise social software sites (Skype, Yammer, etc).

This policy applies to you, to all members of the Center’s workforce and to all online communication – both at and outside of work -- whether such use occurs using the Center’s or personal electronic resources. Failure to follow the standards outlined in this policy will result in corrective action up to and including termination of employment.

This policy is not intended to, nor will it limit or infringe upon the rights of employees to engage in protected, concerted activity under Section 7 of the National Labor Relations Act. Specifically, nothing in this policy will be interpreted or applied to limit or penalize non-supervisory/non managerial employees in discussing the terms and conditions of their employment or from showing support for their non-supervisory/ non managerial co-workers from doing the same; such activity is protected under the NLRA.

Further, this policy will not be interpreted or applied in a manner that may interfere with rights of non-supervisory/non-managerial employee to self-organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing or to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to refrain from engaging in such activities. Reminders of these rights and protections have been noted in applicable provisions of this policy below.

Albany Medical Center does not conduct social media searches as part of its hiring process and will not ask an applicant to provide username and passwords to the applicant’s social networking sites or seek access to an applicant’s social networking site.

### ***Follow all Center policies***

You must comply with the Business Confidential Information Policy set forth above when using social media. The Center has also established code of conduct, discrimination, harassment and computer use policies, including use of Center equipment during business hours for non-business purposes that you must follow. Personal use of social media (as distinguished from use in support of the Center’s business objectives) – whether such use occurs using the Center’s or your personal electronic devices -- is permitted away from patient care areas and patient access areas only during breaks, meal periods and before and after the start of your shift and must never interfere with your work or the work of others at the Center. You cannot use online communications to harass, threaten, discriminate against employees or others associated with the Center.

Personal arguments and disputes that are brought into and affect the workplace or learning environment will result in corrective action, unless you are a non supervisory/non managerial employee and engaged in certain activity protected under the NLRA as described in the policy section above.

If you become aware of or suspect a violation of this policy by another member of the Center workforce, you are expected to promptly report it to Corporate Compliance, Public Relations or the Human Resources Department.

*Example of a code of conduct and harassment policy violation:*

An employee makes a video and posts it on YouTube without permission of the individuals in the video. The video features coworkers and Center students making derogatory remarks about one another’s ethnicity, sexual orientation and age.

### ***Maintain confidentiality and patient privacy***



Writing about or displaying information about a patient, including testimonials, photos, videos, etc., without written permission of the patient may be a breach of the Center’s privacy and confidentiality policies as well as the law. If in doubt, do not disclose the information. Failure to follow the Center’s policies will result in corrective action.

*Example of a privacy breach:*

A workforce member posts heartfelt concern for a patient he/she is caring for on their Facebook page. The patient is not identified by name, MR number or date of birth. However, the type of treatment, prognosis and the time of treatment is provided and personal characteristics of the patient are described making the patient identifiable.

**Follow all legal requirements**

As media use has become common, many laws and regulations have been enacted to protect online users and govern on line communication behaviors. You will need to be aware of these and guide your behavior accordingly.

**Disclose Your Center relationship**

Some Center staff may be interested in engaging in online internet conversations for work-related purposes in support of the Center’s business objectives. Special requirements apply to publishing promotional content (i.e., statements designed to endorse, promote, sell, advertise or otherwise support the Center’s products or services). In accordance with Federal Trade Commission regulations, you must be transparent and disclose your relationship to the Center, particularly when discussing the Center’s programs and services. If you circulate a posting you know is written by another Center employee, you must also inform the recipient(s) that the author of the posting is a Center employee. You should never falsely represent your identity or status.

**Online communications and postings should reflect your personal point of view, not necessarily the point of view of the Center**

Writing in the first person (e.g., I, me, my) will help to assure that the reader understands you are speaking for yourself and not the Center. When using online communications, to the extent feasible and practical, please consider posting the following disclaimer: “The views expressed on this [blog/website] are my own and may not reflect the views of my employer.” Consider adding this language in an “About me” section of your personal blog or social networking profile. There is no obligation to post this disclaimer if you are a non-supervisory/non managerial employee subject to certain NLRA protections as described in the policy section above.

Do not use your Center e-mail address (your “amc.edu” address) to register for or otherwise identify yourself on social media. Please use a personal email address as your primary means of identification.

Because you are responsible for your postings, you may be subject to legal liability or found to be in violation of Center policy that may result in corrective action if you use social media to post or display comments about coworkers or supervisors or the Center that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the Center’s workplace policies against discrimination, harassment, or hostile work environment on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic or, in violation of any other applicable law such as the unlawful use or disclosure of trade secrets or copyrighted information (music, videos, text, etc). The Center may request that staff avoid certain subjects or withdraw certain posts from a social media site or a blog meeting the above criteria if it believes that doing so will help ensure compliance with applicable policy and/or laws. Again, nothing in this provision should be read to limit or interfere with actions of a non-supervisory/non managerial employee subject to certain NLRA protections as described in the policy section above.

**Post accurately**

Errors and omissions reflect poorly on the Center, and may result in liability for you or the Center. If you are uncertain that the information you want to post is accurate, please speak with your manager or the Public Relations Department. If you receive or view a posting on a public site regarding the Center that you believe is not accurate, please contact the Public Relations Department. If errors are found, the Center will acknowledge and make immediate corrections.

Events may occur at our facilities that will draw immediate attention from the news media. It is imperative that one person speaks for the Center and to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Every employee is expected to adhere to the following media policy: Answer all media/reporter questions like this: “I am not authorized to comment for the Center (or I don’t have the information you want). Let me have our Public Relations Department contact you.”



If you see unfavorable opinions, negative comments or criticism about the Center posted by members of the public, do not try to remove the post on behalf of the Center. Instead, you can forward this information to the Public Relations Department.

***Establishing official online Center sites or pages (including You Tube, Facebook, Twitter, etc.)***

These are developed by or through the Center’s Policy, Planning and Communication Department. This department reserves the right to remove or require implementing additional privacy safeguards for any existing Center owned sites or pages that have been published to the web by a Center entity without the Center’s approval (see Section B below).

***Use of Center name, logo or trademarks***

Respect all copyright and other intellectual property laws. For the Center’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Center’s own copyrights, trademarks and brands.

***You should have no expectation of privacy***

You should have no expectation of privacy while using online communications with Center owned equipment and networks as postings may be viewed by anyone, including the Center. To the extent permitted by law, the Center reserves the right to monitor comments or discussions posted on publically available web sites by anyone, including applicants and members of the Center workforce.

***The Center reserves the right to endorse or create social media sites or blogs***

These require corporate approval in which employees may blog about the Center and the health care industry. Center blogs may also include links to Center web destinations. All Center blogs must include a legal disclaimer stating that all posts by the author, guest author and visitors reflect personal thoughts and opinions which are not necessarily those of the Center.

***The Center reserves the right to remove any posted comments from a Center endorsed /created blog***

The Center reserves the right to remove any posted comments on an official Center blog site (s) that are threatening, intimidating, harassing, or a violation of the employer’s workplace policies against discrimination, harassment, or hostile work environment on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic or, in violation of any other applicable law such as the unlawful use or disclosure of trade secrets or copyrighted information (music, videos, text, etc.).



**GRADUATE STUDENT STATUS CHANGE REQUEST FORM**

**Student Name: (Print)** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_

**Reason for Request: (Check one)**  LOA-Medical  LOA-Academic  Deceleration  Extended Curriculum  Other: \_\_\_\_\_

**Academic Status Start Date:** \_\_\_\_\_ **Academic Status End Date:** \_\_\_\_\_ **Last day of Academic Activity:** \_\_\_\_\_ (Adv. Dean)

**Class Year:** Status change will result in the student moving into a different class:  No  Yes – New Class Year: \_\_\_\_\_

**Termination of LOA/Change of Status:** No later than **30 days prior to the Status End Date or 60 days prior to the start of a new academic year**, you must submit a **written request** to the Office of Graduate Studies at:

Albany Medical College/Graduate Studies Program-MC16/47 New Scotland Avenue/Albany, NY 12208 or via e-mail at: [brunoj1@amc.edu](mailto:brunoj1@amc.edu)

**Extension of Status:** After **Status End Date** expires, in order to extend your status, you must meet with the Associate Dean of Graduate Studies to have a new Status Change Request form completed.

**Failure to notify the Office of Student Records during the above time periods can result in Administrative Withdrawal from AMC.**

**Health Insurance: Meet with Student Affairs Office Staff**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Discontinue my AMC health insurance. I understand that returning from an LOA does not meet the definition of a “qualifying event” for resuming AMC health insurance. | <input type="checkbox"/> Continue my AMC health insurance. I understand that I will be billed for this insurance coverage and it will not be covered by financial aid. | <input type="checkbox"/> I am covered by a non-AMC health insurance policy<br><input type="checkbox"/> Student Health Fee Waiver |
|---|--|--|

**Financial Aid: Meet with Financial Aid Office Staff**

- |  |  |
|--|--|
| <input type="checkbox"/> Student has no financial aid at AMC | <input type="checkbox"/> Student has received financial aid at AMC |
|--|--|

Deceleration/Other: \_\_\_\_\_ FA Notes:

For financial aid purposes, you are considered to be withdrawn from AMC. (LOA/Extended Curriculum/Other: \_\_\_\_\_)

- You are required to complete online “Federal Exit Loan Counseling” at [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)
- The Registrar’s Office will notify your loan holders(s) of the change in your enrollment
- Repayment terms mandated in the student’s promissory notes(s) will take effect, including the exhaustion of some or all of your grace period.
- When you return to AMC, you are not guaranteed continuation of the identical financial aid loans, scholarships, grants and/or work assignments.
- You must complete the required financial aid forms by the January 15<sup>th</sup> deadline date to be considered for financial aid when you return from your withdrawal
- A Federal Return of Title IV Funds Calculation (ROFC) and tuition is required
  - o The portion of federal loans and grants the student earned is calculated on a percentage basis comparing the total number of calendar days in the semester to the number of days completed before withdrawal.
  - o All Title IV aid is considered earned after the student has completed 60% of that payment period.

*Students who withdraw or who are dismissed from the College for any reason after the beginning of a term may be entitled to a partial refund in accordance with the schedule below:*

**TUITION REFUND POLICY FOR MD, PA, NA and GRADUATE STUDENTS**

Effective Date of Withdrawal	Tuition Credited %	Tuition Liability %
Prior to term start	100	0
Day 1-7	100	0
Day 8-14	80	20
Day 15-21	70	30
Day 22-28	60	40
Day 29-35	50	50
Day 36-42	40	60
Day 43-49	30	70
Day 50-56	20	80
Day 57-63	10	90
Day 64+	0	100

**\*Bioethics- 100% tuition refunded. However, after the first day of class, the student is assessed a \$150 course drop.**



TUITION CHARGES		
ACADEMIC YEAR	FALL	SPRING
2019-2020	Standard or Other:	Standard or Other:
2020-2021	Standard or Other:	Standard or Other:
2021-2022	Standard or Other:	Standard or Other:
2022-2023	Standard or Other:	Standard or Other:
2023-2024	Standard or Other:	Standard or Other:

Standard = full time medical school tuition.

**Academic Stipulations for Return:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other Stipulations for Return:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Student Contact During Leave:**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**While on leave you are welcome to utilize the Albany Medical College library and other facilities.**

**YOU MUST OBTAIN SIGNATURES FROM ALL DESIGNATED OFFICIALS PRIOR TO CHANGING YOUR STATUS.  
FAILURE TO OBTAIN THE REQUIRED SIGNATURES MAY RESULT IN YOU BEING ADMINISTRATIVELY WITHDRAWN**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Associate Dean of Graduate Studies: Peter Vincent, Ph.D. Date Comments: \_\_\_\_\_

\_\_\_\_\_  
Vice Dean: Ellen Cosgrove, MD Date Comments: \_\_\_\_\_  
*(Required only if "other" tuition charges are requested/indicated)*

\_\_\_\_\_  
Student Health: Marissa Davendonis Date Comments: \_\_\_\_\_

\_\_\_\_\_  
Financial Aid: Ann Loughman Date Comments: \_\_\_\_\_

\_\_\_\_\_  
Registrar: Krista Reynolds-Stump Date Comments: \_\_\_\_\_

## **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how the College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs at Albany Medical College that are covered by this law are: Federal Direct Stafford Loans, Federal Direct Graduate PLUS Loans, and Federal Perkins Loans.

When you withdraw for any reason during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you or the College received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. The College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. If you receive excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of 1) your institutional charges multiplied by the unearned percentage of your funds, or 2) the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

The requirements for Title IV program funds when you withdraw are separate from Albany Medical College's tuition refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you have further questions about the treatment of Title IV funds when a student withdraws you may contact the Financial Aid Office or the Federal Student Aid Information Center at 1.800.4.FED.AID. TTY users may call 1.800.730.8913. Information is also available on Sakai.

## **Post-Withdrawal Disbursement**

A post-withdrawal disbursement of Federal Title IV aid occurs when the amount of Title IV earned by the student is greater than the amount of the Title IV disbursed for the semester. A student eligible for a post-withdrawal disbursement will receive written notification from the College within thirty days of the student's withdrawal. Students have the right to accept or decline some or all of the post-withdrawal disbursement funds being offered. Since the post-withdrawal disbursement will be comprised of loan funds which must be repaid with interest, students are strongly encouraged to seriously consider whether it is beneficial to accept a post-withdrawal disbursement. Federal





## **STUDENTS WITH DISABILITIES**

### **AMC Graduate Studies Program**

**December 2018**

The Americans with Disabilities Act (ADA) guarantees that colleges and universities make their programs accessible to qualified students with disabilities and that students are not discriminated against on the basis of their disability (physical or mental impairment). Dependent upon the nature of their disability, the student may request reasonable, special, no-cost accommodations. This request must be accompanied by supporting documentation from their physician. While the nature of their disability is confidential and should only be disclosed on a “need to know” basis, if accommodations are requested, their disability does need to be reported to the Student Affairs Office (contact: Disabilities Coordinator (518) 262-6354) and the Disabilities and Accommodations Committee, which will then share selected information with the Associate Dean for Graduate Studies and the appropriate center director.

In order to receive accommodations for a disability, the student needs to complete an application for accommodation with the Office of Academic and Student Affairs (located in The Commons, ME7). This application should include (in consultation with their physician) a request for accommodations to help mitigate the effects of the disability. In general, the supporting documentation that confirms the need for special accommodations must have been acquired in the last three (3) years. If new testing needs to be done it can be arranged through the Student Affairs Office. The student should also note in their application if they have been given accommodations previously at other institutions or in other settings. The student will be informed if the requested accommodations are reasonable and possible at AMC and have been granted.

Some of the most common forms of accommodation are allowing the student to take exams in a quiet room rather than with other students and/or allowing additional time. Obviously, in this case the person responsible for the testing (presumably the course director) would need to be made aware of the accommodations but NOT the student’s disability. The student should be reminded that they must be their own advocate. For instance, if the person normally administering the exam is not available, they must make the person administering the exam aware of their special accommodations before the exam. Questions regarding the appropriateness of special accommodations can be referred to the Student Affairs Office for confirmation. It is NOT appropriate to discuss the reasons for the special accommodations with other students in the class.

Students with disabilities should also be reminded that they may need to request special accommodations for Board exams and other qualifying exams beyond the control of AMC. These special requests frequently require significant extra time to process, so students should request them accordingly.

Attached is an article by the Pacer Center on the ADA and postsecondary education which provides additional information. Any further questions regarding these issues should be forwarded to the Student Affairs Office.

### **ADA Q&A... The ADA, Section 504 & Postsecondary Education**

Many parents of students with disabilities have learned the basics of the Individuals with Disabilities Education Act (IDEA). However, as students and their families prepare for the transition from secondary school to postsecondary options they often find they are less familiar with the protections provided by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

It is crucial that students and their advocates become knowledgeable about their rights and responsibilities in postsecondary education because, although protections exist, the student has considerably more responsibility to request and design their own accommodations. And this responsibility is ongoing. For many students with disabilities, good self-advocacy skills will be key to success, and knowing your rights is one essential element of effective self-advocacy.

The following questions reflect those most commonly asked of PACER staff regarding the ADA and postsecondary institutions.



**Q. How does the ADA affect postsecondary schools?**

**A.** Title II of the ADA covers state funded schools such as universities, community colleges and vocational schools. Title III of the ADA covers private colleges and vocational schools. If a school receives federal dollars—regardless of whether it is private or public—it is also covered by the regulations of Section 504 of the Rehabilitation Act requiring schools to make their programs accessible to qualified students with disabilities.

**Q. What are the differences between the ADA and Section 504?**

**A.** For most postsecondary schools, there are not many practical differences. Although Section 504 only applies to schools that receive federal financial assistance, the reality is that most postsecondary schools do receive federal dollars. In addition, the ADA Title II requirements affecting state funded schools were modeled on Section 504. Only private postsecondary institutions that do not receive government funds are not covered by the broader 504 or ADA Title II requirements. Under Title III of the ADA these schools have a lower standard of burden—in other words, assuming their resources are less, they wouldn't have to do as much as government funded schools. But they are still required to accommodate students with disabilities in similar ways.

**Q. How does the ADA and Section 504 affect admissions requirements?**

**A.** The postsecondary program cannot have eligibility requirements that screen out people with physical or mental disabilities. Application forms cannot ask applicants if they have a history of mental illness or any other disability. Institutions may impose criteria that relate to safety risks but these criteria must be based on actual risk and not on stereotypes or assumptions. It is also illegal for an institution to serve students with disabilities differently because it believes its insurance costs will be increased. (It is illegal for insurance companies to refuse to insure, continue to insure, or limit the amount of insurance solely because individuals with disabilities are to be included in a program—unless the practice is based on sound actuarial principles or actual experience.)

**Q. What do postsecondary programs generally have to do for students with disabilities?**

**A.** A school may not discriminate on the basis of disability. It must insure that the programs it offers, including extracurricular activities, are accessible to students with disabilities. Postsecondary schools can do this in a number of ways: by providing architectural access, providing aids and services necessary for effective communication, and by modifying policies, practices and procedures.

**Q. What are the architectural accessibility requirements that affect postsecondary educational programs?**

**A.** Buildings constructed or altered after June 3, 1977, must comply with the relevant accessibility code required by Section 504 and, after Jan. 26, 1992, the ADA. Buildings constructed before the 1977 date need not be made accessible if the college or school can ensure that its students with disabilities enjoy the full range of its programs through other means—such as relocating classes to an accessible building.

All programs and services, however, must be provided in an integrated setting. In some instances, architectural access may be the only way to make a program accessible.

**Q. Does the college that accepted me into its program have to provide me with an accessible dorm room?**

**A.** Yes, if that is what they provide to students without disabilities. A school that provides housing to its students must provide comparable accessible housing to students with disabilities at the same cost as to others. This housing should be available in sufficient quantity and variety so that the housing options available to students with disabilities are equivalent to those without disabilities.

**Q. What kinds of aids and services must postsecondary institutions provide to insure effective communication?**

**A.** Qualified interpreters, assistive listening systems, captioning, TTYs, qualified readers, audio recordings, taped texts, Braille materials, large print materials, materials on computer disk, and adapted computer terminals are examples of auxiliary aids and services that provide effective communication. Such services must be provided unless doing so would result in a fundamental alteration of the program or would result in undue financial or administrative burdens. [Note: According to a 1992 publication on the ADA and postsecondary education by the Association on Higher Education and Disability (AHEAD), the Department of Education has never accepted an argument for undue financial burden under Section 504.] Public entities must give primary consideration to the individual with a disability's preferred form of communication unless it can be demonstrated that another equally effective means of communication exists.



**Q. How would postsecondary programs modify their policies, practices or procedures to make programs accessible?**

**A.** The most challenging aspect of modifying classroom policies or practices for students with disabilities is that it requires thought and some prior preparation. The difficulty lies in the need to anticipate needs and be prepared in advance. The actual modifications themselves are rarely substantive or expensive. Some examples are rescheduling classes to an accessible location; early enrollment options for students with disabilities to allow time to arrange accommodations; substitution of specific courses required for completion of degree requirements; allowing service animals in the classroom; providing students with disabilities with a syllabus prior to the beginning of class; clearly communicating course requirements, assignments, due dates, grading criteria both orally and in written form; providing written outlines or summaries of class lectures, or integrating this information into comments at the beginning and end of class; and allowing students to use note takers or tape record lectures. Modifications will always vary based on the individual student’s needs. Modifications of policies and practices are not required when it would fundamentally alter the nature of the service, program, or activity.

**Q. I am planning to attend a college that provides transportation to classes on the campuses of other colleges in a local consortium. Do they have to provide me with wheelchair accessible transportation?**

**A.** Yes. Under the ADA, the college is obligated to provide equivalent transportation for its students with disabilities.

**Q. Can a school charge me for the cost of providing an accommodation?**

**A.** No.

**Q. Do I have to provide documentation of my disability to request accommodations?**

**A.** Schools may request current documentation of a disability. If a person obviously uses a wheelchair or is blind or deaf, no further documentation may be necessary. For those with hidden disabilities, however, such as learning disabilities, psychiatric disabilities or a chronic health impairment, it is reasonable and appropriate for a school to request documentation to establish the validity of the request for accommodations, and to help identify what accommodations are required.

**Q. What kind of documentation might be necessary?**

**A.** Documentation should be completed and signed by a professional familiar with the applicant and the applicant’s disability—such as a physician, psychologist or rehabilitation counselor. It should verify the disability and suggest appropriate accommodations. If previous documentation exists, it will likely be sufficient unless it is not current (usually no more than three years old). If no current documentation is available, it is the responsibility of the student to have new documentation prepared. This can mean paying to have an appropriate professional conduct a new evaluation. It would be prudent to get an evaluation the year before you leave high school. This information is confidential and not a part of the student’s permanent record.

**Q. Are students with disabilities required to disclose their disability?**

**A.** If you do not require any accommodations, you can choose to keep this information private. If you do need accommodations because of your disability, however, you must disclose in order to receive them. A school cannot provide any service, modification or accommodation when it does not know one is required. It is a student’s responsibility to make their needs known in advance. This process is often facilitated by an Office for Students with Disabilities. It is then the school’s responsibility to work with the student to make reasonable modifications or provide appropriate services in a timely way.

**Q. Are schools required to make testing accommodations for students with disabilities?**

**A.** Yes. Schools must establish a process for making their tests accessible to people with disabilities. Schools can do this by providing appropriate accommodations to students with disabilities. Remember, each student’s needs are individual, but examples of accommodations include allowing a student extended time to complete a test or providing a distraction free space, sign language interpreters, readers, or alternative test formats. [Note: Testing accommodations are also required of agencies which administer college entrance exams, the agencies or businesses that administer licensure and certification.]

2003, 1997 PACER Center | ACTION Sheet: PHP-c51g



## **CODE SILVER Response at Albany Medical Center**

- If you witness a shooting or assault with a weapon (typically a gun or knife), leave the area or seek cover immediately
- Dial 911 from an AMC telephone and advise of Code Silver with specific location. For off-site locations with 911 calls to local law enforcement, advise dispatcher of specific incident (shooting or stabbing)
- **Call AMC Security at 518-262-3777.** Provide the following information, if known:
  - Specific location
  - Number of armed suspects
  - Physical description of armed suspect(s)
  - Number and type(s) of weapon(s)
  - Number of potential victims and their locations
- If a Code Silver is announced, immediately seek cover in a secure area and advise/assist any other people in the area
- Lock your door and close any blinds
- Turn off lights and computer monitors, silence cell phone and remain quiet. Avoid use of telephone/cell phone
- ALL corridor movement is suspended, including response teams such as Code Blue, Rapid Response, etc.
- Do not leave the area, even for a fire alarm, unless a fire is seen or until instructed to do so by a uniformed law enforcement or AMC Security officer
- Upon law enforcement arrival:
  - Remain as calm as possible and follow officers' instructions
  - When instructed by a uniformed law enforcement officer to evacuate, do not stop to ask questions or request assistance
- Remain secure until "**Code Silver all clear**" is announced or until advised by a uniformed AMC Security or law enforcement officer



**Appendix 10: Student Release of Information (A3.18)**

**Student Release of Information**

Dear MPAS 20xx Student,

In preparation for graduation, we wish to obtain the following consent for the release of information to the NCCPA as they *require* us to report it to them for you to be entered into their system to take the PANCE.

**NCCPA Enrollment for PANCE:**

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

Anticipated Graduation Date: XX/XX/XXXX

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

The AAPA requests the following information for their database. This is reported to the AMA under an agreement between the two organizations for the purpose of use in the AMA Credentialing Service. The AMA Credentialing Service is used by many hospitals and other organizations to verify your graduation. It is in your best interests to have the information on file in the event an employer uses this service. However, it is your decision to release this information or not.

**AAPA Roster for purposes of credentialing:**

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

Anticipated Graduation Date: XX/XX/XXXX

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

I hereby consent to the release of the information provided above to the NCCPA or AAPA respectively.

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

*This information will not be shared with other organizations without your consent.*

## Accommodations, Discrimination, Harassment, Sexual Misconduct & Physical Mistreatment Resources for Students

AMC endeavors to maintain a discrimination and harassment free environment that respects the dignity of each individual. AMC has a “zero tolerance” policy with regard to any form of discrimination, harassment, sexual misconduct, or physical mistreatment. The *Albany Medical College Student Non-Discrimination and Harassment Policy and Complaint Procedure* policy is available in PDF format from the following websites:

<http://www.amc.edu/academic/graduatestudies/Rules-and-Regulations.cfm>

<http://www.amc.edu/academic/undergraduate/Policies.cfm>

	Graduate Students	Medical Students
I have or think I may have a <b>disability</b> (testing, registering know issues, accommodations, etc.)	Graduate Studies Office, Director of Student Services	Student Affairs Office
I have a <b>complaint</b> but I do not feel it has not been addressed adequately or appropriately by my class, my Department or Center.	Graduate Studies Office	Advising Dean, Student Affairs Office
I have a <b>safety-related concern</b> that I think needs attention such as a student I know seems depressed, or otherwise mentally or physically compromised, and I don't think they are getting the help they need.	Graduate Studies Office	Advising Dean, Student Affairs Office
I have a <b>safety concern</b> about the buildings or grounds of the college.	Graduate Studies Office	Student Affairs Office
I feel I have been subjected to <b>discrimination</b> (because of my race, my sexual orientation, my gender, religion, etc.) OR I feel I have been <b>harassed</b> (by another student, faculty member, employee, even someone not affiliated with AMC)	Graduate Studies Office, Center Director, Department Chair	Clerkship Director or Department Chair, Advising Dean, Assistant Dean Medical Education, Vice Dean for Academic Admin.
I feel I have been subjected to <b>sexual misconduct</b> (such as unwanted touching, stalking, inappropriate comments, etc.)	Graduate Studies Office, Vice Dean for Academic Admin	Advising Dean, Vice Dean for Academic Admin
I am having very <b>negative thoughts</b> , thoughts about harming myself or others, or just generally very upset with life; or if another individual is becoming unduly controlling in your life either physically or mentally.	Student Psychological Services (518-262-5511), Graduate Studies Office	Student Psychological Services (518-262-5511), Advising Dean, Student Affairs Office
I feel I have been the victim of <b>sexual assault, physical assault, or threats of physical violence.</b>	Call 911 – report to the Albany Police Department (911, 518-438-4000) <b>OR</b> New York State Police Campus Sexual Assault Victims Unit (518-783-3249 or 24-hour hotline 1-844-845-7269)***  If there has been physical contact, go to the AMC Emergency Department (518-262-3131)  Report to AMC Security Department (518-262-3777)***	

### Concerns You May Have and Where to Go

\*\*\*If you are hesitant about reporting sexual assault directly to the Albany Police, the NYS Police, or AMC Security, graduate students should contact the Associate Dean for Graduate Studies (518-262-5253 or 518-262-6598) and medical students should contact the Vice Dean for Academic Administration (518-262-5919) or the Associate Dean for Student Affairs (518-262-5634).

Confidential support resources are also available from the NYS Domestic and Sexual Violence Hotline at: 1-200-942-6906.

On Call Dean: On evenings and weekends, if you need help for any reason, contact the Dean On-Call at: (518) 262-3111. Any of the Deans will help you get the support or attention needed.



## Albany Medical College Physician Assistant Program Faculty-Student Mentoring Program (A2.05e;A3.15f,g)

### I. Introduction

- a. For the duration of your education at AMC, you will have a PA faculty member assigned as your mentor. All faculty members in this role are PAs who have clinical experience in practice and will serve to guide you through the program, monitor your academic progress, and assess your experience during clinical rotations. This document will serve as a guide to the different responsibilities that you and your mentor have towards each other, the program, and the profession as a whole.

### II. Scheduled meetings:

- a. Midterm and End-of-Term grade review (Didactic terms)
- b. Call-Back Day (Clinical Terms)
- c. Exit Interviews

### III. Duties of the Mentor during Didactic Education:

- a. Maintain a professional and courteous relationship with the student
- b. Monitor academic progress of the student as evidenced by grades earned
- c. Advocate for the student in formal cases of poor academic or professional performance
- d. Offer guidance or resources to address personal or psychological issues the student may encounter, including a timely referral to Student Psychological Services or other appropriate resources
- e. Facilitation of discussions with other faculty members regarding concerns with specific courses or interactions with that faculty member
- f. Provide guidance on maintenance of professional portfolio (PAP 750-752)
- g. Review student's Reflective Self-Assessments (RSAs) and Self-Assessments of Professionalism

### IV. Duties of the Mentor During Clinical Education:

- a. Monitor and review Patient Logs for completeness, timeliness of submission, and to confirm adequate exposure to clinical experiences and tasks.
- b. Solicit student feedback on rotation sites and/or preceptors
- c. Review end-of-shift evaluation, mid-rotation evaluations, and final evaluations for possible signs of concerns
- d. Make recommendations and timely referrals to appropriate student services, including the Student Psychological Services, for students who may be struggling with personal or psychological problems impacting their course of study.

### V. Duties which the Mentor Will Not Provide:

- a. Medical advice for you or a family member
- b. Social interactions unrelated to the PA Program
- c. Interference or independent advocacy regarding a grade in another faculty member's course

### VI. Duties of the Student:

- a. Maintain a professional and courteous relationship with the mentor
- b. Arrive promptly for any scheduled meetings with the mentor
- c. An open and honest relationship with the mentor
- d. Complete all required documentation in a timely manner and to the standards relevant to the course or rotation.





**Financial support for student travel and club activities from the Alumni Association is made possible by the generous support of alumni membership contributors.**

**MISSION:**

It has been part of the Albany Medical College Alumni Association’s overall mission to promote and afford our students educational opportunities during their time at Albany Medical College. Students are eligible to receive up to two\* \$250.00—Travel Stipends during their academic career (based on academic program). Provided their trip meets the following guidelines:

**Guidelines:**

- The Stipend program is an appropriation that is available to all AMC students, and is subject to continued funding.
- MD and PhD students are eligible to receive two stipends throughout their academic career, and MS students are eligible to receive one stipend throughout their academic career. No more than one stipend per academic year may be awarded.
- All funding requests must be submitted in the same year as the conference.
- Alternate sources of funding **MUST** be included on the Stipend Application. Failure to do so may jeopardize future funding.
- Proof of attendance *and* participation (presenting or participating on a panel) is necessary
- Checks must be picked up within 10-business days from the stipend approval e-mail. Checks that are not picked up within 10-business days will be voided. A replacement check will **not** be issued.

\* MD and PhD students are eligible for up to two stipends during their academic career, and MS students are eligible for only one stipend during their academic career.

\*\*The Alumni Association reserves the right to alter stipend amount, revoke disbursement, and/or change/discontinue stipend funding at any time, without notice.

**RECOGNITION:**

In order to promote and raise awareness of the Alumni Association support. We ask that you provide the Alumni Office a summary acknowledging Alumni Association support, and the “Who, What, When, Where, Why” of your trip.

**Disclaimer: By applying for funding—you are acknowledging and agreeing to the following statement:**

**“The AMC Alumni Association is not responsible and/or liable for any damage or loss resulting in domestic or international travel.”**

**If you have any questions, please contact:**

Alison Lester, Program Manager

E-Mail: lestera@amc.edu

Office: 518.262.5033





**Please note:**



**Travel Stipend Application AMC Alumni Association Room R-217 518.262.5033**

- (1) The Albany Medical College Alumni Association awards travel stipends (\$250) to students presenting original research papers and posters on behalf of Albany Medical College.
- (2) The scientific abstract and acceptance letter from the sponsoring organization must be attached to this application.
- (3) A report/acknowledgment letter must be sent to the Alumni Office within 2 weeks of your return. The letter may appear in the *Alumni Bulletin*, which circulates to more than 6,000 alumni and friends of the Alumni Association. We would welcome any photos you may want to provide as well.
- (4) MD and PhD students are eligible to receive two stipends throughout their academic career, and MS students are eligible to receive one stipend throughout their academic career. No more than one stipend per academic year may be awarded.

Your name \_\_\_\_\_ Dept./Yr. \_\_\_\_\_ P.O. Box \_\_\_\_\_

Name of Conference/Sponsoring Organization \_\_\_\_\_

Dates of Conference \_\_\_\_\_

Location of Conference \_\_\_\_\_

Title of Abstract/Paper \_\_\_\_\_

Are you planning to attend this conference with other AMC students? If yes, please list the AMC students or AMC student organization traveling with you. \_\_\_\_\_

What is the estimated cost for you to attend this conference? Include travel, conference registration fees, lodging, and meals.

**Be specific. TOTAL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



If you are going to receive other financial support, list the sources and the amount you have received or will receive. Please indicate if you are on a training grant or will be receiving money from your mentor.

**Student Acknowledgment: I agree to use the stipend for travel for the purpose described. I understand that any written acknowledgments and photos provided to the Alumni Association may appear in the Alumni Bulletin and/or on the Alumni Association website/Facebook page. I am aware that I may receive up to two stipends (based on degree program) per academic career.**

**Disclaimer: By signing below—you are acknowledging and agreeing to the following statement:**

**“The AMC Alumni Association is not responsible and/or liable for any damage or loss resulting in domestic or international travel.”**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Dr. Cosgrove (required of all medical students) \_\_\_\_\_

Or

Signature of Dr. Vincent (required of all graduate students) \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approve    Deny   \_\_\_\_\_ Initials/Date

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_



## Appendix 13: Accreditation Standards Addressed Within This Document

### Accreditation Standards Addressed Within This Document:

Standard:	Student Handbook Page(s):
A1.02(d)	5
A1.02(e)	18
A1.02(g)	13-14, 52-56, 70
A1.02(i)	24
A1.02(j)	23, 24, 72
A1.02(k)	6-7
A1.04	73
A1.09	10
A2.05(e)	30-34, 73
A2.05(f)	31-33
A3.01	25
A3.02	Entire Handbook
A3.03	17
A3.04	10
A3.05(a)(b)	10, 17
A3.06	8-9
A3.07(a)	9
A3.08(a)-(c)	5, 13-14, 52-56
A3.09	12-13
A3.10	2, 31-34, 73
A3.12(a)	5-6
A3.12(d)	18
A3.12(g)	28-29, 48
A3.13(e)	26-27
A3.15(a)	18-19, 32
A3.15(b)	18-19, 31-34
A3.15(c)	31-34
A3.15(d)	31-34
A3.15(e)	10
A3.15(f)	23-24, 72
A3.15(g)	23-24, 72
A3.17(b)	9, 10-13
A3.17(e)	22, 25, 33, 58-59
A3.19	9, 10-13
B1.01(a)	3
B1.01(b)	28-29

