



# University of Dubuque Master of Science in Physician Assistant Studies

## 2018-2019 Student Catalog and Handbook

Education is a continuously evolving process. To keep pace with this process, the University of Dubuque (UD) reserves the right to make changes in policies, rules, and regulations published in this handbook without obligation or prior notice. The policies, rules, and regulations within the Student Catalog and Handbook apply to all UD MSPAS students.

The University of Dubuque does not discriminate on the basis of race, color, national origin, sex, handicap, disability, sexual orientation, or age. Persons having inquiries may contact the Director of Human Resources, University of Dubuque, Smith Hall, 2000 University Avenue, Dubuque, Iowa 52001-5099.

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## Section I: Overview

### Preamble

This Master of Science in Physician Assistant Studies Student Handbook is maintained by the University of Dubuque Master of Science in Physician Assistant Studies (MSPAS) program. The policies and procedures herein apply to all MSPAS students and should serve as a guide throughout student academic, clinical, and extracurricular life. Whenever participating in University of Dubuque (UD) and/or MSPAS-sponsored program events on and off campus, MSPAS students must abide by the policies and guidelines in this UD Master of Science in Physician Assistant Studies Student Catalog and Handbook.

The basic premise for these student guidelines is the understanding that individual rights are accompanied by responsibilities. By enrolling in the MSPAS program, students become members of the larger UD community and, thus, acquire rights in and responsibilities to the entire University community.

All policies and procedures described in this Master of Science in Physician Assistant Studies Student Catalog and Handbook are subject to revision at any time and without notice. Such revisions are applicable to all MSPAS students. The policies and information contained herein take effect after notification to students. Students are informed of significant changes and updates at the time that such revisions are made and posted online. Once notified, students are subject to any changes in policy. Questions regarding the content of this handbook should be directed to the MSPAS program office.

## Message from the Program Director

The University of Dubuque Master of Science in Physician Assistant Studies program is built on a foundation of academic excellence, compassionate care and a desire to serve. In the dynamic world of medicine, a central theme remains constant: the need for health care. It is in this intrinsic need the role of the physician assistant (PA) has emerged and excelled. For over 50 years, PAs have been practicing in interdisciplinary teams setting the stage for what is now considered the standard of care. Our vision here at the University of Dubuque is on service to rural and underserved areas as we understand the integral role PAs fulfill in this setting.

You are now starting a new role in medicine as you have successfully entered a highly competitive and sought-after career that will challenge you in unique ways every day but will likely be one of the most rewarding experiences you'll encounter in life. As you progress through the program, do not lose sight of our mission and vision as these will be the rock that you can stand on throughout your career and, ultimately, what transforms health care in underserved areas.

Congratulations on your journey to get you here and welcome to the PA program. Buckle up and enjoy the ride.

A handwritten signature in black ink, appearing to read "Natalie Weber". The signature is fluid and cursive, with a large initial "N" and "W".

Natalie Weber, PA-C, MSPAS  
Program Director and Assistant Professor  
Master of Science in Physician Assistant Studies

## Message from the Dean for Academic Affairs, Graduate and Adult Studies

For several decades, the world has been facing many challenges in providing access to health care, particularly in rural areas. There have simply not been enough health care professionals living and working in the lowest density regions of our country. In addition to lacking health care professionals, our rural areas tend to have higher poverty rates, lack mobility, and endure foreboding isolation, as well as all the complicating effects arising from it.

The University of Dubuque's MSPAS program endeavors to champion this crisis. Our program's mission is founded in providing health care access to rural America. It is our hope for our graduates to plant their seeds in these rural communities in order to provide the needed care and service to those most desperate.

We invite our MSPAS students to learn in skill, grow in spirit and give back in service the God-given talents they have acquired through their intense studies.

A handwritten signature in cursive script that reads "Gail Hayes".

Gail Hayes, Ph.D.  
Dean for Academic Affairs, Graduate and Adult Studies

## University of Dubuque Mission, Vision and Values

The University of Dubuque is a private university offering undergraduate, graduate, and theological Seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.

Therefore, the University of Dubuque is committed to:

- A hospitable Christian environment which respects other faith traditions;
- Relationships which encourage intellectual, spiritual, and moral development;
- Excellence in academic inquiry and professional preparation;
- A diverse and equitable community where Christian love is practiced;
- Stewardship of all God's human and natural resources; and
- Zeal for life-long learning and service.

Developed and reaffirmed by the Board of Trustees, May 2017.

## Mission Vision Action Plan 2015-2028

### Ensuring Academic Excellence

1. In light of its Mission, the University will continually re-examine and adjust the core curriculum to achieve an artful and purposeful blend of the arts, sciences, humanities, and theology. Where appropriate, these disciplines will be infused within the professional programs offered. A value-laden education which focuses on justice, ethics, and responsible stewardship within a globally diverse community will be stressed.
2. New graduate and undergraduate degree programs of a professional nature will be developed to meet the needs of local, regional, national, and international markets.
3. Students will be challenged to embrace life-long learning in and outside of the classroom. Educational experiences will be enhanced by service learning and technology. Use of the library and other external data sources will be emphasized. The University will be technologically current.



4. Several programs will be selected for distance education, accelerated completion, and/or other methods and strategies of educational delivery. These methods of instruction will be aimed primarily at, but not restricted to, the adult learner. Other initiatives will be taken to actively join local and regional communities in providing educational programming to benefit the socioeconomic development of the region.
5. The Diamond Program will be resourced, monitored, assessed, and improved. It will include the Bridge Program, the Voices/ Values Program, and a 21st Century Honors Program, and will become a national leader for addressing the challenges facing higher education in the 21st century.

### Modeling the Lifestyle of a Functional Christian Community

6. Utilizing the resources at its disposal, the University will encourage all students to examine the moral and theological components of one's life.
7. The college and seminary will join to offer educational programs to the community which will build upon the expertise available with both faculties.
8. The University's policies will create a "community where diversity is appreciated and Christian love is practiced." Emphasis will be placed on student life for constructive learning and for the opportunity to help one another with our individual journeys of faith.
9. Respecting freedom of academic thought and discourse, the University will adopt an Honor Code of behavior which is congruent with the Mission of the University for all faculty, staff, students, and members of the Board of Trustees. The University will resolve its conflicts with justice and compassion.
10. The Lester and Michael Lester Wendt Center for Character Education will become nationally recognized and a leader among colleges and universities in the area of ethics and character.
11. A campus-wide Wellness Committee will be established, and coordinated wellness initiatives for students, faculty, and staff will become part of our community life together.

### Sharing our Message

12. The University will practice the highest ethical standards in its marketing efforts and in the services it offers.
13. Local groups will be encouraged to host their functions on campus. The University will seek to host synod and other Church-related meetings on campus.
14. The University will maintain a sophisticated plan for the marketing of its image and programs. The participation of faculty, staff, and students within the ecclesiastical and secular communities will be supported. The University will partner with other entities that are congruent with its mission.

## Ensuring our Future

15. An enrollment management plan will be developed and implemented to attain a full-time traditional undergraduate student body of between 1400 to 1500; a graduate student body of approximately 150; a Doctor of Ministry enrollment of between 40-50; a face-to-face seminary enrollment of between 95-105; an on-line Master of Divinity program of between 75-90; a baseline enrollment of 845 for the summer program with four percent annual growth; and the LIFE (Learning Institute for Fulfillment and Engagement) adult evening program with an enrollment of 200 or more.

16. Six year graduation rates will be five percent above our Traditional Masters profile national average as measured by ACT Institutional Data File; first year retention rate (return for second year) will be five percent above our Traditional Masters national average as measured by ACT Institutional Data File; second year retention rate (return for third year) will show a 10 percent improvement as based on UD Fact Book Cohort numbers.

17. To enhance its mission, the University will continue to grow the endowment; increase the Annual Mission and Vision Fund giving through 100 percent participation from active trustees, 75 percent participation from faculty and staff, and increase Alumni donors to 25 percent of the verified Alumni of record. The University will continue efforts to obtain Foundation grants and appropriate governmental monies. The University also will aggressively pursue innovative non-traditional revenue streams.

18. The University will be a good steward in the allocation of resources. Salaries and benefits of faculty and staff will be competitive, equitable, tied to a systematic performance review process and, where appropriate, in the top third of identified measurement groups. Partnering, pooling of resources and other such cost-saving strategies will be adopted where sound. The campus master plan, which addresses aesthetics, functionality, and proposed enrollment growth, will be maintained and regularly updated. The strategic plan will be maintained and regularly updated.

19. Through annual updates of the University of Dubuque “Fact Book,” the University will measure its progress by challenging, pertinent and agreed upon benchmarks, such as data provided by the IAICU, CIC, ATS, NAICU, and other resources.

Developed and reaffirmed by the Board of Trustees, May 2017.

## Wendt Character Initiative

### Shaping Character for Lives of Purpose

Character is about excellence as a whole human being in every aspect of one’s life. It’s about being the best person one can be—being all God created us to be. Our goal is to be excellent persons:

- People of integrity whose lives are characterized by truthfulness, honesty and stewardship;
- People of justice who treat all people fairly, respect diversity, and practice Christian love;
- People of compassion who live by the Golden Rule in service of others.

The Wendt Character Initiative seeks to promote a culture of character within the lives of the University of Dubuque's faculty, staff, and students, and to equip them to convey that character to those they encounter.

## Community Standards

Grounded in the University's Mission, life in UD's community recognizes that community members' rights are accompanied by responsibilities. We are a community distinguished by a value-laden education which focuses on justice, ethics, and responsible stewardship within a globally diverse community.

We are committed to the Christian faith, and our belief leads us to hold a basic set of principles and standards regarding person and community behavior. To that end, life in the University's community focuses on five hallmarks:

Integrity – We value honesty and truthfulness in every aspect of campus life.

Worth of the Individual – We value the intrinsic worth of every individual in our community and seek to honor different opinions, attitudes, backgrounds, and beliefs.

Self-Discipline – We value intellectual, spiritual, and moral development and recognize the need for personal responsibility and responsible self-expression as we seek to become life-long learners and of service to the community.

Respect for Community Authority – We value our freedom but understand the need to exercise that freedom responsibly within the guidelines set forth by this community.

Respect for Property and Stewardship of the Campus Environment – We value the privilege of living together and understand that our responsibility as stewards of the community requires acting in ways that respect the property of others, the environment, and the future of this University.

## Off-Campus Co-Curricular Disclaimer

Students and faculty at the University of Dubuque are encouraged to take advantage of the diversity of educational opportunities and experiences available within the vicinity of the University. Students will be encouraged to attend campus events and, from time-to-time, to engage in off-campus activities that supplement on-campus instruction and activities.

Students will often be required to provide their own transportation to and from off-campus activities and events that occur in the tristate area. The University of Dubuque will generally provide assistance with transportation upon request by a student, but assumes no obligation to do so. Students are required, as a condition of their enrollment, to assume all risk and liability associated with their transportation to and from, and attendance at, off-campus experiences whether for required or voluntary activities.

## MSPAS Vision, Mission, Goals and Values

### Vision

The Vision of the program is to prepare students to become primary care Physician Assistants oriented toward service to rural and underserved populations.

### Mission

The Mission of the University of Dubuque Physician Assistant Program is to prepare Master's level primary care Physician Assistants who will practice with physicians and other members of the health care team. The program is committed to developing practitioners who are educated in all aspects of healthcare including geriatrics, health promotion and disease prevention, and public health practice. Special emphasis is placed on training clinicians who will provide primary healthcare to rural and underserved populations. This is in keeping with the commitment of the University of Dubuque to instill:

- Excellence in academic inquiry and professional preparation
- Stewardship of all God's human and natural resources
- Zeal for life-long learning and service

### Goals

- Prepare competent and skilled PAs who pass the PANCE examination
- Prepare our graduates for careers as compassionate, capable and caring PA-Cs
- Maintain instructional quality by ongoing self-assessment and corrective action

The program will assess progress towards these goals on an annual basis with internal reports covering enrollment, exam scores, student and faculty evaluations, and a graduate survey. Benchmarks for each of these reports will be established and adjustments/modifications will be made as needed.

### Values

Our conduct, ideals, and ethics are based on:

- Integrity
- Diversity
- Competence
- Compassion
- Scholarship

## History and Accreditation Statement

The planning for the MSPAS program began with senior administration and University trustees in October of 2011. The development process unfolded in five overlapping phases:

- Initial Program Exploration (Primary time period: October 2011– February 2012)
- Entering the ARC-PA Accreditation Process (Primary time period: February 2012 – May 2013)
- Identifying Key Leadership (Primary time period: January 2013 – January 2015)
- Gathering Evidence for the Feasibility Study (Primary time period: September 2013 – March 2015)
- Writing and Reviewing the Feasibility Study (Primary time period: January 2015 – March 2015)

The program is based on the physician education model and is a 27-month, 116-credit hour program. The initial 15 months will focus on didactic education, including approximately 2000 classroom hours in the basic and clinical sciences. The final 12 months will consist of approximately 2,000 hours of supervised clinical experience.

Unique features of the program include the development of interdisciplinary activities, a rural medicine clinical rotation, and the use of specialists in clinical practice to teach various topics during the didactic phase.

Master of Science in Physician Assistant Studies 2018 – 2019 Course Catalog  
Calendar

**COHORT 1 – Class of 2018**

August 20, 2018 to November 9, 2018		Clinical Rotations
November 12, 2018 to December 7, 2018		Class Sessions- PA 662 and PA 663
December 7, 2018	10:00 a.m. 3:00 p.m.	Cohort 1 Commencement Cohort 1 White Coat Ceremony

**COHORT 2 – Class of 2019**

August 20, 2018 to December 21, 2018		Class Sessions- PA 641, PA 642, PA 643, PA 644, PA 645
January 7, 2019 to November 8, 2019		Clinical Rotations – PA 650 to PA 660
November 11, 2019 to December 6, 2019		Class Sessions- PA 662, PA 663
December 6, 2019		Cohort 2 Commencement Cohort 2 White Coat Ceremony

**COHORT 3 – Class of 2020**

July 30, 2018 to December 21, 2018		Class Sessions- PA 611, PA 612, PA 613, PA 614
January 7, 2019 to May 3, 2019		Class Sessions- PA 621, PA 622, PA 623, PA 624, PA 625, PA 627, PA 642
May 13, 2019 to August 9, 2019		Class Sessions- PA 626, PA 631, PA 632, PA 633, PA 634, PA 661
August 19, 2019 to December 20, 2019		Class Sessions- PA 641, PA 642, PA 643, PA 644, PA 645

## Courses and Course Descriptions

PA 611 – Anatomy (6 credits): PA 611 Anatomy is a clinically oriented course in which descriptive and surface anatomy are correlated with diagnostic imaging and physiology. The objective is to provide students with hands-on experience in the study of the structure and function of the human body. It will prepare the student for intensive study of the clinical presentation, pathophysiology, and recognition of various diseases and anomalies in the population. Prerequisites: none. At the end of this course, the student will be able to:

- Define anatomic terms and relationships that are acquired through lectures, diagnostic imaging, cadaver dissection and discussions and use them appropriately in describing disease states relevant to the adult population.
- Describe the structural manifestations of diseases by discriminating abnormal from normal anatomic findings in order to assess disease states and manage patients.
- Combine anatomic pathology with previous learning in order to predict specific clinical manifestations as they affect the patient's well-being as a whole entity.
- Show appropriate ethical behavior in handling human remains and maintaining the confidentiality of the deceased.

PA 612 – Physiology I (4 credits): PA 612 Physiology I is an integrated primary core course, foundational to physician assistant instruction. It involves an intensive study of physiology relevant to the clinical presentation, pathophysiology, and recognition of various diseases and anomalies in the population. The course assumes and incorporates prior and current learning in the basic sciences, anatomy, ancillary diagnostics and medical terminology. Prerequisites: none. At the end of this course, the student will be able to:

- Explain the workings of structures learned in anatomy in regards to their functional interrelationships and contributions to other organ systems and overall health.
- Describe the etiology, pathogenesis, and functional manifestations of diseases that affect specific organ systems of the body in terms of deviations from normal function.
- Demonstrate skill in laboratory test selection and interpretation to make judicious and cost-effective use of the clinical laboratory to solve clinical problems.
- Combine physiology and pathophysiology with previous learning in order to predict specific clinical manifestations as they affect the patient's well-being as a whole entity.

PA 613 – Clinical Assessment I (4 credits): PA 613 Clinical Assessment I is the first of two courses designed to instruct students in comprehensive history taking and physical exam assessments, along with proper documentation of these components in the medical record. Students are introduced to the sequential process and skills involved in history taking and physical examination techniques, while integrating concepts of effective communication and basic knowledge of human anatomy and physiology. The course emphasizes the "normal" physical exam assessment, while also introducing students to assessment techniques for the most common abnormal physical exam findings.

Prerequisites: none. At the end of this course, the student will be able to:

- Outline the components of a full and focused medical history as they would be documented in a medical record.
- Classify each aspect of the OPQRSTA used in the history of present illness.
- Summarize examples of appropriate / skilled patient interviewing techniques.
- Discuss adaptive interview techniques that can be utilized to address challenging patient situations.
- Outline the components of a comprehensive and focused physical examination as they would be documented in a medical record.
- Explain the various exam techniques utilized to accurately assess each organ system included in the full physical examination.
- Conduct a full head to toe examination comprising selected organ systems.
- Differentiate normal from abnormal physical examination findings.
- Characterize the variety of examination techniques utilized to evaluate abnormal physical exam findings.
- Participate in an interdisciplinary team including, but not limited to, nurses, physical and speech therapists, podiatrist and physician to demonstrate knowledge and appreciation of patient-centered care teams.

PA 614 – Lab Interpretation (2 credits): PA 614 Lab Interpretation introduces the student to medical laboratory testing including test indications, specimen collection, test methods, costs, diagnostic ranges, and the implications of test results. The goal is to develop the foundation for later student competency in proper selection, ordering, and interpretation of laboratory tests as part of the Integration into Clinical Concepts I – III courses in subsequent terms. Prerequisites: None. At the end of this course, the student will be able to:

- Describe the characteristics of common laboratory tests, including their required specimens, costs, indications, methodology, and pitfalls.
- Formulate and execute a laboratory diagnostic workup for a patient presenting for evaluation.
- Evaluate laboratory results to determine appropriate next-level investigation or treatment plans as indicated.

PA 622 – Physiology II (4 credits): PA 622 Physiology II is the continuation of PA 612 Physiology I, involving an intensive study of physiology relevant to the clinical presentation, pathophysiology, and recognition of various diseases and anomalies in the population. Physiology II concentrates on the renal, gastrointestinal, and endocrine systems. Prerequisites: PA 612 Physiology I. At the end of this course, the student will be able to:

- Explain the workings of structures learned in anatomy in regards to their functional interrelationships and contributions to other organ systems and overall health.
- Describe the etiology, pathogenesis, and functional manifestations of diseases that affect specific organ systems of the body in terms of deviations from normal function.
- Demonstrate skill in laboratory test selection and interpretation to make judicious and cost-effective use of the clinical laboratory to solve clinical problems.



- Combine physiology and pathophysiology with previous learning in order to predict specific clinical manifestations as they affect the patient's well-being as a whole entity.
- Describe how specific physiologic problems, possible treatments and the patient's chosen level of participation in their care can determine treatment outcome when practicing patient-centered care.

PA 623 – Pharmacology in Disease Pathology I (2 credits): PA 623 Pharmacology in Disease Pathology I for PA students is presented in the spring semester of the first year didactic learning segment in conjunction with PA 624 Clinical Medicine I. These lectures are integrated with the appropriate organ or disease systems in which an appreciation of the pathophysiology is helpful for understanding the basis of use of a class of drugs in a particular disease. Examples are anticholinergic drugs in the Autonomic Nervous System section, antifungal agents in the Antimicrobial section, etc. Prerequisites: All semester 1 PA courses. By the end of this course, students will be able to:

- Apply pharmacodynamic and pharmacokinetic principles that describe drug actions in humans.
- Compare and contrast the specific pharmacology of the major classes of drugs against each other.
- Identify important distinctions among members of each drug class in relation to the organ systems they affect and the diseases for which they are used therapeutically.
- Compare and contrast the risks and benefits of pharmacologic therapy for major classes of drugs.
- Recognize the role of molecular, genetic and pharmacogenomic principles in pharmacotherapeutics and drug development.
- Use medical literature to evaluate drugs in the context of evidence-based medical practice.

PA 624 – Clinical Medicine I (4 credits): PA 624 Clinical Medicine I for PA students is the first of a three-course sequence reviewing the epidemiology, pathophysiology, clinical manifestations, diagnosis and management of the most common diseases in humans. This first course in the series concentrates on dermatology, otolaryngology, ophthalmology, pediatrics, geriatrics and women's health. Prerequisites: All semester 1 PA courses. At the end of this course, students will be able to:

- Describe the most common diseases of each system discussed in terms of the following seven dimensions: epidemiology, pathophysiology, clinical manifestations, diagnostic studies, differential diagnosis, therapeutics, management, and prognosis.
- Synthesize data from the epidemiology, patient history, physical history, physical examination and diagnostic studies in order to make an appropriate list of diagnostic possibilities.
- Evaluate the diagnostic possibilities of a given patient case and prioritize the appropriate steps in management.

PA 625 – Clinical Assessment II (3 credits): PA 625 Clinical Assessment II is a continuation of PA 613 Clinical Assessment I, designed to instruct students in comprehensive history taking and physical exam assessments, along with proper documentation of these components in the medical record. The course emphasizes the “normal” physical exam assessment, while also introducing students to assessment techniques for the most common abnormal physical exam findings in the areas of the nervous and reproductive systems, women’s health, geriatrics, and pediatrics. Prerequisites: All semester 1 PA courses. At the end of this course, the student will be able to:

- Outline the components of a full and focused medical history as they would be documented in a medical record.
- Classify each aspect of “OPQRST” mnemonic used in the history of present illness.
- Summarize examples of appropriate / skilled patient interviewing techniques.
- Discuss adaptive interview techniques that can be utilized to address challenging patient situations.
- Outline the components of a comprehensive and focused physical examination as they would be documented in a medical record.
- Explain the various exam techniques utilized to accurately assess each organ system included in the full physical examination.
- Conduct a full head to toe examination.
- Differentiate normal from abnormal physical examination findings.
- Characterize the variety of examination techniques to evaluate abnormal physical exam findings.
- Participate in an interdisciplinary team, including, but not limited to, nurses, clergy and holistic practitioners, to develop knowledge and appreciation of spirituality in patient care.

PA 626 – Clinical Skills I (3 credits): This course is the first in a two-course series designed to provide students with an overview of the necessary skills and procedures needed for clinical practice as a Physician Assistant. It allows students to develop the diagnostic and therapeutic skills required to provide proficient care throughout their future careers. This course includes both lecture and laboratory components. Lectures provide the foundation necessary for students to interpret various diagnostic studies, safely perform clinical procedures, and further enhance communication and physical examination skills. Prerequisites: All semester 1 PA courses. At the end of this course, the student will be able to:

- Interpret normal as well as abnormal findings on electrocardiograms (EKGs).
- Demonstrate the initial steps of resuscitation with Basic Life Support (BLS) techniques.
- Analyze and interpret basic radiological studies.
- Perform the following clinical procedures: scrub technique, gown and glove, sterile drape, injections, incision and drainage, suturing, and excisional biopsy.
- Explain the indications and possible complications of various clinical procedures.
- Obtain appropriate informed consent for various clinical procedures, and provide quality patient education for patients undergoing clinical procedures.
- Demonstrate the ability to formulate and write prescriptions.

- Describe a normal grieving process and appropriate compassionate behavior.

PA 627 – Integration into Clinical Concepts I (4 credits): PA 627 Integration into Clinical Concepts I is the first of a three-course sequence devoted to providing students the opportunity to translate knowledge gained in concurrent didactic curriculum courses to clinical problems and to clinical decision making.

Prerequisites: All semester 1 PA courses. At the end of this course, students will be able to:

- Elicit a complete and accurate patient history including past medical history, family history, and social history.
- Select and describe appropriate physical examination components based on a presenting history and knowledge of underlying anatomy.
- Synthesize and orally present a coherent description of the patient’s clinical condition based upon the information obtained.
- Create clear and accurate documentation of a full H&P and of an appropriately focused H&P.

PA 631 – Pharmacology in Disease Pathology II (2 credits): Pharmacology in Disease Pathology II for PA students is a co-requisite in the Summer Semester with PA 632 Clinical Medicine II. These lectures are integrated with the appropriate organ or disease system in which an appreciation of the pathophysiology is helpful for understanding the basis of use of a class of drugs in a particular disease.

Prerequisites: All 1st and 2nd semester PA courses. At the end of this course, students will be able to:

- Apply pharmacodynamic and pharmacokinetic principles that describe drug actions in humans.
- Compare and contrast the specific pharmacology of the major classes of drugs. Identify important distinctions among members of each drug class in relation to the organ systems they affect and the diseases for which they are used therapeutically.
- Compare and contrast the risks and benefits of pharmacologic therapy for major classes of drugs.
- Describe the role of molecular, genetic and pharmacogenomic principles in pharmacotherapeutics and drug development.
- Use medical literature to evaluate drugs in the context of evidence-based medical practice.

PA 632 – Clinical Medicine II (4 credits): Clinical Medicine II for PA students is the second of a three-course sequence reviewing the epidemiology, pathophysiology, clinical manifestations, diagnosis and management of the most common diseases in humans. This second course in the series concentrates on cardiovascular and respiratory diseases and neurology. Prerequisites: All 1st and 2nd semester PA courses. At the end of this course, students will be able to:

- Describe the most common diseases of each system discussed in terms of the following seven dimensions: epidemiology, pathophysiology, clinical manifestations, diagnostic studies, differential diagnosis, therapeutics, management and prognosis.
- Synthesize data from the epidemiology, patient history, physical examination and diagnostic studies in order to make an appropriate list of diagnostic possibilities.

- Evaluate the diagnostic possibilities of a given patient case and prioritize the appropriate steps in management.
- Participate in an interdisciplinary team including, but not limited to, nurses, dieticians, hospice, PT/OT/speech, administration and physicians to demonstrate knowledge and appreciation of patient-centered care teams.

PA 633 – Integration into Clinical Concepts II (3 credits): PA 633 Integration into Clinical Concepts II is the second of a three-course sequence devoted to providing students the opportunity to translate knowledge gained in concurrent didactic curriculum courses to clinical problems and to clinical decision making. Prerequisites: All 1st and 2nd semester PA courses. At the end of this course, students will be able to:

- Articulate the underlying anatomical, physiological, pathophysiological, microbiological and /or infectious disease concepts related to select clinical cases. Select and describe appropriate physical examination components based on a presenting history and knowledge of underlying anatomy, physiology, and pathophysiology.
- Propose and justify appropriate additional studies and tests, where appropriate, to facilitate formulation of an appropriate differential diagnosis for select clinical cases.
- Synthesize historical and physical examination data to formulate an accurate assessment and appropriate differential diagnosis for select case-based scenarios.
- Orally present a coherent description of the patient’s clinical condition based upon the clinical information obtained.
- Create clear and accurate documentation of appropriately focused H&P, assessment and plan.

PA 634 – Human Behavior (3 credits): PA 634 Human Behavior for PA students is a foundational course prior to a clinical rotation in psychiatry and involves the study of normal and abnormal behavior and of strategies to prevent, treat, and rehabilitate patients with mental disorders. Examination of human responses to stress is an integral part of the course. Prerequisites: All 1st and 2nd semester PA courses. At the end of this course, students will be able to:

- Explain how culture, ethnicity, class, gender differences, aging, chronic illness, death, and dying affect health-centered encounters.
- Define, assess, and properly record aspects of a general history and physical, which provide information relating to possible mental health problems.
- Evaluate the diagnostic possibilities of a given patient behavior and prioritize the appropriate steps in management.
- Describe ethical approaches toward helping and treating culturally diverse patients appropriate to their lifestyles and needs.
- Work with a psychologist to implement best-practice and motivational interviewing techniques and make appropriate referrals to psychologists and psychiatrists in providing patient-oriented medical care.

PA 641 – Clinical Medicine III (4 credits): PA 641 Clinical Medicine III for PA students is the third of a three-course sequence reviewing the epidemiology, pathophysiology, clinical manifestations, diagnosis and management of the most common diseases in humans. This third course in the series concentrates on infectious disease, gastrointestinal and genitourinary systems, renal disease, rheumatology, orthopedics, hematology and oncology, endocrine disorders and emergency medicine. Prerequisites: All 1st, 2nd and 3rd semester PA courses. At the end of this course, students will be able to:

- Describe the most common diseases of each system discussed in terms of the following seven dimensions: epidemiology, pathophysiology, clinical manifestations, diagnostic studies, differential diagnosis, therapeutics, management, and prognosis.
- Synthesize data from the epidemiology, patient history, physical examination and diagnostic studies in order to make an appropriate list of diagnostic possibilities.
- Evaluate the diagnostic possibilities of a given patient case and prioritize the appropriate steps in management.

PA 642 – The Role of the PA in American Health Care (2 credits): This course provides a broad overview of the structure and function of the U.S. health care system and reviews important issues in health care delivery such as cost, access, quality, and health policy issues. This material lays the groundwork for addressing the PA profession and its role in the medical care delivery system. Areas of the PA profession to be addressed include history, current status, education and accreditation, legal aspects, practice economics, specialization, primary care, impact on access to medical care, quality of care, and professional issues. Policy and ethics in health care will be discussed, and documentation and medical coding will be introduced as well. Prerequisites: All 1st semester PA courses. At the end of the course, the student will be able to:

- Evaluate the role of the PA profession both past and present, its impact on the US health care system, educational models and current trends in the profession with implications for the future.
- Describe the standard PA educational goals, including accreditation guidelines and requirements.
- Define how inter-professional teams best work as an approach to patient care.
- Assess the legal and economic basis of the PA profession to include systems of PA state regulation, national certification, and institutional credentialing.
- Compare and contrast major systems of public and private health care financing systems in the United States to other health care systems.
- Describe the U.S. health system and its impact on access to care, health insurance, and health disparities.
- Explore the role of the PA in public health, primary care, specialty care, and preventive medicine.
- Compare and contrast the major features of health care systems and the PA profession internationally.
- Learn and apply safety and quality measures as well as health care improvement measures.
- Appreciate and demonstrate professional ethics in medicine.
- Apply basic EM coding of sample office visits and the importance of proper documentation of patient care in the EMR.

PA 643 – Clinical Skills II (3 credits): This course is the second in a two-course series designed to provide students with an overview of skills and procedures needed for clinical practice as a PA. It allows students to develop the diagnostic and therapeutic skills required to provide proficient care throughout their future careers. This course includes both lecture and laboratory components. Lectures provide the foundation necessary for students to interpret various diagnostic studies, safely perform clinical procedures, and further enhance communication and physical examination skills. Prerequisites: All third semester PA courses. At the end of this course, students will be able to:

- Identify basic abnormalities found on electrocardiograms (EKGs), CT, MRI, & ultrasound scans.
- Obtain Advanced Cardiac Life Support certification and be able to apply ACLS protocol in a simulated cardiac emergency.
- Obtain Pediatric Advanced Life Support certification and be able to apply PALS protocol in a simulated cardiac emergency.
- Properly prepare and close wounds using a variety of suturing techniques.
- Explain and perform lumbar puncture and pericardiocentesis.
- Place, manage and remove nasogastric tubes and catheters.
- Perform intravenous cannulation, without and with ultrasound guidance.
- Properly perform casting and splinting.
- Explain the foundations of various clinical procedures as well as their indications, possible complications, and relevant patient education.

PA 644 – Evidence Based Medicine (2 credits): This course explores advanced application of research, statistical, and evidence-based medicine concepts with emphasis on studies assessing therapeutic interventions. The goal of the course is to equip students to examine clinical issues in health care and develop skills to apply information from research to inform clinical decision making. Prerequisites: All first through third semester PA courses. At the end of the course, students will be able to:

- Define Evidence-Based Medicine (EBM) and identify the key steps in the practice of EBM.
- Formulate answerable clinical questions (PICO questions) representative of clinical problems encountered in medical practice.
- Design and effectively conduct search strategies to obtain the best available evidence to address clinical questions.
- Apply knowledge of study design and statistical methods to critically appraise scientific biomedical literature.
- Evaluate the clinical relevance and applicability of scientific evidence.
- Identify strategies for the integration of best available evidence in the treatment of patients.
- Further advance critical and analytical thinking skills.

PA 645 – Integration into Clinical Concepts III (4 credits): PA 645 Integration into Clinical Concepts III is the third of a three-course sequence devoted to providing students the opportunity to translate knowledge gained in concurrent didactic curriculum courses to clinical problems and to clinical decision making. Prerequisites: All 1st, 2nd and 3rd semester PA courses. At the end of this course, students will be able to:

- Articulate the underlying anatomical, physiological, pathophysiological, microbiological and /or infectious disease concepts related to select clinical cases.
- Propose and justify appropriate additional studies and tests to facilitate formulation of a reasonable differential diagnosis for select clinical cases.
- Synthesize historical and physical examination data to formulate an accurate assessment and appropriate differential diagnosis for select case-based scenarios.
- Develop an appropriate plan of care including pharmacological management and patient education for select clinical cases.
- Orally present a coherent description of the patient’s clinical condition, physical exam findings, results of further evaluations, assessment and plan of care based upon the information obtained.
- Create clear and accurate documentation of an appropriately focused patient history, physical examination, assessment, and plan, and where appropriate, hospital admission orders, and/or medication prescriptions.

PA 646 – Pharmacology in Disease Pathology III (2 credits): Pharmacology in Disease Pathology III for PA students is a co-requisite in the Summer Semester with PA 632 Clinical Medicine III. These lectures are integrated with the appropriate organ or disease system in which an appreciation of the pathophysiology is helpful for understanding the basis of use of a class of drugs in a particular disease. Prerequisites: Successful completion of Pharmacology II. At the end of this course, students will be able to:

- Apply pharmacodynamic and pharmacokinetic principles that describe drug actions in humans.
- Compare and contrast the specific pharmacology of the major classes of drugs. Identify important distinctions among members of each drug class in relation to the organ systems they affect and the diseases for which they are used therapeutically.
- Compare and contrast the risks and benefits of pharmacologic therapy for major classes of drugs.
- Describe the role of molecular, genetic and pharmacogenomic principles in pharmacotherapeutics and drug development.
- Use medical literature to evaluate drugs in the context of evidence-based medical practice.

PA 649 – Didactic Summative Exam (1 credit): PA 649 Didactic Summative Exam completes the study of material taught during the previous 15 months, comprised of four terms of didactic courses. The goal is for students to review all didactic content prior to entering their final Didactic Phase examinations. Prerequisites: All fourth term PA courses. At the end of this course, the student will be able to:

- Demonstrate knowledge of both basic science and clinical medical content as measured by the Didactic Summative Written Exam.
- Demonstrate proficiency in assessment and interventional skills as measured by a set of Didactic Summative OSCEs.

PA 650 through PA 660 courses are found in the clinical phase of the MSPAS program, and are each four week supervised clinical practice experiences. At the end of each course, the student will be able to:

- Integrate and apply medical knowledge into the critical practice of medicine while refining critical thinking and medical decision-making skills.
- Perform a complete history and systematic physical examination appropriate to the age, level of care, and medical complexity of the patient.
- Formulate a rational differential diagnosis for a patient problem based on evaluation of the patient history, and physical findings.
- Appropriately order and interpret screening methods/laboratory evaluations/diagnostic studies necessary to determine patient diagnoses.
- Utilize evidence-based decision making to formulate patient-centered treatment plans based on the patient's history, physical, laboratory, diagnostic findings, preferences, current scientific evidence, and clinical judgment.
- Treat and manage common medical conditions seen in the specified field of medicine under preceptor supervision including performing medical procedures, surgical procedures, pharmacologic, and other treatment modalities.
- Implement strategies for patient safety, monitoring of patients' progress, quality improvement, accurate documentation of patient encounters, prevention of medical errors, practice management, and risk management.
- Provide medical care to diverse patient populations across the life span which is sensitive to patients' culture, age, gender, and abilities.
- Participate in addressing emotional as well as physical health needs of patients, with consideration of sociocultural and psychosocial factors.
- Demonstrate effective oral case presentation, communication, and interpersonal skills with other health care professionals, patients, and their families.
- Establish rapport with patients, educate and counsel patients and their families in prevention strategies, health maintenance, and management of diseases commonly seen in a specified medical setting while promoting health and wellness.
- Collaboratively participate as a contributing member of an interprofessional health care team.
- Demonstrate an increased capacity to advance practice-based learning skills and an increased awareness of systems-based practice.
- Demonstrate ethical and professional behavior in therapeutic relationships with patients and the provision of medical care.



PA 650 – Emergency Medicine Clinical Rotation (4 credits): This four week supervised clinical practice experience provides an in-depth exposure to the illnesses and injuries prevalent in emergency care. These educational experiences are intended to emphasize interview and examination skills and the performance of techniques and procedures essential to the proper management of emergent illnesses and injuries. At the end of this course, the student will be able to perform appropriate evaluation and treatment of common conditions seen in emergency medicine. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic program.

PA 651 – Family Medicine Clinical Rotation (4 credits): This four week supervised clinical practice experience introduces the student to the family medicine setting where emphasis is placed on common diseases treated by the primary care practitioner in conjunction with other members of the health care team. At the end of this course, the student will be able to obtain detailed histories, perform complete and problem-focused physical exams, diagnose, treat, and develop a management plan for common diseases seen in family medicine. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic program.

PA 652 – Internal Medicine I Clinical Rotation (4 credits): This four week clinical course focuses on the practice of internal medicine. During this rotation the physician assistant student is exposed to the common medical problems encountered during in-patient/out-patient medical care. Emphasis is placed on the history and physical examination and the process required for appropriate evaluation and management of patients. At the end of this course, the student will be able to manage common diseases encountered in the field of internal medicine. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 653 – Internal Medicine II Clinical Rotation (4 credits): This four week clinical course focuses on a general or subspecialty rotation in the practice of internal medicine. During this rotation the physician assistant student is exposed to the common medical problems encountered during in-patient/out-patient medical care. Emphasis is placed on the history and physical examination and the process required for appropriate evaluation and management of patients. At the end of this course, the student will be able to manage common diseases encountered in the field of internal medicine and/or a subspecialty. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 654 – Obstetrics and Gynecology Clinical Rotation (4 credits): During this four week clinical rotation the student will participate in the care of gynecological and obstetrical patients. Students participate in providing basic health care for the female patient and are introduced to common gynecologic and obstetric conditions. At the end of this course, the student will be able to manage common concerns encountered in women's health. Prerequisites: Successful completion of the University of Dubuque, 15-month PA didactic program.

PA 655 – Pediatrics Clinical Rotation (4 credits): This four week clinical course in the pediatric care setting introduces students to childhood illnesses and variations in growth and development. Students perform histories and physical examinations pertinent to the disease and developmental stage and

provide education to the patient and caregiver(s). At the end of this course, the student will be able to monitor growth and development and manage common diseases encountered in the field of pediatrics. Prerequisites: Successful completion of the University of Dubuque, 15-month PA didactic program.

PA 656 – Psychiatry/Behavioral Health Clinical Rotation (4 credits): This four week clinical course in a psychiatry or psychology setting allows students to gain knowledge and experience evaluating and treating patients with the use of therapy and/or psychotropic medications. At the end of this course, the student will be able to manage common psychiatric disorders and appropriately refer patients to specialists in the field of psychiatry/behavioral health. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 657 – Surgery Clinical Rotation (4 credits): This four week clinical course introduces the student to a variety of clinical problems routinely seen with surgical patients. Emphasis is placed on preoperative, intraoperative and postoperative management of the patient. In the operating room the student will practice aseptic technique and operating room principles. At the end of this course, the student will be able to manage minor surgical problems, assist in surgery and properly prepare and refer patients for surgery. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 658 – Rural Medicine Clinical Rotation (4 credits): This four week supervised clinical practice experience introduces the student to practicing medicine in a rural setting where access to large healthcare facilities is limited by distance. At the end of this course, the student will be able to take detailed histories, perform complete and problem-focused exams, diagnose, treat, and generally manage common diseases seen by rural practitioners. Prerequisites: Successful completion of the University of Dubuque, 15-month PA didactic program.

PA 659 – Elective I Clinical Rotation (4 credits): This four week elective clinical course provides additional clinical exposure and knowledge in an area of primary care or specialty medicine such as radiology, orthopedics, dermatology, etc. At the end of this course, the student will be able to perform a subset of skills typical of the field. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 660 – Elective II Clinical Rotation (4 credits): This four week elective clinical course provides additional clinical exposure and knowledge in an area of primary care or specialty medicine such as radiology, orthopedics, dermatology, etc. At the end of this course, the student will be able to perform a subset of skills typical of the field. Prerequisites: Successful completion of the University of Dubuque, 15 month PA didactic phase.

PA 662 – Review Course (1 credit): The PA 662 Review Course concentrates on the knowledge areas and skills listed in the NCCPA Content Blueprint that have been identified as important to physician assistant practice through an intensive practice analysis. Summative assessment of student knowledge and skills is included in the form of final clinical summative examinations. Prerequisites: All 1st and 2nd year PA courses. At the end of this course, students will be able to:

- Demonstrate knowledge of each of the major task areas listed in the NCCPA blueprint.
- Demonstrate knowledge of each of the major disease content areas listed in the NCCPA blueprint.
- Identify areas of weakness that require additional study through the pre and post examination process.

PA 663 – Capstone Project (2 credits): PA 663 Capstone Project is designed to enable PA students to investigate an approved case-related medical question, interpret research, write scholarly papers in clinical medicine, present findings, and participate in continuing medical education which enhances the professional development of the student. At the end of the course, the student will be able to:

- Demonstrate expertise in the assessment of literature at the forefront of medicine through the investigation of a case-based medical query.
- Demonstrate achievement of the knowledge, skills, and behaviors characteristic of an evidence-based healthcare professional.
- Translate evidence into practice and disseminate findings through a novel paper and oral presentation.

## Section II: Student Affairs

### MSPAS Program Office Information

Address:

University of Dubuque  
Linda Chlapaty Hall, Suite 120  
2000 University Avenue  
Dubuque, Iowa 52001

Phone:

(563) 589-3662

Fax:

(563) 589-3650

### University of Dubuque Office of Graduate Studies Information

Address:

University of Dubuque  
Severance Hall, Suite 121  
2000 University Avenue  
Dubuque, Iowa 52001

Phone:

(563) 589-3246

Fax:

(563) 589-3416

### Professional Staff

**Program Director:** Serves as chief administrative officer of the MSPAS program. Oversees development and implementation of the MSPAS program vision and strategies, as well as organizational and fiscal management, and review of MSPAS accreditation.

**Medical Director:** Serves as interim director in absence of the Program Director. Supports the program director in ensuring full and effective implementation of current practice standards in academic and clinical instruction and curriculum, fulfilling the MSPAS program mission, and evaluating student performance.

**Academic Director:** Oversees academic curriculum development, implementation and evaluation.

**Clinical Education Director:** Oversees clinical curriculum development, implementation, and evaluation.

**Clinical Placement Director:** Oversees clinical sites including hospitals, clinics, and private practices. Develops affiliation agreements to ensure sufficient availability of clinical sites and preceptors.

**Admission Director:** Oversees a comprehensive admissions and recruitment process. Maintains MSPAS student records. Coordinates all marketing and special events.

**Program Coordinator:** Supports students, faculty and staff of the MSPAS program. Serves as the immediate contact with the accrediting body under the direction of the Program Director.

Maintains Program Director's schedule. Coordinates out-going communication. Liaison with other University departments.

Program Specialist: Provides support to academic and clinical education teams. Point person for program's software – Moodle and Exxat. Oversees laboratory assistance and maintenance, simulation and equipment care, supply management, curriculum mapping, and survey distribution. Assists clinical education team with site development and student profiles.

## Financial Counseling and Financial Aid

MSPAS students may seek financial counseling and aid through the UD Financial Aid Office or through the Financial Aid website <http://www.dbq.edu/admission/financialaid/>. Financial aid is offered in the form of loans and grants, and may come from a variety of sources.

Additionally, MSPAS students are encouraged to apply for other grants and scholarships offered by sources outside the University, such as the Physician Assistant Foundation, the National Health Service Corps Program, the Physician Assistants in Orthopedic Surgery, and the Iowa Physician Assistant Society. More information is available on funding sources through the American Academy of Physician Assistants' (AAPS) website. Grants are also available for veterans at <http://www.dbq.edu/veterans/>.

## Academic and Career Counseling

Upon entrance to the MSPAS program, each MSPAS student is assigned a faculty advisor who provides academic advising. Faculty advisors monitor student academic progress and success and provide guidance in navigating course work, clinical rotations, and career opportunities. Students are expected to meet with their assigned advisor regularly. Students experiencing academic difficulty should meet with their advisor to create a plan for tutoring and/or other academic assistance.

## Section III: MSPAS Program Overview

### Graduate Outcomes

Upon completion of the program, graduates will be able to:

1. Recognize the major principles of anatomy, physiology, pathophysiology, pharmacology, and microbiology;
2. Apply the principles of anatomy, physiology, and pharmacology to determine etiology, pathophysiology, prevention, and treatment of critical human disorders;
3. Communicate effectively with patients, families, and health service providers; counsel patients, their families, and their caregivers regarding disease treatment and care;
4. Formulate and accurately document complete medical history and physical examination;
5. Recognize and propose initial therapy for acute life-threatening situations and management plans for chronic disease;
6. Classify the need for and ability to order and understand appropriate diagnostic tests;
7. Correctly perform basic procedural skills with attention to patient comfort;
8. Attain and manage patient information from the medical record;
9. Use evidence-based medicine to provide quality health care to individuals and populations;
10. Apply quality scientific research methods;
11. Collaborate and discuss the role of the integrated patient care model with regard to physician assistants;
12. Identify and abide by the systems-level processes that support continuous quality improvement and patient safety, and use standard precautions in the health care setting;
13. Apply professional behavior attitudes for the care of patients, self, and others in accordance with American Academy of Physician Assistants' Guidelines for Ethical Conduct for the Physician Assistant Profession;
14. Deliver appropriate patient-centered counseling techniques to improve rational utilization of health care resources, prevention, and patient satisfaction; and
15. Interact effectively as part of interdisciplinary teams to address health care needs of patients.

### Physician Assistant Competencies

The MSPAS program has adopted and integrated into its curriculum the National Commission on Certification for Physician Assistants (NCCPA) 2012 revised guidelines defining physician assistant competencies. These competencies encompass the skills, knowledge, education, and attitudes that PAs should acquire through training and subsequent careers. The following listing and description of competencies is taken in full from the NCCPA "Competencies for the Physician Assistant Profession," which can be found at <https://www.aapa.org/career-central/employer-tools/employing-a-pa/competencies-physician-assistant-profession/>.

## Medical Knowledge

Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigative and analytic thinking approach to clinical situations.

Physician assistants are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine;
- scientific principles related to patient care;
- etiologies, risk factors, underlying pathologic process, and epidemiology of medical conditions;
- signs and symptoms of medical and surgical conditions;
- appropriate diagnostic studies;
- management of general medical and surgical conditions to include pharmacologic and other treatment modalities;
- interventions for prevention of disease and health promotion/maintenance;
- screening methods to detect conditions in an asymptomatic individual; and
- history and physical findings and diagnostic studies to formulate differential diagnoses.

## Interpersonal & Communication Skills

Interpersonal and communication skills encompass the verbal, nonverbal, written, and electronic exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients' families, caregivers, physicians, professional associates, and other individuals within the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients;
- use effective communication skills to elicit and provide information;
- adapt communication style and messages to the context of the interaction;
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group;
- demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety; and
- accurately and adequately document information regarding care for medical, legal, quality, and financial purposes.

## Patient Care

Patient care includes patient- and setting-specific assessment, evaluation, and management. Physician assistants must demonstrate care that is effective, safe, high quality, and equitable.

Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care;
- demonstrate compassionate and respectful behaviors when interacting with patients and their families;
- obtain essential and accurate information about their patients;
- make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment;
- develop and implement patient management plans;
- counsel and educate patients and their families;
- perform medical and surgical procedures essential to their area of practice;
- provide health care services and education aimed at disease prevention and health maintenance; and
- use information technology to support patient care decisions and patient education.

## Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant;
- professional relationships with physician supervisors and other health care providers;
- respect, compassion, and integrity;
- accountability to patients, society, and the profession;
- commitment to excellence and on-going professional development;
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices;
- sensitivity and responsiveness to patients' culture, age, gender, and abilities;
- self-reflection, critical curiosity, and initiative;



- healthy behaviors and life balance; and
- commitment to the education of students and other health care professionals.

### Practice-based Learning & Improvement

Practice-based learning and improvement includes the processes through which physician assistants engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. Physician assistants must be able to assess, evaluate, and improve their patient care practices. Physician assistants are expected to:

- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team;
- locate, appraise, and integrate evidence from scientific studies related to their patients' health;
- apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness;
- utilize information technology to manage information, access medical information, and support their own education; and
- recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others.

### Systems-based Practice

Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. Physician assistants are expected to:

- effectively interact with different types of medical practice and delivery systems;
- understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively;
- practice cost-effective health care and resource allocation that does not compromise quality of care;
- advocate for quality patient care and assist patients in dealing with system complexities;
- partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes;
- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care;

- apply medical information and clinical data systems to provide effective, efficient patient care;
- recognize and appropriately address system biases that contribute to health care disparities; and
- apply the concepts of population health to patient care information resources for the purposes of self- and practice-improvement.

## Program Curriculum

The MSPAS program is a 27-month curriculum. The first 15 months are dedicated to didactic education; the final 12 months of the program are dedicated to supervised clinical rotations. Clinical rotations are 4 weeks in length and are principally located at health care sites across Iowa, Illinois, and Wisconsin.

The didactic phase of the program is based on a broad curriculum. Students take courses on the University of Dubuque campus covering topics of physiology, pharmacology, anatomy, clinical medicine, and clinical skills. Students should focus on their academic/didactic work during this phase and should not concentrate on clinical rotations before the final semester of the didactic year.

The clinical phase of the program allows students to integrate their knowledge and skills into health care practice. Students may not begin clinical rotations until successful completion of all didactic phase course work and end-of-didactic phase requirements; approval through a background check (cost borne by the student); documentation of immunization and titers; and training in Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS). Students may be required to submit to additional background checks and training required by individual rotation sites. Failure to complete the above requirements may delay the start of clinical rotations and may ultimately delay a student's graduation. The Iowa Board of Medicine will not license anyone with a criminal record, and local hospitals will not allow students with a criminal record to participate in clinical rotations.

Core clinical rotations are in family medicine, internal medicine, pediatrics, psychiatry/behavioral health, obstetrics and gynecology, general surgery, and emergency medicine. In addition, there are 2 selective core rotations in rural medicine and an internal medicine subspecialty. Two (2) elective rotations complete the set of 11 required rotations. Rotation sites may vary in schedule, expectations, and assignments. During the clinical phase of the program, the course schedule/calendar may differ from that of the general UD academic calendar. Students will be subject to rotation-specific schedules.

MSPAS students will be instructed and clinically supervised by physicians, certified physician assistants, and nurse practitioners. While resident physicians may participate in the didactic and clinical education components, they will not be the primary source of instruction/supervision.

In accordance with federal regulations and policies of the Higher Learning Commission, UD is committed to “teaching out” all students enrolled in its accredited educational programs. In the unlikely event of loss of accreditation or closure of the MSPAS Program, current matriculated students will be allowed to complete the program, with no new students being admitted. Should circumstances preclude the continuation of the MSPAS Program (e.g., closure of the campus due to natural disaster), UD will facilitate students in enrolling in accredited programs at other institutions where they can complete their PA education.

## Experiential Learning

The MSPAS program does not give credit for prior student experience working in the field.

## Transfer Credit

The MSPAS program does not accept transfer credit from other Physician Assistant programs.

# Section IV: Policies and Regulations

## Health Policies

The University of Dubuque and the MSPAS program are committed to protecting the health and well-being of all students, faculty, staff, patients, and the public. Once students have successfully been admitted to the MSPAS program, they are provided with a checklist of the mandated requirements that include physical examination, antibody titers, immunizations, drug screening, and background checks. Students are given deadlines to submit the requirement checklist prior to the commencement of classes in order to comply with matriculation standards. All students are required to have proof of current health insurance coverage and should consider current long-term disability insurance as well.

These mandated procedures/tests are required annually for continued enrollment in the program. Students who do not meet the mandated requirements are not allowed to register for classes or participate in a clinical setting. Student immunization forms will be kept by the MSPAS office. Student health records are kept by the student’s healthcare provider. All immunization forms must carry the original signature of a physician or a licensed medical practitioner and the license number or office stamp with address. These will be released as required to clinical sites with written permission from the student.

Students are required to have an updated physical examination within 60 days of starting the clinical phase. Students who fail to comply with program requirements are not eligible to attend clinical rotations until all requirements are met. Exceptions to this policy may be granted in the event of valid medical contraindications, or if the student is in the process of receiving the complete vaccine series (e.g., hepatitis B, varicella) in a compliant manner. MSPAS students may be required to have additional vaccines, drug testing, and/or other medical tests prior to starting classes and/or clinical rotations, as required by MSPAS program and all affiliated clinical

educational sites. Additional periodic evaluations or tests may be required as indicated, or if exposure to an infectious patient or pathogen occurs.

The MSPAS program developed its policy and immunization guidelines based on the guidelines issued by our affiliated clinical education sites and the Centers for Disease Control and Prevention (CDC) <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html> that apply to all undergraduate, graduate, and professional students attending any public or private university in the State of Iowa, specifically those involved in health care.

## Immunizations

### Measles, Mumps, and Rubella

State of Iowa pre-matriculation immunization requirements include documentation of measles, mumps, and rubella immunity for all students prior to registration for classes. As a prerequisite to matriculation or registration, the State of Iowa requires all students born after 1956 to present documented proof of immunity to measles, mumps, and rubella. Consistent with Department of Health guidelines, acceptable proof of immunity constitutes documentation of two vaccinations of measles, mumps, and rubella or a blood antibody titer verifying immunity.

Students who cannot prove immunity must begin the 2 shot MMR vaccination series prior to the start of the program.

### Tetanus/Diphtheria/Pertussis

Based on the guidelines published by CDC, matriculating students who have not had a tetanus booster within the past ten years must receive the tetanus, diphtheria, and pertussis (Tdap) vaccine and are required to keep this current.

- A single dose of Tdap must be given for adults aged 19 through 64 years who have not received a dose of Tdap previously.
- Tetanus/diphtheria (Td) booster is not accepted.

### Hepatitis B

Students must show documented proof of vaccination and immunity to Hepatitis B, as described below. Students must document hepatitis B titer status.

- If the titer is positive, no further action is necessary
- If the titer is negative, the following steps are required:
  - Begin required three dose hepatitis B series immediately. Proof of receipt of at least the first dose of hepatitis B vaccine is required prior to the first day of classes. The remainder of the three-dose series must be completed 8 weeks prior to beginning the clinical phase
  - Repeat titer 6 weeks after completing the 3-dose series. This must be completed prior to beginning the clinical phase.
    - If the hepatitis B surface antibody titer is negative, the student is considered a non-responder

- Students who continue to have a negative hepatitis B surface antibody titer receive individual counseling on how best to protect themselves and prevent hepatitis B infection and special procedures to follow should a needle stick injury occur.

#### Chickenpox (varicella)

Proof of positive (immune) varicella antibody titer is required. If immunity is not shown, completion of the 2-shot series 4-8 weeks apart is required and documentation must be submitted.

#### Influenza

Students are required to receive the seasonal flu vaccine annually in November.

#### Meningococcal

Highly recommended for anyone with a risk factor (medical, occupational, lifestyle, or other indication), according to the Iowa Department of Public Health. We recommend discussing your meningococcal vaccine status with your health-care provider. This recommendation may be pre-empted by the clinic and hospital policies of the clinical rotation sites.

#### Polio (IPV)

Proof of vaccination must be provided. Students should consult with their healthcare provider.

#### Screening for Tuberculosis (TB)

Students are required to have an annual Interferon-Gamma Release Assay (IGRA) to document absence of TB infection.

- If the blood test is negative, students must repeat the IGRA annually
- If the blood test is positive, students must follow up with their healthcare provider and submit documentation of chest x-ray results and tuberculosis questionnaire

#### Health Insurance

MSPAS students are required to possess current and adequate medical insurance to cover emergencies and common medical problems that might occur during their educational training period. The cost of medical insurance is borne by the student.

Students should be prepared to show proof of health insurance. The policy must provide continuous coverage for the entire period the insured is enrolled as a MSPAS student and must be renewable. The policy must provide in-network and out-of-network coverage for providers, hospital, diagnostic, and therapeutic coverage in local facilities for both emergency and nonemergency outpatient and inpatient services.

## Disability Insurance

All MSPAS students are encouraged to enroll in a disability insurance plan to cover injuries that might result in chronic disability during their educational training period.

## Liability Insurance

Each MSPAS student is covered for professional liability under a professional liability insurance plan with The Travelers Indemnity Company (Cottingham & Butler, producer). Students can contact the MSPAS Program Director or Clinical Education Director to learn more about this program. MSPAS students rotating at a clinical site must maintain the role of a student; they are prohibited from assuming any responsibilities outside those clearly defined and agreed upon for a student.

Students should be appropriately and routinely supervised by the preceptor of record and must perform duties within the scope of the agreed-upon clinical experience. Remaining within the scope of agreed-upon student duties and responsibilities is vital to preserving the professional liability coverage provided by the University and is important in protecting the student, University of Dubuque and the clinical site in the case of legal action sought by a patient.

Students are prohibited from participation in any patient care activity outside of the formal rotation assignment, even in the case that an occasion for participation is presented by the clinical site as a potential employer. Though these opportunities may be attractive and are seemingly benign, they must be avoided, as MSPAS program's liability coverage does not cover the student in these circumstances.

MSPAS students working in paid positions in a different health-care-related capacity at any time during their physician assistant education are not permitted to assume the role of MSPAS student while on duty as a paid employee. Liability insurance will not cover any student assuming the role of a MSPAS student outside an assigned clinical rotation.

## Criminal Background Checks

Criminal background checks are required prior to enrolling in classes in the MSPAS program. The initial background checks will be completed through Certified Background via CASPA ([www.certifiedbackground.com](http://www.certifiedbackground.com)), with the cost borne by the student. Additional background checks may be required prior to participation in clinical rotations, and are performed by the state upon submission of application for licensure. Findings in background checks may affect a student's admission, ability to participate in clinical rotations, and eligibility to complete the program. During a student's tenure at UD, if the student is arrested, charged, or convicted of a felony or misdemeanor, he/she must disclose such an event to the Program Director. The Program Director will determine appropriate action. Failure to disclose this information may result in disciplinary action, up to and including expulsion from the program.

## Substance Use Policy

The goal of the MSPAS Substance Use Policy is to ensure safety throughout the program and to prepare students for physician assistant standards. Four objectives accompany this goal:

1. Contribute to the education of the MSPAS student regarding substance abuse.
2. Aid the MSPAS student in finding medical assistance and counseling for substance abuse related violations.
3. Facilitate compliance with physician assistant accreditation and regulations.
4. Protect the health and safety of all students and patients.

As a condition of receiving funds or any other financial assistance under any federal program, institutions of higher education shall certify that they have developed and implemented an Alcohol and Drug-Free Workplace and Campus Policy.

Drug testing is required prior to enrolling in classes in the MSPAS program. The initial drug test will be completed through Certified Background via CASPA, with the cost borne by the student. Additional drug testing may be required prior to participation in clinical rotations with the cost borne by the student. Findings in drug tests may affect a student's admission, ability to participate in clinical rotations, and eligibility to complete the program.

This substance abuse policy is in effect during the enrollment in the program. Violations of the policy accrue during the entire academic career of the MSPAS student while attending UD. The University of Dubuque retains the option to test for other substances at the discretion of the Program Director. If a MSPAS student knowingly or unknowingly takes a banned substance and tests positive, the student is subject to the consequences listed below.

### Violations

If an MSPAS student abuses over-the-counter and/or prescription drugs, alcohol, mind altering, and/or performance enhancing substances illegally, the student's status in the MSPAS program may be jeopardized. Illegal consumption includes any action that violates federal and/or state law, or University regulations. If the student receives a citation for drugs, alcohol or illegal substances and is found guilty, pleads no contest, receives a deferred judgment, or is convicted, sanctions will be imposed. (Citations include, but are not limited to open containers of alcohol, providing alcohol to minors, illegal possession of drugs, driving or operating a motor vehicle under the influence of drugs and/or alcohol.)

The following sanctions are proposed to ensure consistency and fairness. The primary principle is that any MSPAS student with a substance abuse problem needs to receive appropriate treatment and counseling. The sanctions imposed on the MSPAS student with regard to participation in MSPAS courses or clinical rotations should be consistent with the goals of the individualized counseling program. This protocol attempts to balance treatment and sanctions, recognizing that the medical fitness of an MSPAS student and the safety of others are of paramount concern.

## First Violation

Following a first violation, the MSPAS student will confer with the Program Director to discuss the situation. Based on the discussion, the MSPAS student may not be able to continue in his/her didactic or clinical education. Depending on the severity of the violation, the Program Director may dismiss a student immediately.

The student will attend mandatory counseling or educational sessions on campus as determined by the Program Director. Failure to complete the counseling or educational sessions will be construed as a further violation of the policy and will result in dismissal from the MSPAS program.

After the first violation, MSPAS students will be subject to the MSPAS Program random drug testing, as the standard of reasonable suspicion will have been established.

## Second Violation

A second violation will result in the immediate removal of the MSPAS student from the program. The MSPAS student may seek reinstatement by submitting a formal request detailing the reasons why he or she seeks reinstatement. This formal request may include the reason and circumstances surrounding the violations, ways in which the student is seeking to address the pattern of drug and alcohol abuse, etc. The request for reinstatement must be filed within one month of the MSPAS student being suspended or dismissed from the program.

## Reasonable Suspicion

Reasonable suspicion is defined as a good faith belief, at the time of making the decision to test, that the information relied upon is accurate and there is reason to suspect that an MSPAS student has used illegal or performance enhancing substances.

Students whose behavior rises to a formal level of concern regarding substance use will immediately be removed from any patient care area, given an unexcused absence, issued a Document of Concern (Appendix B) which will become a permanent part of their record, and undergo immediate review by the Student Evaluation Committee (SEC).

## University of Dubuque Substance Use Policy

The following is the University policy regarding the use of alcohol, drugs and tobacco:

- Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages. In order to consume alcohol legally in the state of Iowa, you must be 21 years of age.
- Alcohol use, possession, distribution, and/or consumption or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department or group is strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or



consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Life. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

- Illegal drug use, possession, and distribution (including the abuse of prescription or over-the-counter drugs) and any paraphernalia related to illegal use, is prohibited.
- University personnel may, at times of concern for a student's welfare, notify a parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of University policy occur.
- The Iowa Clean Air Act bans the use of tobacco in all indoor and outdoor spaces on the campus. For details, please refer to the section on Tobacco in the Graduate Handbook.
- No advertising may be displayed that explicitly or implicitly invites students to events where alcohol will be served.

### Iowa Laws Relating to Consumption of Alcohol

The following is only a partial list of the pertinent alcohol-related laws:

- Persons under the legal age (21 years) are prohibited from purchasing or possessing alcoholic beverages (I.C.A. 123.47).
- It is unlawful to sell, give, or otherwise supply alcoholic beverages to a minor (anyone under 21 years of age) (I.C.A. 123.47 and 123.47A).
- Those under the legal age may not present false evidence or misrepresent their age to a vendor or licensee for purposes of obtaining alcoholic beverages [I.C.A. 123.49(3)].
- No person may sell or give alcoholic beverages to an intoxicated person [I.C.A. 123.49(1)].
- Anyone under the age of 21 who is caught driving with a blood alcohol level of .02 or more will lose their driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be issued during the suspension period.

### Alcohol and Drug-Related Counseling

The University understands the need for strict adherence to the law in cases involving alcohol, drugs, and other addictions. However, as part of its mission, the University also practices compassion toward those with abuse and/or dependency of a substance or other addictive disorders. To this end, University officials will make an effort to assist students in receiving professional counseling and/or treatment, to support students in becoming productive members of the University family and society. Students in need of services due to abuse and/or dependency of alcohol, drugs or other addictions are welcome to contact UD's Counseling Services to assist with a confidential and professional referral to an appropriate service within the tristate area or through the student's preferred provider within their insurance plan. The referral service is provided at no charge to the student. UD's Counseling Services does not provide treatment for alcohol, drugs, or other addictions. However, UD's Counseling Services has strong partnerships with area resources such as: Substance Abuse Services Center (SASC), Hillcrest Family Services, Turning Point Treatment Center, area hospitals and clinics, intervention services, and other alternative providers.

For more information and a list of area resources, visit our website at <http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices>, contact 563.589.3132 or 563.589.3253, or visit UD's Counseling Services on 2nd Floor of Peters Commons.

## Medication

All MSPAS Program students are subject to UD MSPAS and clinical site policies regarding prescription drug use in the workplace.

Any student may bring non-opioid prescribed drugs to class or a clinical site and take during work hours only if the medication has been prescribed by an authorized prescriber (such as a dentist), and only if the drug is taken in accordance with the prescriber's directions. Opioid prescription medications have the potential to cause impairment, increase the risk of workplace incidents, errors and injury even when taken as prescribed. All prescription drugs must be kept in the original container in which they were received from the pharmacy or other dispenser.

A student may possess and take an over-the counter drug during clinical hours only if the drug is used for its intended purpose and in accordance with the package directions, and/or any supplemental directions of the student's provider, and the use of the drug does not render the student "otherwise unqualified" to meet program safety and learning objectives.

## Communicable Diseases and Exposures

All students with communicable diseases or conditions are not permitted to engage in patient care until such conditions have been resolved as documented by a provider. This restriction is necessary to protect the health and safety of patients, clinical personnel, and UD MSPAS faculty/staff. Examples include, but are not limited to, the following medical conditions:

- Active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, and tuberculosis
- Oral herpes with draining lesions
- Group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been received
- Draining or infected skin lesions (e.g., Methicillin Resistant Staphylococcus Aureus or MRSA)
- Hepatitis B or C
- HIV/AIDS

A student who has a communicable disease or is unsure whether he/she should participate in patient care should seek medical care by a private medical provider. All students with a communicable disease must receive written medical clearance from a licensed provider and must submit to the MSPAS Program Director prior to initiation of, or return to, clinical care activities. A case-by-case evaluation of each infected student shall be done by his/her medical provider to determine his/her ability to perform the duties required of the clinical rotation. Based on the recommendations of his/her provider, it is the responsibility of each infected

MSPAS student to notify the MSPAS program office if unable to perform clinical work; appropriate documentation is required. All such notifications are kept strictly confidential.

### HIV, Hepatitis B and C

The University strives to provide the MSPAS community programs and services that focus on support, education, and prevention of HIV/AIDS. MSPAS students who believe they may be at risk for HIV, hepatitis B or hepatitis C infection have an obligation to be tested. While the testing decision should be voluntary for the individual, there may be instances in which testing could be required. Education, training, and confidentiality safeguards can be used to encourage those who believe they might be at risk to be tested. Pre- and post-test counseling will be available at the testing site. The MSPAS program encourages participation in wellness courses that cover prevention and transmission of sexually transmitted infections such as HIV.

MSPAS students who know they are infected with HIV, hepatitis B, hepatitis C, or other infectious disease will be urged to voluntarily inform a designated official in the school who will provide information and referral on health care and counseling, and begin a process to assess the need for necessary modifications/accommodation in clinical education or job functions.

Clinical settings which pose additional risk to the personal health of infected students will be identified and such persons will be advised of those risks and urged to consult their health care provider to assess the significance of the risks to their own health.

Modifications of clinical activity of infected students will take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by HIV carriage, functional disabilities and the transmissibility of simultaneously carried infectious agents.

### Infectious and Environmental Hazards

MSPAS students who may become infected are not excluded from enrollment or restricted in their access to University services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the individual and/or other members of the University community.

Students infected with bloodborne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of University life, including educational opportunities, employment, and extracurricular activities, except as otherwise required by applicable federal, state, or local law, or unless their health condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens are excluded from participation in such activities during the infectious stage of their disease.

## Biosafety, Bloodborne Pathogen, and Needle Stick Injuries

The MSPAS program follows the MSPAS Student Handbook guidelines regarding exposure to infectious and environmental hazards while on campus and the institutional policies of its clinical affiliates regarding exposure to infectious and environmental hazards while at clinical sites. The MSPAS program is diligent in educating students about precautionary infection control measures for airborne and bloodborne pathogens prior to students' first contact with patients and first contact with human tissue, blood products, and body fluids. Ultimately, each student is responsible for his/her health and safety in the clinical/educational setting; therefore, it is the goal of the MSPAS program that all students learn appropriate policies and procedures to follow in the event that they are injured or potentially exposed to bloodborne pathogens or other communicable diseases.

All MSPAS students are required to review OSHA guidelines. MSPAS students should seek an orientation to the bloodborne pathogens policy of the clinical affiliate prior to commencing laboratory and/or patient care activities. MSPAS students should understand site-specific policies prior to their work at each site and should follow the established protocols at that site for immediate care and treatment after exposure.

Guidelines are available online at <https://www.osha.gov/> to protect students from the risk of occupational infection with HIV, hepatitis B, or other bloodborne pathogens, and to implement the United States Department of Labor Occupational Safety and Health Administration (OSHA) Standard 29 CFR Section 1910.1030 Bloodborne Pathogens.

The MSPAS program has addressed methods of prevention, procedures for care and treatment after exposure and/or injury (including definition of financial responsibility), and effect on student learning activities as follows:

1. All exposure incidents are regarded as serious and must be reported and documented immediately to the clinical site as well as the MSPAS Program Director.
2. First aid shall be immediately administered for all types of injuries, including cuts and burns; exposed areas must be thoroughly washed with soap and water.
3. MSPAS students must first contact their instructor or attending preceptor and report the incident including the source and if appropriate, patient diagnosis. This information is necessary to assist in determining the potential severity of the exposure.
4. The instructor or attending preceptor shall attempt to obtain witness reports of the incident and attempt to determine the nature of the exposure(s) and any associated biohazardous risks, including documentation of routes of exposure(s).
5. If possible, source material of the exposure should be retained and secured in a safe manner.

6. If the instructor or attending preceptor determines that the incident constitutes an occupational exposure to biohazardous materials, then he/she immediately will begin documentation of the incident. Students are required to complete all site-specific incident forms. The student will facilitate completion of the Student Exposure Incident Report Form (Appendix F) and/or the Student Accident Report Form (Appendix G) as appropriate with the instructor or attending preceptor within 24 hours.
7. All exposures must be reported to the MSPAS program office. If the MSPAS Program Director is not immediately present, the student will contact a MSPAS faculty member. All information related to student exposure shall be regarded as confidential.
8. Documentation of the incident shall include the activity in which the student was engaged at the time of exposure, the extent to which appropriate work practices and protective equipment were used, and a description of the source of exposure.
9. On-campus injuries: The student is directed to UD Office of Medical Services (OMS) during normal business hours for appropriate follow up. If the incident occurs after working hours, or requires emergency care, then the student will be directed to the nearest emergency department for proper evaluation.
10. Off-campus injuries: The student is directed to seek care at the hospital's emergency department (according to the clinical affiliation agreement), or referred to the closest outpatient clinic.
11. Students are responsible for all charges associated with the diagnostic and therapeutic services associated with needle stick and other types of injuries, including filing health insurance claims. The student assumes responsibility for all charges that are not covered by his/her health insurance plan. A student may request financial assistance from the UD MSPAS program by discussing the situation with the Program Director.
12. MSPAS students may receive follow up care and treatment for injury or exposure at the clinical site where the injury occurred, with the OMS or with their primary care provider.

Students who know, or who have reasonable basis for believing, that they are infected with bloodborne or airborne pathogens are ethically obligated to report exposures and expected to seek medical care. Students are excused from clinical activities in order to seek medical care for bloodborne or airborne pathogen exposure. Should an infected student expose a patient, he/she is ethically obligated to report this as well.

If a student's exposure results in the contraction of a disease or disability, the student is allowed to continue in the program with as little disruption as safely possible depending on the circumstances. The student's specific medical circumstances are evaluated confidentially on a case-by-case basis. In some cases, students may be unable to participate fully in university life or meet MSPAS technical standards because of their

illness. As applicable, cases will be reported to the appropriate Public Health Department having jurisdiction over the agency/institution where the exposure occurred.

## Ethical Considerations Relative to the Care of Patients with Contagious Diseases

All students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. No student may ethically refuse to treat a patient solely because the patient is at risk of spreading, or has, an infectious disease.

## Academic Policies

### Textbooks

Required textbooks are specified in class syllabi. Students may access some online textbooks through the UD Library, in which case the purchase of a hard text is optional.

### Required Medical Equipment and Supplies

The following is a list of the required equipment:

- Ophthalmoscope
- Otoscope with disposable otoscope speculums
- Stethoscope
- Sphygmomanometer with adult cuff (blood pressure cuff)
- Tuning forks 128 and 512 HZ
- Reflex hammer
- Hand-held Snellen chart (i.e., pocket eye chart)
- Pen light
- Ruler
- Tape measure
- Paper clips
- Cotton balls
- Equipment bag
- PA scrubs
- White lab coat with UD MSPAS logo
- UD MSPAS ID
- Laptop computer. Minimum requirements as follows:
  - Processor: 2 GHz Dual Core/Duo or better
  - RAM: 4GB
  - Hard Drive: 256 GB or higher
  - Internet Capabilities: 802.11b/g Wireless NIC
  - Fully-Patched Operating Systems: minimum Microsoft Windows 7 or higher OR \*macOS 10.12 Sierra or higher [Certain additional plug-ins may be required, i.e. Adobe Flash, if older operating system]

- \*\*Ability to read/write Microsoft Office Suite documents [Students will be turning in assignments as Microsoft file formats (i.e. .ppt, .pptx, .doc, .docx, etc.)]
- Ability to read PDFs
- Current, Installed, Up-to-date Protection: Antiviral and Antispyware Software/Malware Protection
- Standard Media Player and Video Capabilities: (common sound and video player capabilities; speakers/headphones; internal or external webcam; internal or external microphone) [Students will be watching instructional videos from professors and may conference in during clinical rotations]
- Modern, standards-compliant Web browser: Firefox, Chrome, or Safari [These are browsers compatible with different software the program will use with students]
- Standard “run time” environment for Java programs
- Privacy Screen Cover [There are a variety of options available. We recommend finding one compatible with your laptop whether that be temporary or self-adhesive. This is required for testing security.]

Devices That Are Not Acceptable as primary devices:

- Dedicated Tablets running Windows RT or Android operating system
- Chromebook
- iPad
- \*Mac is not supported by our Technology helps desk
- \*\*Microsoft Office 2016 may be downloaded for free through your UD email. If you need additional instructions please contact the Help Desk at [helpdesk@dbq.edu](mailto:helpdesk@dbq.edu).

## Attendance

MSPAS students are expected to be present, prepared, and actively engaged in all classes, labs, and clinical rotations. Prompt and regular attendance is part of the professional behavior that students are expected to demonstrate. Students are responsible for scheduling personal appointments around class, labs and clinical rotation schedules.

No program activities are rescheduled to account for student absences, including course sessions, labs, evaluations, and assessments. Should excused absences occur, students are responsible for completing all material missed.

Students may be required to attend weekend and/or evening events outside of regularly scheduled courses or rotations. Students will be notified of any changes in course times, lectures, or exams.

## Didactic Phase

In the event of a short term, unexpected absence, students are expected to notify the course director by email preferably before the class, but if unable to do so, after the class was missed. Three unexcused absences from any course are grounds for failure in that course. Students have the responsibility of notifying *each* course director individually for

the absence. Documentation supporting the absence is expected. For example, if the student's car breaks down, the program expects to see a towing or repair bill as evidence.

In the event of an anticipated absence requiring the student to miss one or more days of courses, the student must complete the Absence Excusal Form (Appendix C) and submit it to the Program Director *at least seven days* in advance of the anticipated absence. Examples include an elective operation, death of a first-degree relative creating responsibility with dependent care arrangements, and recovery from a car accident.

Students are responsible for contacting the course director and Academic Director in advance of missing a scheduled examination. Students who do not contact the Academic Director to receive permission for the absence and arrange for a make-up examination, or do not have a valid emergency excusal, will earn a grade of zero for the examination and may be referred for review to the SEC (Student Evaluation Committee). Students who miss an examination as the result of an excused absence may expect to make up the examination within a reasonable amount of time, as agreed upon by the Academic Director and the student. The make-up examination may differ from the one missed.

### Clinical Phase

Student clinical rotation schedules and hours are determined by their preceptors. Unreliable or undependable behavior is considered unprofessional behavior. Scheduled activities and/or clinical rotations may take place on any day of the week (including weekends), and may take place during day or night hours. Students should follow the instructions from clinical site preceptor(s) regarding the schedule for a particular clinical rotation. MSPAS students must maintain sufficient flexibility to respond to schedule changes and unexpected patient care demands.

Tardiness and early departures from clinical rotations are not permitted. A student is subject to receiving unsatisfactory scores on his/her clinical performance evaluation for tardiness and early departures, which may result in the student having to repeat part or all of the rotation. Attendance is a critical element in the student's clinical performance evaluation.

Students are afforded up to eight days of excused absences for the entire clinical phase. No more than two days may be missed per rotation. A student's absence requires submission of a Leave Request and approval by the Clinical Education Director at least seven days in advance of an anticipated absence. In the event of an unanticipated absence, the form requires submission and approval by the Clinical Education Director within 24 hours.

In the event of an emergency, students must notify the following by phone and send a confirmatory e-mail within thirty minutes of the time they were expected on site:

- MSPAS Clinical Education Director
- On-site preceptor or clinic administrator



Students are required to fulfill missed clinical rotation hours and provide documentation supporting all absences. Lack of required hours, acceptable documentation, or appropriate notification of and approval by both the Clinical Education Director and clinical site preceptor will render an unexcused absence. Any unexcused absences from a clinical rotation are grounds for failure in that course.

Students exceeding two excused absences within a clinical rotation or eight excused absences in the clinical phase will result in review by the Clinical Education Director and may be referred for review to the SEC (Student Evaluation Committee).

For clinical rotations, attendance at end-of-rotation days on the UD campus is required. Students may contact the Clinical Education Director in advance regarding extenuating circumstances. Students are required to complete the End-of-Rotation Day requirements within 14 days. Students with an unexcused absence or an invalid emergency excusal will earn a grade of zero for the End-of-Rotation Day requirements and may be referred to the SEC.

### Leave of Absence

A leave of absence can be recommended by the SEC or be initiated upon student request. Students who want to request a leave of absence must discuss their intention with their advisor. With advisor approval, the student completes a petition to request the leave of absence. The petition is submitted to the Program Director, who gives a final decision. A leave of absence may be requested and granted for academic, medical, or other personal reasons. A leave of absence may be granted for a period not exceeding one year, except for military service according to length of military commitment.

### Pregnancy

Any student, who has confirmation of pregnancy, must report the pregnancy to the MSPAS Program Director. Students are required to obtain written documentation from their healthcare provider which must be returned to the PA Program Director stating either the student is able to continue with their education (didactic and/or clinical) during the pregnancy, needs a leave of absence, or has restrictions. This is to ensure that the student and her unborn child are not exposed to undue hazards inherent within the program.

Time off due to maternity or paternity leave will need to be made up and will delay graduation. Any student whose delivery date occurs during clinical rotations may need to repeat a rotation, resulting in an "incomplete" for the rotation. The student will repeat the rotation at the end of the clinical phase which could result in a delay in graduation. All requirements must be completed successfully in order to graduate.

## Program Progression and Graduation Requirements

Student records are reviewed by faculty advisors prior to progression from the didactic to the clinical year. Students must pass all academic courses and end of didactic phase requirements before moving into the clinical phase of the MSPAS program.

The MSPAS Program Director and faculty will review all student records prior to graduation. All MSPAS program requirements must be met and any outstanding financial balances paid prior to the awarding of a diploma. Students who do not graduate are ineligible to take the Physician Assistant National Certifying Examination (PANCE). Before graduation, students must meet all of the following:

1. Pass each required course/rotation with a grade of 'C+' (77%) or higher;
2. Pass summative examinations (written, practical, oral, simulation, and Objective Structured Clinical Examinations) and presentations in the didactic and clinical phases;
3. Comply with the Program "Code of Conduct" and the UD "Value of Integrity";
4. Complete the Program's Physician Assistant Board Review Course; and
5. Achieve a minimum cumulative GPA of 3.0.

### Remediation

Remediation is a formal process designed to address and correct deficiencies in a student's knowledge, skills, and/or professional behavior. Remediation plans are designed with use of measurable objectives to be completed within a fixed period of time. Should a remediating student fail to meet the terms of the agreed-upon remediation plan, the student will face dismissal.

Remediation occurs through a Document of Concern and may be required by the SEC. The SEC makes recommendations regarding remediation based on the process described below: Document of Concern (DOC) is completed by the course instructor; the Program Director is notified; the student and academic advisor are notified and provided the DOC and student file; the student meets with the course director to identify deficiencies and an action plan; the student meets with the academic advisor to identify any learning barriers and review pertinent program policies for progression; upon completion of the action plan, the course director signs and the DOC is routed to the Program Director for final signature and filing.

### Deceleration

Deceleration occurs when students remain active in the MSPAS program, but do not progress with their entering cohort. Because of the yearly cycle of didactic courses, deceleration during the didactic phase is typically for one year. The decision of whether a student should be offered a deceleration plan is made by the SEC; final adjudication is the responsibility of the Program Director. Students taking a deceleration plan must meet all terms defined in the plan within the specified timelines. Students who do not meet these terms or do not do so within the specified timelines are dismissed from the program.

## Dismissal

The MSPAS program, after due consideration and process, reserves the right to dismiss any student at any time before graduation for any reason legal, moral, behavioral, ethical, or academic. Recommendations for dismissal are made by the SEC to the Program Director pursuant to the process described below.

## Withdrawal

Official withdrawal from the program requires approval from the Program Director and completion of withdrawal documentation by the student. The Withdrawal Form for the MSPAS Program is found in Appendix D.

Students who have withdrawn from the program and seek re-admittance will be required to meet with the SEC to present their case for re-admittance. This should be scheduled through the Program Director's office. The timing of the SEC meeting should be no sooner than two months prior to the start of the term in which the student desires to re-enter the program. The student seeking re-admittance should be prepared to explain what conditions led to the original withdrawal and how those conditions have been addressed or overcome. The SEC's decision may be to re-admit, re-admit with conditions, or deny re-admittance. The decision of the SEC is final and not appealable.

## Grading and Evaluation

Students in the MSPAS program must earn a grade of 77% or better in all MSPAS courses and course enhancements to pass a course. Any score below a 77% is considered failing. Students who fail to maintain a minimum GPA of 3.0 or "Pass" in a Pass/Fail course are referred to the Student Evaluation Committee (SEC), described below.

The following grading scale will be used; any grade below a "C+" is considered failing:

93% - 100%	A	73% - 76%	C
90% - 92%	A-	70% - 72%	C-
87% - 89%	B+	67% - 69%	D+
83% - 86%	B	63% - 66%	D
80% - 82%	B-	60% - 62%	D-
77% - 79%	C+	0% - 59%	F

Decimals beginning at .5 are rounded up to the nearest whole number.

## Incomplete Grades

### Didactic Year

All required course assignments must be completed by the end of the term or the student will receive an "Incomplete" (I) for the course. All course work, including remediation, must be successfully completed within one week of the end of a term. Failure to complete the required course work during the specified time may result in a failing grade for the course.

## Clinical Year

A grade of incomplete may be assigned for any missing evaluation, assignment, or examination. Failure to complete course requirements within the prescribed time may result in referral to the SEC.

## Written Assignments

Any written assignment will lose 10% of its score each 24 hour period past the date and time it is due. Unless otherwise directed, all papers must conform to the following standards:

- Typed in MS Word in standard 8.5 x 11 inch pages with 1 inch margins all around.
- Typed in Times New Roman size 12 font, double-spaced, with covering title/author page.
- References following AMA style <http://libguides.dbq.edu/PA>
- No more than 20% of the document in attributed quotes. Ellipses may be used to shorten content within quotes.

## Exams and/or Courses

### Didactic

A student who fails an exam other than the final exam will receive an email notification of the failure from the Course Director. The student is required to meet with his/her advisor no later than one week of receipt of the email to discuss the exam failure, and commit to a student plan for improvement, which may include a remediation exam, as contained within the Document of Concern (Appendix B). The Document of Concern will be kept in the MSPAS student's records.

The second time a student fails an exam in the same didactic course, or in the case of a didactic comprehensive final exam, the student will be referred for review with the SEC and a remediation exam is required. Remedial study and exams must be completed by the start of the next term in the didactic phase in order for the student to immediately progress in the program and begin the next term's courses. *Seventy-seven percent will be the highest percent credited as a replacement score.*

A student who fails a third exam fails the didactic course, and is automatically referred for review to the SEC for review and discussion of plans to either be dismissed from the program or decelerated to retake the course the following year.

### Clinical

In the event a student scores below 60% on any end-of-rotation course exam, reexamination will be required. Students enrolled in the Clinical phase of the Physician Assistant Program are permitted reexamination one (1) time per course, and a combined total of two (2) times for the entire clinical phase. If the student exhausts the two

reexaminations for the clinical phase, any failure of a future end-of-rotation course exam will result in termination from the Physician Assistant Program.

The following rules outline the process of exam remediation and reexamination for End-of-Rotation Exams:

1. The student must complete the reexamination prior to the next end of rotation exam. The reexamination is scheduled on campus one (1) day prior to the monthly call-back day. The student will be responsible for the cost of reexamination.
2. The student must achieve 60% or higher to pass a reexamination.
3. Upon successful completion of a reexamination, the student may earn up to a 77% score.
4. If the reexamination score is less than 60%, the student will fail the course.

If a student has more than one instructor during a rotation, there is an option to complete a collective final evaluation rather than multiple evaluations. It is the student's responsibility to make these arrangements with the clinical instructors. However, if the student receives more than one final rotation evaluation, the score will be the average of all evaluations. A grade of less than 77% on **any** of the final evaluations constitutes a failure for that rotation. *It is the student's responsibility to inform/remind the clinical preceptor(s) the importance of timely submissions of evaluations and that the information is part of the academic record.*

Students failing a course will be referred to the SEC. If a student fails more than one course during the program he/she will be dismissed from the program.

## Student Policies

### Student Employment

The MSPAS program discourages students from holding outside employment while enrolled in the didactic or clinical years. In the case that a student finds it necessary to hold outside employment while taking courses or during clinical rotations, he/she should speak to his/her assigned faculty advisor. Expectations, assignments, and due dates are not changed for students who are employed. Students are not permitted to be employed by any program-affiliated clinical education sites during the clinical phase.

### Student Work to Benefit the MSPAS Program

MSPAS students are not allowed to work on behalf of the MSPAS program in any clerical, administrative, or instructional capacity. While students may be asked to volunteer for a particular task or activity, students are not obligated to do so. Students who choose to volunteer do not receive remuneration for the task completed.

## Nepotism and Fraternization

Occasionally students request to schedule a supervised clinical experience with a friend or relative (who is also a health care provider) that will serve as the preceptor. Due to the potential for personal relationships to interfere with the clinical evaluation process, which is both objective and subjective in nature, such rotation arrangements are prohibited.

The PA student should maintain a professional relationship with the preceptor and all clinic personnel at all times and adhere to appropriate professional boundaries. Social activities and personal relationships outside of the professional learning environment should be avoided so as not to put the student or preceptor in a compromising situation. Contact through web-based social networking sites should be deferred until the student fully matriculates through the educational program.

## Sexual Harassment Policy (Title IX)

The University of Dubuque strives to foster respect for the dignity and worth of all members of the University community by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct that is oppressive or intimidating. The University has a zero tolerance policy regarding sexual harassment. Please refer to the Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct, which can be found at: [www.dbq.edu/AboutUD/CommunityStandards/TitleIX](http://www.dbq.edu/AboutUD/CommunityStandards/TitleIX) Students with questions or concerns about the above issues should immediately consult the Clinical Education Director or Program Director.

## Clinical Sites and Responsibilities

The MSPAS program and ARC-PA regulations require formal affiliation agreements between the MSPAS program and all clinical sites. Clinical site selection and approval rests with the MSPAS program.

Students are prohibited from soliciting clinical rotation experiences. Student solicitation of preceptors and/or clinical sites is a violation of MSPAS policy. All communication regarding clinical site recruitment and placement assignments must go through the Office of Clinical Education, initiated with the Clinical Placement Director. Unless instructed otherwise, students are not to directly contact affiliated and nonaffiliated clinical sites.

Students may suggest a nonaffiliated site or qualified practitioner interested in precepting for the program via an online submission form (<https://app.smartsheet.com/b/form/f33b064b67a94400a16fec28f45119b2>) to the Clinical Placement Director, no later than 100 days prior to the rotation start date. Requests made in an alternate way will not be considered. MSPAS may decline or pursue the suggestion. Students submitting suggestions are not guaranteed to be placed in the clinical rotation. Affiliation depends on the MSPAS program's approval of the site and ability to secure an affiliation agreement. All affiliation agreements are subject to requirements set forth by ARC-PA and the

MSPAS program. The MSPAS program ensures clinical sites provide clinical instruction, education, and experiences requisite to a master's level physician assistant education.

Final placement at a clinical site is entirely at the discretion of the MSPAS program with consideration of a variety of factors, such as:

- Quality of the practice for educational purposes
- Student performance
- Preexisting student professional relationship with the preceptor
- Potential for future clinical rotations at the site or with the preceptor
- Student level of professionalism and conduct
- And/or other factors

The clinical phase of the MSPAS program is an intense training period that takes place in a variety of clinical settings including, but not limited to, outpatient clinics; private practice clinics; community hospitals; and federal government facilities. Clinical rotations are scheduled according to site availability, site location, and program requirements. Although the program strives to provide clinical rotations within an 80 mile radius, students should expect to be assigned to geographically diverse and distant locations throughout the clinical phase. Reasonable efforts are made to accommodate student preference; the MSPAS program cannot guarantee any or all student preferences will be honored.

The Clinical Placement Director and Clinical Education Director control student placement of clinical rotations including the locations and order of rotations, preceptor assignments, and the elective settings. Students will have an opportunity to provide the program with preferred medical specialties for consideration; however, there is no guarantee students will be placed in their preferred disciplines.

Clinical sites may have requirements beyond those set by UD MSPAS. For example, clinical rotation sites may require additional immunizations, drug testing, or site-specific orientation. Students are responsible for ensuring compliance and completion of site specific requirements at their expense.

Circumstances may arise that require changes to a student's clinical rotation schedule. Should changes be necessary, students will be informed as soon as possible; however in rare cases advance warning may not be possible. MSPAS students are responsible for their housing and transportation to and from clinical sites. Inability to travel to a particular site is not considered an acceptable reason for a request to change any rotation.

During clinical rotations, students are not allowed to substitute for, or function as, clinical or administrative staff. Any student asked to perform administrative or clinical activities that are the responsibility of the preceptor are obligated to inform the MSPAS program immediately. Failure to do so will result in recommended disciplinary action up to dismissal from the program.

Any student who fails to comply with an assigned clinical rotation schedule will receive a Document of Concern to be included in their permanent record and may warrant a review by the SEC.

## Student Assessment Process

Student performance is assessed based upon academic performance and demonstrated professionalism, including behavior in the classroom and clinical settings. The evaluation criteria are described in this MSPAS Student Handbook in the Physician Assistant Competencies section. The Student Evaluation Committee (SEC) is the committee tasked with evaluating all aspects of each student's performance and professionalism. The SEC may evaluate a student's performance regardless of when an event(s) triggering review occurs, and shall include the student's overall performance in the evaluation, including prior disciplinary actions and/or remediation. A student may be referred to the SEC by an advisor, another faculty member, or the Program Director. Through the review process, the SEC is responsible for examining the concerns cited, evaluating their merits, determining student status, and recommending a course of action. Additionally, at the end of the didactic and clinical phases of the curriculum, faculty evaluate each MSPAS student's grades and professionalism and may refer students to the SEC for further evaluation before making a recommendation regarding advancement to the clinical phase or graduation, as applicable. All facets of a student's performance are considered when a student is evaluated by the SEC. Students may not have lawyers accompany them in any meetings with faculty or staff.

An appeals process is established in this MSPAS Catalog and Student Handbook to allow appeals from adverse recommendations when there are sufficient grounds as more specifically provided herein. This summary is not intended to fully describe the processes set forth below. In the event of a conflict between this summary and the specific provisions set forth herein, the specific provisions shall control.

## Professionalism Policies

Students are required to follow the rules of conduct, policies, and procedures outlined in the MSPAS Student Handbook and those established at affiliated facilities. The responsibility of assuming the role of a physician assistant demands the highest moral and ethical standards. Developing these standards is a lifelong process which continues as an integrated component of the MSPAS student's education in the MSPAS program. With this as a fundamental principle, the MSPAS program does not tolerate violations of ethical and moral values.

MSPAS students are required to abide by the MSPAS Code of Academic Integrity, the MSPAS Student Code of Conduct, the applicable policies and procedures of the MSPAS Program, and the policies and procedures of institutions with which MSPAS has affiliation agreements. In addition to abiding by the policies and procedures of UD and specifically of the MSPAS program, MSPAS students are expected to abide by the American Academy of Physician Assistants' Guidelines for Ethical Conduct for the Physician Assistant Profession, which can be found in the Policy Manual page 180: <https://www.aapa.org/about/aapa-governance-leadership/house-of-delegates/policy-manual-papers-and-forms/>



Violations by a MSPAS student of any of the above policies or procedures are reviewed and processed by the Program Director and/or the SEC as provided in this MSPAS Student Handbook.

MSPAS students must demonstrate professionalism in their attitude and interpersonal skills with all members of the University community. MSPAS students are representatives of the Program, the University, and the profession, and a high standard of professional ethics is required at all times. Behaviors such as cheating, malicious conduct or any evidence of unprofessional activity will be grounds for disciplinary action, including dismissal from the Program. Students are expected to be cognizant of their behavior at all times and embrace the professional responsibility that comes with being a University of Dubuque MSPAS student.

### Patient Confidentiality

MSPAS students are expected to respect the rights of patients, including the rights to privacy and confidentiality, and shall maintain the privacy and security of all patient records and information in accordance with UD and MSPAS policies, the policies of affiliated clinical hospitals and facilities, and state and federal law. As a member of the patient care team, MSPAS students have access to health information that is protected from disclosure under state and federal law including patient medical and/or demographic information. The MSPAS program and each MSPAS-affiliated hospital and clinic is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and has developed HIPAA privacy and security policies to prevent unnecessary and inappropriate disclosures of health information (<http://www.hhs.gov>). MSPAS students are required to abide by HIPAA privacy and security policies and receive education and training to understand the requirements of policies and law. Student participation in training is monitored by the MSPAS program office. In general, protected health information may not be discussed or disclosed to anyone—either verbally, in writing, or electronically—unless this disclosure is necessary to perform the student’s duties and responsibilities. MSPAS students may not review medical records or access electronically stored patient information unless such review is required in the performance of assigned duties. Students are responsible for maintaining the confidence of patients by sharing confidential information only with others who need to know and by handling any documentation of information in a manner that maintains its confidentiality. MSPAS students may be required to submit a signed confidentiality statement during their clinical phase. Students should note that the HIPAA privacy and security policies apply to all student–patient interactions in formal curricular, extracurricular, or even in volunteer contexts.

Inappropriate disclosure of protected health information (PHI) is a serious matter that reflects adversely on a MSPAS student’s professionalism and fitness to become a physician assistant. The following basic rules are considered fundamental requirements for UD MSPAS students at all times:

- Under no circumstances should any protected health information be accessed (read or copied) in the absence of a requirement for performance of duties;

- Health information obtained while providing clinical care duties may not be discussed with others unless (a) such individuals are involved in the treatment of that patient or (b) it is necessary to fulfill educational objectives required of the student;
- Patient logging completed during clinical rotations should not include identifiable patient information to ensure HIPAA compliance;
- Once confidential information is on paper and in a MSPAS student's hands, he/she is responsible for appropriate disposition: (a) distribute to authorized persons only, (b) file securely, or (c) destroy;
- Medical professionals do discuss cases in wider audiences, so long as the patient is de-identified and details sufficiently common or modified as to preclude patient identification by the audience;
- Unauthorized access or disclosure of PHI may result in federal civil/criminal penalties and/or disciplinary action by the University of Dubuque; and
- Students are required to notify the Clinical Education Director of any HIPAA violations.

### Classroom and Clinical Site Professional Behavior

MSPAS students, staff, faculty, administrators, and preceptors all are responsible for ensuring appropriate student conduct. Professional conduct is required of MSPAS students within and outside the classroom and clinical rotation sites. Students should interact with peers and patients with respect and courtesy, and should refrain from behavior that interferes with another's ability to learn or to teach.

Students should arrive on time for class. Should tardiness be unavoidable, students should enter the classroom quietly and sit in the back of the room. Students should not leave the classroom during a lecture. Students should not use electronic devices for anything other than note taking. Students should refrain from making noise or from participating in distractions during class. Students should not bring animals (except certified companion animals) or other non-student humans to class.

Failure to practice appropriate professional conduct may result in students being asked to leave the classroom or any other learning or clinical environment. Students are immediately referred for review to the SEC should any allegation be made regarding unethical or unprofessional conduct.

### Dress Code

As representatives of the medical profession, all MSPAS students are expected to convey a professional demeanor in behavior, dress, and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients. In all educational settings—classroom, laboratory, and clinical environments—students are expected to be clean, well groomed, and appropriately dressed.

The dress code applies at all times when the student is on campus and to any situation in which patient-care activities occur or the occurrence of direct patient or health care professional

contact can be reasonably assumed. These instances include, but are not limited to, all clinical experiences. In the absence of a stated policy for an individual course or setting, the following dress code applies:

#### General Personal Care

- Good personal hygiene should be maintained;
- Hair should be neat and clean. Hair longer than shoulder length should be secured if close contact with patients is anticipated. Beards and mustaches must be clean and well groomed;
- Perfume or cologne are not permitted;
- Fingernails should be clean, neatly trimmed, and short to medium length. Acrylic nails are not permitted;
- Tattoos should be covered with clothing; and
- Piercings are only permitted in pierced ears; jewelry is not permitted to be worn in pierced noses, lips, tongues, or any other exposed body part.

#### Attire for the didactic /classroom setting

- Clean, casual clothing should be worn by all students;
- Shoes/sandals need to be worn at all times;
- Undergarments should not be visible; and
- Belts should be worn when necessary.

#### Attire for the anatomy laboratory setting

- Clean scrubs should be worn along with closed-toe shoes;
- Hair should be gathered so that it does not dangle onto patients or cadavers; and
- Faculty may address additional requirements for student attire for the laboratory setting.

#### Attire for the clinical laboratory setting

- Female students are asked to wear shorts and a sports bra, and male students are asked to wear shorts and a tank top.

#### Attire for the clinical setting

- Short, clean, and pressed white coats with the MSPAS logo should be worn;
- Closed-toe shoes (with socks/stockings) should be worn;
- Men should wear collared dress shirts; and
- Name badges should be worn.

#### Inappropriate attire for classroom, laboratory, or clinical settings

- Hats, bandanas, hoods, or head scarves (except if considered as part of religious or cultural dress) are not permitted;
- Pajamas, scrubs (unless otherwise specified), and exercise attire are not permitted;
- Tank, mesh, halter, or tube tops are not permitted. Low-cut, spaghetti strap, and belly shirts are not permitted;

- Shorts and inappropriately short skirts are not permitted;
- Shoes must be worn; and
- Shirts with inappropriate or vulgar lettering or messages are not permitted.

## Student Code of Conduct

The MSPAS program adopts the UD Community Values and Behavioral Expectations as its Student Code of Conduct. All MSPAS students are expected to abide by this code. Students are responsible for seeking clarification on any of the policies of the UD Community Values and Behavioral Expectations, or any policies herein, should they require it at any time throughout their tenure in the MSPAS program.

### Values and Values Violations

The University recognizes students' rights to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association as long as they are consistent with the mission and stated policies of the institution. The University expects the same respect and consideration from students going through the student conduct process. The University further recognizes the students' rights within the institution to freedom of inquiry and to the reasonable use of the services and facilities of the University that are intended for his or her education.

In the interest of maintaining order on the campus and guaranteeing the broadest possible range of freedom to each member of the community, a list of Values and Value Violations has been developed and is listed in the MSPAS Student Catalog and Handbook. All students are responsible for knowing the policies, standards, and regulations in the MSPAS Student Catalog and Handbook. The following forms of misconduct by a student, or student groups, or organizations and their officers are subject to disciplinary action when they occur on campus or off campus. Conduct that is displayed electronically may be subject to the student conduct process. Staff does not police online social networks for possible violations. However, if information concerning a potential violation is brought to the staff's attention, a hearing may be conducted to determine whether or not a violation has occurred.

*Action Plan:* A value-laden education, which focuses on justice, ethics, and responsible stewardship within a globally diverse community, is stressed. We are committed to the Christian faith, and our belief leads us to hold a basic set of beliefs and standards regarding personal and community behavior and the consequences that such behavior will attract. In light of our conviction, the following are examples of inappropriate behavior. This listing is not inclusive, but is intended to give you a good idea of the types of behavior that may result in disciplinary action and sanction(s). Some sanctions may also include police or community intervention as well as University sanctions.

### Value: Integrity

## Violation: Academic Dishonesty

*Definition:* Academic dishonesty is defined as, and is not limited to, cheating, plagiarism, fabrication of information, non-permitted collaboration on assignments, and misrepresentation of student status. Knowingly making false allegations of academic dishonesty against any student will itself be considered a form of academic dishonesty.

In any case of suspected academic dishonesty, the instructor will initiate a meeting with the student. If an allegation of academic dishonesty is founded, the instructor will notify the student of the finding in writing or by email and send a copy of the notification, along with the evidence to the Graduate Program Director, where a file will be kept of all substantiated offenses. Each semester, the Graduate Program Director will report all offenses to the Academic Standing and Admission Committee of the College. See more specific details regarding first and second offenses in the section on Processes and Consequences of Academic Dishonesty.

## Terms and Definitions

**Academic Dishonesty:** Academic Dishonesty is defined as the following intentional acts or omissions committed by any MSPAS student.

**Cheating:** The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

**Plagiarism:** The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions, or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct.

**Misrepresentation:** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

**Misuse of Computer Services:** The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).

**Bribery:** The offering of money or any item or service to a member of the faculty, staff, administration, or any other person in order to commit academic misconduct.

**Conspiracy and Collusion:** The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together.

Falsification of Records: The tampering with, or altering in any way, any academic record used or maintained by the University.

Academic Dishonesty: Any act or omission not specifically mentioned above that is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity.

#### General Evidentiary Policy:

The faculty member alleging academic dishonesty must present evidence to the student to support the faculty member's finding. If the student chooses to appeal a finding of academic dishonesty, he or she must produce evidence to support the appeal. At each stage of the decision process, the student and the faculty member may present additional evidence that is directly relevant to the finding.

#### Course Withdrawal Restrictions:

Once a student is informed in writing of an allegation of academic dishonesty, the student may not withdraw from the course. However, if the student appeals and is found to not be in violation of the allegation, the student may then withdraw without penalty within five (5) calendar days after the student is notified of the decision (but only if the withdrawal deadline has passed since the allegation was first initiated.)

#### Processes and Consequences of Academic Dishonesty

A determination of academic dishonesty will result in the imposition of the following sanctions, unless particularly severe or egregious cases result in the imposition of a higher level or other sanction(s).

#### First Offense:

The MSPAS student will be required to meet with the instructor to discuss the alleged Academic Dishonesty offense. The instructor will determine a finding *in violation* or *not in violation*. For findings of "in violation", the MSPAS student will be required to meet with the MSPAS Program Director. The student should be prepared to provide evidence during the meeting to explain his/her actions and whether disputing or affirming the instructor's finding. Before making a decision regarding the finding and consequences of the action, the MSPAS Program Director will discuss the incident with the faculty member and student. The decision of the Graduate Program Director is final. Depending on the egregiousness of the offense, the student may receive a grade of zero on the assignment, fail the course, or be dismissed from the program. The decision of the MSPAS Program Director is appealable to the Dean for Academic Affairs.

If the student fails to meet with the instructor or the MSPAS Program Director, the matter will be resolved with the evidence presented and the student will lose the right to appeal the case any further.

#### Second Offense:

After receiving notification of an allegation of a second offense of academic dishonesty, the student will be required to meet with the Dean for Academic Affairs to discuss the alleged Academic Dishonesty offense. After examining the evidence provided by the instructor and discussing the matter with the student, the Dean for Academic Affairs will determine a finding of *in violation* or *not in violation*. If the student fails to appear at the meeting, the matter will be resolved with the evidence presented, and the student will lose the right to appeal the case. A finding of *in violation* will result in dismissal from the program. The decision of an unfavorable finding by the Dean is appealable to the Student Evaluation Committee (SEC).

To challenge the unfavorable finding by the Dean, the student must submit their appeal in writing to the Student Evaluation Committee, clearly explaining the reasons for and basis of the appeal along with evidence the student expects to submit to the committee. Students have 15 calendar days from the date on which the finding by the Dean was made to submit an appeal to the committee. Once an appeal has been submitted, the faculty member will be invited to respond to the appeal documents, and then a meeting with the student, instructor, MSPAS Program Director, and Dean for Graduate and Adult Studies will be scheduled with the Student Evaluation Committee. The decision of the committee is final.

#### Identity Fraud

All forms of academic dishonesty are considered serious violations of the ethical standards of the University of Dubuque, but one that is considered particularly egregious is identity fraud. Any student who has another person impersonate him or her, or in any other way commits identity fraud in any course, exam, or other academic exercise, will be dismissed from the school. Whether a first or second offense, the student should follow the appeal process identified under the Second Offense outlined above.

#### Value: Worth of the Individual

We value the intrinsic worth of every individual in our community and seek to honor different opinions, attitudes, backgrounds, and beliefs.

#### Violations:

Physical Abuse/Assault

Physical abuse/assault is the physical abuse of any person, or other conduct which attempts or threatens to do harm to another person with force or violence including, but not limited to, striking, shoving, kicking, slapping, or otherwise forcefully touching a person.

Sexual assault and rape (including acquaintance or date rape) are forms of sexual harassment. Sexual assault and rape include any sexual relations, including intercourse, performed against a person's will and without consent. Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. Under such standard, each person engaged in sexual activity is responsible for ensuring that the person has the affirmative consent of any other person engaging in the sexual activity. Lack of protest or resistance does not mean consent. Silence does not mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, shall not by itself be assumed to be an indicator of consent. Sexual assault and rape are not legitimate or justifiable expressions of normal sexual relations. Sexual assault and rape definitions:

- Sexual relations or activity performed against the victim's will and without the victim's consent.
- Encouragement through the use of drugs or alcohol to become intoxicated or otherwise unable to give consent for sexual relations.
- Use of physical force or threat of physical force to coerce the victim into sexual relations.
- Use of emotional manipulation and/or threats to coerce the victim into sexual relations.

If a student feels he/she has been a victim of sexual assault or rape at the University of Dubuque, he/she is strongly encouraged to report the incident(s) to a member of the Student Life staff, Residence Life staff, faculty/staff member, or Security.

### Bullying

Bullying is defined as conduct of any sort directed at another that is severe, pervasive, or persistent, and is of a nature that would cause a reasonable person in the victim's position substantial emotional distress and undermine his or her ability to work, study, or participate in his or her regular life activities or participate in the activities of the University.

This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression, nor will it be interpreted in a way that undermines a supervisor's authority to appropriately manage their work unit.

If a student feels he/she has been bullied at the University of Dubuque, he/she is encouraged to report the incident(s) to a member of the Student Life staff, Residence Life staff, faculty/staff member, or Security.

### Harassment



Harassment is any physical abuse or verbal abuse, threats of abuse, intimidation, harassment, coercion, character vilification, provocation, stalking, and/or other conduct that threatens or endangers the health or safety of any person, including racial, sexist, or ethnic slurs or public displays of racist or sexist pictures, cartoons, jokes, written materials or internet (i.e. Facebook, Twitter, My Space, etc.).

Speech or other expression constitutes harassment by personal vilification if it:

- Is intended to insult or stigmatize an individual or a small number of individuals on the basis of their sex, race, color, handicap, religion, sexual orientation, or national and ethnic origin;
- Is addressed directly to the individual or individuals whom it insults or stigmatizes; or
- Makes use of insulting or “fighting” words or nonverbal symbols.

Harassment: Sexual

Sexual harassment is unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other. The three elements to sexual harassment are: 1) The behavior is unwanted or unwelcome; 2) The behavior is sexual or related to the gender of the person; or, 3) The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another.)

Sexual harassment exists when any of four conditions are met:

Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment;

Submission to or rejection of the conduct is used as a factor in decisions affecting that person’s education or employment;

The conduct has either the purpose or effect of “substantially interfering” with a person’s education or employment;

The conduct creates an “intimidating, hostile or offensive” educational or work environment.

Hazing

Hazing is any action taken or situation created intentionally that produces mental or physical pain, discomfort, embarrassment, harassment, or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student’s willingness to participate in the activity. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/ climate in which dignity and respect are absent.

## Value: Self-Discipline

We value intellectual, spiritual, and moral development and recognize the need for personal responsibility and responsible self-expression as we seek to become lifelong learners and of service to the community.

Violations:

### Alcoholic Beverages

Students are expected to abide by all Iowa state laws and statutes regarding the use, possession, distribution, and consumption of alcoholic beverages.

In order to consume alcohol legally in the State of Iowa, you must be 21 years of age. The use, possession, distribution, and/or consumption of alcohol or possession of an alcohol container on the University campus or at any activity off-campus that is sponsored by any University organization, department, or group are strictly prohibited. The President, or appropriate designee, may approve exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated special events. For clarification regarding this policy, please contact the Dean of Student Life. No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.

Illegal distribution of alcohol beverages is defined as providing anyone under 21 years of age with alcohol. Students under 21 years of age providing alcohol to other students under 21 years of age is also in violation of the illegal distribution policy.

### Complicity

Students associated with or present during the commission of an act(s) by another which constitutes a violation of University policy may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

### Dishonesty

Dishonesty is knowingly or intentionally concealing requested information and being untruthful or deceptive, or knowingly or intentionally using, misusing, entering, opening, or possessing any University property, office, room, building, or equipment (including cable and phone lines, furniture, television, computers, computer files, keys) without authorization.

### Fraud

Fraud is any action considered falsification, misrepresentation, or distortion of information or results (including tampering with the election of any University-recognized student organization); any forgery, alteration, misuse, or embezzlement of University or other documents, equipment (including computers and computer files), records, funds, property, or instrument of identification (including passwords).

### Gambling

Gambling is defined as betting on or selling “pools” pertaining to athletic or other events, card playing either in person or in an online environment for money, rolling of dice for money, use of college property including phone and internet services for illegal gambling activities, involvement in bookmaking activities, or online gambling which the U.S. Government has determined to be illegal.

The University recognizes that, for some individuals gambling can become a destructive pattern of behavior. Resources are available to assist individuals who may be experiencing problems related to gambling. The University President, or appropriate designee, may approve exceptions to this prohibition. Requests for an exemption to this prohibition are available in the Business Office.

### Illegal Drugs: Use, Possession, or Distribution

#### Definition of Illegal Drugs

Illegal drugs constitutes the illegal use, possession, or distribution of controlled substances, including, but not limited to, prescription drugs, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, or other intoxicants. Any paraphernalia related to the illegal use, possession, manufacturing, or distribution of such drugs fall into the University illegal drug policy. Any other evidence that strongly leads a reasonable person to believe that such drugs or drug related activity is involved will be considered a violation of University policy and students may be subject to immediate suspension from the University.

#### Definition of Illegal Drug Use

Illegal drug use constitutes the use of drugs described in the above definition on-campus or off-campus in forms that include, but are not limited to, being smoked, ingested, inhaled, applied externally to the body, used through a syringe, or any other application device. Students can be found in violation of the illegal drug use policy with evidence of using drugs or being in the vicinity of illegal drug use whether the illegal drug use was on-campus or off-campus. Illegal drug use evidence includes, but is not limited to, odor, slurred speech, loss of coordination, hyperactivity, and bloodshot eyes.

#### Definition of Illegal Drug Possession and Paraphernalia

Illegal drug possession constitutes the possession of any drugs described in the above definition whether on a person, within personal effects or vicinity, or within any living area assigned to a student. Illegal drug possession on a person includes, but is not limited to, clothing pockets, personal items, or a body orifice. Personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, personal clothing, living quarters, and furniture, whether personally owned or University owned. Possession of drugs can be considered for items found on-campus and off-campus.

Illegal drug paraphernalia refers to, but is not limited to, bongos, hookahs, rolling papers, non-medically prescribed syringes, grinders, and pipes. Possession of paraphernalia in a personal area includes, but is not limited to, book bags, purses, wallets, motor vehicle, living quarters, and furniture, whether personally owned or University owned. Items found on-campus or off-campus can be considered possession of illegal drug paraphernalia.

#### Definition of Manufacturing and Distribution of Illegal Drugs

Illegal drug manufacturing constitutes any actions with the intent to manufacture illegal drugs on-campus or off-campus. Illegal drug manufacturing includes, but is not limited to, procuring ingredients specific for drug manufacturing, the direct manufacturing of an illegal drug, packaging of an illegal drug, or transporting an illegal drug.

Illegal drug distribution refers to any involvement in any transaction or attempted transaction of any illegal drug on-campus or off-campus. Students can be found in violation of the illegal drug distribution policy with any level of positive, affirmative, or conscious involvement in a chain of connecting any individual seeking the procurement of illegal drugs and a dealer of illegal drugs. Students can be found in violation of illegal drug distribution without having handled the illegal drug personally or without having been directly involved in the transaction.

#### Intoxication

Intoxication is defined as a person who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.

#### Lewd, Indecent, or Disorderly Conduct

Conduct or speech that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises, at events sponsored by the University, or events that the University participates in either on or off-campus.

#### Noise

Noise is defined as any talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the Community.

#### Smoking and/or Tobacco Use

Smoking and/or tobacco use on UD campus, including in any University owned or controlled buildings or vehicles, or within a 25-foot allowance from any building doorway or window is a smoking violation. Hookahs, e-cigarettes, and/or other similar devices are prohibited on campus. By directive of the City of Dubuque Fire Marshall, students found to be smoking on campus will be fined \$750 per incident.

The Iowa Clean Air Act that became effective on July 1, 2008 bans the smoking of tobacco in all indoor and outdoor spaces on the campus including: all University property, parking lots (including in one's own personal vehicle), athletic fields, stadiums, University vehicles, apartments, residence halls, and University sidewalks. The law doesn't prohibit smoking on public sidewalks around the University, but a 25-foot allowance from any building doorway or window must be adhered to. The law takes a firm position concerning the failure to maintain a smoke-free campus that will result in civil penalties for both the individual and the University.

## Value: Respect for Community Authority

We value our freedom but understand our need to exercise that freedom responsibly within the guidelines set forth by this community.

Violations:

### Activities Obstruction

*Definition:* includes any participation in a demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community; any obstruction or disruption of the free flow of pedestrian or vehicular traffic, or of teaching, research, administration, disciplinary proceedings; other University activities (including its public service functions on or off- campus); other authorized non-University activities when the act occurs on University premises; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### Computer Misuse

*Definition:* all policies outlined in the Technology Acceptable Use policy which includes, but is not limited to, criminal speech and/or use in the course of committing a crime, inappropriate, obscene, profane, lewd, vulgar, pornographic, disrespectful, threatening, or inflammatory language, video, or graphics. It also includes harassment, personal attacks (including prejudicial or discriminatory attacks), false or defamatory material about a person or organization, dangerous information (information that, if acted upon, could cause damage, present a danger, or educational or business operation disruption), violations of privacy, abuse of resources (use of chain letters or "spamming"), and copyright infringement or plagiarism.

### Unauthorized Entry

*Definition:* students, guests and all other unauthorized persons are prohibited from entering any University building or room, including residence facilities, as well as University owned or individually owned vehicles without expressed permission from an authorized University official, faculty, or staff member or resident of such housing unit or vehicle.

#### Student Conduct System Abuse

Definition: student conduct system abuse includes, but is not limited to, the following:

Failure to obey the summons of a student conduct body or University official.

Falsification, distortion, or misrepresentation of information before a student conduct body or a University official.

Disruption or interference with the orderly conduct of a student conduct proceeding.

Institution of a student conduct proceeding knowingly without cause.

Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding.

Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.

Failure to comply with the sanction(s) imposed under the Code of Conduct.

Influencing/attempting to influence another person to commit an abuse of the student conduct system.

#### Value: Respect for Property and Stewardship of the Campus Environment

We value the privilege of being in community and understand that our responsibility as stewards of this community requires acting in ways that respect the property of others, the environment, and the future of this University.

Violations:

##### Failure to Comply

Failure to comply with University policy and community standards with the directives of University officials or law enforcement officers acting in performance of their duties and/or failure to honestly identify oneself to these persons when requested to do so. Failure to vacate a building after the fire alarm sounds or at the direction of a University official. Failure to appear when summoned for an official meeting. Failure to show respect for University faculty, staff,

guests, or vendors, including but not limited to, verbal offensive behavior or obscene gestures. Failure to complete community service hours and/or designated projects by the deadline stated with a sanction.

#### Refusal to Identify Oneself

Refusal to identify oneself, failure to display a University identification card or other identification, or providing false identification to any appropriate University official or designee upon reasonable request.

#### Fire Setting and Arson

The deliberate act of lighting a fire without authorization. This includes use of fireplaces, candles, incense, or any other flammable or smoldering device in a residence hall or campus building. Arson is the act of setting a fire with the intention of destroying property.

#### Fireworks Possession or Use on Campus

The possession, use, or distribution of fireworks, explosives, incendiaries, flammables, or mixing of dangerous chemicals to produce such reactions is prohibited.

#### Littering

The deliberate act of leaving your garbage in a place other than within approved disposal containers, including but not limited to, cigarette butts left on the ground, garbage, food or beverage containers, or other debris left in hallways and on floors or near a garbage container.

#### Reckless Behavior

Any behavior that creates risk of danger to others or the University community including, but not limited to, propping open exterior doors in residence halls, throwing objects from windows, climbing outside walls of buildings, climbing through windows, removing window screens, removing lounge furniture from designated locations.

#### Safety Concerns: General

Failure to observe all safety regulations applying to specific use of electrical appliances and/or cooking in the residence halls. Failure to clean up any accidents involving, but not limited to, tobacco chew, spit, vomit, urine, feces, hair, food, or other products. Any actions considered by state law, local ordinance, or University community standard to be a threat to the safety, health, and welfare of oneself or others.

#### Safety and Fire Prevention: Equipment Tampering

Tampering with, damaging, destroying, or improperly using safety equipment or fire-prevention equipment such as exit lights, stair rails, fire exit doors, smoke detectors, fire alarms, fire escape stairs, or corridors. By directive of the City of Dubuque Fire Marshall, students found to have tampered with equipment will be fined \$750 per incident.

Setting off a false alarm is also a criminal offense under the City of Dubuque Fire Code, Section 10202, and is punishable by a court fine of \$100 and/or 30 days in jail. Students who do not leave during a fire alarm may be referred to the City of Dubuque and are subject to a fine of up to \$750 for a first offense and \$1,000 for any subsequent offense.

In addition to other sanctions, restitution charges for fire extinguishers are:

- Recharge Costs: ABC Dry-Chemical - \$55.00; Water Extinguisher - \$45.00
- Replacement Costs: ABC Dry-Chemical - \$105.00; Water Extinguisher - \$95.00

### Theft

Taking, selling, or possessing property without the consent of its owner or without proper remuneration.

### Vandalism

Any deliberate act of destruction (removal, destroying, defacing, or damaging) to any part of the University of Dubuque or any items of personal property, including but not limited to, any property (including buildings, grounds, or equipment) belonging to the University or to any student, faculty, staff, or guest of the University. Any destruction that remains unreported by those responsible for accidental damage to such items.

### Weapons

The University of Dubuque expressly prohibits the possession and/or use of weapons on campus, on properties or facilities owned or occupied by the University of Dubuque, and at activities or events sponsored by the University. Possession includes carrying weapons on or about your person (e.g. holster, pocket, backpack, etc.) or other area under your effective control (e.g. residence hall, campus housing, storage locker, etc.) including, but not limited to, any vehicle located on University of Dubuque property.

For purposes of this policy, the term “weapons” includes:

- Firearms or ammunition of any kind, whether loaded, unloaded, or antique;
- Air rifles and guns of any type, including but not limited to, pellet, flare, tranquilizer, Nerf, stun, spear, and dart;
- Swords, knives, daggers, switchblades, and other spring-operated knives or projectile knives, whether common, antique, novelty or specialty, but excluding pocket knives with blades of three inches or less, and knives designed exclusively as eating utensils;
- Martial Arts weapons including, but not limited to, nunchakus, staffs, and throwing stars;



- Bows and arrows, or slingshots;
- Explosive devices including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses;
- Any other items or devices banned from open and concealed carry under federal or Iowa law, including those items or devices that in the reasonable discretion of Campus Security pose a risk to the University community similar to that posed by any of the items or devices mentioned above.

The University permits individuals to carry pepper spray or mace for the purpose of fending off a sexual assault or other unwanted attack.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license, with the exception of weapons carried by local, county, state, and federal law enforcement, correctional officers, and members of the United States armed forces or National Guard as required for the proper fulfillment of their official duties.

If you possess weapons in violation of this policy you will be required to remove the weapons or yourself from University property. You may also be subject to dismissal from the University and its residence facilities, events and activities, and debarment from University premises and business relationships. If the University finds you to be in violation of this policy, charges may be referred against you with local and state authorities for criminal prosecution in addition to the institution of University disciplinary proceedings and sanctions.

Violations or suspected violations of this policy should immediately be reported to UD's Safety and Security at 563.589.3333.

### Student Evaluation Committee (SEC)

The following describes the processes employed to evaluate MSPAS student academic performance and professionalism by the SEC.

The purpose of the SEC is:

- To ensure that each student who graduates from the University of Dubuque Master of Science in Physician Assistant Studies program possesses the skills and knowledge necessary to assume the responsibilities of a physician assistant;
- To evaluate academic performance in the required curriculum, to assess advancement, and to recommend appropriate intervention in the event of unacceptable academic performance; and
- To evaluate personal qualities which bear on a student's professionalism and fitness to become a physician assistant, and to recommend appropriate intervention. The SEC relies upon the cooperation, advice, and judgment of faculty and administrators to perform these duties.

## Composition and Selection of SEC Members

The SEC is comprised of all MSPAS faculty members, all of whom are voting members. The Program Director attends as a nonvoting member. The Medical Director serves as chair. In order to ensure privacy and the confidentiality of students' personal information and academic records, *no students will participate as SEC members.*

## Hearing Process of the SEC

### Notice of Hearing

All hearing notices are made in accordance with the notification provision set forth in this MSPAS Student Handbook. Students are provided notice via email a minimum of five business days prior to the SEC meeting with the student to consider a matter within its jurisdiction. The notice will state:

- A description of the matter under consideration;
- The time, date and place of the hearing;
- That the student has the opportunity to review the documents that the SEC is relying upon; and
- A list of witnesses (if any).

## Hearing Procedure

### Information Gathering

In the event that a matter is referred to the SEC for evaluation and recommendation, the SEC has the authority to gather information concerning the matter to assist with its deliberation and evaluation of the matter in the context of the student's academic performance and overall professionalism. The SEC may convene meetings for any purpose including assisting with preparation for the SEC hearing.

### Meeting with Student and Confidentiality

*All student meetings are conducted in private.* During the meeting with the student, the student is advised of the information that forms the basis of the inquiry or allegation; the student then is given an opportunity to respond to the information presented. A student is allowed a non-legal representative to be present during any SEC hearing upon his/her request. The student must provide the Program with documentation specifying the name of the individual whom he/she is admitting into the hearing. It is possible that the student's representative could be another MSPAS student. That representative may advise the student and may not address the SEC directly or examine or cross-examine witnesses. The SEC allows witnesses to the incident, if any, to present pertinent information at the meeting with the student. The chair has the authority to exclude witnesses who provide redundant or duplicative information. If witnesses make presentations at any hearing, the student shall be entitled to pose relevant questions to such witnesses. The SEC considers the information it has gathered and any additional information provided by the student and makes written findings of fact and recommendations based upon its

assessment of the information presented. Such findings and recommendations shall be provided to the program director within ten (10) business days of the conclusion of the hearing.

#### Quorum and Voting

A quorum consists of at least three faculty members of the SEC. A recommendation is adopted when approved by a simple majority of the members present. A recommendation to dismiss a student from the MSPAS program must be approved by three-fifths of the entire SEC.

#### Record of Hearing

Written decisions serve as the official records of a hearing.

#### SEC Recommendations

The SEC makes one or more of the following recommendations regarding the disposition of a matter of professional fitness considered by the Committee:

- Find that the matter does not warrant action;
- Issue a written reprimand or warning;
- Allow the student to repeat or otherwise remediate academic deficiencies;
- Allow the student with a learning disability to continue on a modified academic schedule;
- Refer the student for counseling or psychological evaluation;
- Place the student on probation with such conditions as deemed appropriate;
- Suspend the student or place the student on leave of absence for a specified time or until specific conditions are met;
- Suspend the student for a period of time;
- Expel the student.

The SEC may recommend to the Program Director removal of a student's probation once the student has fulfilled the conditions of probation.

#### Responsibilities of the Program Director

The SEC's recommended action steps are reviewed by the Program Director for, among other things, logistical viability (faculty workload, support services, etc.). The Program Director either accepts, amends, or rejects the plan. The SEC findings and recommendations with modifications, if any, are sent to the affected student within ten (10) business days of the Program Director's receipt of the SEC's written report notifying the student of the findings and recommendations. Recommendations that would impact UD policy or a student's standing in the program are sent to the Dean for Academic Affairs for review prior to notification of the student. The Dean can affirm or amend the recommendation; or the Dean can forward to the VPAA for further review. The VPAA can affirm or amend the SEC's recommendation.

A student may schedule an appointment with the Program Director to discuss the findings and recommendations. The appointment must be requested in writing and received by the Program Director no more than three business days after the student receives written notification of

the findings and recommendations by the SEC. If a meeting is requested, it will take place promptly within five business days.

### Student Appeals

A decision of the MSPAS Program Director may be appealed for the following reasons:

- There has been a violation of the student's due process rights as outlined in the hearing procedures above;
- The severity of the sanction is not justified by the nature of the misconduct; or
- New, relevant information not available during the earlier proceedings is made available, and the new information could have substantially affected the outcome of the hearing.

The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of Academic Affairs within 14 calendar days of the date of receipt of the Program Director's decision. The Dean for Academic Affairs shall review the appeal and the record of the formal hearing, and issue a decision. The decision of the Dean for Academic Affairs is final.

### Student Record Policies

MSPAS retains all student educational records in accordance with federal and state requirements and UD Board of Trustees regulations.

#### Educational Records and Personally Identifiable Information

The Family Educational Rights and Privacy Act (U.S. Public Law 93-579; FERPA) defines educational records, and governs students' rights of privacy and access to their educational records. Any school record, either paper or electronic, that contains personally identifiable information directly related to the student is an educational record under FERPA. Such records may include:

- Directory information
- Clinical rotation schedules
- Evaluations of academic performance
- Letters of commendation and/or notifications of honors
- Information about leaves of absence
- Combined degree program enrollment information
- Records of disciplinary actions
- Documentation of change in enrollment status
- Computer media
- Microfilm
- Video and audio recordings
- Photographs
- Course and rotation grades

Personally identifiable information contained in student education records shall be released, or open for inspection, only to the student, or parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. "Personally identifiable" means that the data or information includes the name of a student, the student's parent or other family members, the address of the student, a personal identifier, such as the student's Social Security number or a student number, a list of personal characteristics or other information that would make the student's identity easily traceable. The following are not considered educational records under FERPA:

- Private notes of individual staff or faculty that are in their sole possession
- Campus police records
- Medical records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

MSPAS program does not release or permit access to education records and personally identifiable information kept on a student except as otherwise permitted by law and this regulation. Responsibility for custody of all student educational records belongs to the University officials in charge of the area in which the records are maintained. Each designated custodian shall ensure that the procedures required by federal and Iowa law and this regulation are in place to control access to and disclosure of student education records and personally identifiable information contained therein.

### Educational Records and Personally Identifiable Information in the Clinical Phase

In compliance with the Family Educational Rights and Privacy Act (U.S. Public Law 93-579; FERPA), the MSPAS program requires students' written consent to share personal information with educational partners (clinical affiliates and practice sites). The sharing of personal information is on a need to know basis and may include a student's social security number, email address, telephone number, results of drug testing, and/or results of background checks. Notice is hereby given that the MSPAS program will require a background check and a drug test through CASPA prior to entering the program and additional background checks and drug tests dependent on clinical site-specific requirements. Random drug testing or additional background checks may be requested of the student at any time while the student is enrolled in the MSPAS program, as well as for placement in certain clinical sites as a matter of standard operating procedures for those sites. The MSPAS student will be responsible for the cost of all background checks and drug testing.

A student's signature on the Student Acknowledgement of Receipt of MSPAS Student Handbook and Statement of Understanding Form (Appendix E) herein states receipt of this policy, acceptance of the terms and conditions contained within this handbook, and is considered informed consent.

### Directory Information

MSPAS students must furnish contact information, including mobile phone number and information for an emergency contact, to the Program Director. It is the MSPAS student's responsibility to keep contact information current with the Program Director.

FERPA allows for the designation of certain academic record information as “directory.” In order to prevent access to or release of directory information, a student must notify the designated custodian of record. After such notice, access to or release of directory information is withheld until further written instruction is received from the student. “Directory Information” includes:

- Student’s name, local and permanent address, and telephone number(s)
- Date and place of birth
- Student classification and major and minor fields of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance, degrees, and awards received
- The most recent previous educational agency or institution attended by the student
- Photographic image

### Waiver of Right of Access

Students and parents of dependent students have the right to waive their right of access to confidential letters of recommendation and other documents that evaluate student academic performance. Such waivers shall be in writing and made a part of the official academic record. A waiver of right to access shall be effective only when the student is notified, upon request, of the names of all persons who are submitting confidential recommendations or evaluations and when the confidential letters of recommendation and other evaluative documents are used solely for the purpose intended. The University may not condition admission, grants of financial aid, or receipt of any other service or benefit offered by the University, by another public educational institution in the State of Iowa or by any other public agency, upon being provided a waiver of the right to access by the student.

### Requests for Information in Connection with Research

All requests for academic research dealing with data from student education records shall be referred to the University Registrar. Such requests must be in writing and must set forth specifically the type(s) of information to which access is requested and the intended scope of the research project. The applicable custodian of records shall determine whether to grant the request, in whole or in part, and may condition access upon a guarantee that the researcher appropriately safeguards the data; that no personally identifiable information about any individual be published or made available to others; or upon other reasonable conditions.

### FERPA Notice to Students

The University shall provide notification annually to students of their rights relating to education records, including the right to file complaints, the procedures to be followed in order to exercise such rights, the types of information entered in the education records maintained by the University, and the University’s policy to support the law. The full policy can be found online at <http://www.dbq.edu/Academics/Registrar/FERPA/>.

The MSPAS program complies with the following rights of privacy and access to student education records:

The right to inspect and review the student's education records within 30 days after the day the MSPAS program receives a request for access.

A student should submit to the Admission Director or Program Director a written request that identifies the record(s) the student wishes to inspect. The request must be in writing and signed by the person seeking access or release. The custodian of the records shall require the student, or legal representative of the student when applicable, requesting access to or release of the records to present proper identification such as a valid driver's license or passport. A copy of the request for access or release shall be retained in the student's file. Requests are usually honored within two business days unless the custodian or designee is not available. The student may review his/her file under supervision. Supervision is by a member of the staff to ensure that the record is not altered during the review process. The MSPAS policy states that the custodian shall have up to 30 days in which to comply with a request. When the record includes information on more than one student, the custodian shall release, or permit access to only that part of the record that relates to the student who is the subject of the request. Students requesting the release to others of personally identifiable information contained in the student's education records must provide the custodian of such records with a signed, written request specifying the information to be released, the purpose(s) for such release, and the person or organization to whom such information shall be released. A copy of all requests for access and release shall be retained by the custodian of the records and shall be available for inspection and review by the student or a parent. The University reserves the right to deny a request for copies of education records made by a student or legal representative when there is a financial obligation to the University that has not been satisfied or when there is an unresolved disciplinary action pending against the student.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. Students who challenge the accuracy of an education record shall file a written request for amendment with the custodian of the records. The student also shall present to the custodian of the records copies of all available evidence relating to the data or material being challenged. The custodian of the records shall consider the request and shall notify the student in writing within 15 school days whether the request is granted or denied. During that time, any challenge may be settled informally between the student and the custodian of the records, in consultation with other appropriate MSPAS officials. If an agreement is reached, it shall be in writing and signed by all parties involved. Such agreement shall be maintained in the student's records. If an agreement is not reached informally, or if the request for amendment is denied, the student shall be informed in writing of the denial and the right to a hearing on the matter. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. The following persons and organizations are considered "University officials" and may have access to personally identifiable information without the student's prior consent:

- a. Faculty, administrators, staff and consultants employed by the University, the University of Dubuque Board of Trustees whose work involves:
  - I. Performance of administrative tasks which relate to students;
  - II. Performance of supervisory or instructional tasks which relate to students;or
  - III. Performance of services that benefit students.
- b. Other persons who are authorized by federal and state law and regulations to have access to or receive copies of such information. Upon request, MSPAS also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. MSPAS makes a reasonable attempt to notify each student of these disclosures.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSPAS to comply with the requirements of FERPA.

Mail complaint to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Technology Policies

Help Desk 563.589.3737

The university offers a Technology HelpDesk on the first floor of the Van Vliet. The HelpDesk is staffed from 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding University holidays. To report computer or telephone problems, call 563.589.3737 or email [helpdesk@dbq.edu](mailto:helpdesk@dbq.edu). For after-hours and weekend support, email or voice mail messages can be left for the HelpDesk.

Note: The Office of Technology staff monitors HelpDesk emails after hours and on weekends. Voice mail messages left after hours will not be addressed until the next working day.

If you experience widespread technology-related difficulty (network, Internet, e-mail, or phone down) outside of normal working hours, Security may be contacted at 563.589.3333. They will contact the appropriate staff to resolve the problem.



## Computer Labs

The University offers six computer labs for student and faculty use:

Jackaline Baldwin Dunlap Technology Center T103 33 workstations

Jackaline Baldwin Dunlap Technology Center T111 25 workstations

Charles and Romona Myers Center M151 25 workstations

Charles C. Myers Library L106 29 workstations

Library Academic Support Center (ASC) L218 10 workstations

Library Multimedia Center L212 9 workstations

There are also 26 public workstations available in the Charles C. Myers Library for student and faculty use. All workstations are fully networked and provide Microsoft Windows 10, Microsoft Office 2016 Professional, student applications, and access to the Internet. Some labs are also used for teaching, but may be available when class is not in session. The hours of operation for each lab are posted at their respective entrances and on the Technology website. All labs have network printers available.

Note: The Library Multimedia Center has a flatbed scanner and a color laser printer. There is another color laser printer available in the hallway outside the Academic Support Center on the second floor of the Library. Printing to a color printer will use more print counts than printing to a monochrome printer.

## Media Services 563.589.3350

Media Services loans equipment to students for classes and school events. Equipment is loaned for 24 hours or a weekend. Students are required to complete a loan agreement form before checking out any equipment. Available items include:

- Camcorders and tripods
- Mixers, amplifiers, speakers and microphones
- PowerPoint remotes

Student organizations are also able to reserve equipment for special events. If you're organizing a special event, be sure to complete a special event technology request form at least one week in advance. Media Services staff are also available to operate the equipment and film your event at no cost. Contact Media Services at 563.589.3350 for more information.

## Wireless Access

The entire University campus is wireless. If you have problems connecting, please contact the Help Desk at 563.589.3737 for assistance.

## Computer Usage

By signing the “Agreement for Use of the Computer System,” you will be able to take advantage of all the privileges of using the University of Dubuque’s computer and telephone systems. These services include:

- Microsoft Office Applications (Word, Excel, PowerPoint, Access, Publisher, and FrontPage)
- Research programs/Library catalogues
- Adobe Acrobat Reader
- Network storage space for your files (access locally and via Internet)
- Internet access
- Opportunity to post a personal web page
- University email account (access locally and via Internet)
- Voice mail (if requested)
- Moodle – UDOonline,dbq.edu (course management system)
- MyUD (registration, grades, student accounts, etc.)

## Getting Started

Your computer must meet five basic requirements before you can connect to the University Network and gain Internet access:

1. Latest Windows service packs and critical updates for your operating system
2. Antivirus software
3. Most recent virus definition files for your virus software
4. Spybot Search and Destroy. This is a free download
5. Most recent spyware definition files for your spyware software

In order to determine that your computer meets these requirements, you must run a Client Security Agent (CSA) which will scan your PC for the five basic requirements. The results of the scan must indicate that all requirements are met before connecting to the Internet. If any of the basic requirements are not found during the scan, you will be provided with a link to download the appropriate programs or files. Please note that once programs are downloaded, they will need to be installed before the CSA will recognize that they are there. Documentation and instructions on this process are at the UD Help Desk Office (lower level of Van Vliet Hall), in the Technology area of the UD website at <http://www.dbq.edu/campuslife/facilitiesandservices/officeoftechnology/>, and available through orientation.

## Print Counts

Please note in the Acceptable Use Policy, under Access, Item #6, 250 prints will be allotted to each student per semester at no charge. When this allotment is diminished, additional print counts of 250 each can be purchased from the Cashier's Office, third floor Charles and Romona Myers Center. Print counts carry over from one semester to the next. Printing to a color printer will use more print counts than a monochrome printer.

#### Technology Acceptable Use Policy

The Communications section of this policy applies to the University telephone and Voice Messaging System, as well as the computer network system.

#### Access

1. Access to, and use of the computer systems and networks, is limited to the faculty, staff, and students of the University of Dubuque. Others may be granted access for good cause at the discretion of the University.
2. Acceptable use of hardware and software includes study, research, teaching, and administrative work. Incidental personal use is not permitted without express permission of a University Vice President or President.
3. All enrolled students will be granted full access to select software application, and the Internet. Enrolled students are provided with an e-mail account and remote access capabilities.
4. Attempts to gain access (log in) to another person's account, or attempts to read someone else's mail or files, unless the owner publishes the file on the Internet, is prohibited. Sharing an account with another person is prohibited. Passwords are to be confidential.
5. The University of Dubuque Computer System is capable of tracking "footprints" of all users. If a user disputes allegations of inappropriate use, the Office of Technology will make any relevant tracking documentation available as evidence to administrative and/or investigative authorities.
6. The University of Dubuque uses blocking and shaping software to control Internet usage. Various inappropriate sites will be blocked. Academic and Administrative use is given priority over social use. This may result in social Internet sites being unavailable during peak usage times.
7. Students will be provided with an initial amount of 250 sheets of paper each semester for printing in the computer labs. Amounts used beyond that will be charged to the students at a rate that will cover the costs of paper and ink. Balance information is available anytime the student logs into the computer system.
8. Students living in University housing may connect to the University network. Prior to connecting to the network, students must install a Client Security Agent (CSA) which will scan their PC for the five basic requirements.

9. Network connections for students living in University housing will be deactivated if devices such as routers are plugged into data ports, or if any unusual traffic or security issues are detected. The student may need to bring in the desktop or laptop for recertification to the Office of Technology if a virus or other traffic generating activity is suspected

#### Data

10. The University will take reasonable efforts to back up all data and files saved on the University servers. The University assumes no liability for data lost or destroyed.

11. The University of Dubuque does not guarantee computer systems to be safe from system errors or operator failures.

12. The Office of Technology will back up and protect all files and databases within the Administrative Software Application and Academic Servers. Files saved to the server by employees and students will also be backed up.

13. The Office of Technology may inspect or remove personal files only as needed to diagnose problems and maintain the system in good working order. Reasonable effort will be taken to notify the owner prior to their removal.

14. Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited.

#### Communications

15. The University computer and telephone system may not be used for illegal activities, nor may it be used to threaten or harass others. The system may not be used to send chain letters or to post solicitations or advertisements. The University is not liable for harassment, threats, or impositions resulting from unacceptable use of the computer network. Individuals who believe they are being harassed are to process the incident through the Human Resources Office or the Dean of Student Life.

16. Email should be used with the understanding that electronic communication is never really private. It is recommended that persons not use e-mail for items they would not want the world to see.

17. Mass email or voice mail (a.k.a. spamming) from any student or employee to the larger University of Dubuque community (students, employees, or both) must first be approved by the Dean of Student Life over the requesting office (see the Mass Email Policy for further details.) Periodic messages may arrive via mass email or voice mail from the Office of Technology that relate to the functionality of the network.

18. The University of Dubuque Computer System is not a public forum and cannot be used for indiscriminate use. Use of the campus network (and all electronic components under the auspice of the Office of Technology, including voice mail) must be consistent with the Mission, Values,

and Vision of the University. Any activity that does not reflect the University mission will be considered a violation of the Acceptable Use Policy and can result in restricted or eliminated access to the computer system. Examples of activities that are not permitted are:

A. Commercial Use - No student or employee can use the University of Dubuque Computer System or other equipment to offer or provide products or services unless approved by the University Administrative Cabinet. Purchasing products and services via the campus system is at risk of the user. The University of Dubuque is not responsible for financial obligations from unauthorized use of the system by anyone.

B. Political Lobbying - Although everyone is allowed to express opinions and analyze measures regarding legislative matters, using the University of Dubuque Computer System or other equipment to engage in fundraising or other political lobbying must first be approved by a Vice President or the University Administrative Cabinet. It is acceptable to use the Computer System to communicate opinions to elected officials via the Internet.

C. Inappropriate Use

1) Criminal speech and/or speech or use, in the course of committing a crime, threats to the President, threats to others, instructions on breaking into computer systems, child pornography, drug dealing, gang activity, etc.

2) Speech, or use, that is inappropriate:

a. Inappropriate language, video, or graphics—obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.

b. Dangerous information—information, which if acted upon, could cause damage or present a danger of educational or business operation disruption.

c. Violations of privacy—revealing personal information about others.

d. Abuse of resources—chain letters, “spamming,” jokes, or other such mail. (Spamming is sending an annoying or unnecessary message to a large number of people.)

e. Sending messages for the purpose of selling goods or soliciting responses for goods or services. (This excludes sales announcements by administrative/ academic departments and University related groups.)

f. Copyright infringement or plagiarism.

g. Pornographic material—electronic and printer material which, by their design, are salacious, lascivious, lecherous, lustful, or demeaning to humans in their portrayal of aberrant sexual behavior.

h. It is unacceptable to distribute a computer virus or engage in any procedure that interferes with the normal operation and delivery of services over the network.

#### Hardware and Software

19. Users of the UD network should conserve network resources. Activities that result in excessive use of network bandwidth, server storage, or system time are restricted (this specifically includes the downloading and storing of video or music files.)
20. Only legal, licensed software applications may reside on or be transferred over the UD network. Reproduction of such software or its related documentation is forbidden unless explicitly authorized by the software developer. All University faculty, students, and employees shall use computer software only in accordance with license agreements and Mission, regardless of the ownership of the license. All shareware programs must be registered in accordance with their license and use provision.
21. Hacking—unauthorized modification of operating systems, application software, or network software on any system attached to the UD network is strictly forbidden. This includes any activities that result in a denial of service.
22. Tampering with terminals, microcomputers, printers, or any other associated University-owned equipment is strictly forbidden. Removal of computer equipment, disks, paper or documentation from a computing facility is also unacceptable.

#### Consequences

23. Violation of the above policy and any other inappropriate use of the computer system, Internet, telephone system, or any systems under the purview of the Office of Technology will result in the suspension of the privilege of use. Suspension of use will be immediate, with the duration of the suspension then determined by the University judicial processes. The System Administrator may close a suspect account at any time, as required, and will, in the case of a University student, then notify the Dean Student of Life and the Vice President of Academic Affairs. The administration, faculty, and staff may request the Office of Technology to deny, revoke or suspend specific user accounts. Any person identified as a security risk may also be denied access. If an employee of the University is in violation of the policy (as previously described), they will be subject to discipline in accordance with University Policy.
24. Any person, or persons, altering or attempting to alter without authorization, the cabling or component of any computer system, will be restricted from access and/or subject to criminal prosecution, if appropriate.
25. The Office of Technology will investigate complaints it receives from computer users at this and other institutions when those complaints pertain to inappropriate use, including messages that are sent by University of Dubuque students.

26. A student suspected of violating the Acceptable Use Policy will be notified via campus email, mail, telephone, or appointment with the Office of Technology. An office of a Vice President or the President will notify University employees suspected of violation. It should be understood that the above policies do not preclude prosecution in cases of criminal misconduct under current laws and regulations of the city, the state, and federal government.

## Email Policy

Each student has been provided with a UD email address. The MSPAS program uses UD email as the primary means of communication with students. This is the only email address used for MSPAS program communications. MSPAS students should check their UD email daily for important information and notifications from the MSPAS program. Failure to respond to faculty or staff communications in a timely and respectful manner may result in disciplinary action. The MSPAS program cannot be held responsible for missed notifications resulting from unread email. The UD MSPAS email address should only be used when acting in your official role at UD-MSPAS.

## Social Media Policy

Social media refers to a variety of internet-based programs that allow users the ability to create and publish online content (text and photos) about themselves or others. Subject to applicable UD policies, and state and federal laws regarding the use of such technologies for transmitting protected information, the MSPAS program welcomes the responsible use of social media technologies to support and engage learning and for effective outreach to the global community.

The term “social media” includes the following:

Communication via email, text messaging, or transfer of photographs or file documents using computers, smart phones, portable communication devices, and other technologies;

The use of web-based applications such as, but not limited to, Facebook, Twitter, Tumblr, Instagram, Myspace, LinkedIn, YouTube, Flickr, blogs, wikis, and other outlets where comments are posted in network-based public settings; and future technologies that permit Internet-based information sharing.

This policy applies to all types of social media participation at any time by UD MSPAS students.

Students must abide by the laws, rules, regulations, and policies governing the protection of sensitive information such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) governing the dissemination of health information and the Family Education Rights and Privacy Act (FERPA) governing the dissemination of education records. Failure to do so can result in serious consequences both academically and legally. Confidential information must be protected at all times and must never be shared on any social media site, including, but not limited, to the following:

- Health information about anyone other than the student posting the information.

- Personal information about MSPAS students, employees, or alumni (e.g., private email addresses, grades, health information, demographic information, information about interactions with patients, and photographs of patients or the care environment– some of which may be FERPA protected).
- Defamation of MSPAS and its affiliates, faculty, staff, and other students.

If UD and/or MSPAS become aware of postings on any social media venue that have a negative or detrimental impact on the University or MSPAS program, such information can be used in determining the appropriate sanction for failure to act in accordance with this policy, which may include dismissal.

Be proactive about your professionalism:

- Separate personal from professional. Identify your opinions as your own.
- Be professional and respectful;
- Always think before you post, remembering that anything you share via social media is not private and can be shared, stored, and spread globally;
- Never post anything when you are angry, stressed, or lack sufficient time to review carefully;
- You should only post information, photos, and comments online if you would feel comfortable seeing them on TV or on the front page of the newspaper;
- Postings are permanent and can be retrieved even after being deleted by the user;
- Be timely and accurate. Check facts, grammar, and spelling of all content before posting; and
- Use highest privacy settings available. Social media sites are often targeted by cyber-criminals who use personal data for identity theft.

**Prohibited activities, which may represent violations of the law and/or University policy and may result in academic discipline and/or legal sanctions:**

Communicating with patients using social media, including “friending” a patient;

Posting patient information, including protected health information or photos, on any social networking sites, blogs, instant messaging or text messaging services;

Taking photos of patients and procedures. Photos of patients may only be taken when instructed by clinical faculty and proper protocols are followed and permissions obtained;

Using cell phones, fax machines, or email to transmit confidential information;

Posting personal information (e.g., home address, phone, password clues, social security number) or photos that show or appear to show you engaging in any offensive behavior, including, without limitation, promiscuity, intoxication, or substance abuse;



Posting potentially inflammatory or unflattering material on another's website or wall;

Posting educational records or other student information protected by FERPA;

Posting profane or disparaging information about students, faculty, courses, rotations, hospitals, UD, or the MSPAS program;

Presenting yourself as an official representative or spokesperson for UD or the MSPAS program on social media;

Using UD and/or MSPAS logos or personal identification numbers in any social media postings;

Creating personal social media sites using UD email addresses or computer equipment;

Using smart phones, portable communication and/or other social media devices for personal or non-emergent reasons during encounters involving patients or patients' families and friends, to include but not limited to, the following areas:

- Hospital patient rooms, exam and treatment areas, operating room,
- emergency room
- Outpatient clinics
- Physician or patient lounges, nurse's stations, hallways, waiting rooms,
- elevators, etc.
- During patient care rounds or didactic presentations that discuss specific patients

#### Violations of Policy

Students who violate this policy are disciplined and verbally instructed by the Program Director to implement immediate corrective action. Depending on the type and severity of the infraction, immediate disciplinary and/or legal action may be warranted. This policy does not replace other UD or MSPAS program policies governing disclosure of confidential information, including protected health information and education records.

## Additional Student Services

Alumni/ae Association 563.589.3351

The University of Dubuque Alumni/Advancement Office is your connection to UD for life! Our goal is to help you stay connected with UD and your Spartan classmates long after graduation. Did you know you can take advantage of the alumni office as a student? The Alumni Office can help you network with alums online, via Linked In, through Phon-a-thon, and a variety of campus events.

Don't wait until graduation to meet the alumni office! We'd love to meet you, learn about your experiences as a student at UD and share your story with other alums. Plus, we may be able to

connect you with alumni who can provide guidance to you as a student. Don't wait until graduation to meet the alumni office – stop by anytime! The Alumni Relations office is located on second floor of Van Vliet Hall.

Connect with us any of the following ways:

Phone: 563.589.3351

Email: [udalumni@dbq.edu](mailto:udalumni@dbq.edu) Facebook: [facebook.com/udoaa](https://www.facebook.com/udoaa) Twitter: @UDSpartanNation

LinkedIn: University of Dubuque Alumni & Friends

Bookstore – Gift Shop 563.589.3131 – Textbooks 563.589.3195

The Babka Bookstore is located in Peters Commons and has two locations. The gift shop is located across from the Jack and Barbara Smeltzer Dining Hall on the first floor and offers a huge variety of UD apparel and many other gift items such as backpacks, jewelry, and diploma frames. The textbook area is located in the lower level is open to sell textbooks and school supplies to students all year long. Hours vary during the academic year. Visit the bookstore at [www.bookstore.dbq.edu](http://www.bookstore.dbq.edu).

Campus Ministry 563.589.3582

The University is affiliated with the Presbyterian Church (U.S.A.), a tradition that has emphasized and valued higher education out of theological conviction. Community on campus is further appreciated and nurtured out of a belief of who God is and who God has made us to be. God made humanity to be in relationship with God and with one another, and each person is valuable, being loved by God with a love that is able to transform. The ordinary means by which students often encounter the grace of God on campus is through Bible studies, fellowship activities, mission projects, weekly worship services, or chapel services which are currently held Monday, Wednesday, and Friday mornings in Blades Hall. Although rooted in the Presbyterian and Reformed tradition, an ecumenical spirit is upheld in sponsored activities and all are invited. The campus ministry for college students is nurtured and guided by the Edwin B. Lindsay Chaplain, with offices located in Blades 203.

Child Care Center 563.585.7461

The University of Dubuque's Marge Kremer Little Spartans Child Care Center is open Monday through Friday from 6:30 a.m. to 5:45 p.m. Evening hours (Monday-Thursday) are available for students enrolled in LIFE classes. The center is licensed for sixty children; ages 6 weeks through preschool. We offer preschool classes daily for both three- and four-year old children and are partnered with the Dubuque Community School District to offer free four-year old preschool. The Child Care Center utilizes the Creative Curriculum in all classrooms. This is a nationally recognized Early Childhood curriculum that is child-centered and promotes learning through play. This teaching style encourages curiosity and first-hand learning experiences. To set up a tour or for more information, please contact the Childcare Center Director at 563.585.7461.

## Copying Services

Photocopy machines are available for students' personal use on the main floor of the Library. Copies are \$.10 per page.

## Counseling & Life Services 563.589.3132, 563.589.3253, or 563.589.3455

The University has a variety of short-term personal counseling and support options available to assist students who have specific emotional, social, academic, spiritual, vocational, sexual, or personal concerns. Also, confidential HIV testing and counsel are provided to UD community members through this service; please review the AIDS Policy within the Student Handbook for more details.

Members of UD's Counseling & Life Services are trained for a variety of counseling and support service needs. Short-term personal and career counseling is confidential and is provided at no cost to students. However, if a student is in need of long-term psychotherapy and treatment planning or immediate inpatient mental health services, an appropriate recommendation and referral will be provided upon request. This confidential and professional referral is provided at no cost to students. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office at 563.589.3333 and you will be connected to a counselor upon request in a confidential manner. For more information, visit the second floor of Peters Commons or our website at:

[www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/](http://www.dbq.edu/CampusLife/OfficeofStudentLife/CounselingLifeServices/).

## Facilities/Room Reservations 563.589.3868

Neither an on-campus event, academic or sport camp, University-sponsored activity, nor the use of University facilities by off-campus guests, speakers, or agencies will be designated a University event or appear on the UD Master Calendar unless authorized by, and scheduled through, the Office of Scheduling and Event Planning. Application and authorization for any event must first be submitted and approval obtained prior to either contracting for an event or making commitments for University facilities. The Building, Event, and Room Registration Request application is available on-line on the University's intranet at [www.dbq.edu/campusportal/eventregistration.cfm](http://www.dbq.edu/campusportal/eventregistration.cfm). For additional information contact the Director of Scheduling and Events in the University Public Relations Office in the Myers Center, via e-mail at [TLess@dbq.edu](mailto:TLess@dbq.edu), or by phone at 563.589.3868.

The University has a number of facilities accommodating a variety of indoor and outdoor sports and recreational activities. Throughout the year, a number of intramural sports competitions are held. For all athletic venues and the Chlapaty Recreation & Wellness Center (CRWC), the hours of operation are posted each semester and summer. Any student wishing to use an athletic venue must present a valid UD student ID. Groups wishing to reserve an athletic venue, including the CRWC, should contact the Assistant Athletic Director at [drrunkle@dbq.edu](mailto:drrunkle@dbq.edu) or 563.589.3224. For information on the intramural program, please contact [vpopp@dbq.edu](mailto:vpopp@dbq.edu).

## Identification Cards 563.589.3333

All students are required to carry a University of Dubuque photo ID card. ID cards are needed to cash checks, check out books at the library, to enter the CRWC, and for free admission to the Stoltz Sports Center and home intercollegiate athletic events. Every student receives an ID card when he or she first registers for classes. If cards are lost or damaged they can be replaced for a \$25.00 fee in the Safety and Security Office. Students may make a cash deposit on their card and may do so in Student Accounts located on third floor of the Charles and Romona Myers Center. This credit allows the student to make purchases in the Health Bar, the Dining Hall, the Cyber Café, the Babka Bookstores, and in Sylvia's Common Ground Coffee House. Any charges made against the credit balance are automatically deducted until the credit balance is depleted.

## International Studies Office and Study Abroad 563.589.3712

The International Studies Office is located in the Heritage Center (Susan Magill Smith Suite, Room 306-F.) The International Studies Office offers information and support for international students, as well as students wishing to study abroad.

All international students holding F-1 visas must report to the International Studies Office within seven days of their arrival at the University of Dubuque. In addition to mandated immigration documentation, the International Studies Office offers hospitality and support to all international students attending UD. Please contact the International Studies Office (563.589.3712) or consult UD's website for more detailed information at [www.dbq.edu/CampusLife/OfficeofStudentLife/InternationalStudents](http://www.dbq.edu/CampusLife/OfficeofStudentLife/InternationalStudents).

The University of Dubuque offers a variety of short-term and semester-long international study opportunities. Please contact the Graduate Program Director of your program of study to determine whether study abroad options are available.

## Library

The Charles C. Myers Library has 5.0 FTE professional librarians and 5.25 FTE support staff. The library is located at the heart of campus and is open 108.5 hours per week. The building provides a variety of individual and small-group workspaces, including some located in designated quiet areas. There are many individual research carrels and small group tables in addition to seven individual study rooms and five small group study rooms which accommodate up to six students each. There are more than 60 computers available for student use as well as laptops for check-out. Wireless printing and a cell phone/tablet charging station ensure that the library is a convenient place for study as well as relaxation. The library has a designated liaison for the MSPAS program who actively helps students and faculty to effectively access information for teaching and learning. The liaison will assist faculty with program development and evaluation by providing literature reviews on relevant topics as requested. The liaison will assist students through large group information literacy instruction in the MSPAS program orientation as well as in selected courses with required research assignments. Library staff are partnering with MSPAS

faculty to identify and purchase a collection of library resources for the program, emphasizing electronic resources available from any location.

Hours are available on the website at <http://www.dbq.edu/library/index.cfm>

Professional and respectful behavior and compliance with policies is expected at all times in the library. Violators are asked to leave. MSPAS students who abuse library policies are reported to the MSPAS program office.

## Resources

### Online Journals and Databases

The library subscribes to approximately 8500 journals in the areas of medicine, the biological sciences, nursing, and allied health, and have identified additional subscriptions necessary for the MSPAS program. Online health sciences databases already available for all UD students include Cumulative Index to Nursing and Allied Health Literature (CINAHL), Ovid Essential Nursing Collection, Health Source: Nursing/ Academic, and Medline. Additional PA-specific electronic resources are under consideration. Librarians will support commonly-used medical/diagnostic apps, including collaborating with vendors to link to UD database/journal subscriptions whenever possible. As of February 2015, the library owns approximately 2560 health/medical books in print and 35,900 titles electronically. The collection will emphasize electronic versions and will be updated continuously with faculty input. A large DVD collection is available for faculty and student use, and the library subscribes to a streaming film database (Films on Demand) which includes 2800 health/medical titles as well as 1600 in biology, including 830 in human anatomy.

### Circulating books

Circulating books are available for renewable check-out periods of four weeks for students and the entire semester for faculty; DVDs and print periodicals are available for two weeks. Reserve materials are available for in-library use, with other borrowing options as determined by faculty. The library staff provides a free interlibrary loan service, which provides access to books, films, and articles that UD does not own. Some interlibrary loans are provided via Docline, a partnership of health sciences libraries through the National Library of Medicine, of which UD is a member.

### Computer and Internet Access & Library Help Desk

There are 26 public workstations within the library that are fully networked and provide Microsoft Windows 7 and Office 2013 Professional for student use. The entire campus is wireless.

### Printing and Scanning

The Multimedia Center of the library has a flatbed scanner and a color laser printer available for students. There is another color laser printer available on the second floor.

#### Reference/Research Assistance and Tutorials

Dedicated and experienced librarians are available weekdays to assist students who have reference questions or need help with research. Librarians also provide hands-on database instructions to individuals and small groups.

#### Interlibrary Loan Service

UD students and staff may check out books and most multimedia for four weeks. Material may be renewed twice if it is not needed by another person or for reserve. Faculty may check out material for the semester. All faculty material must physically be returned to the library at the end of spring semester.

#### Periodicals, DVDs and videocassettes

These circulate for 14 days. Reference books do not circulate.

#### Life Services 563.589.3132, 563.589.3253, or 563.589.3455

Life Services is located on the second floor of Peters Commons. Services are available to students from all departments of the University. Programs, resources, and services include, but are not limited to, the following:

- UD Counseling Team
- UD Cares Team
- Initial assessment and short-term personal & career counseling
- Life coaching
- Advocacy
- Spiritual counseling
- Professional referral services for issues such as, but not limited to, the following: alcohol and other substance abuse, anxiety, debt management, depression, eating disorders, gambling, homicidal ideations, pregnancy, rape, self-mutilation, sexual assault, sexual orientation, stress management, suicidal ideations, and other concerns.
- Informational session(s) on recreational risks and prevention among college students.
- Online mental health screenings.

For more information, visit the second floor of Peters Commons or our website at:

<http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifeservices/>. To reach a counselor after hours, on weekends, or holidays, please contact UD's Safety and Security office at 563.589.3333 and you will be connected to a counselor upon request in a confidential manner.

### Lost and Found 563.589.3128

UD's Lost and Found is located in the Student Life offices on the second floor of Peters Commons. Students are encouraged to check with Student Life (563.589.3128) and Security (563.589.3333) if they have lost an item. You may also turn any items into Lost & Found that you have found. All items not retrieved after 60 days will be donated or disposed of.

### Mike and Betty's Ice Cream Parlor 563.589.3393

Mike and Betty's Ice Cream Parlor is located in the Heritage Center, directly across from Sparty's Convenience Store, just inside the Grace Street entrance. There are fantastic choices to tempt your taste buds. Stop in to try a "Bullock," a tasty ice cream treat named after our very own President Bullock that includes your favorite cookies or candy bar. The ice cream parlor is open year round.

### Multicultural Student Engagement 563.589.3129

The Multicultural Student Engagement office is located in the Susan Magill Smith Suite of the Heritage Center (Room HC306-B). The University of Dubuque strives to be a community in which "diversity is appreciated and Christian love is practiced." With this belief as its guiding principle, the Multicultural Student Engagement office seeks to foster awareness, understanding, and sensitivity to the perspective of our students. The office offers support services to under-represented groups to increase their chances of a successful academic experience. This is achieved through orientation, advising, mentoring, leadership development, and other activities. In addition, the office actively educates and promotes multicultural learning and development for the entire UD community through various activities such as workshops, speakers, and cultural outings.

### Post Office/Print Room 563.589.3141

The campus post office is open from 8:00 a.m.-5:00 p.m. Monday through Thursday, and 8:00 a.m. - 4:00 p.m. on Friday. Stamps can be purchased either at the campus post office or the Babka Bookstore. Please contact the postal clerk with any questions.

### Sparty's Convenience Store 563.589.3393

The campus convenience store is located in the Heritage Center, just inside the Grace Street entrance. The convenience store offers a wide variety of items from frozen pizzas to first aid kits and is open year around with varying holiday schedules. During the school year, the store is open longer hours to accommodate students, faculty, and staff.

## Student Accounts/Check Cashing 563.589.3212

This office is located on the third floor of the Charles and Romona Myers Administrative and Teaching Center. Billing and payment for tuition, room, board, fees, and laboratory costs are processed here.

Delinquent payments are charged 1.5% interest per month. The University reserves the right to withhold official transcripts until all accounts are paid in full. The Student Accounts Office is open Monday-Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:30 p.m.

## Sylvia's Common Ground Coffee House 563.589.3274

Sylvia's Common Ground is the on-campus campus coffee shop located inside the Charles C. Myers Library. You can select from an assortment of coffees and tea, smoothies, Italian sodas, and pastries. Sylvia's is open from 7:00 a.m. until 9:00 p.m. throughout the academic year, with varying hours during holidays and summer months.

## Safety and Security (911 or 563.589.3333)

### Emergency Procedures

Emergency and non-emergency calls from the campus for fire, police, or ambulance assistance or services should be directed through the Safety and Security Office at x3333 or 563.589.3333. If a situation requires immediate action, the local emergency service number should be contacted (9-911); then if able call Safety and Security at x3333 or 563.589.3333.

### Emergency Telephone 9-911 and x3333 and 563.589.3333

If you feel unsafe or are faced with an emergency, use the emergency telephones located around campus. The telephones have a blue light on top and are labeled "Emergency." To operate emergency telephones, press the red button and the Safety and Security staff will immediately know your location and assist. They are located at the following areas:

- University Park Drive near the traffic gate (by Donnell Hall)
- University Park Drive (between Donnell Hall and Park Village)
- University Park Drive near the traffic gate (by Park Village)
- Hardee's parking lot
- CRWC; north and south entrances, and at each end of the west entrance
- Mercer Birmingham Hall; main entrance
- Heritage Center; north, south, and east entrances
- All residence halls have a phone in the main exterior entrance. However, they do not have a blue light.

The following academic buildings have exterior emergency phones:

- Physical Plant



- MTAC; all entrances
- Myers Library; main entrance lobby
- Severance Hall; main entrance breezeway
- Blades Hall; south entrance facing the Quad
- University Science Center; main entrance off Algona and PA entrance facing Aitchison Hall
- Smith Hall does not have an exterior phone, but the lower entrance is always unlocked and Security is always available in their office or by using the red Security phone located outside the Safety and Security office.

#### Procedures for Staff/Faculty Response to Student Crisis

In the event a student is involved in an accident with serious injury, suicide attempt, alcohol or drug overdose, the victim of violence, sexual assault, harassment, and/or discriminatory acts, or threat of violence, and/or extreme emotional situation, procedures have been adopted by the University of Dubuque as an appropriate response.

The Student Life staff and Pastor to Seminary Students provide the University of Dubuque community with advice and counsel on how to deal with certain issues related to University of Dubuque students on campus and in the Dubuque community. The Student Life staff are available to help with handling issues in a way that is consistent with University of Dubuque policies and procedures. Student Life staff will act as liaison, as necessary, between agencies working with issues related to University of Dubuque students. If you have been a victim, or witnessed any incidents, you are encouraged to contact the Vice President and Dean of Student Life (563.589.3270), UD's Mental Health Therapist at (563.589.3253), or Counseling & Life Services at (563.589.3132). For additional information, please visit our website at [www.dbq.edu/campuslife/officeofstudentlife/counselinglifetimeservices/](http://www.dbq.edu/campuslife/officeofstudentlife/counselinglifetimeservices/)

#### Fire

The purpose of the fire alarm system is to alert occupants of the building of the need to evacuate. The fire alarms and fire equipment (i.e., extinguishers) are to be used only in case of fire. Please be advised that tampering with fire alarms and equipment is a violation of Iowa state law as well as University policy. Offenders are subject to university disciplinary action as well as criminal prosecution.

Upon hearing the fire alarm sound in the room/facility, all occupants should follow these procedures:

- Keep low to the floor if smoke is in your room/facility.
- Close windows.

Before opening the door:

- Feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door, and open it slightly. If heavy smoke or fire is present, close the door and stay in the room/facility.
- If you can leave the room/facility:
- Be sure to have clothing appropriate for the weather.
- Be sure to bring your key (if applicable).
- Leave lights ON.
- CLOSE and LOCK door (if applicable).
- Leave by the nearest safe exit.
- Do NOT use an elevator.
- If ALL exits are blocked, return to your room/facility.
- Once outside, quickly move away from the building at least 300 feet.
- Do not return to the building until signaled by staff to do so.

If you CANNOT leave the room/facility:

- CLOSE door.
- Seal cracks around the door with towels, bed clothing, or anything else you can find to help keep out smoke.
- Open window.
- Do NOT jump if you are above the second floor.
- Hang something from the window to attract attention or shout for help.

### Severe Weather

A Tornado Watch implies the possibility of a tornado and high winds in the immediate area.

A Tornado Warning means that a tornado has been sighted in the area and shelter should be sought immediately. In the event of a warning for the city of Dubuque, the following procedures should be followed:

- A city alarm will be sounded to inform you of a warning.
- Leave room/facility immediately.
- Lock your room/facility and take the key (if applicable).
- Proceed to the designated area.
- Stay away from windows.

In situations involving a severe weather warning, such as a tornado warning, you should immediately proceed to the lowest level of any building you happen to be in. DO NOT go outside to check the weather. Try to stay in the center of the building. Stay away from windows and exterior doors. At the end of the severe weather event, wait for an "ALL CLEAR" before returning to your room.

Nearly all of the buildings on campus have “SEVERE WEATHER SHELTER AREAS” marked with signs. Become familiar with them now before you need the information. The best way to ensure your survival is to be aware.

### Medical Emergencies

If there is any need for which you believe emergency medical assistance is necessary, please call 9- 911 immediately or UD Campus Security at x3333 or 563.589.3333.

The UnityPoint Health-Finley Health Care Systems (563.589.2460) serves the University’s health needs. The UD Medical Coordinator (563.589.3244 or 563.580.6889) should be notified of any medical emergency or condition which occurs on campus or with a UD student. The UD Medical Coordinator will contact Student Life, the Campus Chaplain, or Pastor to the Seminary Students as needed.

### UD Safety and Security Office

The Safety and Security Department at the University of Dubuque provides for the safety and security of all University property 24 hours a day, 365 days a year. The UD’s Safety and Security Office is located in Smith Hall, Room 112. Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. If assistance is needed after hours call at x3333 or 563.589.3333 or you may call on the red phone located on the wall outside the Security Office and the officer on duty will assist you.

As part of the University’s efforts to promote and maintain a safe and secure campus environment for each member of the UD community, the security officers provide a regular program of prevention services including:

- Responding to emergencies and accidents.
- Working with local law enforcement agencies to exchange information and to assist in incidents involving the University community on or off-campus.
- Conducting routine foot and mobile patrols on campus grounds and monitoring the campus environment.
- Speaking at meetings on topics of safety and security.
- Conducting wellness checks.
- Providing specialized security services for university events.
- Providing 24-hours per day escorts.

While security officers are not certified as law enforcement officers, they do receive training on aspects of campus safety as well as continual in-house training to upgrade and professionalize their skills.

In accordance with the Federal Government's Student Right-To-Know and Campus Security Act, the University of Dubuque maintains an annual security report that is available to students and employees that includes security policies and procedures, on-campus crime statistics, and information concerning the University's programs for dealing with drug prevention and sexual assaults. Any student may obtain a copy of the University's Annual Security Report from the Campus Security office or online at [www.dbq.edu/campuslife/facilitiesandservices/campusafetysecurity/](http://www.dbq.edu/campuslife/facilitiesandservices/campusafetysecurity/)

## Your Personal Safety on Campus

The University of Dubuque's Safety and Security Department is fully committed to maintaining a safe campus where students, faculty, and staff can work and study in a secure environment. Safety is a shared responsibility and security begins by being aware of one's surroundings and reporting suspicious persons, activities, or safety concerns. The cooperation, involvement, and vigilance of students, faculty, and staff in a campus safety program are needed to make our campus as safe as possible. We encourage all UD community members to take responsibility for their own safety and security by reporting crimes, suspicious activity, or other emergencies immediately to the Safety and Security Department. By accepting this responsibility, members of the UD community assist in maintaining a safer and more secure campus environment.

Since the opportunity for crime exists everywhere, the campus community should also take precautions to avoid dangerous or risky situations. The following are safety and security tips:

- Use the "buddy" system when walking, especially after dark.
- Park vehicles and/or walk in well-lighted areas.
- Use the escort service on campus which is available 24 hours a day by calling Security at x3333 or 563.589.3333.
- Be sure to report lost keys or ID cards immediately.
- Don't leave your possessions unattended.
- Report any broken or flickering lights, dimly lit corridors, and broken locks or windows.

## MSPAS Classes and Clinical Rotations in Case of an Emergency

In the event of an emergency, all classes in the basic and clinical sciences follow the University's temporary closure policy. Students assigned to off-campus clinical rotations during a local or geographically widespread emergency should contact the Clinical Education Director for specific instructions pertaining to students' instructional responsibilities. As a general rule, clinical care responsibilities are expected to be fulfilled, and students should follow the policies of the affiliate clinical site where they are currently assigned. Students on clinical rotations are expected to report to their clinical assignments unless severe weather conditions prohibit safe travel; each student should make a prudent judgment as to the possibility of safe travel. The student will

contact clinical sites, preceptors, and the Clinical Education Director regarding attendance in the case of an emergency.

During an emergency, students should tune in to local television and radio broadcasts to remain informed regarding MSPAS. This is especially true during natural disasters. In addition, students can contact UD. As soon as possible after an emergency, students should establish contact with professors and/or preceptors.

## General Safety Guidelines

Students must be aware of the need for personal safety and act accordingly to minimize risks. The safety and security of students are the first priority of the MSPAS program. Safety and security practices are reviewed prior to community and clinical experiences. Examples of such educational training programs include:

- Universal precautions
- Needle stick prevention
- Response to needle stick or bodily fluid exposure
- De-escalation techniques when dealing with angry patient
- Emergency procedures involving medical care (e.g., CPR), natural disasters, terrorism, assault, illegal activities and others

While working in community settings, including hospitals, clinics, home visits, and other off-campus venues, MSPAS students should take precautions and use common sense including but not limited to the following:

- Be aware of your surroundings
- Do not stand out (e.g., wearing flashy or expensive jewelry)
- Do not carry excessive amounts of money
- Do not leave valuables in plain sight
- Travel in pairs whenever possible
- Keep car doors locked and windows closed

While fulfilling MSPAS educational objectives, students also must be aware of the need for personal safety and act accordingly to minimize risks. The key message for students is to be cautious and use common sense. Always listen to your “gut” and follow your instincts. If an environment or situation feels unsafe, stay calm and leave immediately. Discuss with a faculty supervisor and/or call law enforcement.

## Technical Standards

The technical standards set forth by the MSPAS program establish the essential qualities considered necessary for students to be admitted to and successfully complete the program.

These standards ensure graduates possess the intellectual ability to learn, integrate, analyze, and synthesize data. MSPAS students must meet all technical standards upon matriculation and throughout enrollment in the MSPAS program. In the event a student is unable to fulfill these technical standards, with reasonable accommodation, the student is subject to dismissal. MSPAS students must be fully able to perform the essential functions in each of the following categories:

**Observation:** Acquire, assimilate, interpret, integrate, and apply information from direct observation, oral and written communication of radiographic and other imaging techniques, pathologic and laboratory testing, electrocardiograms, and other reports or studies.

**Communication:** Communicate effectively and sensitively with patients, health professionals, teachers, staff, and peers, both orally and in writing and when the time available for communication is limited. Accurately obtain a medical history from the patient or his/her health care proxy.

**Motor:** Perform procedures fundamental to medicine, including participating fully in curriculum requirements in the classroom, laboratory, and clinical settings. Perform diagnostic and emergency maneuvers and procedures, such as palpation, percussion, auscultation, airway management, cardiopulmonary resuscitation, suturing, and assisting in surgery.

**Intellectual:** Perform problem-solving tasks quickly and efficiently in an environment that may change rapidly, without warning, and/or in unpredictable ways. Comprehend three-dimensional and spatial relationships.

**Behavioral/Social:** Possess the emotional stability to exercise sound judgment; manage physical and emotional stress; exhibit sufficient interpersonal skills to interact with people at all levels in a culturally diverse society; and form compassionate relationships with patients while maintaining appropriate professional boundaries.

Meeting the technical standards is required but does not guarantee a student's eligibility for the Physician Assistant National Certifying Exam (PANCE). Students also must meet the expectations of the program's accrediting agency (Accreditation Review Commission on Education for the Physician Assistant, Inc. [ARC-PA]).

## Students with Disabilities

University of Dubuque Policy on Reasonable Accommodation for Qualified Students with Disabilities. The policy below is a shortened form of UD's full policy. For the full text, please visit: [www.dbq.edu/academics/academicsupportsuccess/disabilityservices/](http://www.dbq.edu/academics/academicsupportsuccess/disabilityservices/).

The University of Dubuque (UD) encourages qualified students with disabilities to fully participate in the community of the University of Dubuque. All faculty, staff, and administrators will actively support qualified students with disabilities in all the University's educational

programs, services, and activities. UD prohibits unlawful discrimination against qualified students with disabilities.

### Responsibility for Identification and Request for Disability Services

It is the responsibility of the qualified student with a disability to disclose information regarding the nature and extent of the disability to the Disability Services Coordinator (DSC) in the Academic Success Center when requesting accommodations. The DSC will help the qualified student determine which UD personnel, i.e. faculty advisor, teaching faculty, administrators, etc., should be aware of the disability in order to provide the accommodations that are necessary and appropriate. UD will assist the qualified student in identifying potential accommodations taking into consideration, among other matters, the qualified students' needs, preferences, and available resources. Although every appropriate effort will be made to provide qualified students with requested accommodations, UD does not guarantee that a qualified student will automatically receive his or her choice of accommodations and reserves the right to make the final decision on the accommodations to be provided.

The State of Iowa has developed documentation guidelines for individuals with disabilities. The guidelines provide criteria regarding qualified diagnosticians as well as a time line for the documentation process. UD typically applies those guidelines. A copy of those guidelines is available from the Disability Service Coordinator, or can be found at [www.dbq.edu/academics/academicsupportsuccess/disabilityservices/](http://www.dbq.edu/academics/academicsupportsuccess/disabilityservices/).

It is the responsibility of the qualified student with a disability to regularly provide appropriate current medical documentation of the nature and extent of the disability and the need for specific services or accommodations to the DSC and to cover any costs associated with acquiring the appropriate medical documentation. If the University has reason to doubt the validity, accuracy, or completeness of the medical documentation, UD may require, at its own expense, the re-examination of the qualified student and/or his/her documentation by a service provider designated or approved by UD.

The process for identification should begin with the qualified student registering with the DSC, where the student will receive procedural information and assistance in arranging needed services and accommodations. Qualified students with disabilities are expected to follow standard office procedures for requesting and acquiring services relative to a disability. Standard office procedures will include:

1. A meeting with the DSC to review the student's medical documentation.
2. The DSC will provide a Verification of Individualized Student Accommodations (VISA) form once the appropriate documentation has been provided.
3. The qualified students will provide the VISA form to the professor/ instructor of a course in which they are requesting specific accommodations.

4. An instructor who has concerns regarding the provision or nature of the requested accommodations should address those concerns with the DSC who will act as a liaison with the qualified student.
5. Requests for additional accommodations should be directed to the DSC.
6. It is the responsibility of the qualified student requesting an accommodation to follow up with a professor/instructor or other UD department(s) to ensure the accommodation is provided in a timely manner.
7. Faculty members who are not familiar with specific disabilities or appropriate accommodations should contact the DSC for clarification and assistance.
8. In the event a faculty member denies an accommodation, the qualified student may request a joint review of the decision by the DSC and the office of the Vice President for Academic Affairs. Findings and recommendations will be forwarded to the President for a final decision.

A copy of the Request for Accommodation form and response must be forwarded to the DSC to be included in the qualified student's file.

#### Tests and Examinations

Examinations, tests, and other methods of evaluating qualified students with disabilities will be conducted in a manner to ensure that the results of the evaluation represent the qualified student's achievement in the course rather than reflecting the qualified student's disability. Appropriate methods of alternative testing for qualified students with disabilities will be determined on an individual basis, taking into consideration the type and extent of the qualified student's disability, the nature of the course material, provided that the alternative method of testing must be practical and not cause an undue burden or fundamental alteration in the nature of the testing program objectives and outcomes.

Testing formats that can be demonstrated as essential to the integrity of the program of instruction being pursued by such qualified student or to any licensing requirement will not be considered as unlawfully discriminatory within the confines of this policy. Alternative methods of testing may include, but are not limited to: additional time; use of a reader and/or scribe; alternative forms of the test such as large print, Braille, taped or oral versions; use of special equipment such as a computer or closed circuit magnifier; alternative test location; or any necessary combination of these alternatives. While it is necessary at times to have differences in specific requirements and in methods of evaluation, the overall level of academic challenge for qualified students with disabilities shall be equivalent to that for other students.

#### Auxiliary Aids

UD will provide qualified students with disabilities access to the appropriate auxiliary aids necessary to allow reasonable participation in UD's educational programs and activities, unless it fundamentally alters the nature of the program or activity in a way that interferes with the



integrity of the program of instruction being pursued by such qualified students or to any licensing requirement. Auxiliary aids include services, adaptive equipment, or other educational assistance that enables a qualified student with a disability to participate in or benefit from the educational process. Auxiliary aids may include, but are not limited to: readers, sign language interpreters, note takers, tutors, and special equipment. The DSC will assist qualified undergraduate and graduate students in locating tutors and readers. UD does not provide personal attendant care. The DSC will help identify service providers and special equipment on campus or in the community. Rules may not be imposed on a qualified student's use of auxiliary aids if the rule would have a limiting effect on the qualified student's participation in the educational process (e.g., prohibiting guide dogs, interpreters, tape recorders, or other necessary special equipment in the classroom).

In unusually difficult cases, UD may provide alternative methods by which the qualified student with a disability may effectively meet educational requirements. Any such alternatives must be practicable and not interfere with the integrity of the program or activity or any licensing requirement. Such alternative methods may include, but are not limited to the following: course substitution, curricular modification, and extended time to meet requirements. Such accommodations will be employed only when deemed necessary and so long as the alternative method is nondiscriminatory in nature, is not unduly limiting to the educational process of the qualified student with a disability, and is reasonable under all of the circumstances.

Qualified students requesting auxiliary aids are expected to provide the DSC access to medical, educational, psychological, or other information as necessary to assess the need for auxiliary aids. UD reserves the right to disallow the use of auxiliary aids that are or are reasonably likely to be disruptive to the academic environment.

### Complaint Process

Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Relief may be sought from decisions, actions, or conditions that are believed to be in violation of the law or this policy statement.

Any member of the student body who believes she/he has not been reasonably accommodated as required by law or this policy, or who believes she/he has been unlawfully discriminated against on the basis of a disability, may initiate informal or formal actions for complaint resolution as outlined in the University of Dubuque's Harassment Policy. These procedures are published in the Student Handbook or may be obtained from Student Life. The Disability Services Coordinator can be contacted at 563.589.3757.

## Due Process Policies

### Grievances

Students wishing to file a grievance should do so through the following offices:

- Academic Issues: Program Director, PA Office Suites, Linda Chlapaty Hall
- Co-curricular Issues: Dean of Student Life, Peters Commons

If a student is unsure of who to contact or how to proceed, the student should consult the Office of Graduate Studies (121 Severance Hall).

The purpose of this policy and procedure is to provide a means for MSPAS students to seek investigation and possible resolution of grievances. MSPAS students are encouraged to informally resolve a grievance as soon as possible through a meeting with the instructor. If the matter cannot be resolved, or if the professor cannot be reached, the student should meet with the Program Director. If the student's grievance is against a committee, the students must meet with the committee chairperson and the Program Director to attempt informal resolution. A mutually agreeable resolution shall be formalized through a notation in the student's file/record that is initialed by the student and the professor.

### Formal Grievance Procedure

In any disagreement over the interpretation of academic regulations or the existence of extenuating circumstances that might justify special consideration, the student may file a grievance. Students wishing to file a grievance should do so within 15 business days of the event by submitting their concerns in writing to the MSPAS Program Director.

A grievance is a complaint by a student of UD involving an alleged misapplication or violation of any UD policy or procedure that adversely impacts the student, or any other dispute within UD that directly impacts the student in an adverse manner. A Grievance may include, but is not limited to, complaints alleging:

- (a) unfair treatment by an University employee,
- (b) errors in the assessment of fees or other financial obligations,
- (c) registration errors, and/or
- (d) loss of financial aid eligibility.

The primary objective of a student grievance procedure is to ensure concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential each student be given adequate opportunity to bring complaints and problems to the attention of the University with the assurance each will be heard and due process afforded the student.

Issues and Disputes Covered under their Own Process:

1. Requests to review and challenge contents of student records (see Graduate Student Handbook section Family Educational Rights and Privacy Act and Access to Student Records).

2. Grievances or concerns involving harassment or discrimination on the basis of race, color, religion, sex, age, national origin, disability, or Vietnam-era veteran status (see Graduate Student Handbook section Values and Values Violations).
3. Grievances relating to sexual harassment (see Graduate Student Handbook section Values and Values Violations).
4. Appeals of disciplinary actions. Appeals of this nature will be submitted to the Graduate Curriculum Committee in consultation with the Vice President for Academic Affairs.
5. Appeals or petition regarding instructional or academic issues. Appeals for these issues will be submitted to the Graduate Curriculum Committee in consultation with the Vice President for Academic Affairs.
6. Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law.)

#### Informal Resolution

1. Before initiating the formal grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance.
2. Alternatively or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
3. The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the Graduate Program Director, who shall identify the appropriate person.

#### Formal Complaint Resolution

1. When appropriate, students are encouraged to work with their academic advisor and other parties involved to arrive at a solution before filing a formal complaint. If the student desires to request a formal complaint, the student is to complete the Student Grievance Form and submit to the MSPAS Program Director, or their designee, for evaluation.
2. The MSPAS Program Director, or their designee, will review and act on the issue within fifteen business days of receipt. The committee's decision is final.
3. The student may elect to appeal the MSPAS Program Director's decision to the Graduate Curriculum Committee, which will review and act on the issue within thirty calendar days of receipt.

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Iowa College Student Aid Commission. The student attending a location in Iowa must contact the Iowa College Student Aid Commission for further details. The Iowa College Student Aid Commission address is:

Iowa College Student Aid Commission  
430 East Grand Ave., FL 3  
Des Moines, IA 50309  
Phone: 877.272.4456  
Website: <https://www.iowacollegeaid.gov/content/constituent-request-review>

Please see "Student Grievance Form" (Appendix I) for guidance in following the grievance process.

## MSPAS Non-discrimination Policy and Discrimination Complaint Procedures

The University of Dubuque does not discriminate on the basis of race, color, national origin, sex, handicap, disability, sexual orientation or age. Any violations of such should be reported to the Director of Human Resources.

In addition, the University of Dubuque strives to foster respect for the dignity and worth of all members of the University community by providing an educational and professional environment free of unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct that is oppressive or intimidating. The University has a zero tolerance policy regarding sexual harassment. The UD Sexual Harassment Policy can be found on the University of Dubuque website as follows: <http://www.dbq.edu/media/AboutUD/Title-IX-Policy.pdf>.

## Section V: Student Activities and MSPAS Services

### Class Officers

Each MSPAS class shall elect class officers by the 10th week of their first semester.

Class President:

The class president has the following primary duties:

1. To serve as a student representative on the Curriculum Committee. This committee is charged with evaluation and critique of the curriculum and supporting resources with suggestions and plans for improvement. It is expected that the class president will gather and relay student concerns and suggestions regarding current curriculum and resources to the committee for consideration.

2. To serve as chief organizer of any class activities the class agrees to sponsor, eventually including reunions of alumni.
3. To serve as chief officer of the MSPAS class Executive Board and representative for incoming classes.
4. To serve as class representative when needed by UD for broader University functions.

Class Vice-President:

The class vice-president has the following duties:

1. Organize and coordinate events and class activities, in collaboration with the President and other Executive Board members, while serving as lead organizer of UDPA program social events on campus (Orientation week, PA Potlucks, Holiday events).
2. Assist the President with primary organization of Annual PA Week event and/or other outreach events.

Class Treasurer:

The class Treasurer has the following duties:

1. Investigate grant opportunities and draft initial grant proposals.
2. Investigate fundraising opportunities, as well as UD specific rules about fundraising.
3. Act as lead organizer of fundraisers with support from other executive board members.

Class Secretary:

The class Secretary has the following duties:

1. Record Executive Board meeting minutes.
2. Manage social media advertising/production of flyers for public events.
3. Collect information from IPAS representatives and distribute to class.
4. Manage class calendar
5. Be responsible for managing records of class volunteering hours/submit them to the program director.
6. Be responsible for managing event volunteer recruitment/sign-ups (i.e. STEM Festival, fundraising, PA Week event)

## Professional Organizations

MSPAS students will become student members of the following professional organizations:

- American Academy of Physician Assistants (AAPA). The Student Academy of the American Academy of Physician Assistants (SAAAPA) is the student chapter of AAPA. Membership

in the SAAAPA can keep students abreast of important and current issues affecting PA education and practice.

- Iowa Physician Assistants Society (IPAS) is a state chapter of AAPA.

## Student Health Services

UnityPoint Health-Finley Hospital provides UD students with access to the services that the UnityPoint Health-Finley Hospital has to offer. UD health services are available to all UD students who are currently enrolled in classes; undergraduate, graduate, and Seminary students are able to seek medical attention no matter what insurance plan they are enrolled in.

The services also include being seen at UnityPoint Health-Finley Urgent Care after hours and on weekends. Visits to the UnityPoint Health-Finley Occupational Health office are free, if within specific coverage menu. Tests, such as labs, x-rays, and visits to the emergency room are the responsibility of the student.

The UD Medical Coordinator is able to schedule appointments not only with UnityPoint Health-Finley Hospital, but also with other medical facilities. The Medical Coordinator can assist the student with other medical appointments (if requested and within the constraints of the student's personal medical insurance plan) such as dental, women's health concerns, specialty clinics, mental health, ADD, or veterans' needs. The Medical Coordinator is also able to help answer general insurance questions.

It is imperative that students always have their insurance card and student ID with them for medical appointments and emergency room visits.

### Transportation to Medical Facilities:

Students are encouraged to organize rides with friends if they cannot transport themselves. Taxi or Uber services are available in Dubuque if students cannot find other modes of transportation. The University does not provide transportation to or from medical facilities.

### Making a Medical Appointment:

To schedule a medical appointment for an illness or injury, call the UD Medical Coordinator at 563.589.3244. If after hours or weekend, student may call UD security and they are able to contact the UD Medical Coordinator. The Medical Coordinator will complete a Student Medical Referral which you will take to your appointment.

The Medical Referral form will indicate when the student may return to class or if the student is being referred to another physician for follow-up. The student must return the completed referral form to the UD Medical Coordinator directly after the appointment (if after hours, then the next day). If you are unable to reach the Medical Coordinator after hours, report to UnityPoint Health- Finley or its emergency room if after hours or life threatening. If it is an emergency, contact UD Security at 563/589-3333 or call 911.

Contact Information:

Medical Coordinator's Office in the Stoltz Sports Center 563.589.3244 (office)  
drrunkle@dbq.edu (email)

After Hours and Weekend

UnityPoint Health-Finley Urgent Care East/West, 563.589.4960  
8:00 a.m. – 8:00 p.m.

UnityPoint Health-Finley Hospital Emergency Room  
350 North Grandview Avenue, Dubuque, IA, 563.589.2658



## Appendix A— Substance Abuse and Drug Testing Informed Consent/Release Form\*

Master of Science in Physician Assistant Studies

\*The University of Dubuque may amend this policy from time to time without notice to PA students.

I, \_\_\_\_\_, acknowledge I have read the University of Dubuque Substance Abuse and Drug Testing Policy for the Physician Assistant Program in its entirety, have been given the chance to ask questions about it, and fully understand its provisions. I understand that the use of marijuana, opiates, phencyclidine (PCP), and amphetamines as described in the Substance Abuse Policy is a violation of University of Dubuque Physician Assistant rules for all students.

I hereby consent to have samples of my urine collected for mandatory random testing or when informed by the University of Dubuque Physician Assistant Program Director that he/she has determined directly or through UD faculty or staff that there is a sufficient basis for reasonable suspicion that I have used or that I am under the influence of prohibited drugs. I understand that my urine samples may be submitted for testing prohibited substances and that this analysis will be conducted by qualified laboratory personnel. The purpose of this analysis will be to determine the presence or absence of proscribed substances in my urine.

I authorize the individual or organization designated by the University of Dubuque, as well as appropriate University of Dubuque personnel, to collect urine samples, determine test results and to make a confidential release of the results to the Medical Director appointed by the Physician Assistant Program, to other University of Dubuque personnel for the purpose of administering the policy, and to any individual, entity or agency to who or which disclosure is required by Federal, state, or local law.

I understand that I must sign the Informed Consent/Release Form to participate in the Physician Assistant Program at the University of Dubuque.

I understand and agree that the results of my drug tests will only be disclosed on an as needed basis in accordance with the University of Dubuque policy or as authorized in this form.

I hereby release the University of Dubuque and its Board of Trustees, officers, employees and agents from all liability and legal responsibility for any action related to the implementation of the Substance Abuse or Drug Testing policies for the Physician Assistant Program, or the release of information and records in accordance with the terms of the Substance Abuse and Drug Testing policies for the Physician Assistant Program and as authorized on this form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Physician Assistant Student: \_\_\_\_\_



## Appendix B— Document of Concern

Master of Science in Physician Assistant Studies

STUDENT: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

COURSE (if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_

This information is provided to inform you that you are not meeting program expectations, and to help you develop an improvement plan so that you can successfully complete this



course/clinical rotation. Some of the violations listed below are serious enough to warrant sanctions up to and including dismissal from the MSPAS Program.

NOT MEETING PROGRAM EXPECTATIONS	
<input type="checkbox"/> Disruptive behavior in classroom or clinical setting <input type="checkbox"/> Inappropriate interpersonal behavior <input type="checkbox"/> Impaired behavior <input type="checkbox"/> Breach in confidentiality <input type="checkbox"/> Disregard for patient/client safety <input type="checkbox"/> Non-compliance with UD Skills and Medication Policy <input type="checkbox"/> Unexcused tardiness or absence <input type="checkbox"/> Scholastic standing at risk (GPA below 3.0) <input type="checkbox"/> Academic integrity violation <input type="checkbox"/> Does not meet uniform/hygiene dress code <input type="checkbox"/> Knowledge, Skills, Technical Standards or Professionalism Deficit	<input type="checkbox"/> Major exam less than 77% <input type="checkbox"/> Midterm grade less than C+ (2.3) <input type="checkbox"/> Does not follow direction from instructor <input type="checkbox"/> Non-participation in classroom activities <input type="checkbox"/> Not passing course <input type="checkbox"/> Insufficient or inaccurate documentation as required <input type="checkbox"/> Arrival to clinical rotation unprepared (knowledge of medications, diagnoses, treatments) <input type="checkbox"/> Fabrication of records <input type="checkbox"/> Other _____

Instructor/Preceptor Statement of Occurrence:

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Program Director Notified

Action Plan:

Warning

Reexamination

Assignment

Referral to SEC

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\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

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Advisor

Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Assessment of completion:

\_\_\_\_\_

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

I disagree with this Document of Concern and/or the decision of the Program Director

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

Filed



## Appendix C— Absence Excusal Form

Master of Science in Physician Assistant Studies

In the event of an anticipated absence requiring the student to miss one or more days of class or a clinical rotation, the student must complete this Absence Excusal Form and submit it to the Program Director at least seven days in advance of the anticipated absence.

In addition, students absent from a clinical rotation as a result of an emergency must complete and submit this form to the Program Director within 24 hours of their absence. Failure to do so may result in referral to SEC.

Student Name (PRINT): \_\_\_\_\_

Class: \_\_\_\_\_

Anticipated date(s) off: \_\_\_\_\_

Reason for Absence(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Program Use Only

Request Approved: \_\_\_\_\_ Not Approved: Date: \_\_\_\_\_

Course Director Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



## Appendix D— Withdrawal Form

Master of Science in Physician Assistant Studies

In the event that a student needs to withdraw from the program for a sufficient length of time in that they are not able to continue with their cohort, this form is intended to be the official memorandum of understanding between the student and the program as to the permanence of the withdrawal or an intended date of return.

Student Name (PRINT): \_\_\_\_\_

Start Date of Withdrawal: \_\_\_\_\_

Anticipated Date of Return (if applicable):

Reason for Withdrawal:

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

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

### Program Use Only

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

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

Program Director Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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## Appendix E— Student Acknowledgement of Receipt of MSPAS Student Handbook and Statement of Understanding Form

Master of Science in Physician Assistant Studies

I, \_\_\_\_\_ (print name), have read and understand the policies and procedures found in this MSPAS Student Handbook. I also have reviewed the UD Student Handbook. I am familiar with the contents of these documents and the policies and procedures governing grades, probation, promotion, dismissal and mechanisms for appeal. I agree to abide by these policies.

This form must be signed and returned to Program Director on the first day of class.

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

\_\_\_\_\_  
Academic Director Signature

\_\_\_\_\_  
Date



## Appendix F – Student Exposure Incident Form

Master of Science in Physician Assistant Studies

Dear Healthcare Professional:

One of our MSPAS students may have been exposed to bloodborne pathogens during their clinical rotation. This individual had direct contact with potentially infected blood or other potentially infectious materials.

In accordance with the requirements of OSHA's Bloodborne Pathogen Standard, the exposed student must immediately have made available to them a confidential medical evaluation and follow-up which must include at least the following elements:

- a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
- b. Identification and documentation of the source individual, unless the clinical education site can establish that identification is infeasible or prohibited by state or local law;
  1. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the clinical education site shall establish that legally required consent cannot be obtained. When law does not require the source individual's consent, the source individual's blood, if available, shall be tested and the results documented.
  2. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's HBV or HIV status need not be repeated.
  3. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- c. Collection and testing of blood for HBV and HIV serological status;
  1. The exposed student's blood shall be collected as soon as feasible and tested after consent is obtained.
  2. If the student consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the student elects to have the baseline sample tested, such testing shall be done as soon as feasible.

- d. Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
- e. Counseling
- f. Evaluation of reported illnesses

In accordance with the requirements of OSHA's Bloodborne Pathogen Standard, you are being provided with the following information:

- a. A copy of the Bloodborne Pathogen Standard [https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=standards&p\\_id=10051](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051) Please pay special attention to sections 1910.1030 (f)(3 to 5) of the Bloodborne Pathogen Standard if you are not familiar with this regulation; the indicated sections deal specifically with post-exposure evaluation and follow-up, information provided to the healthcare professional, and the healthcare professional's written opinion);
- b. A description of the exposed student's duties as they relate to the exposure incident);
- c. Documentation of the route(s) of exposure and circumstances under which exposure occurred;
- d. Results of the source individual's blood testing, if available; and
- e. Copies of all medical records relevant to the appropriate treatment of the student, including hepatitis B virus vaccination status, which are the University's responsibility to maintain.

Please review the provided information and complete the post-exposure evaluation form. Return the original copy of the completed form to the MSPAS Program Director and give a copy to the patient within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for post-exposure evaluation and follow-up (copies attached) must be limited to the following information:

- a. That the student has been informed of the results of the evaluation; and
- b. That the student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses must remain confidential and shall **NOT** be included in the written report. If medical follow-up is indicated, please complete the medical follow-up form for each follow-up visit and return it to the address indicated.

Signature of Medical Provider: \_\_\_\_\_

Signature of Clinical Preceptor: \_\_\_\_\_

Signature of Program Director: \_\_\_\_\_

Name of Affected Student: \_\_\_\_\_

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

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





## Appendix G— Student Accident Report Form

Master of Science in Physician Assistant Studies

In the event of an accident/injury occurring at a clinical rotation site, immediately notify the Program Director. Then, complete and submit this form to the MSPAS Program (fax: 563-589-3650) within 24 hours of the incident. This form is not applicable for needle stick or body fluids exposures.

Student name \_\_\_\_\_

Date of injury \_\_\_\_\_

Where injury occurred \_\_\_\_\_

Time of injury \_\_\_\_\_

Please describe in full detail how the accident occurred (use additional sheet if needed)

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Did you receive medical evaluation and/or treatment? Yes No

Was the MSPAS Program Director notified? Yes No

Date and time MSPAS Program was notified: \_\_\_\_\_

Did you miss time from the clinical rotation? Yes No

If yes, how many days? \_\_\_\_\_

NOTE: If your absence from a clinical rotation will exceed 2 days, you will need a medical note from the medical provider who examined you in a clinic or hospital and the date you can resume clinical activities. You may not return to clinical rotations until this note has been processed by the MSPAS program.

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

\_\_\_\_\_  
Date



## Appendix H— Authorization to Release Information

Master of Science in Physician Assistant Studies

### University of Dubuque

### Master of Science in Physician Assistant Studies

#### Authorization to Release Information

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Students in the Master of Science in Physician Assistant Studies (MSPAS) Program participate in direct patient care, observation, and clinical rotations which are part of the requisite coursework for the MSPAS degree offered by University of Dubuque (UD). To enable UD and the clinical sites to determine a student's eligibility to participate in these experiences, certain medical, criminal background check, and drug screen information pertaining to that student are required by UD and the clinical sites.

UD is authorized to release to the MSPAS Program and its affiliates results of criminal background check, results of drug screen, immunization records, and current Tuberculosis screening results to be used to satisfy the health information requirements of clinical sites at which the student will participate in educational activities.

I hereby release UD and its officers, trustees, and employees from any and all liabilities, responsibilities, damages, and claims which might arise from the release of information authorized above. I understand that I may withdraw this consent for release of information at any time prior to the expiration date, except to the extent that action has been taken in reliance hereon. I understand that withdrawal of this consent may affect my ability to complete required coursework and my ability to graduate from the MSPAS Program.

I acknowledge it is my responsibility to keep a copy of this signed form and all aforementioned records eligible for release for my own records. I acknowledge I have fully read and understand this release. I further acknowledge that all of my questions have been answered prior to the signing of this release.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date



## Appendix I— Student Grievance Form

Master of Science in Physician Assistant Studies

This Student Grievance Form provides guidance for students in following the grievance process for academic and non-academic grievances, and complaints of unlawful discrimination or unfair treatment. A “student” is an individual who is matriculated or otherwise enrolled to attend class full or part-time at the University of Dubuque (UD). Students wishing to file a grievance should do so within 15 business days of the event by submitting their concerns in writing to their academic advisor.

Issues and Disputes Covered Under Their Own Process:

1. Requests to review and challenge contents of student records (see University Student Handbook section Family Educational Rights and Privacy Act and Access to Student Records).
2. Grievances or concerns involving harassment or discrimination on the basis of race, color, religion, sex, age, national origin, disability, or Vietnam-era veteran status (see University Graduate Student Catalog and Handbook section Values and Values Violations).
3. Grievances relating to sexual harassment (see University Graduate Student Catalog and Handbook section Values and Values Violations).
4. Appeals of disciplinary actions. Appeals of this nature will be submitted to the Graduate Curriculum Committee in consultation with the Vice President for Academic Affairs.
5. Appeals or petition regarding instructional or academic issues. Appeals for these issues will be submitted to the Graduate Curriculum Committee in consultation with the Vice President for Academic Affairs.
6. Complaints that, on their face, are not subject to possible resolution in a student grievance context. (An example would be a student complaint where the student's requested relief is prohibited by state or federal law.)

Use this form to document your grievance. This form serves as the written grievance for informal and formal resolution, though it is possible to resolve your grievance without going through both levels. For information about this process, please refer to this Student Grievance policy in the University of Dubuque Graduate Student Catalog and Handbook at <http://www.dbq.edu/Academics/OfficeofAcademicAffairs/GraduatePrograms/MasterofScienceinPhysicianAssistantStudies/StudentResourcesandUsefulLinks/>.

A Grievance reported on this form may include, but is not limited to, complaints alleging:

- (a) unfair treatment by an University employee,
- (b) errors in the assessment of fees or other financial obligations,
- (c) registration errors, and/or
- (d) loss of financial aid eligibility.

### Informal Resolution

1. Before initiating the formal grievance process, the student is encouraged to make every effort to resolve the problem informally with the person(s) alleged to have caused the grievance.
2. Alternatively or additionally, the student may present the informal grievance in writing to the person(s) alleged to have caused the grievance. This attempt to resolve the grievance informally should be started as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
3. The student may present the informal grievance to the direct supervisor of the person alleged to have caused the grievance. Students uncertain about how to identify this person or determine how to proceed may consult the Graduate Program Director, who shall identify the appropriate person.

### Formal Complaint Resolution

1. When appropriate, students are encouraged to work with their academic advisor and other parties involved to arrive at a solution before filing a formal complaint. If the student desires to request a formal complaint, the complaint is submitted to the Graduate Program Director, or their designee, for evaluation.
2. The Graduate Program Director, or their designee, will review and act on the issue within fifteen business days of receipt.
3. The student may elect to appeal the Graduate Program Director's decision to the Graduate Curriculum Committee, which will review and act on the issue within thirty calendar days of receipt.
4. The student may elect to appeal the Graduate Curriculum Committee's decision to the Vice President of Academic Affairs, who will review and act on the issue within thirty calendar days of receipt.

### Student Grievance Form

To submit a grievance, please complete the following information: [\* indicates a required field]

*First name:	
*Last name:	
*UD Student ID #	
*Phone number (cell):	
Phone number (work):	
*Street address:	
*City:	
*State:	
*Zip code:	
*Email:	

**\*Resolve**

Have you tried to resolve the problem informally with the person(s) alleged to have caused the grievance or with the direct supervisor?

Yes

No

**\* Incident Description**

Please include names of other persons involved, departments, any witnesses and support documentation. If additional space is needed please use another sheet of paper and attach to this form.

**\*Solution**

What Are You Requesting as a Proposed Solution?

If the student complaint cannot be resolved after exhausting the Institution’s grievance procedure, the student may file a complaint with the Iowa College Student Aid Commission. The student attending a location in Iowa must contact the Iowa College Student Aid Commission for further details.

The Iowa College Student Aid Commission address is:

Iowa College Student Aid Commission  
430 East Grand Ave., FL 3  
Des Moines, IA 50309