



Boston University School of Medicine
Graduate Medical Sciences



PHYSICIAN ASSISTANT PROGRAM
STUDENT HANDBOOK
2021-2022

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Boston University School of Medicine
Physician Assistant Program

Dear Class,

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

You have been working hard to prepare for PA school and we are happy that you have chosen our program. Over the next 28 months you will learn the necessary skills and knowledge to become a physician assistant; the work will be hard, and we are here to support you on your journey.

This Handbook outlines the policies and procedures of the program for the academic year that spans March 2021 to April 2022 and serves as a guide to our policies and procedures. It is your responsibility to read and understand the handbook. In the event that any policy in this handbook changes during the year, you will be provided a new copy of the new policies. All revised policies are effective immediately. Throughout the handbook you will find specific ARC-PA Accreditation Standards in brackets and italicized which correspond to [ARC-PA Accreditation Standards, Fifth Edition, effective September 2020](#).

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

Best Regards,

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

Melissa Dipetrillo MD, Medical Director, Assistant Professor of Medicine

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

Michael Smith MS, PA-C, Associate Director of Clinical Education, Instructor of Medicine

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

Dan Tzizk MPAS, PA-C, Associate Director of Didactic Education, Instructor of Medicine

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



The Boston University Medical Campus

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

The Medical Campus (MED or BUMC) is located in the historic South End of Boston in the hub of a modern urban academic health center. The MED campus includes Boston University School of Medicine (BUSM), Boston University School of Public Health and the Boston University Henry M. Goldman School of Dental Medicine. Also on campus is Boston Medical Center, one of Boston's leading teaching hospitals and the primary teaching affiliate of BUSM. Together, these institutions boast a world-class faculty with many established collaborations between clinical and basic science investigators. Graduate Medical Sciences (GMS) is a part of the School of Medicine and home to 30 doctoral and master's programs in 15 basic and clinical science departments. (www.bumc.bu.edu/gms/) As a part of implementation of the strategic plan for the BU School of Medicine and GMS, the physician assistant (PA) program was developed in the winter of 2012 and graduated its first class in 2016.

PA Program Mission

The mission of the Boston University School of Medicine Physician Assistant Program is to provide innovative education to physician assistant students in order deliver exceptional care for a diverse population of patients, including those from vulnerable communities. We value professionalism and service and are committed to developing a successful model for interprofessional education and practice. (Revised 9/2021)

PA Program Goals [ARC-PA Standard 3.12b]

The Goals of the PA Program are to:

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

(Revised 9/2021)

Data regarding how we meet our program goals may be found at [BU PA Program Goals Report](#)

[ARC-PA Standard 3.12b].

GMS Mission

We train future professionals to think critically and use evidence to solve problems, to effectively communicate their ideas, to uphold the highest ethical standards, and to promote excellence and integrity in their respective professions. Our Ph.D. and Master's students will be trained as scientists who will utilize their knowledge and skills to lead in their chosen professions whether it is biomedical research, education, public policy, business development or some other career path. With issues related to health, science and technology having a larger impact on everyday life, GMS's foremost goals are to assure that all our graduates advance science and health in today's society and that they are positioned to provide leadership in the 21st century. (Page 4)

ORGANIZATIONAL STRUCTURE

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

Physician Assistant Faculty and Staff

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

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

Faculty

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

Melissa DiPetrillo, MD, Medical Director dipetril@bu.edu

Angela Reffel, MHP, PA-C, Director of Clinical Education anreffel@bu.edu

Aliza Stern, MMSc, PA-C, Director of Didactic Education aastern@bu.edu

Michael Smith, MS, PA-C, Associate Director of Clinical Education msmith64@bu.edu

Dan Tzick MPAS, PA-C, Associate Director of Didactic Education dmtzick@bu.edu

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

Staff

Cindy Yee-Lin, MBA, Senior Program Manager cinyee@bu.edu

Juan Gomez, MS, Administrative Coordinator jggomez@bu.edu

Teresa Ivarson, MPH, Clinical Coordinator tivarson@bu.edu

GMS Faculty and Staff

Deborah Stearns-Kurosawa PhD, Associate Provost and Associate Dean dstearns@bu.edu

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

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

Farrah Belizaire MS, Associate Director, Diversity, Equity and Inclusion farrahab@bu.edu

Mildred Agosto, Registrar, GMS millie@bu.edu

Financial Aid Office osfs-gms@bu.edu

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

The BU PA Program Committees

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

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

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

PROGRAM POLICIES [ARC-PA Standard A3.02]

Identification Cards

Terrier Cards are issued by the Terrier Card Office at <https://www.bu.edu/housing/services/terriercards/>. Students are assigned an ID number by Boston University. A student is entitled to a new card only when there are changes to the information on the card. **A replacement fee is charged for replacing a lost or stolen card.** The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. Medical campus students may obtain their ID at the Medical Campus ID office located at 710 Albany Street. For more information you may call Open Monday – Friday: 7:00am-9:00am and 12:30-3:00pm - 617-638-7604 or email dg-idoffice@bmc.org.

E-Mail Communications

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

Student Link

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

Computing Requirements

Students must have a laptop and/or tablet in good working order throughout the program. Both Apple and Windows operating systems are supported. BU students are eligible for free anti-virus and free MS Office software. Laptops must conform with the [BUSM Minimum Requirements](#). Many students find the use of a tablet (Android, IOS, Chrome) facilitates notetaking, highlighting and indexing of content using the available tablet applications. Please see details on [BUSM Minimum Requirements](#) for minimum requirements since some required software (such as ExamSoft's Exemplify) is not fully supported on many types of tablets.

All exams are offered only on computers and it is recommended that students bring a power cord to all exams. The Alumni Library offers a computer help desk on the 11th floor in INS1109 which provides technical help, some repair and a loaner service for laptops which are being repaired. Please contact the BUMC IT at bumchelp@bu.edu or 617-358-1111 for more information. For security we encourage you to register your laptop or tablet for free with the [BU Police Department](#).

Blackboard

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

EXXAT

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

Financial Aid

The [Student Financial Services Office](#) on the MED campus has instructions for applying for loans and aid as well as housing resources. The [GMS Student Financial Services Office](#) offers virtual office hours and information on financial aid, including funding opportunities.

Loan Deferral Forms

All graduate student loan deferral forms must be issued through the Boston University Registrar. Proof of Enrollment information and forms may be found at <http://www.bu.edu/reg/students/proof-of-enrollment/>

Student Employment [ARC-PA Standards A3.04, A3.05 a,b, A3.15e]

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

Course Evaluations

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

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

Credit for Advance Placement [ARC-PA Standard 3.13c]

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

BUMC Campus Alcohol, Drug and Cannabis Policy

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

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

Dress code [ARC-PA Standard A3.06]

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

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

You will be provided with two BU PA Program white coats which are different from the BU Medical School white coats. The PA Program white coat contains the red BU box logo on the right chest. Your

name is embroidered on the left side over the pocket followed by PA-S to indicate you are a PA student. No previously awarded degrees such as PhD may be on the BU PA Program white coat

Surgical scrubs may not be worn outside of the immediate clinical area in which they are indicated. Men with facial hair must maintain it appropriately at all times. Respirator requirements for men with facial hair are different than without facial hair and require additional training and equipment. Personal hygiene must be maintained including trimmed fingernails that facilitate the performance of a medical examination. Excessive body piercing is not permitted as it may pose a health risk for a student in the clinical arena. Clinical rotation sites may have different dress code requirements and students must adhere to all clinical rotation site regulations regarding dress code.

EXPECTATIONS OF STUDENTS [ARC-PA Standards A3.02, A3.07]

Requirements for Entering Students

Students must complete the incoming student health screening and documentation of immunization which is based on the CDC recommendations for healthcare workers and Massachusetts law. [ARC-PA Standard A3.07] More information about requirements may be found at [Student Health Service Immunization Compliance](#).

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

- All immunizations and health requirements must be up to date (see Student Health and Wellness section)
- Your laptop or tablet must meet the [BUSM minimum requirements for laptops and tablets](#) and must meet the [requirements for Exemplify](#). (see page 9)
- The required cell phone number on Student Link automatically signs you up for BU Text Alerts
- You must complete the CITI HIPPA Training (see page 50 for instructions)
- You must download the MyEOP app to your phone and send a screenshot to paoffice@bu.edu (see directions under Student Health, Wellness and Safety on page 18) [ARC-PA Standard A3.08a,b]
- You must notify the PA Program Office of your contact information which includes local address and cell phone number. If this changes during the program, you need to let the office know.
- To be completed during Orientation
 - [Plagiarism Tutorial](#) and Plagiarism Quiz on Exemplify
 - Read the handbook, sign attestation (Appendix C) and send to paoffice@bu.edu

On the GMS Orientation site (<http://learn.bu.edu/>) complete the following items:

- Read the [GMS Academic Conduct Code and Disciplinary Procedures](#) for Students, complete the quiz, sign and submit.
- [GMS Photo Release Form](#)
- [Fuller Gym Release Form](#)
- [Title IX Video and quiz](#)
- [Mandatory Student Training on Sexual Misconduct](#)

- There are two parts to the course. Part 1 should take you 60-90 minutes. Part 2 becomes available automatically 45 days after students complete Part 1.

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

Preparation and Attendance

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

Honesty [ARC-PA Standard 2.19a,b,c]

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

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

Student Conduct and Professionalism [ARC-PA Standard B2.19c, A3.15d]

The dictionary defines professionalism as “ the conduct, aims, or qualities that characterize or mark a profession or a professional person” ¹ We are judged by our conduct and character as we care for patients. Students are expected to act in a collegial manner and treat all those they encounter with respect. As a BU PA student you represent our program both on campus and off campus, with students and faculty, and with patients and medical professionals. Professional behavior includes all forms of communication, both in the classroom and outside, as well as dress, email etiquette and showing respect. Students have an opportunity to reflect on professionalism and to open dialogue with their advisors at their advisor meetings using the form provided. (Appendix 1 Student Self Assessment Form) Issues in conduct or professionalism are serious offenses and may result in oral warning, written warning, probation and/or dismissal. Professionalism is reviewed each semester by the Student Progress Committee. (See Student Evaluation and Grading Polices section below)

1. Merriam-Webster Dictionary. Available at <https://www.merriam-webster.com/dictionary/professionalism> Accessed February 3, 2021.

HARASSMENT, SEXUAL MISCONDUCT AND STUDENT GRIEVANCES [ARC-PA Standard A3.15f,g and A1.02j]

Sexual Misconduct/Harassment/Title IX

Boston University (BU) is committed to fostering an environment that is free from all forms of sexual misconduct, including sexual assault and sexual harassment. In support of that commitment, BU takes steps to increase awareness of such misconduct, eliminate its occurrence on campus, provide support for survivors, diligently investigate all reports of sexual misconduct, and deal fairly and firmly with offenders. Creating a safe campus environment and a culture of respect is the shared responsibility of all members of the BU community, individually and collectively. The Boston University policy on Sexual Misconduct/Title IX may be found at <http://www.bu.edu/policies/sexual-misconduct-title-ix-hr/>

More information about [Sexual Misconduct Complaints Against Students](#) and [Sexual Misconduct Complaints Against Faculty and Staff](#).

Anonymous Reports may be filed online by filing a [Sexual Misconduct Report Form](#).

For GMS, the Title IX Coordinator is Gwynneth Offner PhD, GMS Deputy Title IX Coordinator, goffner@bu.edu / (617) 358-9541

Student Grievances

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

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

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

Expectations include:

1. Maintain a respectful and professional environment.

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

The Appropriate Treatment in Graduate Education supports an environment conducive to learning by investigating and responding to reports of student mistreatment. It provides a process for prompt, non-adversarial, and respectful responses to complaints of student mistreatment by conducting any investigations thoroughly, promptly, and impartially. The ATGE Policy does not apply to complaints relating to sexual misconduct, violence or discrimination (see Title XI above) or grading. The ATGE form should be used in both didactic and clinical year and PA students should use the ATGE form rather than the BU School of Medicine Appropriate Treatment in Medicine form.

Please see the [Appropriate Treatment in Graduate Education website](#) for more details.

Reports may be made online via the [Appropriate Treatment in Graduate Education Form](#) and may be made anonymously.

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

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

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

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

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

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

STUDENT HEALTH, WELLNESS AND SAFETY [ARC-PA Standard A1.04, A3.07, A3.08a,b,c, A3.09, A3.10, and A3.12f]

ARC-PA Standard A3.09 prohibits the program faculty, program director and medical director from participating as health care providers for PA students except in an emergency situation. Students are required to have health insurance and BU offers medical care for all BU students at the [Student Health Services](#). Students may use Student Health Services even if they do not have BU student insurance. Student Health Services includes immunizations, medical care and behavioral health as well as wellness services.

All student health records are confidential and are not accessible or reviewed by the program faculty or staff. Students are required to keep up to date with the CDC recommendations for health care professionals and Massachusetts requirements for students. Immunization data will be uploaded by the student into EXXAT and will be available to the program and to clinical rotation sites. Students traveling to an international rotation will require immunizations as required by the CDC.

Medical Insurance

By Massachusetts state law, all students must have medical insurance. You may have your own insurance, or you may elect to purchase the [Student Health Insurance Plan \(SHIP\)](#) at either the basic or plus level. **You will automatically be charged for health insurance unless you verify and complete an insurance waiver on [Student Link](#).** More information is available at <http://www.bu.edu/shs/getting-started/student-health-insurance-plan/>



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

Student Health Services (SHS) [ARC-PA Standard 1.04 and A3.07a,b]

Student Health Services is a center designed to help meet your health care needs while at Boston University. They offer medical services, crisis intervention, wellness resources and behavioral medicine services by appointment or on an emergency basis (see below). They are available to help address your immediate and ongoing health care needs.

You may use Student Health Services if you are:

1. A full-time BU student, regardless of your insurance choice.
2. A student who participates in at least 75 percent of the full-time curriculum.
3. Any student with the Student Health Insurance Plan.
4. A summer student or a participant in one of the high school summer programs.

[Student Health Services](#) is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575 <http://www.bu.edu/shs/>

Student Health Services offers a [Guide for Medical Campus Students](#). Incoming BU Students have health requirements which may be found at <https://www.bu.edu/shs/getting-started/incoming-health-requirements/>

Immunizations are an important part of healthcare and it is your responsibility to make sure your immunizations are up to date. Failure to do so may delay registration, financial aid and clinical placements which occur in both the didactic and clinical year and may ultimately delay graduation. The BU PA Program follows the current Centers for Disease Control recommendations for healthcare professionals. SHS monitors immunization compliance and offers vaccinations. More on [Immunization Compliance](#) and [Vaccinations](#) can be found through the links or on the [SHS Getting Started page](#).

Student participating in international rotations are required to consult with Student Health Services and follow the CDC recommendations for international travel.

A note about TB testing: the CDC has recently changed the recommendations on TB testing for health care professionals. The [BU TB requirements](#) follow the CDC recommendations and site includes information for incoming, continuing and international students. During the clinical phase, some rotation sites may require TB testing and students may be required to have testing in order to comply with the site. Testing may incur an extra expense. Students are required to submit the CDC Individual TB Risk Assessment Form for Boston University.

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

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

The following services are available:

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

When longer-term treatment is indicated, students will be referred to a provider in the community. Student Health Services is committed to maintaining the confidentiality of all patient health information in accordance with all applicable federal and state laws. To make an appointment, please call 617-353-3569 and request an appointment at the BUMC clinic. More information is available at <http://www.bu.edu/shs/behavioral-medicine/>

Worship

[Marsh Chapel](#) on the CRC offers programming and services. Chaplains are available by appointment for counseling. Chaplain offices hours on MED are Thursday from 1-3 pm in the Talbot Building, Room 211 East.

Student Wellness [ARC-PA Standard A1.04 and A3.10]

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

Students on the MED campus are eligible to use the [Fitness and Recreation Center \(FitRec\)](#) located on the CRC. It is accessible by the BUS shuttle and open M-Th 6AM-10PM, F 6AM-8PM, Sat/Sun 8AM-8PM.



On the MED campus, [Solomon Carter Fuller Gym](#) provides space for students, faculty and staff for recreation and offers classes too.

[Blackstone Community Center Gym](#) - Student membership is \$30 per year. Hours M-F 3-9PM, Sat 9AM-5PM

Free or Discounted with your BU ID: <http://www.bu.edu/arts/student-discounts/>

Arts:

- Isabella Stewart Museum
- Museum of Fine Arts
- Institute of Contemporary Art
- Harvard Art Museums

Fun Things:

- Kings Dining and Entertainment – Free Tuesday nights

Boston:

- Prudential Tower 50th floor Observatory – discounted admission
- New England Aquarium – discount

Shopping

- Madewell – 15% off
- JCrew – 15%
- Ask wherever you shop!

Transportation

Parking around the medical school is very limited. Furthermore, the parking enforcement officers ticket and tow unauthorized vehicles. Students are encouraged to use public transportation and the BU Shuttle system whenever possible. The BU Shuttle (BUS) offers free transportation between the three BU campuses – Charles River, Fenway and Medical. Information and schedules may be found at

<http://www.bu.edu/thebus/> Terrier Transit is a phone app which includes not only the BUS but also the MBTA lines.

Public Transportation (MBTA) student passes for the bus, subway and commuter rails are available as is secure bicycle storage. Further information may be found on the websites of the [Office of Parking and Transportation Services](#) and [TranSComm](#) which is located at 710 Albany Street. PA students must have a reliable form of transportation during both years of the program because there are many clinical duties that require travel to sites that are not easily accessible with public transportation and/or the students may be working when the MBTA or BUS are not available.

Safety and Security

The [BUMC Public Safety Department](#) is responsible for providing a safe and secure environment and minimizing the opportunity for loss of personal and institutional assets. You have been signed up for BU Emergency Text Alerts through Student Link which will alert you of campus emergencies.

Complete information about the BU Police including crime prevention, crime statistics and courses is available at <https://www.bu.edu/police/>

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

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

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

Personal Safety Tips:

- Do not compromise safety for the sake of convenience.
- Utilize the shuttle services whenever possible.
- Do not hesitate to contact public safety if you have security or safety concerns.
- Take advantage of public safety-sponsored training programs.
- Be alert and aware of your surroundings.
- Trust your instincts. If you are concerned about something you see or hear, notify public safety and leave the area.
- Use the buddy system. Whenever possible, walk with a friend.

- Have your car or house/apartment keys in your hand before you reach the car or house/apartment.
- Avoid short cuts. Stay in well-lit, well-traveled areas.
- Secure your belongings. Don't leave unlocked or valuables unattended.
- We encourage you to register your laptop or tablet for free with the [BU Police Department](#).

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

**Exposure to Environmental Hazards and Other Emergencies [ARC- PA Standard A3.08 a,b,c]
Safety and Infection Prevention Training [ARC-PA Standard A3.08]**

- Click on: <https://bu.bioraft.com/raft/training/courses>
- Click on Login, enter BU username & Kerberos password to access Training.
- Click on "Safety and Infection Prevention Training" under Occupational Health and Safety and launch the course.
- After you have completed the course, save the page confirming you passed, and upload it to the Orientation Blackboard site.

BMC Emergency Management App – My-EOP [ARC-PA Standard 3.08 a,b]

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

All students must download the BMC Emergency Management App (My EOP). The My EOP app provides extensive information on many emergency situations ranging from active shooter to chemical exposure. You must download the app and upload a screenshot to the Orientation Blackboard site.



Instructions to download the My-EOP™ mobile application:

1. Search for My-EOP (or myeop) in the “App Store” (Apple iOS) or the “Play Store” (Android devices).



Note for iPad users: Select “iPhone Only” as a search limit in the App Store.

Apple:
<https://itunes.apple.com/us/app/my-eop/id818004891?mt=8>

Android:
<https://play.google.com/store/apps/details?id=com.gcckc.myeop>

2. Install My-EOP on your device.
 - Accept app permissions.
3. Open My-EOP.
 - Accept the terms and conditions.



4. Enter your code BMC in the search box.
5. Once your plan is displayed, click on the plan to download.
6. To gain access to the download, you’ll be asked for your password.
Your password is BePrepared

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

Needle Stick and Exposure Procedure [ARC-PA 3.08 a,b,c]

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

Prevention: Students will receive instruction on the proper protection and protocols for exposure prior to beginning a session involving infectious or environmental materials. Prior to the start of Anatomy lab,

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

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

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

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

STUDENT LIFE [ARC-PA Standards A3.04, A3.05a,b, A3.15, A3.18, and A3.10]

Office of Disability Services [ARC-PA Standard A1.04 and A3.10]

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


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

In order to receive services and accommodation(s) for a disability, students must be evaluated and approved through the Boston University Office of Disability. To inquire about eligibility and/or

evaluation for accommodations, contact Dr. Theresa Davies, Assistant Dean, Master's Programs at tdavies@bu.edu. More information is available at [GMS Disability and Access Services](#).

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

Alumni Library

 Alumni Medical Library

[Access Email](#)

[ARC-PA Standard A1.04]

[About](#) [Services](#) [MEDLINE](#) [Catalogs](#) [E-resources](#) [Subjects](#) [Portals](#)



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

Study Rooms [ARC-PA Standard A1.04]

On the BU MED campus, guidelines were developed to ensure that study room space is used in a productive and collegial manner for group and individual study. Classrooms and conference rooms on the MED campus have a sign next to the room sign designating the room for either group or quiet study. The [Study Space Finder App](#) is available through the Alumni Library website. The majority of study rooms are on the BUMC central campus. Auditoriums are typically not for group study.

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

Academic Support [ARC-PA Standard A3.10]]

Academic support is offered by the PA program and may be requested by a student or a student may be referred by a faculty member. Tutoring is offered free of charge and does not require a referral. There are no time limits on the amount or length of tutoring.



If you would like additional academic support and/or tutoring, please contact the Director of Didactic Education, the Director of Clinical Education or your academic advisor. Circumstances that might prompt a student to make the request include a passing grade on an exam but one that was close to a failing grade, exam failure or poor performance on a quiz.

Faculty Advisor [ARC-PA Standard A3.10]

You will be assigned a PA faculty advisor. As a adult learner and graduate student, you are welcome to reach out to set up an appointment with your advisor. Your advisor may reach out to you as they

monitor your progress, however it is your responsibility to seek help if you need it. They may also be helpful in connecting you with resources at BU such as mental health, tutoring and disability services

Research/Thesis Advisor

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

Use of PA Program Resources [ARC-PA Standard A3.04, A 3.05 a,b and A3.18]

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

Students are not permitted to enter the office of the PA faculty or administrative staff without their consent. This policy insures proper confidentiality for all students. File cabinets with examinations, evaluations and transcripts remain locked and may not be opened by a student under any circumstance. Students are not permitted to make copies of their examinations or evaluations.

At the staff members' discretion, a student may use an office phone in case of an emergency or to conduct official business for the PA student society. The PA program staff may not transact business for student or accept money for purposes other than program business.

Additionally, PA program faculty and staff may not employ students at any time during the program. The program must not require PA students to work for the program. PA students must not substitute or function as instructional faculty or clinical or administrative staff.

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

For student activities, students may request rooms through the Administrative Coordinator.

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

ATTENDANCE [ARC-PA Standard A3.02]

Students are expected to attend each class or class-related session, including review sessions. Attendance is a professional courtesy to the lecturer and may be a part of the course grade. In addition,

it is part of the professional conduct expected of PA students. Unless otherwise noted, all instruction is mandatory.

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

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

An annual schedule of vacations and holidays are distributed to each student upon matriculation. The class google calendar also notes these dates. Please note that students remediating an exam are expected to meet with the Director of Didactic Education before going on vacation. Attendance is one the factors considered by the Student Progress Promotion Committee and significant absences may adversely impact the ability of students to maintain the program's *Technical Standards* and professionalism standards.

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

Absence for Religious Reasons

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

Student Bereavement

Students should be granted up to five (5) weekdays of bereavement leave for the death of an immediate family member. Requests for additional days must be made to the dean of the student's school or college. Requests for bereavement leave are handled by the dean or dean's designee at each school and college. The student must provide appropriate documentation of the death. The dean or the dean's designee will send a notice of the student's leave to the student's instructors. Upon return, the student must contact each faculty member to arrange to make up any missed classwork. At any point during the student's original bereavement leave or upon return, the student may decide to request a leave of

absence due to the student's loss. Leaves of absence are granted via the University's Withdrawal, Leave of Absence, and Reinstatement section of the academic policies, which can be found [here](#).



Emergency Closing Procedures

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

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

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

REGISTRATION *[ARC-PA Standards A3.02, A3.10, A3.12 f and A3.15d]*

Registration for all 7 semesters is submitted for each student through the PA Program office. You will be enrolled full time for 28 months. It is your responsibility to make sure your charges are paid or settled and that you are up to date on immunizations and other Boston University requirements for registration as noted on Student Link.

The PA Program follows the Graduate Medical Sciences (GMS) Policies for Leaves of Absences, Withdrawal and Reinstatement. The GMS Policies may be found here (<https://www.bumc.bu.edu/gms/students/policies-procedures-handbook/leave-of-absence-withdrawal-and-reinstatement/>)

Students may request up to a total of two (2) semesters of leaves [or for a total of one (1) academic year] of absence throughout degree completion without the necessity of reapplication and/or readmission. \

Leaves of absence beyond two (2) semesters are granted only in exceptional cases, such as a substantiated illness, maternity or paternity leave, or military service. The student should petition to the Associate Provost of GMS with the approval of the program director.

Students should be aware of the dates for withdrawal and leaves for each semester which may be found in the PA Program google calendar for their class. Leaves of absence and withdrawal may have financial implications which are the student's responsibility.

Process:

Leave of Absence

The student may begin the discussion with their advisor. They will then meet with the Program Director to formally request a leave of absence. The Program Director will meet with the GMS Assistant Dean of

Operations and the Registrar to discuss options for the student. Options may include withdrawal, leave of absences, reduction to part time status or other options. Less than full time student status may have implications for student loans and financial aid.

The Program Director will meet with the student to review options. Students are responsible for submitting their paperwork in a timely manner. All financial aid and loan impacts are the responsibility of the student.

Summary of process:

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

Medial Leave of Absence

The GMS policy regarding Medical Leave of Absence is here

(<https://www.bumc.bu.edu/gms/students/policies-procedures-handbook/leave-of-absence-withdrawal-and-reinstatement/>)

A student requesting a leave of absence for medical reasons must submit a letter from their clinician, or s/he must be seen (or have the records reviewed) by Student Health Services or its designee. GMS reserves the right to require an involuntary medical leave of absence if it is determined that a student's continued enrollment would create a significant risk to the health and safety of the student or others.

A student seeking to re-enroll after a medical leave of absence must demonstrate to GMS that the student's health permits the successful completion of studies. Documentation needed to support this finding will be determined by Student Health Services or its designee, but will generally include information from the student's clinician as well as an assessment by Student Health Services or its designee. The decision whether to permit a student to re-enroll is within the sole discretion of GMS.

Withdrawal

The GMS Policy regarding Withdrawal is here (<https://www.bumc.bu.edu/gms/students/policies-procedures-handbook/leave-of-absence-withdrawal-and-reinstatement/>). Students who withdraw from the PA Program must reapply to the program and will be subject to the same admissions process and cycle as new applicants.

Withdrawal and Tuition Refund Schedule

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

SCHOLASTIC POLICIES AND REQUIREMENTS [ARC-PA Standard A3.13e]

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

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

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

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

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

Behavioral and Social Attributes Student must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, and the completion of all academic and patient care responsibilities. They must develop mature, sensitive and effective relationships with patients, faculty and other members of the health care team. Students must be able to function in the face of uncertainties inherent in clinical practice and adapt to changing environments demonstrating their flexibility, compassion, integrity, and concern for others. They must be motivated to practice using high ethical standards and be committed to lifelong learning and curiosity. A student must demonstrate the above competencies with or without reasonable accommodation. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Boston University will determine and provide reasonable accommodations to qualified students with a disability to enable them to meet these *Technical Standards*. For more information regarding BU policies related to accommodations, please visit the [Office of Disability Services](#).

Technical Standards Process for Accommodations

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

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

GMS Applicant:

1. The applicant reviews the GMS Minimum Technical Standards policy.
2. If the applicant determines that he or she may need disability accommodation(s) to meet the curricular requirements, he or she contacts the University's Office of Disability Services (BU ODS).
3. BU ODS informs the applicant of the documentation he or she must submit to have his or her accommodation request evaluated.
4. The applicant submits to BU ODS his or her request for accommodation(s) along with the required supporting documentation.
5. After evaluating the requested accommodation(s), BU ODS communicates its recommendation to the GMS Associate Provost for review and consultation with the Dean as appropriate. At the discretion of the Associate Provost or the Dean, the GMS Minimum Technical Standards Committee may be convened to further evaluate the requested accommodation(s).
6. If the final recommendation is to deny the requested accommodation(s) and the applicant nevertheless matriculates, he or she must meet GMS and/or program curricular requirements. A student who fails to meet the curricular requirements may face dismissal.

STUDENT EVALUATION AND GRADING POLICIES [ARC-PA Standard 3.15 b, c, d]

Student Progress Requirements [ARC-PA Standard A3.15c]

PA Students must successfully complete all requirements for graduation within a 42 month time period. The criteria for promotion from one semester to another are listed below. **Please note that the passing standards for each course differ and are found in the individual syllabi.** Students who do not meet these criteria should refer to Remediation and Disciplinary Policies to identify what action may be taken by the Student Progress Committee. Both the student's academic advisor and the Progress Committee monitor student progress in an ongoing manner.

Didactic phase, satisfactory semester one progression:

- B- or higher grades on each examination and in each course
- Completion of required immunizations
- Ability to meet the Technical Standards of the PA Program
- Conducts self in a professional manner
- Completion of at least 80% of required course evaluations
- Completion of required training

Didactic phase, satisfactory semester two and three progression:

- Passing grades on each examination
- Successful completion of all courses
- Completion of required immunizations
- Ability to meet the Technical Standards of the PA Program
- Conducts self in a professional manner
- Completion of at least 80% of required course evaluations
- Satisfactory performance of procedural skills.

Satisfactory progression during the clinical phase includes:

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

Graduation Requirements

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

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

Student Remediation [ARC-PA Standard A3.15,c]

Effective remediation must be timely, relevant, and standardized. Students are remediated if they fail to maintain the academic standards required for safe clinical practice. Remediation of the knowledge or

clinical skills will be performed under the direction of the academic and clinical faculty using the methodology outlined in Hauer KE et al. Remediation of the Deficiencies of Physicians across the Continuum from Medical School to Practice: A Thematic Review of the Literature. Acad Med.. 2009; 84(12): 1822-32.

Specific remediation methodology and outcomes are documented on the remediation form and placed in the student record. Successful remediation is defined as a passing grade on a remediation examination/exercise, clinical skills observation or clinical rotation. The remediated grade will be documented as the lowest possible passing grade corresponding to the activity. Failure of a remediation exam will result in the failed grade being used for course grade calculation. For example, if a mid-term exam is failed with a grade of 60 and the remediation grade was below the 72 required for passing, then the grade of 60 will remain as the mid-term exam grade. Students who fail a clinical rotation must repeat that rotation. Students who pass a course but who fail the End of Rotation Exam (EORE) will have the opportunity to remediation and retake the exam.

Remediation will be offered only once. Quizzes may not be remediated. Students whose grades are low throughout a course may be in a situation where they cannot mathematically pass the course and will not be remediated. Students who fail to successfully remediate or fail a course will be dismissed from the program.

Deceleration [ARC-PA Standard A3.15c]

Deceleration as defined by ARC-PA refers to the “Loss of a student from the entering cohort, who remains matriculated in the physician assistant program.” Automatic declaration is not offered by the Boston University PA program. Students who are dismissed from the program may petition the Student Progress Committee to return with the next entering cohort. The student will submit a written request to return to the Program Director outlining the issues which led to poor academic performance and their plan for returning. The Student Progress Committee will review the petition and make a decision. Students wishing to appeal the decision of the Student Progress Committee may do so following the Appeal Process below.

Disciplinary Policies and Procedures [ARC-PA Standard A3.15d]

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

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

This warning may be given by the course director, a faculty member, clinical preceptor, or the Program Director for minor infractions, such as but not limited to poor class attendance, professionalism, the inability to work cooperatively as a member of a team and/or examination

failure. If the oral warning is a result of poor academic performance or exam failure, the student will be asked to meet with the Director of Didactic Education and a tutor. The faculty documents the details of the meeting, which is placed in the student's permanent file.

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

Probation: Probation may be harmful to a student's future licensure and employment opportunities as well as impact the student's eligibility for financial aid. Documentation of probation is permanently kept in the student's file, and sent to the student, the academic advisor, the GMS registrar and the GMS student financial services officer. Probation is ordinarily imposed after a warning, if a student continues to demonstrate substandard academic performance, academic or professional misconduct, or other offenses. Probation may be imposed automatically, as a result of SPC or GMS-CAS deliberation. Probation is automatically imposed when a student fails 1) three didactic phase examinations in the first year or 2) one clinical rotation. In the case of automatic probation, the student meets with the Director of Didactic or Clinical Education and is notified in writing within two weeks that they have been placed on probation. Probation imposed by the SPC as a result of deliberation, occurs when there is an academic code or professionalism violation. If the student violates the academic code of conduct outlined in the [GMS Academic Conduct Code and Disciplinary Procedures](#), the case may be referred to the GMS-CAS committee for review and disciplinary action.

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

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

the Committee of Inquiry has ruled on whether it is safe to do so and what if any disciplinary action is required.

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

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

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

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

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

Appeal Process

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

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

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

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

STUDENT ORGANIZATIONS

The Carl Toney Society

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

Election of Class Officers

Become active during your first year by either becoming a member of one or more of the PA organizations or being elected as a representative of one of the many committees involved at BU. Getting involved affords you an opportunity to meet other up and coming medical professionals in the medical and BU communities.

Officers and Representatives

Class elections will be held no later than the first week of June, depending on the class schedule. Any student who would like to be considered for a position should email/notify the Vice-President of the class entering their second year. Students may run for multiple positions within reason, i.e. one or two people can't do everything! Once the election date is determined, nominees may prepare verbal speeches or e-speeches to discuss their qualifications. It is our hope that every position is filled, and that each elected individual will perform their duties in the best interests of their classmates and the BU PA program. Once elections have concluded, results will be announced to all BU PA students and faculty. Newly elected persons should contact the person who held their position during the prior year for more information and orientation.

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



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

THE PA PROFESSION

Physician Assistant Professional Organizations

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

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

The American Academy of Physician Assistants (AAPA)

The [American Academy of Physician Assistants \(AAPA\)](#) is the national organization that represents physician assistants in all specialties and all employment settings. All BU PA students have a student membership. The AAPA advocates for the PA profession by lobbying for improvements in the utilization of PAs in federal health care delivery systems, support of PA education including the National Health Service Corps scholarships, and state legislation that governs PA practice. The AAPA has also been an active voice for the PA profession on issues related to education and certification as well. For a frame of reference the AAPA is analogous to the physician advocacy organization known as the American Medical Association (AMA).

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

The Physician Assistant Education Association (PAEA)

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

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

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

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

In 2012, the NCCPA Board of Directors voted to change the certification requirements and cycle. Now PAs must pass the PANCE exam initially, complete 100 hours of CME every two years and complete either a self-assessment module or a quality improvement project every 2 year cycle, then in year 10 they must pass a multiple choice examination called the PANRE. The NCCPA is similar to the physician group called the National Board of Medical Examiners (NBME). To be eligible to sit for the PANCE exam, you must complete all BU PA Program requirements for graduation. The program director certifies student eligibility so one is able schedule the examination.

PA PROGRAM CURRICULUM OVERVIEW

Didactic Phase

The didactic phase, which is twelve months long, utilizes traditional lectures, seminars and journal clubs, practica and laboratory sessions to provide the knowledge and skill base necessary for the practice of medicine, successful completion of the thesis requirement and for advancement to the clinical phase of the Program. In the first semester of the didactic phase, students take six courses: **PS 700 Anatomy, PS 701 Basic Medical Sciences, PS 702 Physiology, PS 703 Introduction to Research, PS 704 Introduction to Clinical Medicine, and PS 719 Foundations**. The semester starts out with Basic Medical Science which covers relevant topics in biochemistry, genetics, histology and immunology to provide a foundation for understanding the mechanisms of disease. Anatomy involves a cadaver dissection laboratory using a body systems approach. Physiology and Introduction to Clinical Medicine is also taught in a body system modules and each body system is first taught in Anatomy, then in Physiology and finally in Introduction to Clinical Medicine. In this way, each system is approached from three different viewpoints giving the student a well-rounded understanding of the anatomy and physiology as in relates to the physical exam. Introduction to Clinical Medicine begins with history taking and progresses to the full physical examination. Introduction to Research introduces the student to the methods of medical research The Introduction to Research Course provides the research methodology foundation necessary to comprehend the evidence-based medicine lectures in the Disease and Therapy (DRx) courses and equips the student with the tools requisite for critical evaluation of the medical literature.

In the second and third semesters, students take **Disease and Therapy (DRx)**, a second year medical school course which includes pathology, microbiology, pathophysiology and pharmacology. Disease and Therapy consists of **14 modules which are based on clinical specialty areas with each module teaching the applicable pharmacology, pathology, microbiology and pathophysiology of that system.** Students take the same exams as the medical students and will work with them in small groups. In addition to Disease and Therapy, students will take **PS 742 Clinical Practicum I and PS 744 Preventive Medicine.** Clinical Practicum builds on the skills learned in the first semester with clinical assessment lectures discussing the physical exam related to the module, case conferences introducing critical thinking in making differential diagnoses and journal club reinforcing the skills learned in the Introduction to Research course. In addition, students practice physical exam skills learned in Introduction to Clinical Medicine by hospital sessions with patients. Preventive Medicine focuses on the social determinants of health, counseling skills and patient safety.

In the third, semester, Clinical Practicum continues with students writing up patient history, physical exams and developing an assessment and plan which are skills needed for clinical rotations. Advance Clinical Medicine prepares students for clinical rotations by providing courses in Pediatrics, Women's Health, Orthopedics and Emergency Medicine. The course also includes training in Basic Life Support, Advanced Cardiac Life Support and specialized training in substance abuse, Procedural practice and training as well as clinical teaching relevant to clinical rotations such as suturing, sterile technique and writing of orders, notes and prescriptions are covered in this course.

The majority of the instruction for the didactic year occurs on the BU School of Medicine campus, in the Instructional Building which is comprised of four buildings. The lectures, including those with the medical students, are held in a classroom in the L and Evans buildings, while the seminar sessions are generally scheduled in the seminar rooms on the second and third floor of the L building. Introduction to **Clinical Medicine** and **Clinical Practicum** are courses that provide the first-year students with the opportunity to practice history taking and physical examination skills in the laboratory and in the clinical setting. These sessions occur in the basement of the Evans in the physical examination suite and at the hospital.

The practice of medicine requires medical knowledge, the ability to think critically and formulate a diagnosis as well as a finely honed skill set relating to history taking and physical examination. Students' knowledge and skills during both phases of the PA Program phase are assessed using multiple-choice examinations, quizzes, written assignments, oral exams and by direct observation by practica and small group preceptors. Most of the examinations are computerized, which facilitates the use of questions that include photographs and radiographs and prepares students for the national PA certification exam.

Clinical skills in history taking and physical exam are assessed using the PE observation checklist, preceptor evaluations from both PE and Clinical Practicum, and the OSCE (Objective Standardized Clinical Exam) exercises using standardized patients. Clinical reasoning and critical thinking skills are practiced and evaluated in the journal clubs, seminar sessions of the Clinical Practicum and the medical record assignments. Finally, students are assessed on their professional development and attitudes by direct observation of the BU faculty, academic advisors and practica preceptors.

Clinical Phase

The Clinical Phase of the program is divided into 14 one-month clinical rotations and two months are dedicated to thesis preparation. During the clinical phase, students must complete rotations in Internal Medicine I, Internal Medicine II, Emergency Medicine, Psychiatry, Obstetrics and Gynecology, Primary Care I, Primary Care II, General Surgery, Neurology and Pediatrics. Second year students choose five elective rotations in a variety of medical and surgical subspecialties. The faculty counsel students to ensure they choose electives based on their weaknesses first and their strengths and interests second. Students must have reliable means of transportation to and from the clinical rotation sites. Please note some of the mandatory sites are in states other than Massachusetts and may include housing options.

You will be oriented to the clinical phase as it approaches. Your role at your clinical site is as that of a student and while you will help caring for patients, you are not to substitute for the clinical and administrative staff on rotations. The best ways to gauge your involvement is to think of your role as a learner rather than a provider and to check in with your preceptors to be sure you understand your role. The Clinical Education team meets with preceptors to make sure preceptors understand the role of PA students on rotations. *[A3.06 Students must not substitute for clinical or administrative staff during supervised clinical practical experiences]*

Students may suggest one arranged rotation in the continental United States during their training only. The Clinical Faculty will vet the site to determine if it meets our standards of clinical excellence and will be the final arbiter of this decision. As a student, you are not expected nor are you permitted to find clinical rotations for any of your remaining 13 clinical rotations. The Director of Clinical Education is responsible for maintaining the site roster and providing oversight for the clinical training standards. *[A3.03 Students must not be required to provide or solicit sites or preceptors. The program must coordinate clinical sites and preceptors for program required rotations.]*

During the clinical phase, students are expected to complete their thesis project by the end of the second thesis month. If a student is unable to complete the thesis in the proper time frame, he or she will not be permitted to proceed to the next clinical rotation. Please refer to the Clinical Rotation handbook and the Thesis Guidelines, distributed at the end of the didactic phase, for additional information regarding the thesis and the dedicated months associated with the project. Any delay in the thesis submission always results in a later graduation date, which will incur increased costs of both time and money.

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

APPENDICES

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

Appendix A. GMS Academic Conduct Code and Disciplinary Procedures

Appendix B: Attestation for the GMS Academic Conduct Code and Disciplinary Procedures

Appendix C. Attestation for the Boston University PA Program Handbook

Appendix D. CITI HIPAA Training Instructions

Appendix E. Carl Toney Student Society Bylaws

Appendix A. GMS Academic Conduct Code and Disciplinary Procedures

Graduate Medical Sciences

Boston University School of Medicine

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

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

I. INTRODUCTION

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

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

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

Special Note for MD/PhD and MD/MS students: MD/PhD and MD/MS students are unique

in that they are initially matriculated into the Medical School where their academic conduct is covered by the Boston University School of Medicine Medical Student Disciplinary Code of Academic and Professional

Conduct. However, when they join their research labs or MS degree program, they matriculate into the Division of Graduate Medical Sciences. Thus, during their PhD research or MS degree program years, their conduct is covered by this document until they move back to the Medical School to complete their clinical training. The misconduct codes of GMS and the Medical School are similar. However, the structure and mechanics of the committees that hear academic misconduct cases differ. Importantly, the Medical School and the Division of Graduate Medical Sciences share the information on MD/PhD or MD/MS student misconduct that occurs in either program.

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

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

II. ACADEMIC MISCONDUCT

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

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

III. ACTION ON SUSPECTED VIOLATIONS

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

Academic Misconduct Procedural Overview

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

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

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

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

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

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

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

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

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

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

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

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

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

The

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

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

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

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

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

IV. APPEALS

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

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

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

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

The Associate Provost or his /her designee may:

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

IV.2 Appeal to the Dean of the Medical School: The student may file an appeal to the Dean of the School of Medicine of the findings of or sanctions imposed by Associate Provost of

GMS no sooner than receipt of the Provost's notification of findings and sanctions and no more than fourteen (14) days after receipt.

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

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

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

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

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

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

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

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

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

APPENDIX 1

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

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

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

- 14. Falsifying Credentials:** providing misleading or deceptive information regarding training, competence, or credentials, such as describing oneself as a licensed provider or with a title not yet earned by degree.
- 15. Violation of Public Law:** Conduct in violation of public law that occurs outside or inside the University that directly affects the academic or professional status of the student.
- 16. Improper Influence of Awards:** Any attempt to improperly influence the award of any credit, grade, or honor.
- 17. Intentional False Statements:** Intentionally making false statements or presenting false information to any faculty member or to the GMS Academic Standards Committee.
- 18. Failure to Comply with Sanctions Imposed Under this Code:** Failure to comply with the sanctions imposed under the authority of this Code.

APPENDIX 2

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

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

Description of the Penalties

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

A student who admits to an alleged violation of this Code and signs the Report of Academic Misconduct shall receive the grading penalty noted on the Report of Academic Misconduct

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

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

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

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

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

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

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

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

Appendix B. Attestation for GMS Academic Conduct Code and Disciplinary Procedures

Please see the GMS Spring 2021 Orientation Blackboard site to electronically sign the GMS Academic Conduct Code and Disciplinary Procedures attestation:

<http://learn.bu.edu/>

Appendix C. Attestation for the Boston University PA Program Handbook

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

Print Name

BU ID Number

Signature and Date

APPENDIX D: CITI HIPAA Training Instructions

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

Appendix E: Carl Toney Student Society Bylaws

BYLAWS OF CARL TONEY SOCIETY ARTICLE

NAME

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

ARTICLE II. PURPOSE AND MISSION

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

ARTICLE III. MEMBERSHIP

Section 1. Membership Eligibility

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

Section 2. Membership Responsibilities

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

ARTICLE IV. DUES AND FEES

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

ARTICLE V. SOCIETY RELATIONSHIPS

Section 1. Relationship with BU PA Class Leadership

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

Section 2. Relationship with SAAAPA and the AAPA

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

ARTICLE VI. THE EXECUTIVE COUNCIL

Section 1. The Executive Council Composition

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

Section 2. Duties of Executive Council

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

Section 3. Qualifications of Executive Council Members

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

Section 4. The Faculty Advisor

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

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

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

Section 2. Vice President

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

Section 3. Treasurer

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

Section 4. Secretary

The Secretary shall keep the minutes of the student society meetings and be responsible

for communication in regard to the CTS. The second year Secretary shall serve as Secretary of the CTS.

Section 5. Outreach Chair

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

Section 6. MAPA Representative

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

Section 7. Graduate Medical Sciences Student Organization Representative

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

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

Section 9. House of Delegate Representative

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

ARTICLE VIII. ELECTIONS

Section 1. Timing

The class elections shall be completed within the first 6 weeks of the program and will be

implemented by the Vice-President of the second year class. Nominations and nominees must submit in writing to the Second Year Vice President their intent to run for office a week prior to elections. In the event of a tie, a run-off election shall be held immediately.

Section 2. Terms of Office

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

Section 3. Eligibility

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

Section 4. Voting Regulation

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

Section 5. Vacancies in Office

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

Section 6. Faculty Advisor

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

same manner.

Section 7. Judicial Affairs

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

Section 8. AAPA Compliance

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

Section 9. Officer Training

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

ARTICLE IX. MEETINGS

Section 1. Meetings

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

Section 2: Communication

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

ARTICLE X. COMMITTEES AND TASK FORCES

Section 1. Committees

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

Section 2. Task Forces

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

ARTICLE XI. RULES OF ORDER

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

ARTICLE XII. AMENDMENTS

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

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

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

ARTICLE XIII. PARLIAMENTARY

PROCEDURE

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

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

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

