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Chair Department of PA Studies: Jennifer A. Snyder, PhD, PA-C

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Director of Experiential Education: Jennifer R. Guthrie, MPAS, PA-C
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Director’s Welcome
Welcome to the PA Program at Butler University! This is an incredibly exciting time for you to begin this journey! The Butler University PA Program is the longest accredited program in the state of Indiana and indeed a challenging program! The program embraces innovative teaching strategies that promote the application of learned material. Our facilities in the College of Pharmacy and Health Sciences are sophisticated with flipped classrooms, standardized patients, and early application experiences for all students. We are the only program in the state that houses a pharmacy program within the same College. Upon completion of our program, you will have built a foundation in primary care and will be able to deliver quality, patient-centered care in a wide variety of clinical settings. We know these factors positively influence your education!

You will join over 710 Butler PA program graduates who provide care to patients or work in education and administration. Over the next two years you will grow to appreciate you have chosen a profession where you will never stop learning. The faculty and staff are here to support you and help you master the skills you will need for the journey. Your success is important to us and we appreciate your choice in Butler University.

Go Dawgs!

Jennifer A. Snyder, PhD, PA-C
Program Director

Introduction
The Student Handbook is published for the convenience of students enrolled in Butler University’s PA Program, as well as those who may be interested in the program. Additionally, the Handbook helps meet accreditation Standards established by the Accreditation Review Commission on the Education of the Physician Assistant (ARC-PA) (Accreditation Standards A3.02; A3.14). The 2016-2018 Handbook’s effective date is May 1, 2016.

Butler University is the sole sponsoring institution of the PA program (Accreditation Standard A1.01). Butler University is accredited by the Higher Learning Commission. It is Butler University’s mission to provide the highest quality of liberal and professional education and to integrate the liberal arts with
professional education, by creating and fostering a stimulating intellectual community built upon interactive dialogue and inquiry among students, faculty, and staff. Butler University provides equality of opportunity in its educational programs for all persons. It is the policy of the University to provide equality regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally-protected category (Accreditation Standard A3.11).

The PA Program Student Handbook is an appendix to and includes parts of the COPHS rules and policies, and does not constitute a contract with the Butler University PA Program, either expressed or implied. The Butler University PA Program reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Butler University PA Program to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances. This Student Handbook is an extension of the College of Pharmacy and Health Sciences Handbook. In cases of perceived conflict, the COPHS Student Handbook shall take precedence.

**Physician Assistants**
PAs (Physician assistants) are well-recognized and highly sought-after members of the health care team. Working interdependently with physicians, PAs provide diagnostic and therapeutic patient care in virtually all medical specialties and settings. They take patient histories, perform physical examinations, order laboratory and diagnostic studies, develop patient treatment plans, and provide patient education. In all fifty states, PAs have the authority to prescribe medications.

PAs practice in all specialty fields; thirty-three percent of all PAs provide primary care services, especially in family and general internal medicine. Their job descriptions are as diverse as those of their supervising physicians, and also may include non-clinical roles such as medical education, health administration, and research. While these positions do not involve patient care, they depend on a strong clinical knowledge base.

**Butler University PA Program**

**History**
In the early 1990s, the report of the Indiana Health Care Commission noted that many areas of Indiana were medically underserved. During this same period, Methodist Hospital expanded its mission of "curing disease and rescuing from disaster" to include "delivering primary care services" and the Butler University College of Pharmacy and Health Sciences recognized an educational void in Indiana. The creation of a PA program, co-sponsored by Methodist Hospital and Butler University, was recognized as a way to address all of these issues and program development commenced in 1992.

The PA program admitted its first class of nine students in January 1995 and this class graduated in August 1996 with a Bachelor of Science in Health Sciences. In 2006, the program matriculated its first Master’s degree granting class. All graduates are now awarded a Master of Physician Assistant Studies (MPAS) degree (Accreditation Standard A1.03e).

Today, the PA program is operated solely by Butler University (Accreditation Standard A1.01) and most aspects of didactic training occur on the Butler University campus (A1.10). Beginning with the 2015 summer term, the PA Program transitioned to a class size of 75 and a 24-month graduate only program awarding the MPAS degree. The program will be replacing the 30-month undergraduate-graduate
program awarding the final BSHS/MPAS degree over 2015 – 2017. The transition to a graduate only curriculum was designed to maintain a strong academic curriculum, address the cost of education, promote opportunities for graduate scholarships, and exceed accreditation standards.

The PA program is fully accredited by the ARC-PA (Accreditation Standard A3.14a). Upon completion of the program, graduates are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) administered by the National Commission on Certification of Physician Assistants (NCCPA).

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Accreditation Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2017. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

**Program of Study**

The program is designed to provide an understanding of the knowledge, skills, and attitudes used as a PA. The PA program will “teach out” the thirty-three month Bachelor and Master combined degree curricula during 2015 – 2017 academic years and transition to the MPAS graduate only curriculum. The current Bachelor – Master combined degree curricula will not accept any external candidates into its program and will only matriculate those students who were previously admitted to the auto-advance pathway.

The MPAS graduate only curriculum is twenty-four consecutive months. The first twelve months of the program are devoted to didactic studies in the basic medical, clinical and behavioral sciences, and the remaining twelve months are largely focused on the clinical experiences in primary care, and medical and surgical specialties.

The didactic curricula are integrated to introduce the student to medical sciences as they relate to specific organ systems and clinical problems. Learning strategies include the traditional lecture format and basic science laboratory, hybrid, small group tutorials, and patient case discussions. Regular patient contact is an important part of the program. Students begin to see patients during the didactic year. Standardized patient evaluations, through simulation and actors, are also a part of the didactic year.

The clinical curriculum is identical in the bachelor/master degree and MPAS curricula. As part of the clinical curriculum, students participate in rotations and didactic course work. Students are required to participate in core rotations in emergency medicine, family medicine, general surgery, internal medicine, mental health, pediatrics, and women’s health. Students also may choose an elective rotation. In the clinical year, students participate in Core Topics, Issues of Professional Practice, and the Summative Practicum.

Because the clinical teaching is carried out in many practice settings throughout greater Indianapolis and the surrounding areas, students should anticipate travel, at their own cost, to local and distant sites for their clinical experiences to fulfill these requirements.
PA Program Mission Statement
The Butler University PA program mission is to produce graduates with a foundation in primary care to deliver high quality, patient-centered care in a wide variety of clinical settings.

Program Goals / Student Learning Outcomes
(Approved by PA faculty on 12/5/14; approved by COPHS faculty on 2/19/15)

1. Select highly qualified applicants through the admission process who will successfully complete our PA program.
2. Provide a quality educational experience that provides students with the knowledge, skills, and attitudes for entry-level practice as PAs.

Goal 2A: Program Defined Curricular Goals (Accreditation Standard B3.03)
1. Efficiently and effectively elicit pertinent information in a medical history and perform an appropriate physical exam for patients of various ages.
2. Appropriately order and analyze results of clinical and diagnostic tests.
3. Integrate data obtained through history, physical examination and laboratory investigation and develop a differential and final diagnosis.
4. Appropriately select and correctly perform medical procedures.
5. Given a diagnosis (and other pertinent patient information), design an appropriately personalized patient management strategy including, when necessary, making appropriate patient referrals.
6. Develop medical records and oral presentations that are clear, concise and complete.
7. Demonstrate the professionalism consistent with a health care provider.

3. Provide an educational experience that prepares our graduates to provide primary care in a wide variety of clinical settings.
4. Help our students develop a sensitivity that will allow them to effectively work with patients who are different than they.
5. Maintain our status as the longest accredited PA program in the state of Indiana.
6. Promote professionalism, service, and leadership of students and faculty.

Academic Calendars (subject to change)
See Appendices H – L

Prerequisites
Students must complete the following course prerequisites with no grade of “C-” or less to be considered for admission to the PA program. (Accreditation Standards A3.15b, d)

Earned Advanced Placement exam scores of 4 or 5 or International Baccalaureate exam scores of a 5 or 6 may substitute for prerequisite courses. Appropriate earned AP or IB scores may replace no more than two prerequisite courses. Applicants should submit copies of exam scores with applications to PAadmission@butler.edu.

- Chemistry:
• Inorganic (general) with lab (2 semesters)
• Organic with lab (1 semester)
• Additional chemistry course at or above 300 level (1 semester)

• Biology:
  • Any biology related course at or above 200 level (5 semesters)
    ▪ Examples might include but are not limited to anatomy, physiology, kinesiology, genetics, microbiology, immunology, physics, bioengineering, biomedical science, exercise science, neuroscience, zoology, nutrition

• Statistics/Biostatistics:
  • Any course (1 semester)

• Social Sciences:
  • Psychology or sociology courses or combination (2 semesters)

For information about transfer credits and course equivalencies, please contact the PA Admission’s Committee at PAadmission@butler.edu

**Previous Healthcare Experience / Shadow Requirements**
No previous healthcare experience or shadowing is required, but it may be useful to the student to help discern his or her interest in and aptitude for this career (Accreditation Standard A3.15b).

**Technical Standards for Enrollment**

**Introduction**
Technical standards are essential functions that students must demonstrate to fulfill the requirements of the PA program and thus are prerequisites for entrance, continuation, and graduation from the programs (Accreditation Standard A3.15e). It is the responsibility of each applicant to affirm that they meet these technical standards upon entrance to the PA Program.

It is the policy of the Butler University to provide reasonable accommodation to qualified students with a disability so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

The College of Pharmacy and Health Sciences of Butler University is committed to treating all individuals within the University in a fair and equitable manner. To this end, all qualified individuals, including those with disabilities, will be considered for admission into the professional programs. Furthermore, it is the policy and practice of the University to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Under these laws, no otherwise qualified individual with a disability will be denied access to or participation in services, programs and activities of the College. Individuals are not required to disclose the presence or the nature of a disability. However a candidate/student may wish to discuss concerns about the technical standards with the relevant faculty or staff member. Depending on the circumstances, this may include the Dean or her designee and/or the Director of Student Disability Services (JH136, 940-9308).

The College will consider any candidate who demonstrates the ability to perform or learn to perform, with or without reasonable accommodations, the skills that are listed in this document. Continued
enrollment and graduation will depend on the successful demonstration, again with or without reasonable accommodations, of both the knowledge and skills listed in this document as well as successful completion of academic requirements. The College’s Academic and Professional Affairs Committee will monitor the individual student’s ongoing demonstration of such knowledge and skills. Students who believe they will require disability accommodations while attending class should contact the Director of Student Disability Services as soon as is convenient after matriculating to the University. Students who believe they will need to have disability accommodations arranged for their PA rotations should consult the Director of Student Disability Services no later than April 1st at least one calendar year before they will begin rotations. The Director of Student Disability Services will initially meet with the student to determine how best to accommodate the student’s disability and then will communicate this information to the Director of Experiential Education and the Associate Dean.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of the PA program and thus are prerequisites for entrance, continuation, and graduation from the programs. Candidates/students need to possess the skills and abilities, with or without reasonable accommodations that will allow successful fulfillment of the requirements necessary to complete the program.

**Technical Standards for Admission & Retention**
The College of Pharmacy and Health Sciences faculty has specified the following nonacademic criteria ("technical standards") that all candidates/students are expected to meet, with or without reasonable accommodation, to participate in the educational programs of the College.

1. **OBSERVATION**: The candidate/student must be able to participate actively in all demonstrations and laboratory exercises in the basic sciences, and to assess and comprehend the condition of all patients assigned to him or her for examination, diagnosis, and treatment. Such observations and information acquisition usually requires the functional use of visual, auditory, and somatic sensation.

2. **COMMUNICATION**: The candidate/student must be able to communicate effectively and sensitively with patients to elicit information, describe changes in mood, activity, and posture, assess non-verbal communications, and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff, and all members of the health care team. Communication skills include speaking, reading, and writing, as well as the observation skills described above.

3. **MOTOR**: The candidate/student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. The candidate/student must possess the fine motor skills to perform the requirements of the profession.

4. **INTELLECTUAL**: The candidate/student must be able to measure, calculate, reason, analyze, and synthesize. Problem solving the critical skills demanded of health care providers, requires all of these intellectual abilities. In addition, the candidate/student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. The candidate/student must have the capacity to perform these problem-solving skills in a timely fashion.
5. BEHAVIORAL and SOCIAL ATTRIBUTES: The candidate/student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and others. Candidates/students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment, and motivation are personal qualities which each candidate/student should possess.

Admission to the PA Program
Beginning in 2017, the pathways to gain entry to the PA Program are the Selective Internal Admission Pathway and the Standard Admission Pathway (Accreditation Standards A3.15, A3.16). After reading the information regarding the admission process, please contact PAadmission@butler.edu for any additional questions you might have. Variances may be approved at the discretion of the PA Program Admission Committee.

Direct Admit Pathway
The Direct Admit Pathway will be upheld for students who entered Butler University as first year students in 2014, 2015, and 2016. The pathway is not applicable to prospective students for Fall 2017 and beyond.

The Direct Admit Pathway is designed for incoming University first-year students who have discerned to become a PA. This pathway is known as the PA "direct admit" pathway and is a competitive process for invitation into this pathway. Students will complete a Bachelor of Science Degree in Health Sciences (BSHS). This degree is designed to meet all PA program prerequisites and provide a strong foundation for a career in the health professions. Students selected in the Direct Admit pathway that successfully complete all requirements will be offered advancement into the PA Program. These students will not be required to submit the CASPA application or GRE scores, nor will they need to complete the Standard Admission process (Academic Evaluations or Non-Academic Evaluations).

Application Requirements
Students within the Direct Admit Program are required to fulfill all criteria listed below to maintain eligibility for direct admission into the PA Program (Accreditation Standard A3.15a). A student who fails to meet any of the following requirements will lose direct admit status, but will be able to apply to the PA Program using either the Selective Internal (if applicable) or the standard admission processes. The requirements are:

- Maintain a cumulative GPA of 3.4 at Butler University by January 15 of year of matriculation into the MPAS program
- Earn no grade of “C-” or less on first attempt in any course
  - If a course is offered for a letter grade it must be taken as such and a grade must be received.
  - A grade of “pass” or “complete” is acceptable, if letter grades are not offered for a course.
- A student must not withdraw from a course.
- Complete the BSHS degree (health sciences major) by the end of the spring semester of the 5th academic year from matriculation into the BSHS program. Students will matriculate into the MPAS program in May at the beginning of the summer semester.
• Maintain full-time enrollment during fall and spring semesters
• Remain free of conduct code violations (per COPHS and Butler University policies)
• Submit Intent to Enroll Confirmation Form and $1000.00 non-refundable deposit by January 15 of the year of matriculation into the MPAS program.

Students accepted into the BSHS – PA direct admit program are scheduled to matriculate into the Master of Physician Assistant Studies (MPAS) program in May after four complete years of undergraduate study. A specific position is held for each of these students. Failure to submit the Intent to Enroll Confirmation Form and $1000.00 deposit will be interpreted as a withdrawal of your position in the program.

Interested Applicants
To be admitted to the “PA Direct Admit” program, applicants will be required to meet the minimum entry requirements for Butler. The minimum entry requirements are 3.3 GPA and a 1200 SAT or a 26 ACT. is 31.5 and the mean SAT is 1274. The Office of Admissions also considers a student’s non-academic involvement (e.g., early application, extra-curricular involvement, service, discernment, personal statement, etc.). The number of students admitted to this program will be approximately 30 per year and offers of admission will be based on a competitive process. Students should apply to Butler University as a senior in high school and identify that they are interested in applying to the PA program as a Direct Admit student. It is strongly recommended that applications be submitted as early in the admission process as possible as offers are extended in a modified rolling admission process. Questions about the direct admission process should be directed to Jerry Dueweke jdueweke@butler.edu in the Office of Admission.

Graduating with a BSHS degree in Less than Four Years
If a student will receive the Bachelor’s degree in less than four years, he/she can request permission from the PA Program Admission Committee to enter the MPAS program early. This request must be submitted to PAadmission@butler.edu by November 1 of the fall semester a year and a half prior to the desired matriculation date. The PA Program Admission Committee will review submissions including the requestor’s academic standing to determine if permission will be granted. This is a competitive process as a limited number of positions may be available for this early admission. Students will be notified by January 15 of the year prior to the desired matriculation date if they have been granted permission to enter the MPAS program early.

Graduating with BSHS in More than Four years
Students who need additional time to complete the undergraduate BSHS degree must notify the PA Program Admission Committee by November 1 of the fall term prior to their original matriculation date. A student must complete his/her degree by the end of the spring term of the 5th academic year and maintain full-time enrollment. When notifying the Admission Committee the student must also submit a detailed schedule of planned courses for review. This notification must be submitted to PAadmission@butler.edu.
**Withdrawing from the PA Program Direct Admit Pathway**

Some students may discern a different career than that of a PA. If you wish to remove yourself from the PA Direct Admit Pathway, please notify the PA Program as soon as this decision is made. You can send notification to PAadmission@butler.edu.

**Selective Internal Admission Pathway**

The Selective Internal Admission Pathway is designed for current Butler University of any major who were not admitted through the Direct Admit process as a freshman and would like to pursue a Master of Physician Assistant Studies after graduation. Application for this pathway will begin in January 2018 for matriculation into the program in May 2019. This is a competitive process as only a maximum of 45 students will be admitted through this pathway. The advantage of this pathway is that only current Butler University students and graduates can apply and the CASPA application is not required. Successful students will not be required to complete the Standard Admission’s process (AE or NAE evaluations). Individuals who apply through the Selective Internal process and are unsuccessful may seek admission through the Standard Pathway and complete the CASPA application.

Successful candidates will:

- Meet all admission criteria
- Obtain stated pre-requisites
- Demonstrate excellent communication skills, both oral and written
- Demonstrate discernment to be a PA through activities
- Excel in leadership, demonstrate experience dealing with public/underserved, or perform volunteer service where there is significant enrichment to the community served.

While no previous healthcare experience is required, it may be useful to the student to discern his or her interest for this career (Accreditation Standard A3.15b).

The application will be available by January 15, 2018 at https://www.butler.edu/physician-assistant/pa-admission-information.

Applications must be submitted by May 20 the year prior to matriculation.

**Application Requirements**

To be eligible to apply, candidates must:

- Attain senior status by May 20 of the year of application with no more than 3 outstanding pre-requisite courses remaining at the time of application.
- Earn a Bachelor degree before the start of summer term of the year of matriculation in the MPAS program.
- Earn a 3.4 or higher grade point average at the time of application on all post-secondary course work.
- Earn no grade of a “C-” or less on first attempt of all courses.
  - If a course is offered for a letter grade it must be taken as such and a grade must be received.
  - A grade of “pass” or “complete” is acceptable, if letter grades are not offered for a course.
- A student must not withdraw from a course.
• Take and submit Graduate Record Exam (GRE) scores
  o General Test scores must be submitted no later than May 20 (Butler University’s GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to Butler University.
• Remain free of conduct code violations (per COPHS and Butler University policies).
• Submit Intent to Enroll Confirmation Form and $1000.00 non-refundable deposit by January 15 of the year of matriculation into the MPAS program.

Offers of Admission
After the PA Program Admission Committee reviews applications, selected candidates will be extended a conditional offer of admission into the Butler University PA Program. The candidate will have one week from the date of the offer to either accept or reject the seat within the PA program. The candidate must meet all University and PA program prerequisites and requirements to enter into the program.

Application Timeline
The PA program has the right to change timelines as it deems appropriate; however, the following timeline should provide guidance to those interested in applying to the program. Please contact PAadmission@butler.edu for additional admission questions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>Selective Internal Application available on PA Program webpage.</td>
</tr>
<tr>
<td>May 20</td>
<td>Application deadline, including GRE scores and all post-secondary transcripts</td>
</tr>
<tr>
<td></td>
<td>*including any spring semester grades and plan for remaining courses</td>
</tr>
<tr>
<td>Mid-June</td>
<td>Offers of admission to selected applicants</td>
</tr>
<tr>
<td></td>
<td>*Candidates will have one week from date of offer to accept position in class through written communication</td>
</tr>
<tr>
<td>January 15</td>
<td>Submit Intent to Enroll Confirmation Form and $1000.00 non-refundable deposit.</td>
</tr>
</tbody>
</table>

Students not accepted into the Selective Internal Admissions Pathway may apply to the program via the Standard Admission Pathway.

Standard Admission Pathway
Students not meeting the Direct Admit or Selective Internal Admissions Pathways may apply to the program via the Standard Admission Pathway. Admission to the Butler University PA Program requires application through the Central Application Service for Physician Assistants (CASPA). This centralized application service website can be found at: https://caspa.liaisoncas.com.

The application is available after the middle of April. In addition to completing and submitting the web-based application by August 1, candidates must also submit:

Application Requirements
• CASPA application fee
• Official transcripts from all colleges/universities (including Butler University) and other post-secondary institutions attended.
Starting with the 2017 application cycle (for the matriculating class beginning in 2018), candidates must have no more than 3 outstanding pre-requisite courses remaining at the time of application.

- A baccalaureate degree from an accredited institution is required. College seniors are eligible to apply, provided they receive the baccalaureate degree prior to the May start date for the PA Program.
- Graduate Record Exam (GRE) scores (General test) submitted no later than August 1 (Butler University’s GRE Code: 0477) the year prior to matriculation. No other test scores are accepted in lieu of the GRE. The scores must be sent directly from Educational Testing Services to Butler University.

The Standard Admission Pathway is divided into two parts: 1) Academic evaluation and the 2) Non-Academic evaluation. Note: The PA program has the right to change interview processes as it deems appropriate.

**Academic Evaluation**

The academic evaluation (AE) is determined through a combination of collegiate grade point average (GPA) and the composite GRE score. These items are weighted and candidates are rank-ordered based on these markers. The top AE candidates with the best additive rankings will be considered for the NAE. As there is often limited variance between scores and the number of NAE participants is capped, those individuals with similar scores at the ‘bottom of the list’ will be evaluated by the Admission Committee to select ultimate invitation based on leadership, service, and /or written communication skills. Rankings from the AE will be zeroed and candidates moving into the next phase will be considered equal at the start of the Non-Academic Evaluation.

The minimum eligible overall GPA is a 3.4. The median GPA for those students matriculating each year is dependent on the cohort; however, in 2015, it was 3.77. The PA program currently does not use a minimum GRE score; however, the current mean scores are: Quantitative: 154, Verbal: 154, and Written: 4.2. The GRE score must be provided to CASPA at the time of application.

**Non-Academic Evaluation**

Multiple mini-interviews are used in the Non-Academic Evaluation (NAE). Candidates will complete a series of stations that are generally task oriented. Candidates will be evaluated by College of Pharmacy & Health Sciences faculty, staff, alumni, active preceptors, and/or community based PAs. The stations are designed to demonstrate characteristics necessary to be successful within the program and/or discernment to the PA profession.

**Special Considerations**

The following admission and enrollment practices are followed (Accreditation Standard A3.15a).

- The Butler University PA Program recognizes the special heritage to our profession provided by the United States Armed Services. A minimum of one seat in the program will be “reserved” for either a veteran or active military member (Active Duty, Reserve, and National Guard). The military candidate must meet all minimum AE criteria and must complete the NAE. Students should identify themselves as being interested in consideration for this “seat.”
- The Butler University PA Program does NOT require healthcare experience for consideration of admission. However, it is recommended to help with the discernment process. No credit will be awarded to students for work experience performed prior to the start of the PA program (Accreditation Standard A3.15b).
International students are important to the fabric of the Butler student community; however, no special consideration is granted for an international student. If you are a student looking to study in the United States under an F-1 or J-1 visa, we hope you will consider Butler University. International students must have a TOEFL score and evaluation of any international transcripts. Please note that this takes additional time. Deadlines will not be extended for these purposes. A TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79 (internet-based test) meets Butler University’s English language proficiency requirements. Butler’s TOEFL school code is 1073. Please contact PAadmission@butler.edu for guidance and/or questions regarding TOEFL or credential and/or transcript evaluation.

**Offers of Admission**
After the NAE process, selected candidates will be extended a conditional offer of admission into the Butler University PA Program, generally via email. The candidate will have one week from the date of the offer to either accept or reject the seat within the PA program. The candidate must meet all University and PA program prerequisites and requirements to enter into the program.

Upon acceptance of the offer, the candidate will have one additional week to provide a non-refundable $1,000 deposit to secure the seat within the program.

**Application Timeline**
The PA program has the right to change timelines as it deems appropriate; however, the following timeline should provide guidance to those interested in applying to the program. Please contact PAadmission@butler.edu for additional admission questions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 27</td>
<td>CASPA Application available</td>
</tr>
<tr>
<td>August 1</td>
<td>All material must be received and completed by CASPA</td>
</tr>
<tr>
<td>August 1 - September 15</td>
<td>Programmatic Review of Candidates</td>
</tr>
<tr>
<td>October 29</td>
<td>Non-Academic Evaluation of Candidates</td>
</tr>
<tr>
<td>October 17</td>
<td>Offers of admission to top candidates extended until class filled</td>
</tr>
<tr>
<td></td>
<td>*Candidates will have one week from date of offer to accept position in class and one week from acceptance to submit $1,000.00 non-refundable deposit</td>
</tr>
</tbody>
</table>

**Technology fees**
All students will be assessed a COPHS Technology Fee of $175/semester.

**Criminal Background Check**
On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers and students, must have criminal background checks as well as other healthcare-related checks (e.g., up-to-date vaccinations, TB tests).

Candidates offered admission to the PA Program will undergo a criminal background check during orientation and at least once during enrollment. (Accreditation Standard A3.21) Students will be required to pay for this process. Currently the cost is approximately $40 per background check. Continuation within the program is dependent on an acceptable background check that would allow
completion of the program and credentialing requirements and is at the discretion of the program
director in consultation with the Office of the Dean. Further, any infractions may prevent continuation
in the didactic phase of the program, delay or prevent clinical placement and/or graduation.

More information will be provided to help students obtain criminal background checks.

**Drug Screen Rationale**
All health care providers are entrusted with the health, safety and welfare of patients, have access to
controlled substances and confidential information and operate in settings that require the exercise of
good judgment and ethical behavior. Thus, an assessment of a student’s possible impairment that could
diminish the student’s capacity to function in such a setting is imperative to promote the highest level of
integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug
screening for individuals who provide services within the facility and particularly for those individuals
who provide patient care. Clinical rotations are an essential element of all curricula and are required of
PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a
condition of licensure and/or employment. It is thus in the interest of both students and the Program to
identify and resolve potential issues where a student may not be allowed to participate in a clinical
rotation due to the use of controlled or illegal substances.

The Program has the responsibility to attend to factors that may adversely affect the security of the
clinical environment and thus increase liability exposure. As a result, the Program seeks to enhance its
scrutiny of the students involved in patient care activities and who are in clinical settings. (Accreditation
Standard A3.21)

**Drug Screening Process**
All students will be required to undergo a drug screen in preparation for clinical rotations. A negative
drug screen is required for participation in any clinical experience. Additionally, at any point in the
program, a student may be requested to undergo an immediate, random drug screen if there is a
compelling indication to do so. The Program may re-screen students at any time. Students enrolled in
the PA Program will receive information about the requirement for drug screening, deadlines for
compliance, results reporting and associated fees. Students will be responsible for the cost of required
drug screening. (Accreditation Standard A3.21)

Results of the student drug screen will be reported to the Program Director. Students who receive a
positive screen will be reviewed by the PA program and/or College’s Academic and Professional Affairs
Committee and are subject to the Student Substance Use, Abuse and/or Dependency Policy of the
College as printed in the COPHS Student Handbook, 2015-16.

The student has the right to review the information reported by the designated vendor for accuracy and
completeness and to request that the designated vendor verify that the drug screen results are correct.
The student should be prepared to validate any positive results with the laboratory Medical Review
Officer within 24 hours of testing. Failure to respond immediately to these requests could result in
disciplinary action, delay in rotation start dates, and/or dismissal from the program. Prior to making a
final determination that may adversely affect the student, the Program will inform the student of
his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made.

Drug screening results will be recorded in an internal database within the Program and maintained only for the duration of study for each student.

If required by specific clinical site, a student may be required to submit to additional drug screening based on the contractual agreements with those clinical sites. This may occur through the designated vendor or it is possible that a contract with a specific clinical training site may have specific requirements dictating the process, handling, and reporting of “for cause” drug screening of an individual student while the student is participating in a clinical rotation there.

Students who refuse to submit to any required drug screen will be dismissed from the Program.

**Positive Drug Screen Results**
Students who do not pass a required drug screen may face disciplinary action, including administrative withdrawal from courses, placement on a leave of absence, or dismissal from the Program. Students may be referred for evaluation and treatment as a condition for remaining in the Program. Costs incurred are the responsibility of the student.

Students found to have a substance abuse problem that will likely pose a danger to patient care, as determined through the drug screening evaluation process, and will be referred for independent evaluation and treatment at the student’s expense.

**Impaired Student Learner**
Recognizing that chemically dependent students may potentially harm themselves or the public, the COPHS advocates treatment and rehabilitation for such students in a manner that protects public health and that creates the opportunity for recovery and continuation in the programs of the College.

In developing and implementing this policy the College’s goals are to:
- Provide compassionate assistance for chemically impaired students in a way that protects the right of the individual to receive treatment in strict confidence
- Protect society from harm that impaired students may cause
- Afford recovering students who are not legally restricted and no longer chemically dependent the opportunity to continue their education without stigma or penalty

**Definition**
According to the American Psychiatric Association, “the essential feature of Substance Dependence is a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues use of the substance despite significant substance-related problems. There is a pattern of repeated self-administration that can result in tolerance, withdrawal, and compulsive drug-taking behavior.”

**Procedures**
Students enrolling as part-time or full-time students in the educational programs of the College of Pharmacy and Health Sciences are required to sign a statement agreeing to abide by this policy as a condition to initial and/or continuing enrollment in the College's programs.
A student who recognizes a problem that may relate to his/her use of alcohol or a chemical substance is encouraged to voluntarily seek assistance from his/her family physician, a licensed substance abuse professional or other appropriate assessment and treatment facility. A student may make a confidential request to the College’s Associate Dean or the University Dean of Student Services to obtain a list of assessment and treatment facilities for substance abuse in the Indianapolis area.

Butler University faculty, staff or students who believe that a student may be experiencing problematic use of chemical substances should report their concerns to the Associate Dean. Upon the recommendation of the Academic and Professional Affairs Committee, the Associate Dean may require a student to undergo a professional assessment for substance use, abuse or dependency. Student behaviors or circumstances which could cause the Associate Dean to take this action include:

1. Precipitous deterioration in academic performance
2. Frequent and/or regular absences (e.g. Mondays or Fridays) from class or rotations
3. Physical symptoms such as dilated or constricted pupils, incoherent, rambling or slurred speech, tremors, unsteady gait, recurring nausea and vomiting, aggressive or belligerent behavior, precipitous weight loss, or smell of alcohol or marijuana on person
4. Corroborated or credible written report(s) from faculty, staff, students, university residential life, or law enforcement or regulatory agencies regarding suspected substance use, abuse or dependency by a student

When any of the above circumstances raise concerns regarding a student’s possible substance use, abuse, or dependency, the Associate Dean will gather information regarding the possible substance use and will provide this information to the Academic and Professional Affairs Committee. The student will sign the appropriate releases authorizing the Vice President for Student Affairs office and BUPD to provide all relevant information relating to prior incidents of substance use, abuse, or dependency. The Academic and Professional Affairs Committee will review all available information and will make a recommendation as to whether or not the student will be required to undergo a professional assessment for substance use, abuse or dependency. If such assessment is deemed to be appropriate, the Academic and Professional Affairs Committee shall advise the Associate Dean who shall, in turn, notify the student that he/she is required to undergo such assessment. When a student is required to undergo a professional substance abuse assessment, the COPHS will provide a list of persons who are approved to conduct the assessment. The student will promptly sign the appropriate releases so that the results of the assessment may be communicated to the Associate Dean.

If a student is found, as a result of a professional assessment, to be chemically dependent the student will be required to participate in a treatment and recovery program approved by the Dean of the College of Pharmacy and Health Sciences. More information is provided in the College Student Handbook.

**Student Identification**

Butler University uses a computer assigned number for the student identifier. New or returning students automatically will receive this number when they are admitted. These numbers are used many times to identify students on Scantron exams.

The Social Security number will be a secondary identifier for all students. In accordance with federal and state law, you have the right to refuse disclosure of this number. You can do so by contacting the Office of Registration and Records. The full text on the privacy rights of students is contained in the student handbook, which is available in the Student Affairs office.
Medical Terminology Requirement
Students entering the PA program are expected to show competency in the use of medical terminology by successfully passing a 100 level (or higher) Medical Terminology course or by passing a medical terminology examination. For those matriculants proving competency by examination, a study list will be sent out upon receipt of the enrollment deposit. The examination is administered online and will be available by April 1 and may be taken as many times as needed to receive a passing score. Failure to pass the 100 question examination prior to May 1 with a score of 80% or higher will result in the student being declared ineligible to matriculate in the program.

Academic Advisor
As advisors, faculty members advise; they do not decide for you. Faculty members primarily are academic advisors, but they also are available to assist you with any problem you might be having which even remotely affects your academic progress. They may not have all the answers, but they will help you find the right people who do have the answers. The student is responsible for ensuring they have the correct requirements for graduation. Academic advisors do not counsel students on medical, personal or mental health issues; rather, they will refer students to campus resources in the University Counseling Center for assistance (Accreditation Standard A3.10).

As advisors, faculty members are available anytime during the school year, not just during class registration periods. If your advisor is out-of-town or otherwise unavailable, please seek assistance from the Academic Affairs Office (PBHS107B), 317-940-9471. (Accreditation Standards A1.05; A3.10)

Office of Student Affairs COPHS
Dr. Bonnie Brown, PharmD, Associate Dean of COPHS’ Student Affairs, will assist PA students with many issues, including policy clarification, support as a confidential student advocate, class officers and elections, Health Sciences Student Assembly (HSSA), college awards, and obtaining space in COPHS lower concourse. Dr. Brown’s email is bbrown1@butler.edu

University Services
Information Technology
Information technology’s goal is to advance Butler University’s mission through leadership, thoughtful application of technology, and quality service. Students may access the information technology website by going to https://www.butler.edu/it/help

Students initially receive a Butler user ID and password prior to matriculation from Information Technology. If you did not receive it or have misplaced it, contact the HELP Desk.

HELP Desk
The HELP Desk provides a single point of contact for the technology needs of Butler students, faculty, and staff. The Help Desk provides phone, email, and walk-in support for a variety of technology services.

Contact the HELP Desk
• Submit and view service requests online: https://itrequest.butler.edu
• Phone: 317-940-HELP (4357)
Health and Recreation Complex 317-940-4472
Graduate students may obtain a membership to work out at the Health and Recreation Complex for $590/annual membership. The HRC also has monthly and quarterly membership rates too. To learn more about wellness opportunities go to [https://www.butler.edu/hrc/](https://www.butler.edu/hrc/)

Note: If you were a Butler University undergraduate student enrolled full-time in the fall and spring of the preceding year, you are an active member of the HRC until July 31 of the first summer term. To continue your membership after July 31, see below.

The membership is an annual membership and will start immediately and end one year later. As an FYI, you can enroll either by going to the front desk at the HRC or by going online to [https://www.butler.edu/hrcmembership](https://www.butler.edu/hrcmembership), click on register now. It’s important that you read the instructions under students, faculty/staff, and current members section.

If you should have any issues, contact Josh Downing, Associate Director, HRC Operations directly at jdowning@butler.edu or 317-940-6144.

Counseling and Consultation Services 317-940-9385
Counseling and Consultation Services (CCS), a part of the student Health Center located in the Health and Recreation Complex provides licensed and professionally trained staff that offers counseling services to all currently enrolled students. CCS support the educational mission of Butler University by providing short-term therapeutic intervention that supports students in their personal and academic goals. In accordance with this mission, the services are not focused on remedial or reconstructive (long term therapy or multiple appointments weekly) experiences. Likewise, CCS is not appropriate for students whose conditions are deemed more complicated (for example, medically, in level of severity, pharmacologically, legally, or due to specialized circumstances) than can be treated in an ethically appropriate way by CCS staff. Students presenting with such conditions will be referred to appropriate resources in the community at the discretion of the Director. Students are responsible for paying the costs incurred for services and treatment provided through outside agencies. (Accreditation Standards A1.05; A3.10) To learn more about CCS go to [https://www.butler.edu/counseling-services/](https://www.butler.edu/counseling-services/)

Learning Resource Center 317-940-9308
The Learning Resource Center (LRC) is a coordination site for services, programs, and resources that promote academic success for all undergraduate students of Butler University. The LRC is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. Students are encouraged to take advantage of these resources and services early in their academic careers to enhance their prospects for academic success. All services are available free of charge to undergraduate Butler students. (Accreditation Standards A1.05; A3.10) To learn more about the LRC go to [https://www.butler.edu/learning](https://www.butler.edu/learning).

Libraries 317-940-9401
The collections of the Ruth Lilly Science Library are available for use by all members of the Butler community. The Ruth Lilly Science Library is located on second floor of the Holcomb Building (Room 202) connecting the Pharmacy and Health Sciences Building and the science complex in Gallahue Hall.

All graduate students currently enrolled at Butler University are eligible to check out materials from the Butler University Libraries. Borrowers must present a valid ID card at the Circulation Desk when checking out materials. In addition to printed materials, the library maintains extensive DVD/videocassette collections and provides online access to numerous science and technology databases. A Science Librarian is available weekdays for assistance.

A number of computer workstations are available to Butler University students, faculty, and staff that allow access to the libraries' electronic resources as well as Microsoft Office and the Internet. Wireless access is available throughout the library. Loaner Laptops are available for check-out for 48 hours. A scanner is also available directly across from the Circulation Counter. Comfortable furnishings and a skylight on the third floor create a pleasant and quiet atmosphere for research and study. Individual and group study areas, including a 24 hour study room, are available throughout the library.

**Student Health Services**  
317-940-9385
Butler University Health Services provides ambulatory health care to students currently enrolled in the University. The Student Health Services located at the HRC places an emphasis on treating the medical, emotional, and educational needs of students. (Accreditation Standards A1.05; A3.10) The Student Health fee is mandatory for all undergraduate students. To learn more about Butler University’s Student Health Services go to [https://www.butler.edu/health-services/](https://www.butler.edu/health-services/)

**Required Physical Examination**
Students are required to have a physical exam by a licensed healthcare provider prior to matriculation. The required physical examination and many immunizations may be provided at Butler University Health Services prior to orientation. Students must complete a Health History and a TB screening questionnaire. Complete required forms and schedule appointments by going to [https://myhealth.butler.edu](https://myhealth.butler.edu). Students are financially responsible for the costs associated with obtaining physical exams. If students have any questions or concerns call 317-940-9385.

**Required Immunizations**
Students are required to have proof of immunizations prior to matriculation. The PA program requires immunization of students that is based on current Centers for Disease Control recommendations for health professionals. (Accreditation Standards A3.07; A3.21). Students are financially responsible for the costs associated with immunizations and vaccinations. Below are the required immunizations to be completed prior to matriculation to the University, clinical rotations, and international travel.

The currently required vaccinations include:  
[https://legacy.butler.edu/health-services/guidelines--forms/forms/](https://legacy.butler.edu/health-services/guidelines--forms/forms/)

**Matriculation to University**
* DPT primary series completed (5)
* Tdap must be up to date
* Hepatitis B, series required
  
  A series of three shots is required -- must have started series prior to arrival on campus
May provide proof of serum immune titers

*Varicella (Chicken Pox)
  Must provide dates of immunizations (a series of two injections)
  If the date of the actual illness is provided it must be verified by medical professional
  May provide proof of serum titer immune results

*MMR (Measles, Mumps and Rubella)
  Dates for 2 doses
  Proof of confirmed disease, with verified date provided by medical professional
  May provide proof of serum titers immune results

*TB Questionnaire required, available [https://myhealth.butler.edu](https://myhealth.butler.edu) Portal
  *TB Skin Test (Tuberculin) for International students
    TB skin test may be required based upon responses to TB Questionnaire available [https://myhealth.butler.edu](https://myhealth.butler.edu) Portal (if required, the Butler University Health Services staff will contact you).
    NOTE: If you have had a positive TB skin test in the past we will need a copy of the TB test result and a copy of the chest x-ray report if completed as a part of a TB work up/evaluation/treatment.

*Meningitis
  Two doses

Recommended
- Polio provide dates of primary series (3-5), would have been required, important for students that may be traveling abroad
- Hepatitis A, students traveling abroad
  - Requires 2 immunizations
- HPV for men and women
  - Requires 3 immunizations

*Required to matriculate into the University.

**Clinical Rotations**
Students will be required to have a two-step TB skin test prior to clinical rotation, followed by annual screening. Students will be required to have a Flu shot annually during clinical rotations. Students may be required to have a serum titer to check immune status for Varicella, Rubella, Rubeola, Mumps and Hepatitis B and Hepatitis C antibodies prior to clinical rotations (Accreditation Standard A3.21).

**International Travel**
Those students participating in international rotations are expected to meet CDC immunization recommendations for international travel (Accreditation Standard A3.07).

**Health Documentation**
Student’s physical exam and immunization records should be mailed, faxed, or scanned and emailed to:

Butler University Health Services
HRC
530 W. 49th Street, Suite 110
Indianapolis, IN, 46208
Fax (317)-940-6403
Campus Safety and Security

Butler University Police Department

In cases of fire or medical emergency, call 911 (from campus phone)
(If you should call 911, also call BUPD 317-940-9999 (from any other phone)
Butler University Police--Other emergencies 317-940-9396

While our campus is generally a very safe place, never walk alone on campus after dark. Organize your travel so you can walk with a group of friends. Choose a well-lit pathway for travel. For a safety transportation escort on campus contact the University police at 317-940-2873. (Accreditation Standard A1.03)

Reaching a PA Student in an Emergency

Should a student need to be reached in an emergency, the student should direct the person needing to contact him or her to contact the PA Program office at 317-940-6026. In cases of emergency, the PA Program Office staff will make every effort to locate the PA student and to transmit requested emergency information.

Register Your Car

All University parking facilities, except metered spaces, are regulated by a permit system. To utilize these parking lots, you must have your vehicle registered with the University Police Department. These lots are monitored 24 hours a day, 7 days a week.

Students should plan to obtain a permit to park their cars / motorcycles while on campus in their didactic and clinical year.

The cost of commuter permit parking from May 11 to July 31 is prorated to $30.
The cost to obtain a commuter permit (C Permit) is $125 per year (2015-16).

This allows parking in commuter spaces located in the Hinkle parking lot, Parking Garage and along 49th Street, for part-time or full-time students who do not live on the Butler campus. Permits are valid from August 1 to July 31. It is the permit holder’s responsibility to know the expiration date and renew as necessary.

Register your vehicle with the University Police Department:

Vehicle Registration and ID
525 W. Hampton Dr.
Indianapolis, IN 46208
(317) 940-9243

Note: this office only accepts cash or checks.

You will need the following information in order to purchase a permit:
• Year of vehicle
• Color of vehicle
• Make of vehicle
• Model of vehicle
• License plate number

Student Property
Butler University is not responsible for loss or damage to a student’s personal property on premises owned or operated by the University, regardless of cause.

Harassment Policy
Butler University is committed to maintaining a respectful educational environment, free from harassment. Harassment of any kind is not acceptable behavior at Butler; it is inconsistent with the commitment to excellence that characterizes Butler University’s activities. (Accreditation Standard A3.11; A3.17g) The Civil Rights Equity Grievance Policy can be found at the following link in the University Student Handbook: https://www.butler.edu/student-handbook/harassment.

Inquiries about policies and procedure may be made to the program director or:

Stacie Colston Patterson
Title IX Coordinator
Atherton Union 306
(317) 940-6509
scolston@butler.edu

Academic Accommodations
To request accommodations for medical or academic needs, please file your declaration with the Office of Student Disability Services (SDS) 940-9308. (Accreditation Standard A1.05) Students seeking accommodations based on documented disabilities will meet with a staff member in SDS.

Any request for special needs or special accommodations should be made at the beginning of the Program, semester, or as soon as you are aware of your needs. Although accommodations can be initiated at any time during the semester, please be aware that no evaluative measures completed in a course before proper instructor/coordinator notification of need for accommodations will be allowed to be repeated.

For accessibility information or to request disability-related accommodations, please visit https://www.butler.edu/disability.

Liability Insurance
Butler University provides professional liability insurance for all students. This insurance applies only while students are in the United States and are acting within their duties as PA students under the supervision of the faculty of the PA and other program-approved preceptors approved by the school.
Students must adhere to course enrollment deadlines. Failure to do so can result in loss of malpractice coverage.

The student should be aware that from the time they enter the PA Program, until they officially graduate from the program, they are regarded as PA students 24 hours a day, seven days a week. As such, students may not set up independent clinical training situations – whether this is direct patient contact or “shadowing” – without the written prior approval of the Director of Experiential Education or Program Director. In other words, students may only see patients under approved clinical settings and with prior approval of the Director of Experiential Education or Program Director.

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

Registration/Drop-Add Policy
Didactic courses are required and are offered as a cohort. There are no opportunities to drop or add a course. Students must be enrolled in courses prior to starting courses.

University Closure/Class and Rotation Cancellation Policy
In the event of inclement weather or other unusual circumstances, classes may not be held. Information regarding dismissal of classes is usually broadcast on local radio and television stations. The University will also post a University-wide message on voicemail if the University is to be closed. If you are unsure for some reason, a recorded message should be available by accessing your Butler Voicemail (317-940-6245).

To receive important messages about campus, including notices when the University delays or closes due to inclement weather, sign up to receive Dawg Alert text and voice mail alerts. In My.Butler, click on the ‘My Info’ tab and, then, ‘Dawg Alert.’ If you have a Dawg Alert account, make sure your contact information is up to date.

Courses may be rescheduled on evenings or weekends. Content will often be presented by other lecture capture means. Therefore, closure of campus, likely will not disrupt the academic schedule.

Rotation/Experience closure is dictated by the Preceptor and Site. If the site is closed due to inclement weather or other reason, notify the Director of Experiential Education immediately by phone or email.

Attendance and Excused Absences
If it is necessary for a student to miss a class or an examination or to be absent from a portion of a clinical rotation, the instructor should be notified in person, by telephone or e-mail prior to the absence. In an emergent situation, an absence may be delivered by a classmate or friend. As an alternative, a recorded message can be left by calling the instructor's voice mailbox. Students should consult the course syllabus for course specific policies related to excused and unexcused absence from a course since faculty are authorized to set course attendance policy.
Conference Attendance Policy
Attendance at a state or national conference is encouraged and is the financial responsibility of the student. Faculty will attempt to honor a student’s request to attend a conference given adequate notice of attending; however, excuse from class, lab, or rotations will be approved by individual faculty.

If a student is requesting to miss part of his/her rotation experience, it must be submitted in writing to the Director of the Experiential Education by January 1 prior to the start of rotations. Those submitted after January 1 may be denied.

Clinical Year Attendance Policy
Student attendance is mandatory at the following:
- Any on-site orientation required by rotation site
- Rotation specific pre- and/or post-rotation meetings with individual faculty
- Each End of Rotation (EOR) designated days
- Summative Exam and any practice sessions pertaining to this

Students are expected to be at their rotation/experience every day. Any student missing a clinical day must report the absence to the Director of Experiential Education immediately. Please complete the Butler University PA Program Request for Excused Absence form for absences (Appendix A). Documentation (i.e. doctor’s note, obituary) may be required to justify the absence(s) at the discretion of the Director of Experiential Education. This request must also be approved and signed off by your preceptor.

Students missing days may be required to meet with the Director of the Experiential Education for the PA Program and/or the PA Program Director, or designated individual, to discuss the course of action to be taken, which may include make-up days, a failed or incomplete rotation, review by the Professional and Academic Affairs Committee, and/or other actions as deemed appropriate.

Travel to Attend an End of Rotation Meeting
If an End of Rotation meeting begins the day following your last rotation day and you are completing a rotation at a distant rotation (more than two hours), please follow these guidelines regarding absence:
- If a rotation site is a two-five hour drive from campus, one half day from rotation will be excused for travel.
- If a rotation site is more than a five-hour drive from campus, one full day from rotation will be excused for travel.

Advanced Placement
The program does not accept credit for courses taken elsewhere for substitution for PA courses. (Accreditation Standards A3.15c; A3.18c)

Course of Instruction
Course semester credits hours are the recognized units for academic work in the PA program. All courses are required, no transfer credit is accepted, and no credit is granted for past clinical learning. (Accreditation Standard A3.14e) Each course offered carries an approved number of semester hours
A semester hour is generally equivalent to one or two lectures per week or two or three hours of laboratory work per week.

**Curriculum**
The requirements are as follows (Accreditation Standards A3.13, A3.14d, A3.17b and c):

**Didactic Year Overview**
In the first year of the program, all PA students are required to attend all classes and educational sessions, master physical examination skills, complete all laboratory exercises, attend assigned patient interactions and complete Basic Life Support (BLS), and Advanced Cardiac Life Support (ACLS). Students must complete all required courses (a total of fifty-five credits) during the summer term, fall and spring semesters within the scheduled semester or term. These experiences may include extended hours of instruction, evenings, nights and weekends.

Before proceeding into the clinical phase of the curriculum, students must satisfactorily complete all didactic work.

**BLS and ACLS Training**
The PA Program requires that all students complete the final steps of BLS for the Provider certification during the PA-2 year (AP curriculum) or orientation (MPAS curriculum). This allows students to participate in Advanced Cardiac Life Support (ACLS) training during the Clinical Procedures with Lab 2 course in the didactic spring semester. Recertification compliance must be maintained during the entirety of the program and is required for the clinical year. This BLS certification online portion is the financial responsibility of the student. If the student takes the skills portion during the assigned time during the PA-2 year or during orientation week, the Program will provide the training. ACLS certification is provided by the school.

**Clinical Year Overview**
During the clinical year all required core rotations, elective rotation, Core Topics, Issues of Professional Practice and Summative Practicum (a total of fifty-three credits) will be completed; rotations (or experiences) begin in the semester immediately following the completion of the didactic year and must proceed as scheduled without interruption for three semesters/terms (twelve months) unless approval is granted by the program director and Dean. Clinical Rotation experiences will expose students to preventive, emergent, acute, and chronic conditions of patient care. Additionally students will have clinical experiences in inpatient, outpatient, operating room, and emergency department settings. These clinical requirements may include extended hours of instruction, evenings, nights and weekends. Students must be able to transport themselves to all training sites.

In addition to successful completion of the didactic and clinical phases of the program, the PA student must also successfully complete American Heart Association BLS and ACLS certifications, Professionalism criteria and all components of the summative evaluation to graduate from the PA Program.

**Examination Resource Use**
All exams within the program, didactic and clinical, including but not limited to tests, quizzes, End of Rotation exams, PACKRATs, and Summative Practicum are closed resources, unless otherwise stated.
Didactic Year Course Work

AP Curriculum--Bachelor of Science in Health Science Curriculum

Note: This curriculum is available only to “auto-advanced students” that are currently in the PA program. This curriculum is otherwise closed to new students and is being replaced with a graduate only MPAS curriculum below.

Third Year--Fall Semester

Course Number    Course Name               Semester Hour
AP 301            Physiology for PAs      5
This course emphasizes those aspects of human anatomy and physiology that are most important to an understanding of pathophysiology, physical diagnosis of disease, interpretation of patient clinical assessment and treatment of disease.

AP 350            Clinical Quality Improvement 1      3
This course is part one of a two part series designed to prepare the PA student to apply the concepts of research design and statistical analysis within the clinical environment. Research skills developed in this course will emphasize a systematic and scientific approach to problem solving. The course will focus primarily on clinical quality improvement designs and analysis. The class will provide an overview of the various steps of the clinical research process such as problem formulation, hypothesis generation, study design, measurement, data collection, and analysis. Additionally, there will be a focus on statistical concepts.

AP 307            Pathophysiology 1        5
This course will emphasize normal structure/ function of human organ systems and the physiology of disease, of disordered function, or derangement of function seen in human disease.

AP 308            Pharmacology for PAs 1      3
This course provides an introduction to the principles of drug absorption, distribution, metabolism and excretion. In addition, the course includes a study of the mechanisms underlying the therapeutic and adverse effects of drugs used to treat human disease.

AP 313            Social and Behavioral Medicine 3
Introduction in the basic counseling skills necessary to help patients cope with illness and injury, follow prescribed treatment regimens, and modify patient’s attitudes and behaviors to more healthful patterns. This includes a functional understanding of personality development, normative responses to stress, psychosomatic manifestations of illness and injury, sexuality, responses to death and dying, and behavioral patterns related to the maintenance and restoration of health.

Total Credit Hours  19
### Third Year--Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 302</td>
<td>Anatomy for PAs</td>
<td>4</td>
</tr>
</tbody>
</table>

This course emphasizes those aspects of human anatomy that are most important to an understanding of pathophysiology, physical diagnosis of disease, interpretation of patient clinical assessment and treatment of disease.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 309</td>
<td>Pathophysiology 2</td>
<td>4</td>
</tr>
</tbody>
</table>

This course is a continuation of AP 307, Pathophysiology 1.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 310</td>
<td>Pharmacology 2</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is a continuation of AP 308, Pharmacology 1.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 351</td>
<td>Clinical Quality Improvement 2</td>
<td>3</td>
</tr>
</tbody>
</table>

This course is part two of a two part series designed to prepare the PA student to apply the concepts of research design and statistical analysis within the clinical environment. Research skills developed in this course emphasize a systematic and scientific approach to problem solving. The course will focus primarily on clinical quality improvement designs and analysis with special attention on evidence based medicine commonly used in clinical quality improvement students.

Total Credit Hours 14

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### Fourth Year--Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 402</td>
<td>Healthcare Communications 1</td>
<td>1</td>
</tr>
</tbody>
</table>

Prepares the PA to do a complete history and physical examination.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 404</td>
<td>History and Physical Assessment 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Prepares the PA to do a complete history and physical examination.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 406</td>
<td>Diagnostic and Therapeutic Procedures 1</td>
<td>3</td>
</tr>
</tbody>
</table>

This course will introduce the student to clinical skills of both diagnostic and therapeutic value in order to screen for, prevent and treat disease entities.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 413</td>
<td>Therapeutics for PAs 1</td>
<td>4</td>
</tr>
</tbody>
</table>

This course prepares the PA to manage drug therapy for patients in certain health care settings.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 421</td>
<td>Clinical Medicine for PAs 1</td>
<td>6</td>
</tr>
</tbody>
</table>
The intricacies of human disease are taught through a systems approach. Each unit begins with a review of related anatomy and physiology followed by a discussion of pathophysiology signs and symptoms, diagnostic methods and management.

AP 408  
**Clinical Integration 1**  
This course provides students with an opportunity to manage virtual patients by applying the knowledge, skills and attitudes developed in other professional PA coursework.

AP 410  
**ECG Interpretation**  
This course provides students with instruction in interpreting 12-lead electrocardiograms for heart rate, rhythm, conduction system blocks, electrical axis, hypertrophy, ischemia, injury, infarction, and miscellaneous drug, electrolyte, disease, and pacemaker effects.

Total Credit Hours 19

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**Fourth Year--Spring Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP 403</td>
<td>Healthcare Communication 2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Prepares the PA student to communicate within the healthcare setting, a continuation of AP 402, Healthcare Communications 1.</td>
<td></td>
</tr>
<tr>
<td>AP 405</td>
<td>History and Physical Assessment 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prepares the PA to do a complete history and physical examination as a continuation of AP 404, History and Physical Assessment 1.</td>
<td></td>
</tr>
<tr>
<td>AP 414</td>
<td>Therapeutics for PAs 2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This course prepares the PA to manage drug therapy for patients in certain health care settings. This course is a continuation of AP413, Therapeutics for PAs 1.</td>
<td></td>
</tr>
<tr>
<td>AP 417</td>
<td>Diagnostic and Therapeutic Procedures 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course will introduce the student to clinical skills of both diagnostic and therapeutic value in order to screen for, prevent, and treat disease entities. This course is a continuation of AP406, Diagnostic &amp; Therapeutic Procedures 1.</td>
<td></td>
</tr>
<tr>
<td>AP 422</td>
<td>Clinical Medicine for PAs 2</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>The intricacies of human disease are taught through a systems approach. Each unit begins with a review of related anatomy and physiology followed by a discussion of pathophysiology signs and symptoms, diagnostic methods and management. This course is a continuation of AP 421</td>
<td></td>
</tr>
</tbody>
</table>
This course provides students with an opportunity to manage virtual patients by applying the knowledge, skills and attitudes developed in other professional PA coursework. This course is a continuation of Clinical Integration I.

**Total Credit Hours** 19

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### MPAS Curriculum

**Summer Semester 1**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 504</td>
<td>Human Anatomy for PAs with Lab</td>
<td>4</td>
</tr>
<tr>
<td>MPAS 506</td>
<td>Physiology for PAs</td>
<td>4</td>
</tr>
<tr>
<td>MPAS 508</td>
<td>12-Lead ECG Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>MPAS 510</td>
<td>Interpretation of Laboratory Studies</td>
<td>3</td>
</tr>
<tr>
<td>MPAS 512</td>
<td>Interpretation of Imaging Studies</td>
<td>2</td>
</tr>
<tr>
<td>MPAS 514</td>
<td>Pharmacology for PAs</td>
<td>4</td>
</tr>
</tbody>
</table>

**Human Anatomy for PAs with Lab**

This comprehensive course is designed to provide PA students with an extensive background in human anatomy through lecture, laboratory, virtual dissection and independent learning exercises. The course will have a clinical emphasis. Lectures and labs will emphasize anatomy and anatomic relationships significant to common clinical medicine topics and surgical procedures.

**Physiology for PAs**

This course provides a foundation of basic science in cellular physiology, biochemistry, pathology, and immunology. Normal physiology, followed by the pathophysiology of diseases important to organ system will be presented. Function, cellular changes and pathological changes, including inflammatory aspects, infectious conditions and any neoplastic presentations where appropriate, will be included.

**12-Lead ECG Interpretation**

This course provides the PA student with instruction in interpreting 12-lead electrocardiograms for heart rate, rhythm, conduction system blocks, electrical axis, hypertrophy, ischemia, injury, and infarction. This course also provides instruction regarding the effects of various drugs, electrolyte disorders, diseases, and pacemakers.

**Pharmacology for PAs**

The goal of pharmacology is to understand the principles of drug absorption, distribution, metabolism, excretion and the mechanisms of drugs to enable the rational use of effective agents in the diagnosis.
and treatment of disease. Major emphasis is placed on mechanism of action, indications, adverse effects, drug interactions.

Total Credit Hours 18

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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 516</td>
<td><em>History and Physical Exam with Lab 1</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Students learn to perform history and physical examinations on patients. Normal, variations and common abnormal findings will be introduced. An emphasis is placed on the relationship of major signs and symptoms to their physiologic or pathophysiologic origins. Students will utilize lecture, recordings, simulation, live demonstration, other students and standardized patients.</td>
<td></td>
</tr>
<tr>
<td>MPAS 520</td>
<td><em>Clinical Medicine and Therapeutics for PAs 1</em></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.</td>
<td></td>
</tr>
<tr>
<td>MPAS 524</td>
<td><em>Clinical Procedures with Lab 1</em></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course is the first of a two-course series that provides the PA student with the knowledge and skills required to perform diagnostic and therapeutic procedures commonly performed in clinical practice.</td>
<td></td>
</tr>
<tr>
<td>MPAS 528</td>
<td><em>Health Promotion, Disease Prevention and Nutrition</em></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>This course emphasizes intervention strategies, public health considerations in selected disease states, immunizations, environmental health, behavioral considerations in prevention and assessment of disease and health, implications for individual and population-based patient care, nutrition, provider education and resource utilization.</td>
<td></td>
</tr>
<tr>
<td>MPAS 530</td>
<td><em>Social and Behavioral Medicine</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>This course emphasizes personality development, normative responses to stress, psychosomatic manifestations of illness, sexuality, responses to death/dying, behavioral patterns related to the maintenance and restoration of health. It focuses on normal/abnormal development of children, adults and seniors; Students acquire skills in basic treatment/counseling, patient education, substance abuse and violence screening.</td>
<td></td>
</tr>
<tr>
<td>MPAS 532</td>
<td><em>Pediatric Medicine</em></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to common pediatric health problems from the newborn period through adolescence. The lectures focus on health promotion, disease prevention and screening, pathology identification and management, and patient education and counseling for the pediatric patient and his/her family.</td>
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</tr>
</tbody>
</table>
MPAS 534  Health Care Communications 1  1
This course encourages critical thought process. Students will develop interpersonal, oral and written communication skills that result in the effective exchange of information and collaboration with patients, their families and other health professionals.

Total Credit Hours  19

Spring Semester 3
Course Number    Course Name                             Semester Hour
MPAS 518          History and Physical Exam with Lab 2     3
Students learn to perform history and physical examinations on patients. Normal, variations and common abnormal findings will be introduced. An emphasis is placed on the relationship of major signs and symptoms to their physiologic or pathophysiologic origins. Students will utilize lecture, videotape, simulation, live demonstration, other students and standardized patients.

MPAS 522          Clinical Medicine and Therapeutics for PAs 2  7
Students are introduced to human health and disease encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

MPAS 526          Clinical Procedures with Lab 2             2
This course is the second of a two-course series that provides the PA student with the knowledge and skills required to perform diagnostic and therapeutic procedures commonly performed in clinical practice.

MPAS 550          Orthopedics and Rheumatology               1
Students are introduced to orthopedic and rheumatologic conditions encountered in the primary care setting. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

MPAS 552          Women’s Health                                2
Students are introduced to women’s health issues encountered in the primary care setting, including obstetrics and gynecology. The course emphasizes a comprehensive approach including an integration of related anatomy and physiology, followed by pathophysiology, identifying risk factors, clinical findings, diagnostic methods, management including both medical and surgical, patient education, follow up and prevention.

MPAS 538          Medical Literature Interpretation and EBM     2
This course prepares PA students to apply concepts of research design and statistical analysis within the clinical environment, emphasizing principles of evidence based medicine. Research skills developed include a systematic and scientific approach to problem solving, database search techniques, interpretation of published research, and determining quality of published research to guide clinical practice decisions.

**MPAS 536 Health Care Communications 2**

This course encourages critical thought process. Students will develop interpersonal, oral and written communication skills that result in the effective exchange of information and collaboration with patients, their families and other health professionals.

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>18</th>
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</thead>
<tbody>
<tr>
<td>Didactic curriculum</td>
<td>55 credit hours</td>
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**Clinical Year**

Both curricula culminate in the clinical year. The clinical phase of the program is largely composed of four or eight-week core rotations. Core rotations include Behavioral Medicine, Emergency Medicine, Family Medicine, Internal Medicine, General Surgery, and Women’s Health. Pediatrics, also a core rotation, is three weeks long. At the conclusion of each core rotation, students will be required to take an end of rotation examination. There is one four week limited elective rotation. There is not an associated exam with the elective rotation. The PA Program assigns and approves all clinical rotations. All questions regarding rotations for PA students should be directed to the Office of Experiential Education.

**Eligibility for Clinical Year**

To qualify for clinical rotations, students must have successfully completed all didactic, prerequisite coursework, met and maintained professional standards and other requirements as established by the program (e.g., physical examination, immunity status, BLS, ACLS) before beginning clinical rotations.

**Advising and Registration**

All students must participate in early advising for clinical rotations. Further, all students must be officially registered for all clinical rotations/experiences for the professional liability insurance policy carried by the University to cover them in the clinical portion of the curriculum. Students participating on rotations/experiences without registering will be referred to the Academic and Professional Affairs Committee for appropriate action to be taken (e.g. warning, probation, suspension, dismissal).

**End of Rotation Examinations**

The Butler University PA Program faculty utilizes the Physician Assistant Education Association (PAEA) written End of Rotation Examinations and endorses the objectives utilized to develop these exams as imperative to enter into practice as a PA. Students will take an examination at the end of each core supervised clinical practice experience.
In order to be permitted to sit for the required EOR exam, each student must:

- successfully complete the required rotation as scheduled; and
- complete patient encounter logs using E*Value by 12:00PM on the day preceding the EOR meeting; and
- complete the E*Value student evaluation of the Preceptor by 12:00PM on the day preceding the EOR; and
- sign off on preceptor evaluation of current clinical rotation; and
- meet the approval of the Director of Experiential Education and/or Program Director

Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken (e.g. warning, probation, suspension, dismissal).

**End of Rotation Objectives**

Each exam incorporates current, relevant test items that follow rotation-specific content Blueprints and corresponding Topic Lists. More information may be obtained by going to the following website: [https://www.endofrotation.org/](https://www.endofrotation.org/). The topic list links are included in the course descriptions below. The objectives are listed here:

**History Taking and Physical Examination**
- Identify elements of, and need for, comprehensive and focused interviews appropriate for the age and gender of the patient, reason for visit, urgency of the problem, and patient’s ability to provide history.
- Recognize and interpret pertinent historical information.
- Identify history commonly associated with specific medical conditions.
- Identify elements of, and need for, comprehensive and focused physical examinations appropriate for the age and gender of the patient, reason for visit, urgency of the problem and patient’s ability to participate in the examination.
- Identify required techniques in the physical examination.
- Recognize and interpret pertinent physical examination findings when presented in written or illustrated form.
- Determine the need for other resources (e.g., past records, consultation, other members of the health care team) to expand knowledge of the patient's history.
- Interpret history and physical examination findings in order to differentiate one disorder from another.

**Diagnostic Studies**
- Demonstrate knowledge of appropriate patient and family education related to laboratory and diagnostic studies.
- Identify techniques and potential complications for common diagnostic procedures.
- Select the appropriate initial and subsequent laboratory and diagnostic studies based upon initial impressions determined from the history and physical examination or germane to the health-screening situation.
- Identify the indications for specific laboratory and diagnostic studies.
- Identify risks associated with laboratory and diagnostic studies.
- Recognize normal and abnormal values for routine laboratory and diagnostic studies.
- Interpret the results of routine laboratory and diagnostic studies.
• Select appropriate laboratory and diagnostic testing by considering and evaluating the cost, probable yield, invasiveness, and contraindications of laboratory and diagnostic studies.
• Determine if and when additional diagnostic studies are required.
• Identify laboratory and clinical studies considered to be the best for the diagnosis of certain conditions.

Diagnosis
• Determine a differential diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study findings.
• Select the most likely diagnosis based upon historical information, physical examination findings, and laboratory and diagnostic study findings.

Health Maintenance
• Determine appropriate counseling, as well as patient and family education, related to preventable diseases, communicable diseases, immunization schedules, and healthy lifestyles.
• Determine the appropriate history and physical examination in screening an asymptomatic patient during well-care visit based on age.
• Recognize risk factors for conditions amenable to prevention or detection in an asymptomatic individual.
• Recognize the impact of stress on health and the psychological manifestations of illness and injury.
• Recognize the effects of aging and family roles on health.
• Recognize the impact of environmental and occupational exposures on health.
• Recognize the signs and symptoms of abuse and neglect and the indications for intervention and referral.
• Identify common barriers to care.
• Identify the risks and benefits of immunizations.
• Select the appropriate laboratory and diagnostic screening studies and identify normal ranges.
• Identify growth and human development milestones.
• Match anticipatory guidance to the appropriate age level and to the sequelae it intends to prevent.

Clinical Intervention
• Select the application or technique required for common clinical interventions. Identify appropriate monitoring for patients after interventions, including checking for compliance, adverse events, and effectiveness.
• Recognize appropriate counseling and patient and family education related to clinical interventions.
• Identify proper referral strategies for patients to other services for clinical intervention as appropriate.
• Determine appropriate follow-up from referrals.
• Select a clinical intervention plan that is consistent with the working diagnosis. Prioritize clinical interventions in emergent, acute, and chronic care situations.
• Evaluate severity of patient condition in terms of need for medical and/or surgical referral, admission to the hospital or other appropriate setting.
• Determine appropriate surgical treatment and post-surgical/post-procedural management.
• Identify potential complications of specific clinical interventions and procedures.
• Recognize appropriate plans for patient discharge, as well as appropriate medical, surgical, and rehabilitation follow-up.
• Select non-pharmacologic modalities (e.g., physical therapy, surgery, counseling) to integrate into patient management plans.

Clinical Therapeutics
• Identify appropriate counseling and patient and family education related to a clinical therapeutic agent including drug-drug interactions.
• Identify key safety factors related to the administration of medications (oral, topical, sublingual, subcutaneous, intramuscular, rectal, otologic, vaginal, and ophthalmic).
• Recognize plans to monitor pharmacotherapy, checking for compliance, side effects, adverse reactions, and effectiveness.
• Select a clinical therapeutic plan that considers the cost, efficacy, possible adverse reactions, contraindications, and drug interactions for medications selected.
• Recognize the pharmacokinetic properties, indications, and contraindications for the use of pharmacologic agents. Apply this knowledge to the safe and effective selection and administration of medications.
• Identify side effects, adverse reactions, contraindications, precautions, therapeutic effects, and dosing of the major classes of clinically important drugs and commonly used medications.
• Identify the risks for, and signs and symptoms of, drug interactions resulting from polypharmacy in the therapeutic regimen.
• Recognize the appropriate actions to take in response to acute, specific drug toxicity.
• Modify therapeutic regimen within the context of continuing care.

Scientific Concepts
• Apply basic sciences (anatomy, physiology, microbiology, genetics, etc.) to the diagnosis and management of specific medical conditions.
• Recognize associations of disease conditions and complications through application of scientific concepts.
• Demonstrate understanding of concepts of public health in the management of the population’s and an individual patient’s health and well-being, as well as disease. Identify underlying processes or pathways responsible for a specific condition or disease.

Curriculum
All rotations must be completed. Individual student rotation schedules will be determined by the Director of Experiential Education and are subject to change at any time. Students are responsible for providing their own transportation to these sites. Topic Lists are provided to direct student learning and should be used in combination with the objectives of the End of Rotation examinations.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPAS 626</td>
<td>Issues of Professional Practice</td>
<td>2</td>
</tr>
<tr>
<td>MPAS 630</td>
<td>Pediatric Rotation</td>
<td>3</td>
</tr>
</tbody>
</table>

This course provides the student with an introduction to the historical development and current trends of the PA profession, reimbursement, health policy and public health issues as they pertain to the supervised practice of clinical medicine. It also provides the student with an introduction to medical ethics, coding and billing, cultural issues, PA certification, licensure, malpractice and risk management, financial planning, and PA organizations as they pertain to the supervised practice of clinical medicine.

This is a four-week rotation in a pediatric setting where students provide supervised care for newborns,
infants, children and adolescents. Patient care activities center on assessing normal growth and development, and diagnosing and formulating management plans for conditions commonly encountered in the pediatric population.  

**Pediatrics Topic List**

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**MPAS 634  Elective Rotation (Pass/Fail)**  
Four-week clinical rotation designed to provide the student with an elective opportunity in any of the following disciplines: dermatology, gastroenterology, medical or surgical subspecialty, cardiology, radiology, ENT, or urology. The discipline must be approved by the Director of Experiential Education.

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**MPAS 636  Summative Practicum (Pass/Fail)**  
Students must demonstrate competency to practice medicine as an entry level PA in primary care. This course allows the student to demonstrate the knowledge, interpersonal skills, patient care skills and professionalism required to enter clinical practice.

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**MPAS 648  Family Medicine 1 Rotation**  
This rotation provides the student with an experience during which students refine their skills in performing a history and physical exam, ordering and interpreting diagnostic tests and developing treatment plans for patients. The student participates in the broad spectrum of primary care by developing skills in acute and long-term patient management. 

**Family Medicine Topic List**

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**MPAS 650  Internal Medicine 1 Rotation**  
This rotation provides the student with experience in caring for adult and geriatric patients in a clinical practice setting. Students will perform history and physical examinations, obtain diagnostic testing and present their data along with proposed differential diagnoses and treatment plans. Students may have additional requirements associated with internal medicine. 

**Internal Medicine Topic List**

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**MPAS 652  Internal Medicine 2 Rotation**  
This rotation provides the student with experience in caring for adult and geriatric patients in a clinical practice setting. Students will perform history and physical examinations, obtain diagnostic testing and present their data along with proposed differential diagnoses and treatment plans. Students may have additional requirements associated with internal medicine. 

**Internal Medicine Topic List**

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**MPAS 654  Community Mental Health Rotation**  
This rotation will provide students with an experience in caring for ambulatory or hospitalized patients with psychiatric disorders. The student will perform psychiatric evaluations, develop and support clinical management plans. Students may have additional requirements associated with community mental health. 

**Community Mental Health Topic List**

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**MPAS 656  Women's Health Rotation**  
Four-week clinical rotation is designed to provide the PA student with an opportunity to develop proficiency in the unique medical history, physical examination and treatment of the
The student will also become familiar with tests and procedures unique to this patient population. Students may have additional requirements associated with women’s health.

**Women’s Health Rotation**

**MPAS 658  Emergency Medicine 1 Rotation  4**
This rotation is designed to provide students exposure to and development of skills in managing patients in the emergency department setting. Skills will include those necessary for triage, stabilization, diagnosis and management of patients that present to the emergency department. Students may have additional requirements associated with emergency medicine.  [Emergency Medicine Topic List](#)

**MPAS 660  Emergency Medicine 2 Rotation  4**
This rotation is designed to provide students exposure to and development of skills in managing patients in the emergency department setting. Skills will include those necessary for triage, stabilization, diagnosis and management of patients that present to the emergency department. Students may have additional requirements associated with emergency medicine.  [Emergency Medicine Topic List](#)

**MPAS 662  Family Medicine 2 Rotation  4**
This rotation provides the student with an experience during which students refine their skills in performing a history and physical exam, ordering and interpreting diagnostic tests and developing treatment plans for patients. The student participates in the broad spectrum of primary care by developing skills in acute and long-term management.  [Family Medicine Topic List](#)

**MPAS 664  Inter-professional Experience (Pass/Fail)  1**
This course is designed to prepare clinical PA students to work collaboratively in interprofessional patient centered teams. It provides students with an experience to learn the principles of interprofessional practice and apply these principles by directly communicating with other health care professionals of different disciplines beyond the traditional physician-PA team.

**MPAS 670  General Surgery Rotation  4**
This rotation is designed to prepare the PA student to function as an assistant to the general surgeon in providing pre-operative, intra-operative, and post-operative care. The student will learn how to diagnose and manage common surgical disorders and learn when to make appropriate surgical referrals.  [General Surgery Topic List](#)

**MPAS 678  Core Topics 1 (Pass/Fail)  2**
This self-study course is designed to guide and encourage the student's systematic preparation for the Physician Assistant National Certification Examination (PANCE) by means of monthly examinations; and 2) develop and assess the student's competency in the stated PA Program Goals/Student Learning Objectives.
This self-study course is designed to guide and encourage the student's systematic preparation for the Physician Assistant National Certification Examination (PANCE) by means of monthly examinations; and 2) develop and assess the student's competency in the stated PA Program Goals/Student Learning Objectives.

Clinical Curriculum = 53 credit hours
Total Program Curriculum = 108 credit hours

Rotation-Specific Clinical Instructors *

<table>
<thead>
<tr>
<th>Elective</th>
<th>Jennifer Guthrie, PA-C</th>
<th><a href="mailto:jrguthri@butler.edu">jrguthri@butler.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medicine</td>
<td>Leila Reed, PA-C</td>
<td><a href="mailto:Leila_reed@comcast.net">Leila_reed@comcast.net</a></td>
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<tr>
<td></td>
<td>Lisa Berra, PA-C</td>
<td><a href="mailto:lisa.berra@gmail.com">lisa.berra@gmail.com</a></td>
</tr>
<tr>
<td>Family Medicine</td>
<td>Larry VanderMolen, PA-C</td>
<td><a href="mailto:lvandermolen@pikemedical.com">lvandermolen@pikemedical.com</a></td>
</tr>
<tr>
<td></td>
<td>Jason Cooper, MD</td>
<td><a href="mailto:jason_cooper@ahni.com">jason_cooper@ahni.com</a></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>James Pike, DO</td>
<td><a href="mailto:drpike@pikemedical.com">drpike@pikemedical.com</a></td>
</tr>
<tr>
<td></td>
<td>Markian Bochan, MD, PhD</td>
<td><a href="mailto:mbochan@idipsc.com">mbochan@idipsc.com</a></td>
</tr>
<tr>
<td>Mental Health</td>
<td>Jennifer Guthrie PA-C</td>
<td><a href="mailto:jrguthri@butler.edu">jrguthri@butler.edu</a></td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Lauren Rau, MD</td>
<td><a href="mailto:lrau@ecommunity.com">lrau@ecommunity.com</a></td>
</tr>
<tr>
<td>Surgery</td>
<td>Lori Vasquez, PA-C</td>
<td><a href="mailto:lvasquez@ecommunity.com">lvasquez@ecommunity.com</a></td>
</tr>
<tr>
<td>Women's Health</td>
<td>Emily Skeeters, PA-C</td>
<td><a href="mailto:skeeters@ecommunity.com">skeeters@ecommunity.com</a></td>
</tr>
</tbody>
</table>

*General rotation questions and concerns should be directed to Professor Guthrie, Director of Experiential Education for the PA Program. Professor Guthrie, 317-940-9639, can also be contacted if a student cannot get in touch with Clinical Instructors and the student needs an immediate response.

Required Site-Specific Documents
The following documents must be taken by the student to the start of each rotation site and provide them when requested:

- Student’s personal biographical sketch and resume
- Letter of introduction, competency and good standing from the Program
- Butler University Health Center documentation of physical, immunizations, and titers
• Background check verification
• Drug screen verification
• Butler University certificate of liability insurance
  o Insurance certificate rolls over annually – the updated policy will be posted on Moodle every June

Check-Ins
All students must “check-in” at the start of every rotation with the Office of Experiential Education. This allows the Program to continue to evaluate the rotation site to ensure that it is meeting the needs of our students, to include allowing student access to physical facilities and appropriate supervision necessary to fulfill requirements of the rotation. (Accreditation Standard C4.02)

“Check-In” with the Office of Experiential Education via Moodle before the end of the first seven days from the start of the rotation. Students should answer all questions below when checking in!

1. Provide your name and contact information (cell number).
2. How many shifts have you completed prior to submitting this report?
3. Provide the name of your preceptor(s).
4. Do you have any concerns about the preceptor(s)/site/environment?
5. Are you receiving appropriate supervision?
6. What is your current level of involvement in patient care? (e.g., Observation only, direct patient care, etc.)
7. Do you notice any concerns in the office environment in which you are working that are unusual or that you would like to report?
8. Do you anticipate any days off during this rotation? If so, have these been approved by the Office of Experiential Education?
9. Do you want to talk about anything else specifically? Briefly describe, and indicate if you prefer to talk about this in private with a faculty member instead of documenting here. If so, what day and time is best?

Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

E*Value System
The PA Program uses an on-line tool called E*Value to log clinical experiences, access your rotation schedule and required orientations at assigned sites, and complete evaluations. You will have an introduction to this system during the Clinical Year Orientation prior to the start of your rotations. It is your responsibility to access necessary information and complete required documents in advance of your rotation / experience so that you may be prepared and cleared to start. Failure to do so in a timely manner may result in delay in your rotation start, and even delay in your graduation. Additionally, you must maintain accurate and current contact information in E*Value to allow for us to contact you immediately in emergency situations.

All information logged into E*Value must be accurate and complete while maintaining patients’ anonymity. All entries must be entered within a week of the patient encounter. Failure to log accurate clinical data will result in a professionalism violation.

Students will use the E*Value system as follows:
• Students will put current contact and emergency contact information into the E*Value system. Update information as necessary.
• Log all patient encounters on the E*Value system. (PxDx)
  o Patient demographic information
  o All procedures and diagnoses including student’s role
• Complete site and preceptor(s) evaluation(s) before the end of rotation exam
• Sign off on the end of rotation evaluation completed by the preceptor within two business days

Evaluations
1. Students shall meet with their preceptor before the end of the second week of each rotation to complete a mid-rotation performance evaluation (Appendix B). This completed mid-rotation evaluation shall be submitted by the student to the Butler University PA Program Experiential office before the start of the third week of the rotation. A copy of the mid-rotation evaluation can be found on the Moodle PA Clinical site.
2. Students are to complete a final evaluation of the preceptor and the site on the E*Value system before 12:00PM the day before the end of rotation exam.
3. Students are to sign-off on the end of rotation evaluation completed by the preceptor within two business days on the E*Value system.

All evaluations must be completed in order to sit for the End of Rotation Examinations. Failure to meet the above requirements may result in a report to the Academic and Professional Affairs Committee for appropriate action to be taken, including warning, probation, suspension, or dismissal.

Rotation Specific Assignments
Students should successfully complete all assignments given by Butler University faculty, clinical instructors and preceptors during rotation(s). Failure to do so may result in an incomplete or a failing grade for that rotation. Specific rotation assignments will be outlined in course syllabi.

Rotation Failure Policy
If a student fails the end of rotation exam on first attempt, the student will be able to remediate on his/her own and with the guidance of an assigned faculty member. The student will have the opportunity to re-test the rotation exam that he/she failed on a date agreed upon by the Director of Experiential Education that must take place before MPAS graduation. If the student passes the exam on second attempt, he/she will receive the lowest passing grade for that rotation.

If a student fails the end of rotation exam on the second attempt, the student fails the rotation and must repeat the entire course. (Standard A3.17f).

If a student has a previously failed course, the student must pass all components of each rotation, including the EOR exam, before being allowed forward progress.

If at any point during the experiential year a student has 2 first-attempt failures on EOR exams, forward progress of rotations is immediately stopped until successful passing of at least one of the first-failed exams.
A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses—will result in dismissal from the program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and incur additional tuition and fees necessary to repeat coursework. Further, there may be implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study. (Accreditation Standard A3.17f)

**Coordination of Rotations**
The Program will assign and coordinate all clinical sites and preceptors for program required rotations. (Accreditation Standards A1.11; A3.03)

**Student-Suggested Sites and Preceptors Distant to Campus Policy**
The first rotation must be completed within the Program’s catchment area. Students may make suggestions for experiential sites and preceptors for the remaining rotations that fall outside of the Program’s normal “catchment area” (i.e. distant rotations) but are not required to do so. (Accreditation Standards A3.03) Students must identify potential distant experiential sites BEFORE the start of their final didactic semester (January) and must complete and submit required paperwork to the Office of PA Experiential Education at that time for consideration. Student-suggested sites and preceptors are a privilege earned and not a guarantee. Student suggested preceptors may not be family members or personal friends.

Suggested sites and preceptors will be considered for educational suitability by the Director of Experiential Education, and final approval is at his/her discretion. Students are responsible for all costs incurred related to rotations, including return to campus for end of rotation activities, exams and any other required meetings determined by the Program. If you want information regarding distant rotations options (those rotations beyond the standard commuting distance from Butler or out-of-state), please contact the Clinical Coordination Assistant at 940-6192 at your earliest convenience.

**Preceptors / Sites**
Preceptors/sites should not be family members, friends or previous places of employment. Exceptions to this policy will be considered by the Director of Experiential Education on a case by case basis.

Students must not independently go to other facilities or spend time with preceptors who have not been assigned to them by their site preceptor or Director of Experiential Education. If there are concerns, contact the Director of Experiential Education.

Students should contact their preceptors no later than 10 days in advance of their start date. Failure to do so is a professionalism violation and may result in the delay of rotation start date(s).

While it is optimal to enter data into a patient’s medical record, electronic or otherwise, it is not a requirement over the course of your rotation experiences.

While in the clinical setting, the student must follow the following policies:
• The student will be evaluated for professional conduct by the preceptor and the PA Program faculty and staff. A student may be removed from a clinical site for behavior that is considered less than professional and receive a failing grade.

• PA students must see and discuss each patient with their preceptor and may not treat or release a patient without approval of the preceptor.

• PA students may not administer medications without the express approval and supervision of the responsible preceptor.

• PA students must discuss patient clinical findings, assessment, and treatment plans with their preceptor before discussing them with the patient.

• PA students will abide by the rules and regulations established by the participating preceptor and institution including scheduling of hours of attendance.

• PA students will follow the dress code of the participating institution or site.

• Note that PA students, by law, may not sign, phone-in, or enter orders for medication prescriptions. PA students may write or enter the prescription or medication order with the approval of their preceptor, but the preceptor must sign the medication order or prescription. The student's name or initials must not appear on a prescription or medication order.

Safety at Rotation Site
The PA Program will provide appropriate training to students regarding Occupational Safety & Health Administration (OSHA) standards prior to the clinical year. The facility at which the rotation/experience takes place shall provide to PA students access to the facility’s rules, regulations, policies and procedures with which the PA students are expected to comply, including, the Facility’s OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all PA students and any instructors on site. (Accreditation Station A1.03g) It will be the preceptor’s responsibility to take reasonable steps to ensure personal safety and security of students during the rotation/experience. This is clearly communicated to preceptors and agreed upon in a signed Preceptor Agreement obtained prior to the rotation/experience. (Accreditation Standard A1.02)

Student Identification in Clinical Settings
Students must be clearly identified as PA students in clinical setting at all times. Student photo IDs will be provided prior to the start of clinical rotations. (Accreditation Standard B3.01) These IDs are to be worn at all Program-related activities (both on and off campus) that relate to your training as a Butler PA student. PA students must be clearly identified in the clinical setting to distinguish them from physicians, medical students and other health profession students and graduates. While in the Program, students may not use previously earned titles (i.e. RN, MD, DO, PhD, PharmD, etc.) for identification purposes. There is a charge of $20.00 to replace any lost or damaged ID card.

White Coats
Students are required to have a long sleeved, short white jacket/coat. A short white coat ends at the upper thigh/ top of inseam. A coat that ends lower than this (at mid-thigh) is too long. White jackets are the required dress code for all clinical experiences. They signify “student” status. Coats/ jackets are gifts from alumni and friends of the College to students. You will obtain your Coat at orientation.
Thank-You Notes and/or Gifts to Instructors/ Preceptors
Students are encouraged to give their preceptor a “Thank You” note. The giving of gifts to individual instructors or preceptors while in the PA Program is prohibited.

Professionalism
The faculty of the PA Program recognize its responsibility to present candidates for the PA degree that have the knowledge and skills to function in a wide variety of clinical situations and to render a broad spectrum of patient care (Accreditation Standard B1.05).

Students will exhibit professional behavior towards student learners, Butler University administration, faculty/staff, preceptors and patients in all interactions, both in-person and electronically. Professionalism is a required component of each course. The following are evaluated to assess every student in the PA program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

Didactic Year Professionalism Requirements
• Appearance and attire
  o Wears attire consistent with the COPHS/Programmatic dress policy
  o Demonstrates appropriate personal hygiene and grooming

• Preparation
  o Appropriately prepares for class
  o Submits assignments on time

• Behavior/ Attitude
  o Utilizes appropriate verbal tone when addressing faculty and staff
  o Demonstrates appropriate non-verbal communication when around faculty, staff, and fellow students
  o Does not negatively impact the learning environment in any way by his/her behavior
  o Takes constructive criticism well, and makes improvements as needed

• Communication
  o Communicates professionally in verbal communications (e.g., oral presentations, patient interviews, verbal communications with faculty, staff, and fellow students)
  o Communicates professionally in written communications (e.g., written assignments, e-mail communications, etc.)

• Attention and Participation
  o Is attentive in class (i.e., does not frequently doze off, abuse electronic media, etc.)
  o Actively participates in class activities

• Respect for Others
  o Attends and shows up on-time for class
  o Is not disruptive to classroom activities or to quiet study areas
- Respects appropriate boundaries (e.g., space, hierarchy, etc.)
- Demonstrates appropriate empathy/compassion for others, when indicated
- Demonstrates appropriate respect when interacting with faculty, staff, and fellow students
- Does not ridicule or harass others

- Honesty
  - Does not cheat or plagiarize
  - Does not provide fraudulent information
  - Does not lie
  - Reports witnessed professionalism violations of fellow classmates

**Clinical Year Professionalism Requirements**

Students will exhibit professional behavior with preceptors, all members of health care teams, patients, and administrators at rotation sites. Students will also exhibit professional behavior with Butler University faculty and staff in all interactions, both in-person and electronically.

The following are evaluated to assess every student in the PA program. The evaluation occurs at every faculty meeting, at the completion of the rotation/experience, and at the end of every academic semester.

- **Appearance and Attire**
  - Wears attire consistent with established office/clinic protocol
  - Wears a Butler ID and/or site ID tag when in the clinical setting
  - Demonstrates appropriate personal hygiene and grooming
  - Piercings: No more than 1 pair of (stud) earrings; nose, lip, eyebrow and tongue piercings are prohibited
  - Tattoos: all tattoos must be covered

- **Preparation**
  - Comes appropriately prepared (e.g., knowledge, skills, orientation requirements) for rotation site duties
  - Brings all necessary medical equipment to the clinical site
  - Medical equipment is in good working order
  - Comes appropriately prepared for end of rotation meetings

- **Behavior / Attitude**
  - Works cooperatively with others at the clinical site (administrators, clinicians, and medical staff)
  - Utilizes appropriate verbal and non-verbal communication when addressing and interacting with administrators, clinicians, medical staff, and patients
  - Takes constructive criticism well and makes improvements as needed
  - Does not negatively impact upon the teaching, learning, or patient care environment at the clinical site
  - Follows the rules and protocols of the clinical site (e.g., timeliness of medical records, countersignatures, office hours, scope of practice, etc.)
• Is attentive to instruction offered by rotation site personnel
• Actively participates in rotation site activities
• Demonstrates self-directed, active learning

• Communication
  o Communicates professionally in verbal communications with administrators, clinicians, medical staff, and patients (e.g., patient interviews, staffing, oral presentations, etc.)
  o Demonstrates appropriate non-verbal communication when in the clinical setting
  o Communicates professionally in written communications (e.g., medical documentations, e-mail communications, etc.)
  o Listens effectively to patients, clinicians, and medical staff

• Confidential & Ethical Practice
  o Demonstrates behaviors that reflect ethical decision making
  o Demonstrates behaviors that reflect personal integrity
  o Maintains confidentiality of patient health information
  o Maintains confidentiality of other personal information, as requested
  o Adheres to the principles of informed consent

• Respect, Sensitivity, & Compassion for Others
  o Shows up on time for rotation activities (rounds, meetings, etc.)
  o Is not disruptive to rotation activities or patient care areas
  o Respects appropriate boundaries (space, hierarchy, etc.)
  o Addresses others appropriately (by title and surname, unless otherwise instructed)
  o Demonstrates appropriate empathy/compassion for others
  o Demonstrates appropriate respect for clinicians, medical staff, patients, and other students
  o Demonstrates appropriate sensitivity and is able to effectively interact with persons of different ethnicities, religious beliefs, sexual orientation, and other diversities
  o Is attentive at clinical sites (i.e., does not doze off, does not abuse electronic media, etc.)

• Safety and Non-malfeasance
  o Does not intentionally or unintentionally create an unsafe or potentially harmful situation for him/herself or others at the clinical site

• Honesty
  o Does not cheat or plagiarize
  o Does not provide fraudulent information
  o Does not lie
  o Reports witnessed professionalism violations of fellow classmates

Professionalism Violations
Professionalism violations identified by program faculty or preceptors will be referred to the Academic and Professional Affairs Committee (APAC) for further evaluation by the Program Director. Professionalism violations may be used by faculty and the Program when responding to regulatory questions or when providing recommendations for employment or privileges at institutions.
Deficiencies in any areas of professionalism will be brought to the student’s attention by his/her advisor, Director of Experiential Education, and/or program director in the form of written evaluations. Remediation will be implemented where appropriate; however, violations could result in immediate probation, suspension, dismissal or termination from the program per the Professional Conduct Code (Accreditation Standards A3.17 e & f). If a student is referred to the APAC it will be with the intention of the PA faculty to seek a minimum of probation.

**Honor Code**

Students are responsible for conducting themselves in a manner which is above reproach at all times (Accreditation Standard B1.05). Ethical conduct is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others.

Having adopted the high ethical standards of the PA profession, the program expects that each student will complete all assignments on an individual basis unless otherwise directed by program faculty.

Violations of this honor code are a breach of the professionalism standards. All students will sign the following codes in the didactic (Appendix C) and clinical (Appendix D) year indicating the intention to comply with the code.

**Oath of the PA**

The PA profession has revised its code of ethics several times since the profession began. Although the fundamental principles underlying the ethical care of patients have not changed, the societal framework in which those principles are applied has. The Butler PA Program adopted the following Oath established by the AAPA in 2002 as its own. Upon completion of the PA program during the Master’s Hooding ceremony, students will publicly acknowledge their new responsibilities and affirm their pledge to clinical excellence and health care by reciting this Oath of the PA.

~~~

Upon my entry in the PA profession, I pledge to perform the following duties with honesty, integrity and dedication, remembering always the paramount importance to be the welfare of my patients.

I will be diligent in understanding both my personal capabilities and my limitations, striving always to improve my medical practice.

I will actively seek to expand my intellectual knowledge and skills, keeping abreast of advances in medical art and science.

I will respect my professional relationship with the physician and act always with the guidance and supervision provided by that physician, except where to do so would cause harm. Further, I will uphold the principles of the physician led team practice of medicine.

I will treat equally all persons who seek my care, regardless of race, gender, religion, nationality, political or socioeconomic status.

~~~
I will uphold the tenets of beneficence, non-malfeasance, and informed consent without fail.

I will hold in absolute confidence the information shared with me in the course of practicing medicine, except where I am authorized to impart such knowledge.

And I will educate to the best of my ability any student entering this noble profession.

These duties are pledged with sincerity and on my honor.

~~~

**Summative Practicum**

Students must successfully demonstrate competency to practice medicine as an entry-level PA in primary care to graduate from the Program. Students must successfully complete a Summative Examination that is comprised of knowledge based exams, clinical skills, and an objective structured clinical examination to demonstrate competency. By successfully completing the Summative Examination, the Program will demonstrate compliance with the Accreditation Review Commission for the education of Physician Assistant’s Standard C3.04 and verify that each student is prepared to enter clinical practice.

**Grade Standards**

Grades for all courses and clinical rotations in the PA curriculum are assigned by the faculty of record (Accreditation Standard A3.17a).

**Didactic Year**

The following programmatic grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92.50-100.00%</td>
</tr>
<tr>
<td>A-</td>
<td>89.50-92.49%</td>
</tr>
<tr>
<td>B+</td>
<td>83.00-89.49%</td>
</tr>
<tr>
<td>B</td>
<td>76.50-82.99%</td>
</tr>
<tr>
<td>B-</td>
<td>70.00-76.49%</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70.00%</td>
</tr>
</tbody>
</table>

There will be no rounding.

**Clinical Year**

**Evaluation of Preceptor Assessment**

Marginal or failing performance by the student in any rotation as evaluated by the Preceptor will be reviewed by the Director of Experiential Education and PA Program Director. The Director of Experiential Education and PA Program Director have the right to assign a failing grade to the student based on reported performance.
**Additional Assignments**
If a Clinical Instructor requires assignments (e.g., case presentations, notes, H&Ps, etc.), the assignments must be graded as Pass/Fail (and may be remediated, as needed). Students may fail the rotation for not meeting assignment requirements.

**End-of-Rotation Score**
Students take end of rotation exams at the completion of each core rotation. The individual’s raw exam score, mean and standard deviation are reported by the Physician Assistant Education Association. The mean and standard deviation are adjusted based on the version of exam, specialty exam taken, and with each administration of the examination. It is provided to the program from the Exam administrators. The student’s Z score is calculated:

\[ Z \text{ score} = \frac{\text{individual’s exam score} - \text{national mean}}{\text{national standard deviation}} \]

In part, grades are established using Z score cut-offs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Z Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>+0.99 or higher</td>
</tr>
<tr>
<td>A-</td>
<td>+0.84 to +0.98</td>
</tr>
<tr>
<td>B+</td>
<td>+0.19 to +0.83</td>
</tr>
<tr>
<td>B</td>
<td>-0.84 to +0.18</td>
</tr>
<tr>
<td>B-</td>
<td>-1.64 to -0.85</td>
</tr>
<tr>
<td>F</td>
<td>-1.65 or lower</td>
</tr>
</tbody>
</table>

**Final Rotation Grade**
If the Preceptor evaluation and Clinical Instructor’s assessment are favorable, rotation grades are based on the end-of-rotation exam scores. The PA Faculty members have the final determination as to whether a student has met all rotation requirements and will confer the final grade for each rotation.

**Successful Completion of a Course**
A student must earn a Pass or grade of B- or better in any course within the PA program to be considered “successfully completed.” (Accreditation Standard A3.17b)

**Transcripts**
Official transcripts are kept on file in the Office of Registration and Record (Accreditation Standard A1.03d). PA students’ grades are recorded on the transcript for each individual didactic and clinical course completed. To access your transcript please go to the Office of Registration and Records website for more information: https://www.butler.edu/registrar/transcripts-and-verifications

Upon recommendation of the faculty and the President, and by action of the Board of Trustees, the students will earn the degree of MPAS upon satisfactory completion of the educational program (Accreditation Standard A1.03e).

**Student Evaluation of Courses**
At the end of each course, students are required to complete a course evaluation (Accreditation Standard C2.01). Anonymous compilation of the evaluations is provided to course principal faculty, the
Program Director and Dean the College of Pharmacy and Health Sciences. Evaluations are reviewed and used to make improvements in faculty teaching, individual courses, as well as the overall curriculum. Therefore, constructive student feedback is extremely important.

**Satisfactory Academic Progress**
The curriculum of the PA program should be viewed as being offered in three sections (PA1, PA2, and PA3 years) in the AP curriculum and two sections in the MPAS curriculum (MPAS1 and MPAS2) that are individually indivisible and to be taken in an uninterrupted sequence over three or two years, respectively. Therefore, it is expected that students first matriculated into the PA1 or MPAS1 year will maintain simultaneous, full-time enrollment in all professional courses offered as a component of each year’s curriculum. Students may not progress to the professional coursework in the next year of the program until they have successfully completed all professional courses within the current year. Exceptions to the application of this policy must be requested in writing from the program director.

Determination of satisfactory academic progress is made by the PA program director upon advisement by the faculty, at the conclusion of each semester/rotation in accordance with the Academic Progress Policy as described in the COPHS Student Handbook. Satisfactory academic progress for students in the PA Program consists of maintaining professionalism and the successful completion of all requirements necessary for the advancement from one semester to the next or one rotation to the next. (Accreditation Standard A3.17c)

**Course Failure and Academic Probation**
The PA Program is designed to integrate classroom and clinical learning experiences considered necessary for competency as health care providers. Therefore, students failing a course will be placed on academic probation for the remainder of the program (Accreditation Standards A3.17e, f).

A student who receives a failing grade in any course will not be allowed to progress within the curriculum until that course is satisfactorily remediated. Provided that the student has not failed any other courses and is not currently on probation, s/he may be given one opportunity to retake the failed course when it is offered next. Most courses are only offered one time per year, therefore the student may be required to take a leave of absence for one year, and repeat the failed course at that time. If the student successfully completes the failed course s/he may be given permission to progress.

A student who fails the same course more than one time or who fails two different courses across the curriculum—either didactic or clinical courses— will result in dismissal from the program regardless of overall GPA.

Any student required to repeat a course or rotation must anticipate a delay in the timing of his/her graduation and incur additional tuition and fees necessary to repeat coursework. Further, there may be implications associated with financial aid. The student should contact the Office of Financial Aid for more information.

A student who is decelerated due to a failed course must maintain competency for coursework previously completed to progress through his/her program of study.

If a student receives a failing grade in any two clinical PA rotations, the student will immediately stop forward progress regardless of overall GPA until the case is referred to the Academic and Professional
Affairs Committee for review under the guidelines of the Academic Progress Policy (COPHS Student Handbook).

**Incomplete Grades**
As outlined in the Butler University Student Handbook, a grade of Incomplete (I) may be assigned by an instructor when exceptional circumstances such as illness prevent a student from finishing all work required in a course. The Incomplete must be removed within the next regular session of the student’s enrollment or within two years if the student is not again enrolled during that time. A grade of (I) may not be assigned as a grade option to avoid assignment of a poor or failing grade which a student has earned in a course, or to delay assignment of a grade for a course when the student intends on repeating the course in a future semester.

**Appeal of Course Grades**
The student shall first discuss the matter with the instructor. If not satisfied, the student may appeal to the Program Director and then to the Dean of the College. The student must inform the instructor in writing of the intent to appeal a grade within 10 working days of the publication of grades by the Office of the Registrar. The appeal must be filed within 30 days of the notice of intent to appeal (COPHS Student Handbook).

**Withdrawal**
Voluntary withdrawals are initiated at the request of the student (Accreditation Standard A3.17e). Working with the Program Director, a mutual decision is reached with regard to the effective date of the withdrawal and any academic penalty to be assessed. Per letter, the program director will notify the offices of the College, Registrar and Financial Aid. The Office of the Registrar will process the withdrawal and remove the student from any current and/or future enrollments when the appropriate paperwork is submitted. The Office of Financial Aid may revoke any financial aid that has been disbursed. The student should also contact these offices to ensure that he/she has fulfilled any responsibilities with regard to this process.

If a student withdraws, including involuntary withdrawal for academic reasons, tuition may or may not be refunded. Questions regarding tuition refunds should be directed to the Office of Student Accounts.

**Leave of Absence**
A PA student, after presenting a written request to the Dean of the College (with a copy to the PA Program Director), may be granted an official leave of absence for personal, medical, or academic reasons for a period not to exceed one calendar year. If the leave of absence is approved, the Dean provides written notification including applicable beginning and ending dates to the student, the University Registrar, and the director of the Office of Financial Aid. The student must notify the Program Director in writing of his or her wish to return to the PA Program or to extend the personal leave at least sixty calendar days prior to the anticipated date of reentry. The student desiring an extension beyond one calendar year may be required to apply for readmission to the PA Program. When a leave of absence is taken, the Program Director may require the student to repeat some or all of the courses completed prior to the leave of absence. In all cases of leave of absence, the student is required to complete the full curriculum to be eligible to earn the MPAS degree.
Any student who is absent from clinical rotations for three months or more must perform and pass an observed history and physical examination (on a real or simulated patient) before being allowed to return to clinical rotations. The student will have two opportunities, evenly spaced over a two-month period of time, to pass this assessment. If unsuccessful, the student will be dismissed from COPHS.

For purposes of deferring repayment of student loans during a school-approved leave of absence, federal regulations limit the leave to six months. All questions regarding financial aid or student loans should be directed to the Office of Financial Aid.

**Student Grievances**
Student Grievance will follow College and/or University policy (Accreditation Standards A3.11; A3.17d)

If a PA student has questions about possibly filling a grievance, the student should speak first with the College Associate Dean for Student Affairs, PHSB 102. If the grievance includes possible harassment, the student should speak to the University Title IX Coordinator:

Title IX Coordinator  
Stacie Colston Patterson  
scolston@butler.edu  
Atherton Union 306  
(317) 940-6509

**Tuition and Fees**
Tuition and Fees will be made available as soon as established (Accreditation Standard A3.14f). Within seven days on notification of acceptance to the MPAS program, prospective PA students are required to pay a non-refundable program deposit of $1,000. For those who matriculate, the program deposit is applied to the cost of tuition.

Full cost of attendance budgets may be found on the Office of Financial Aid website:  
https://www.butler.edu/tuition

For financial aid purposes, federal regulations establish the maximum time frame for completion of the program, please see the financial aid website for information.

Tuition:  
AP Curriculum $20,015/semester didactic years; $580/credit hour clinical year;  
MPAS Curriculum: $41,500/year  

Each student is required to submit a nonrefundable fee of $40 for a criminal background check during orientation.

Drug screen: $30  
Physical Exam to enter into program: estimated $150  
Medical Clearance Form Processing Fee from Health Services $30  
CPR/ BLS certification costs $30
Antibody Titers: 2 step TB; MMR; Hepatitis B; Varicella: $150
  *Required re-vaccination are at the student’s expense.

Technology fee: $350/year
iPad: $400-$700
  * iPads are not required technology for students matriculating in May 2017 and beyond.
Laptop: $500 – 700

Medical equipment: ~$1,000
Minor laceration tray (containing the suture instruments) $11
Artificial skin pad $45

Textbooks: $300/semester didactic; ~ $50-100 per rotation specialty
Scrubs and professional clothes: between $100-400
Students must be prepared to cover all transportation and living expenses while enrolled.
Room and Board: ~ $15,000/year

Travel: estimated with the following assumptions: average round trip is 40 miles and a car that averages
23 miles to the gallon at $2.00 gas/gallon = $765 per year for gas
Parking while on rotation: $20-40 per month
Register to park your car on campus x 2 years: ~ $220
Air travel if doing distant rotations (not required) *: $200-600 per airplane ticket

* A review of the student’s financial aid packet can be done for an increase to a student’s transportation
budget amount based on the location of the rotations. If you would like a review, you need to email the
Office of Financial Aid the location of the rotation and mileage from Butler University to rotation site.
Please submit summer rotation information by April 15, and before you apply for any additional loans to
ensure that the increased amount is included.

Tuition Refunds
All tuition and special course fee refunds are based on the date of official drop, withdrawal, or
disenrollment as per Butler University policy. (Accreditation Standard A3.14g) Please see the Butler
University Office of Student Accounts Refund Policy at https://www.butler.edu/student-accounts/billing-payment/refund-policy

Health Insurance
All undergraduate and graduate students must carry personal health insurance. Students must
demonstrate proof of insurance on three occasions that includes an insurance card that identifies active
insurance coverage at matriculation, February of PA2/MPAS1 year, and again in January of PA3/MPAS2
year. The information must include the name of the insurance company and the policy number. Bring
your Health Insurance cards to orientation. The cards will be photocopied and kept in your student file.

As a student you will be personally liable for any expenses incurred for things like needle stick
evaluations and prophylaxis, treatment for TB exposure, etc., and may wish to review your health
insurance policy to see if it covers these expenses.
Student Health Services will bill health insurance. If you are seen at Health Services, you will be asked for your an up-to-date health insurance card and Butler ID. If you are unable to present with your insurance card, office services will be applied to your student account.

**E-mail and Computer Use**

Important information is usually communicated by e-mail in the PA Program. Students are expected to check their e-mail twice a day. Because faculty, College administration and fellow students rely heavily on e-mail for communication with students, it is an academic expectation that all students will routinely read and respond appropriately to their Butler University e-mail messages. Respond to email or phone messages from Butler faculty and staff, clinical site staff and orientation coordinators, and preceptors within 24 hours.

Appropriate use of computers and e-mail, both in the classroom and elsewhere, is an academic issue. Use of e-mail should be consistent with professional standards. Use of computers during class must be limited to tasks associated with the learning activity.

E-mail addressed to PA classes should be addressed as bcc (blind copy) to suppress the long list of addresses. Forwarding your Butler e-mail messages to your non-Butler account can be arranged by contacting the Information Resources Help Desk.

**Technology Requirements**

In order to be successful in the PA Program, all PA students are required to have a mobile computing device throughout the program. Students will be able to choose and purchase a device from any manufacturer they wish that meets their learning needs, as long as it meets the minimum requirements as outlined below.

It is the student's responsibility to ensure that he/she has a functioning device in all classes at all times, no exceptions.

It is highly recommended that the student purchase a hardware warranty to match the length of the PA Program to cover any unforeseen hardware repair needs. Butler does offer hardware discounts on purchases through HP, and Apple (excluding iPads). iPads are not required technology for students matriculating in May 2017 and beyond.

**Two Technology Options**

**Option 1: iPad AND laptop (PC or Mac):**

The iPad is typically the primary device used in the classroom and for taking notes. However, due to limitations of the iPad, students must also have a laptop to have full computing abilities.

* iPads are not required technology for students matriculating in May 2017 and beyond.

**Option 2: Windows dedicated tablet:**
A dedicated tablet is a standalone device that requires an external keyboard/touch pad/mouse and may or may not have onboard ports. Some devices have external docks/sleeves that provide the device with additional ports and battery life.

**Minimum Hardware Requirements**

<table>
<thead>
<tr>
<th>Specifications</th>
<th>iPad</th>
<th>Windows (PC)</th>
<th>Macintosh (Mac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Any</td>
<td>2 Hz Dual Core or better</td>
<td>2.4 GHz Duo or better</td>
</tr>
<tr>
<td>Memory (RAM)</td>
<td>Any</td>
<td>4 GB or more</td>
<td>4 GB or more</td>
</tr>
<tr>
<td>Storage</td>
<td>16 GB</td>
<td>250 GB or more</td>
<td>250 GB or more</td>
</tr>
<tr>
<td>Wireless/Network Card</td>
<td>N/A</td>
<td>Wireless: Dual Band N, Ethernet</td>
<td>Wireless: 802.11 b/g/n, Ethernet</td>
</tr>
<tr>
<td>Removable Storage</td>
<td>N/A</td>
<td>8 GB USB Flash</td>
<td>8 GB USB Flash</td>
</tr>
<tr>
<td>Operating System</td>
<td>iOS 5 or better</td>
<td>Windows 7 or 8</td>
<td>OS 10.8 minimum</td>
</tr>
<tr>
<td>Integrated Webcam</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Things to Consider**

- Many PA classes require students to watch recorded lectures prior to attending class.
- iPads do not allow dual screens, therefore watching the recorded lecture and taking notes on the iPad is not efficient. Students tend to watch the lecture on the iPad and take notes on the laptop (or vice versa).
- iPads are ideal for taking notes during class as they are light weight and easy to carry back and forth. They also have longer battery life on average.
- If you have two devices and one "goes down" you have a backup
- iPads typically have to be replaced rather than repaired if there is a hardware problem, where laptops are easier to repair or replace if needed.
- There is not an ability to print from an iPad on campus

**Social Networking Policy**

Many individuals participate in social media for a variety of reasons: to connect with professional networks, to find out quickly what’s happening at other places, to enhance productivity and team-building, and to put together ad-hoc groups or meetings are just a few examples of why someone uses social networking. Exchanging and sharing information can improve our personal and professional lives. However, social networking exposes one to an unsolicited audience and set of experiences, and requires continual attention to successfully manage our personal and professional lives online.

The following are general policies regarding social networking as a Butler University student.

- Think before you post. There’s no such thing as a “private” social media site. Search engines can turn up your posts years later. Don’t post something today that may haunt you later.
• Maintain confidentiality. Do not post or discuss sensitive, confidential, proprietary, or protected health information about students, employees, patients, or other members of the Butler community. Use good ethical judgment; follow federal guidelines and university policies.
• Be respectful. If readers see your affiliation with Butler, they may read your words as representing the university, even if you provide a disclaimer saying your views are your own. As a general rule, be respectful and don’t post anything you would be uncomfortable saying in a public setting—or in front of your colleagues, fellow learners, supervisor, etc.
• Be transparent about your role at Butler. If you participate in or maintain a social media site on behalf of the university, clearly state your role and goals. Strive for accuracy, correcting errors quickly and visibly. If you have questions about whether it is appropriate to write about certain material, ask your supervisor, advisor, or program director first.
• Protect your identity. Don’t provide personal information about yourself or others that scam artists and identity thieves might steal. This includes telephone numbers, mailing addresses, and e-mail addresses.
• Respect university time and property.
• Any violation of HIPAA or other university policies may result in appropriate disciplinary action including, but not limited to, dismissal from the program and criminal and/or civil charges and fines.

Mailboxes
Secure mailboxes will be assigned to students at the start of the academic year. Faculty use mailboxes to return exams/assignments. Students will be provided combinations to their assigned mailboxes.

Change of Name and Address
If a student has a change of address locally and/or at home, it should be registered with the University at the Office of Registration and Records to ensure receipt of important mailings. The same procedure should be followed for any name changes.

Tobacco Use
Tobacco use in any form is not permitted in the Pharmacy and Health Sciences Building or other campus buildings.

Room Reservations
Rooms in the Pharmacy and Health Sciences Building must be reserved in advance for use by any student organization. All rooms in the Pharmacy Building, as well as other campus facilities, may be reserved by student organizations through the Campus Activities Office (Atherton 101). The request is then taken to the Office of University Events (Jordan Hall 18). Only student organizations recognized by the University may request and use space in the Pharmacy Building for organization activities.
Financial Aid
All financial aid awards are made on the basis of documented financial need. Most Butler PA students finance their education through student loans up to the cost of the school-approved budget, by qualifying for student federal, state, private, and PA tuition loans.

The U.S. Public Health Service has several programs that offer scholarships, stipends, and loan repayment to PA students who commit to varying periods of employment within designated facilities. Interested applicants can call the National Health Service Corps Program directly at (800) 221-9393 or go to https://nhsc.hrsa.gov for further information.

Free Application for Federal Student Aid (FAFSA) should be submitted if applying for federal education loans.

Applicants are urged to request information and application forms from clubs, organizations, foundations, and agencies as soon as possible after applying for admission to the program. Many libraries have information on sources of financial aid. Also, the financial aid offices at nearby colleges and universities often have information on sources of funding. Applicants are strongly urged to use web search engines in locating scholarships. At no time, however, should an applicant pay a person or company to search for scholarships. Scholarship information is available free to applicants by using their local and web resources.

More detailed information regarding financial aid can be obtained from the Office of Financial Aid.

Student Employment
The Faculty does not advise outside employment while in the didactic and clinical phase of the PA Program (Accreditation Standard A3.14h). Faculty recognize employment may be an issue that some students will face. Given this recognition, realize that Program obligations will not be altered due to a student’s work obligations. It is further expected that work obligations will not interfere with the student’s learning progress or responsibilities while in the Program. The Department also discourages the student from working at the same site where they are completing clinical rotations.

PA students are not required to work for the PA Program (Accreditation Standard A3.04). Students will not substitute for or function as instructional faculty (Accreditation Standard A3.05). During the supervised clinical practical experiences, students will not substitute for clinical or administrative staff. Any student on a clinical experience who is being required to primarily fulfill job duties of a certified PA or administrative staff person must notify the Director of Experiential Education (Accreditation Standard A3.06). Any report will be fully investigated by the Program and suitable action will be taken.

On occasion the faculty or staff of the program may make a request for a student to perform volunteer activities for the program. Students will not be obligated to volunteer. Student employment through the university work-study program will be governed by university policies.

Faculty as Healthcare Providers
Principal faculty, the program director and the medical director must not participate as health care providers for students in the program, except in an emergency situation (Accreditation Standard A3.09).
Health Insurance Portability and Accountability Act
The primary goal of the law is to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs. Once matriculated, all students will be required to complete HIPAA training which may require updating or re-certification prior to starting clinical rotations.

Accidental Exposure Policy
Students may be involved in activities that expose them to risks associated with blood borne pathogens and hazardous substances. Examples of activities include health fairs, laboratories, surgical settings, as well as ambulatory, inpatient, and surgical clinical experiences.

The Program, College and the University accepts their responsibility to provide all students appropriate training in universal precautions and other risk reduction behaviors before undertaking any educational activities that would place them at risk (Accreditation Standard A3.08). It is the policy of the Butler University PA Program to follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding the use of Standard Precautions to prevent the spread of infection and reduce occupational exposure to blood and body fluid pathogens. All students will pass a Workplace Blood Borne Pathogens Safety Training program prior to exposure.

The Accidental Exposure policy is based on standard national guidelines to identify and, if applicable, treat those students who may be exposed to disease related to the accidental exposure. Students will need to discuss site procedures with the instructor/preceptor prior to any activities that have the potential of causing a needle stick or exposure to biohazards.

Procedures
Off Campus Exposure
If a student does experience a needle stick or biohazard exposure during his/her rotation experience, the following steps shall be taken:

- Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
- Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle stick/biohazard situations.
- Based on the services provided at the site, the student should have the appropriate steps taken based on the site’s protocol for needle sticks/biohazard exposure. Otherwise, follow appropriate “Laboratory Tests.”
- The student will be responsible for any costs associated with testing provided by the site. (Accreditation Standard A3.08)
- If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure. Follow procedures outlined in “ON-CAMPUS Exposure.”
• Students must submit an exposure incidence form within 48 hours (Accreditation Standard A3.21).

On-Campus Exposure
• Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
• If during didactic year, the student should notify the instructor immediately.
• The student and instructor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure.
• The student will be responsible for any costs associated with testing provided by the site (Accreditation Standard A3.08).
• Butler University chooses U.S. Health Works Medical Group in-network provider to treat all non-critical on-the-job injuries. U.S. Health Works has 8 locations available in the Indianapolis area. See the attached map for locations and hours:
  o Nearest location available 8 a.m. to 11 p.m.:
    7301 Georgetown Rd, Indianapolis, IN 46268 phone: 317-875-9584
  o 24hr/7 days (365 days/year) location:
    5603 W. Raymond Street, Indianapolis, IN 46241 phone: 317-241-8266

Laboratory Tests
  a. Student testing:
    i. HBsAg (Hepatitis B Surface Antigen)
    ii. HCAb (Hepatitis C Antibody)
    iii. Human immunodeficiency Virus Antibody when consent is given
    iv. HBsAb (Hepatitis B Surface Antibody)
  b. Source patient testing (if possible):
    i. HBsAg (Hepatitis B Surface Antigen)
    ii. HCAb (Hepatitis C Antibody)
    iii. Human immunodeficiency Virus antibody when consent is given
    iv. HBCab (Hepatitis B Core Antibody) when the exposed patient is HBsAb negative
    v. Other tests for confirmation of diagnosis when clinically indicated

Important Information
• It is critical that the appropriate steps are taken in a timely manner (within 30 minutes of exposure).
• It should be noted the Butler University Health Services does not provide initial services but can be used for follow-up if needed to guide follow-up care.
• The student will be responsible for any costs associated with testing provided. (Accreditation Standard A3.08)
• The course instructor, or if during the clinical year, the Director of Experiential Education for the PA Program, shall be informed about all situations involving needle sticks, biohazard exposure, or other hazardous substances within 24 hours. (Accreditation Standard A3.21)
  o Students must submit an exposure incident report form (Appendix E) within 48 hours
IN CASE OF INJURY OR ILLNESS
SEND EMPLOYEE TO

U.S. HealthWorks
MEDICAL GROUP

A Dignity Health Member

in collaboration with
Indiana University Health

1 FISHERS
11580 Overlook Dr
Ste 100
Fishers, IN 46037
Ph: (317) 845-5425
Fx: (317) 845-8113
Mon-Fri: 8 am - 5 pm

2 INDIANAPOLIS - GEORGETOWN
7301 Georgetown Rd
Indianapolis, IN 46268
Ph: (317) 875-9584
Fx: (317) 872-2850
Mon-Fri: 8 am - 11 pm

3 INDIANAPOLIS - RAYMOND
5603 W Raymond St
Indianapolis, IN 46241
Ph: (317) 241-8266
Fx: (317) 247-4978
24 hours / 7 days a week

4 INDIANAPOLIS - SHADELAND
1311 N Shadeland Ave
Indianapolis, IN 46219
Ph: (317) 352-0533
Fx: (317) 357-8543
Mon-Fri: 7:30 am - 11 pm

5 INDIANAPOLIS - SOUTHEASTERN
1101 Southeastern Ave
Indianapolis, IN 46202
Ph: (317) 955-2020
Fx: (317) 955-2030
Mon-Fri: 8 am - 5 pm

6 MUNCIE - CLARA
3911 W Clara Ln
Muncie, IN 47304
Ph: (765) 288-8800
Fx: (765) 751-2278
Mon-Fri: 8 am - 7 pm
Sat-Sun: 8 am - 6 pm

7 MUNCIE - MADISON
3813 S Madison St
Muncie, IN 47302
Ph: (765) 751-3300
Fx: (765) 751-1115
Mon-Fri: 8 am - 5 pm

For more information, visit: www.ushealthworks.com

Rev 08/15/2013
Requirements for Graduation
If there is any question regarding a student’s completion of all degree requirements, the student should consult with his or her academic adviser. However, it is ultimately the responsibility of the student to make sure all degree requirements have been met to qualify for graduation. Graduating students must apply for their degree at the time they register for their final semester through the Office of Registration and Records.

Letters of Reference and Credentialing Requests
Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. Most faculty prefer an email or personal request in writing with sufficient lead time (it is best requested two weeks in advance), and instructions such as date and format of the letter. When making a request to faculty, please include the full name of the scholarship/position and the overall purpose and guidelines. If appropriate, please include a summary of pertinent comments from clinical preceptor evaluations, and an updated resume/CV. The number of recommendation letters required of principal faculty is significant; therefore, students should consider others who could also write your letters (your advisor, an instructor or mentor, clinical preceptor, etc.) and make requests as early as possible.

Credentialing or privilege forms are generally required for hospital employment. Students must make a formal request to faculty before providing a faculty name and contact information.

Any form submitted to faculty without prior approval will not be completed. Faculty are not expected to complete forms after 1-year post-graduation date.

Student Handbook Acknowledgment
After reading the Student Handbook, please initial and sign the two Handbook signature pages (Appendix F and G). Return both documents to the Butler University PA Program Offices—one will be returned to you.

PA Student Groups
Class Officers
Class officers are important individuals who help establish collegiality and professionalism between and among the members of the class, faculty and staff, Program, and University. Class Officers speak on behalf of the class to faculty and administration. Officers will be elected within the first few weeks of the start of the program. Dr. Bonnie Brown Associate Dean of COPHS’ Student Affairs will help establish officer elections for the class. Students may run for President - the class President (or designee) serves as representative to the HSSA, Vice President, and Secretary-Treasurer.

Physician Assistant Club (PAC)
The PA club serves as the official organization for the PA students and those individuals interested in the PA profession. All PA students are encouraged to be members of the PAC.
**PA Student Ambassadors**
The PA Student Ambassadors (PASA) program was established to provide the program with a group of volunteer students who have the skills and training necessary to help conduct special program functions and represent the PA program at Program, College and University events and to the community at large. Our PA Student Ambassadors are current PA students who assist with admission and student life programs. This program is open to all Butler PA students, those who completed their pre-PA coursework at Butler, undergraduate, and graduate students alike. Students apply for service and are chosen by student leaders to serve. Ambassadors can serve as tour guides, panelists during information sessions, advisers during orientation and registration, and much more. They will be available to serve as hosts at special receptions. Ambassadors will assist with recruitment events throughout the year and will inform prospective students and parents interested in the Butler PA Program about all facets of life at Butler – the academic program, faculty and students, social opportunities, as well as student organizations and services. They will help personalize the University by making campus visitors feel welcome, comfortable, and positive not only about Butler’s PA Program, but Butler University as a whole, by demonstrating sincerity, enthusiasm, credibility, interest, and helpfulness.

**Student Academy of the American Academy of Physician Assistants (SAAAPA)**
SAAAPA is the Student Association of the American Academy of PAs. SAAAPA is the national governing body for students enrolled in the PA program. This organization offers many resources to enrolled PA students. There are leadership opportunities in SAAAPA, a national student medical challenge bowl at the annual AAPA conference, student activities and advocacy opportunities for the profession. For more information regarding SAAAPA, please visit their website at: [https://www.aapa.org/saaapa](https://www.aapa.org/saaapa)

**Pi Alpha, the PA National Honorary Society**
Students may apply for membership into the Pi Alpha National Honorary Society. The Society recognizes excellence in research, publishing, community/professional service or leadership activities. The GPA for didactic portion of the program are utilized to calculate the Pi Alpha GPA. No failures may occur during the program. Individuals need to complete at least one Pi Alpha eligible activity during clinical year. Please see the Pi Alpha web site at [https://www.paeaonline.org/index.php?ht=d/sp/i/191/pid/191](https://www.paeaonline.org/index.php?ht=d/sp/i/191/pid/191) for further information.

**Additional Information for PA Students**

**Competencies for the PA Profession**
Competencies for the PA Profession resulted from a collaborative effort by the National Commission on Certification of PAs (NCCPA), Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of PAs (AAPA). This document contains a set of basic competencies that all PAs are expected to acquire, develop and maintain throughout their chosen career. The professional competencies discuss the categories of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement and systems-based practice. This document should be read for further understanding of the life-long competencies expected from you for your chosen profession. This document may be accessed at: [https://www.nccpa.net/uploads/docs/PACOMPETENCIES.PDF](https://www.nccpa.net/uploads/docs/PACOMPETENCIES.PDF)

**NCCPA Task Areas**
The National Commission on Certification of Physician Assistants (NCCPA) is the regulatory body for preparation and administration of the Physician Assistant National Certifying Examination (PANCE)
The Task areas include knowledge and cognitive skills areas that are identified as important to PA practice. The didactic and clinical phase curriculum is designed to ensure exposure to each of these vital task areas which include: history taking and performing physical examinations, using laboratory and diagnostic studies, formulating most likely diagnosis, health maintenance, clinical intervention, pharmaceutical therapeutics, and applying basic science concepts. For a more detailed description regarding the knowledge and cognitive skills for each of the above areas, please review the information at the following link: https://www.nccpa.net/ExamsContentBPTasks

**NCCPA Organ System Disease List**
The NCCPA also maintains a list of organ systems that serve as a guide of diseases, disorders and medical assessments that provide a basis for examination preparation. The didactic and clinical phase curriculum is designed to ensure exposure across all organ systems to include the majority of the specific entities outlined in this detailed listing. The following provides a link to the full document and should be read for further understanding of the depth and breadth of knowledge that will be expected from you during the didactic and clinical phase of the Program as well as for life-long learning as a graduate. https://www.nccpa.net/ExamsContentBPOrgans

**National Medical Challenge Bowl**
PA programs from across the country will face off at this high-energy medical quiz competition coordinated by the Student Academy of AAPA. During the AAPA Forum, PA programs will bring their school spirit and cheer on their team as they compete to be the next Challenge Bowl champion. For more information, please see the web site https://www.aapaconference.org/challenge-bowl/. Students will be allowed to attend the National Conference and participate in the National Medical Challenge Bowl/SAAAPA activities.

**Professional Associations and Regulatory Bodies**

**American Academy of PAs (AAPA)**
The AAPA is the national professional organization of PAs. Its membership includes graduate and student PAs as well as affiliate membership for physicians and PA educators. The Academy provides a wide range of services for its members from representation before federal & state governments & health related organizations, public education, pamphlets and brochures, insurance and financial programs, and employment assistance. Students will be provided a student membership through the Program. Membership will last from matriculation until four months after graduation. Please see the AAPA Web site at www.aapa.org for services and benefits.

**Indiana Academy of Physician Assistants (IAPA)**
The IAPA is a state constituent Chapter of the AAPA. The state Physician Assistant Society works in concert with the national American Academy of PAs to further issues concerning all PAs.

Student membership is available in the IAPA. You are strongly encouraged to join the IAPA. Membership benefits include reduced student rate for the state conference, eligibility to become a student member on the IAPA board and eligibility for a scholarship. Please see the IAPA Web site at https://www.indianapas.org/ for further information.

**National Commission on Certification of Physician Assistants (NCCPA)**
All graduates of PA Program's accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) are eligible to sit for the national boards offered by the National Commission on Certification of Physician Assistants (NCCPA).
The NCCPA offers the Physician Assistant National Certifying Examination (PANCE) exam. PANCE is a 300-question, multiple-choice exam that is prerequisite for licensure in all states. This examination is being offered 50 weeks out of the year and is administered in a computer-generated format.

Please see the NCCPA Web site at www.nccpa.net for further information.

**State Licensure**
Most states require registration through the State Board of Medical Licensure prior to the start of employment. Students are encouraged to check with the specific State Board of Medicine for current requirements and an application.
# Contact Information

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
<th>WEB SITE</th>
</tr>
</thead>
</table>
| PA Program and PA Program College of Pharmacy & Health Sciences | Pharmacy & Health Sciences Building  
Room 251  
4600 Sunset Ave.  
Indianapolis, IN 46208 | Phone: 317-940-6026  
Fax: 317-940-9857  
Admission  
Phone: 317-940-8268  
PAadmission@butler.edu | [https://www.butler.edu/physician-assistant](https://www.butler.edu/physician-assistant) |
| Bookstore                             | Atherton Union                    | Phone: 317-940-9228              | [https://www.bkstr.com/butlerstore/home](https://www.bkstr.com/butlerstore/home) |
| Student Disability Services           | Jordan Hall, Room 136             | V/TT: 317-940-9308  
Fax: 317-940-9036 | [https://www.butler.edu/disability](https://www.butler.edu/disability) |
| Counseling Center                     | Health & Recreation Complex  
Room 120  
530 W. 49th St.  
Indianapolis, IN 46208 | Phone: 317-940-9385  
Fax: 317-940-6403 | [https://legacy.butler.edu/counseling-services/](https://legacy.butler.edu/counseling-services/) |
| Office of Registration & Records (including transcripts) | Jordan Hall, Room 133           | Phone: 317-940-9203  
Toll Free: 800-368-6852  
ext. 9203  
Fax: 317-940-6539 | [https://www.butler.edu/registrar/](https://www.butler.edu/registrar/) |
| Financial Aid                         | Robertson Hall, Lower Level       | Phone: 317-940-8200  
Toll Free: 877-940-8200  
Fax: 317-940-8250 | [https://www.butler.edu/financial-aid/](https://www.butler.edu/financial-aid/) |
| Student Health Services               | Health & Recreation Complex  
Room 110  
530 W. 49th St.  
Indianapolis, IN 46208 | Phone: 317-940-9385  
Fax: 317-940-6403 | [https://legacy.butler.edu/health-services/](https://legacy.butler.edu/health-services/) |
| Information Technologies Help Desk    | Holcomb Building, Room 315         | Phone: 317-940-HELP             | [https://www.butler.edu/it](https://www.butler.edu/it) |
| Human Resources                       | Jordan Hall, Room 108             | Phone: 317-940-9355  
Fax: 317-940-8149 | [https://www.butler.edu/hr](https://www.butler.edu/hr) |
| General Information                   | Butler University  
4600 Sunset Ave.  
Indianapolis, IN 46208 | Toll Free: 317-940-8000  
Phone: 800-368-6852 | [https://www.butler.edu/](https://www.butler.edu/) |
| The Ruth Lilly Science Library        | Holcomb Building, Room 202  
Connecting the COPHS  
Building and the science complex in Gallahue Hall. | Phone: 317-940-9401 | [https://www.butler.edu/library/spaces/science](https://www.butler.edu/library/spaces/science) |
| Parking Services                      | 525 W. Hampton Drive  
Indianapolis, IN 46208 | Phone: 317-940-9243 | [https://www.butler.edu/parking/permits](https://www.butler.edu/parking/permits) |
| BUPD                                  | 525 W. Hampton Drive  
Indianapolis, IN 46208 | Emergency Phone: 317-940-9999  
911 (from campus phone)  
Safety Escort: 317-940-2873 (available 24/7)  
Non-emergency Phone: 317-940-9396  
Fax: 317-940-6578 | [https://www.butler.edu/bupd/](https://www.butler.edu/bupd/) |

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<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical or Indianapolis Metropolitan Police Department</td>
<td>Emergency Phone: 911 (if you call 911 for on-campus service, notify BUPD immediately as well—they assist with all campus call)</td>
<td>950 North Washington Street Alexandria, VA 22314</td>
<td>703-836-2272</td>
<td>703-684-1924</td>
</tr>
<tr>
<td>National Commission on Certification of Physician Assistants (NCCPA)</td>
<td>12000 Findley Road, Suite 200 Duluth, Georgia 30097</td>
<td>678-417-8100</td>
<td>678-417-8135</td>
<td><a href="http://www.nccpa.net">www.nccpa.net</a></td>
</tr>
<tr>
<td>Indiana Professional Licensing Agency</td>
<td>Physician Assistant Committee 402 W. Washington Street, Room W072 Indianapolis, IN 46204</td>
<td>317-234-2060</td>
<td>317-233-4236</td>
<td><a href="https://www.in.gov/pla/">https://www.in.gov/pla/</a></td>
</tr>
</tbody>
</table>
Appendices Table of Contents

Appendix A. Absence during Rotation
Students are expected to be present during all shifts designated by preceptor. If a student needs to take a day off, this form must be submitted to the Director of Experiential Education who will consider an excused absence based on information provided.
(Refer to the COPHS Student Handbook Attendance policy regarding excused and unexcused absences.)

Date: ___________________________

Student Name: __________________________________________________________

Rotation #: ________ Dates of Rotation: _________________________________

Specialty: ______________________________

Date of Requested Day Off: __________________________

Reason for Request: ____________________________________________

________________________________________________________________________

Submit this request to the Butler University PA Program Experiential Education office by e-mail to jrguthri@butler.edu or by fax to 317-940-8520.

Approved o

Denied o

_________________________________________________ Date

Preceptor

_________________________________________________ Date

Director of Experiential Education, PA Program
Appendix B. Mid-Rotation Evaluation
(Complete this evaluation at the end of your second week and return before the start of the third week)

Student’s Name: ________________________________________________________________

Preceptor’s Name: ______________________________________________________________

Preceptor’s E-mail to which evaluation should be sent: _________________________________

Rotation Specialty: ______________________________________________________________

Site: __________________________________________________________________________

Did you meet with your preceptor (or alternate appropriate clinician who is familiar with your work) to discuss mid-rotation performance?

Yes  o  No  o

What areas were described as your strengths?  What were identified as areas you should work on improving?

A. ____________________________________  A. ____________________________________

B. ____________________________________  B. ____________________________________

C. ____________________________________  C. ____________________________________

Comments: ________________________________________________________

_______________________________________________  _________________

______________________________  __________________________

Butler PA Student Signature  Date

______________________________  __________________________

Preceptor Signature  Date

Please return this form to the Butler University PA Program Experiential Education Office by e-mailing to cjpowers@butler.edu or by fax to 317-940-8520. Mid-rotation evaluation must be received before the start of your third week on rotation.
Appendix C. Didactic Year Honor Code
Please initial each statement and provide your complete signature at the bottom indicating your intention to comply with the code.

_____ I will not cheat, copy, reproduce, plagiarize, or use crib notes and will report any student who does.

_____ I will not discuss exams, assignments, cases, or standardized patients with other students during the didactic year with future, current, or past students of this program.

_____ If anyone asks me to discuss exams, assignments, cases, or standardized patients, I understand that it is my duty to report this to a professor immediately.

_____ If I overhear any discussion of exams, assignments, cases, or standardized patients, I understand that it is my duty to report this to the professor immediately.

_____ I will not use and will report the use of exams or question banks from previous years unless given by my professor

I understand the above statements and intend to uphold this honor code.

_______________________________________  _________________________
Signature                                  Date

________________________________________
Printed Name
Appendix D. Clinical Year Honor Code
Please initial each statement and provide your complete signature at the bottom indicating your intention to comply with the code.

____ I will not cheat, copy, reproduce, plagiarize, or use crib notes and will report any student who does.

____ I will not discuss any end of rotation exams taken during the clinical year with future, current, or past students of this program.

____ If anyone asks me to discuss an end of rotation exam, I understand that it is my duty to report this to the Director of Experiential Education immediately.

____ If I overhear any discussion of end of rotation exams, I understand that it is my duty to report this to the Director of Experiential Education immediately.

____ I will not use and will report the use of exams, question banks, or Summative practicum materials from previous years unless given by my professor

I understand the above statements and intend to uphold this honor code.

_______________________________________  ______________________
Signature                                                                 Date

_______________________________________
Printed Name
Appendix E. Exposure Incident Report Form

To Be Completed by Student and Reviewed with the Didactic Faculty / Preceptor and Director of Experiential Education

Student ______________________________ Date of Birth ______________________________

Best Contact Phone # __________________ Date Report Completed __________________

Exposure Date __________________ Exposure Time __________________

Name of Course and Faculty Member or Rotation, Preceptor and Location at the time of exposure:

______________________________________________________________________________

______________________________________________________________________________

Nature of incident: Check appropriate box.

Type of Exposure: [ ] Blood [ ] Chemical [ ] Other: _______________
[ ] Body Fluid [ ] Airborne

Describe details of incident:

______________________________________________________________________________

______________________________________________________________________________

Describe what task(s) were being performed when the exposure occurred:

______________________________________________________________________________

______________________________________________________________________________

Were you wearing Personal Protective Equipment (PPE) at the time of the incident (gloves, gown, goggles, splash guard, etc.)? Yes _____ No _____

If yes, please list:

______________________________________________________________________________

______________________________________________________________________________

Did the PPE fail? Yes _____ No _____ If yes, explain how:

______________________________________________________________________________

______________________________________________________________________________

To what fluids/particles/chemicals were you exposed?

______________________________________________________________________________

______________________________________________________________________________
What parts of your body became exposed?
______________________________________________________________________________
______________________________________________________________________________

Were there any witnesses to the incident? Yes____  No___

If yes, who (list their name and role at the site of the incident)?
______________________________________________________________________________

Please provide the contact information of the witness:
______________________________________________________________________________

Did you receive medical attention? Yes ____  No ____

If yes,

Where______________________________________________________________

When______________________________________________________________

By whom__________________________________________________________

What protocols were followed, tests ordered?
______________________________________________________________________________
______________________________________________________________________________

Health status of source (if known): Please do NOT include identifiers of the source like name, DOB, etc.
______________________________________________________________________________
______________________________________________________________________________

Student Signature ___________________________  Date _________________________

Faculty / Preceptor Signature ___________________  Date _________________________

Experiential Education Office, PA Program  FAX (317)940-8520
Date received/reviewed: ____________________________________________

Program Director Signature: _________________________________________

Follow-up Notes:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Date: ____________________________________________________________
Signature: _______________________________________________________

Follow-up Notes:
__________________________________________________________________
__________________________________________________________________
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Appendix F. Student Handbook Policy Acknowledgement

By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood. The PA Program Handbook contains policies that include statements on the following:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Handbook</td>
<td>_________</td>
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<tr>
<td>Attendance Requirements</td>
<td>_________</td>
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<tr>
<td>Academic Progress / Failure</td>
<td>_________</td>
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<tr>
<td>Professional/Academic Standards</td>
<td>_________</td>
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<td>Honor Code</td>
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<tr>
<td>Accidental Exposure</td>
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<tr>
<td>Student Employment</td>
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<tr>
<td>Faculty Serving as Healthcare Provider</td>
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<tr>
<td>HIPPA</td>
<td>_________</td>
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</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Education policies.

______________________________________________
Printed Name

______________________________________________    _______________________
Signature                               Date
Student Handbook Sign-Off Sheet
Retain this signed copy of this signature page for your files.

By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood. The PA Program Handbook contains policies that include statements on the following:

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By signing below, the Butler University PA student acknowledges receipt and understanding of the Education policies.

______________________________________________
Printed Name

______________________________________________  _____________
Signature  Date
Appendix G. Student Handbook Policy Clinical Acknowledgment

*By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood.* The PA Program Handbook contains policies that include statements on the following:

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<tr>
<td>Contacting Rotation Sites</td>
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<tr>
<td>Orientation</td>
<td></td>
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<tr>
<td>Documents</td>
<td></td>
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<tr>
<td>Mandatory Attendance</td>
<td></td>
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<tr>
<td>Assignments</td>
<td></td>
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<tr>
<td>E*Value System</td>
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<tr>
<td>Evaluations</td>
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<tr>
<td>Rotation Attendance Policy</td>
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<tr>
<td>Absence Form</td>
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<tr>
<td>Rotation Failure Policy</td>
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<tr>
<td>Distant Rotation Policy</td>
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<tr>
<td>Professional/Academic Standards</td>
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<tr>
<td>Accidental Exposure Policy</td>
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<tr>
<td>Mid Rotation Evaluation Form</td>
<td></td>
</tr>
</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Experiential Education policies.

______________________________________________  __________________
Printed Name                                    Signature     Date
**Student Handbook Sign-Off Sheet**

Retain this signed copy of this signature page for your files.

By initialing alongside each topic the student confirms that the PA Program Student Handbook has been received, read and understood. The PA Program Handbook contains policies that include statements on the following:

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<td>________________</td>
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</tbody>
</table>

By signing below, the Butler University PA student acknowledges receipt and understanding of the Experiential Education policies.

______________________________________________
**Printed Name**

______________________________________________
**Signature**

______________________________________________
**Date**
Appendix H: Direct Admit Calendar 2014- 2017 (*May 2017 Graduates*)

**Didactic Year (PA1)**

**Fall 2014**
- August 27: First day of instruction
- September 1: Labor Day holiday (no classes)
- September: White Coat Ceremony
- October 1-3: IAPA Conference (Indianapolis)
- October 15-19: PAEA (Philadelphia)
- October 16-17: Fall break (no classes)
- November 8: Non-Academic Evaluation for Admission
- November 24-28: Thanksgiving holiday (no classes)
- December 12: Last meeting of classes
- December 15-20: Final examinations
- December 23: Grades due in Registration & Records by 10 am

**Spring 2015**
- January 12: First day of instruction
- January 19: Martin Luther King holiday (no classes)
- March 9-13: Spring Break (no classes)
- April 27: Last meeting of classes
- April 29-May 5: Final examinations
- May 7: Grades due in Registration & Records by 10 am

**Didactic Year (PA2)**

**Fall 2015**
- August 26: First day of instruction
- September 7: Labor Day holiday (no classes)
- September 11: White Coat Ceremony
- October 7-9: IAPA Conference (Indianapolis)
- October 10: Non-Academic Evaluation for Admission
- October 15-16: Fall break (no classes)
- November 11 - 15: PAEA (Washington, D.C.)
- November 23-27: Thanksgiving holiday (no classes)
- December 11: Last meeting of classes
- December 14-18: Final examinations
- December 22: Grades due in Registration & Records by 10 am

**Spring 2016**
- January 11: First day of instruction
- January 18: Martin Luther King holiday (no classes)
- March 7-11: Spring Break (no classes)
- April 19: Last meeting of classes
- April 21-27: Final examinations
- May 2-3: Rotation orientation
- May 5: Grades due in Registration & Records by 10 am
### Clinical Year (PA3)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>End of Rotation Dates</th>
</tr>
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<tbody>
<tr>
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<tr>
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<td>Rotation 1</td>
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<tr>
<td>Rotation 2</td>
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<td>Rotation 3</td>
<td>July 5-31, 2016</td>
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<td>Rotation 6</td>
<td>Oct. 5-Nov 2, 2016</td>
<td>Nov. 3-4, 2016</td>
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<td>Rotation 7</td>
<td>Nov. 7-Dec 7, 2016</td>
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<td>Dec. 12-16, 2016</td>
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<tr>
<td>PANCE Eligibility</td>
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</table>
Appendix I: Direct Admit Calendar 2015-2018 (*May 2018 Graduates*)

**Didactic Year (PA1)**

**Fall 2015**
- August 26: First day of instruction
- September 7: Labor Day holiday (no classes)
- September 11: White Coat Ceremony
- October 7-9: IAPA Conference (Indianapolis)
- October 10: Non-Academic Evaluation for Admission
- October 15-16: Fall break (no classes)
- November 11-15: PAEA (Washington, D.C.)
- November 23-27: Thanksgiving holiday (no classes)
- December 11: Last meeting of classes
- December 14-18: Final examinations
- December 22: Grades due in Registration & Records by 10 am

**Spring 2016**
- January 11: First day of instruction
- January 18: Martin Luther King holiday (no classes)
- March 7-11: Spring Break (no classes)
- April 19: Last meeting of classes
- April 27-May 3: Final examinations
- May 5: Grades due in Registration & Records by 10 am

**Didactic Year (PA2)**

**Fall 2016**
- August 24: First day of instruction
- September 5: Labor Day holiday (no classes)
- October 12-16: PAEA (Minneapolis)
- October 13-14: Fall break (no classes)
- October 29: Non-Academic Evaluation for Admission
- November 2-4: IAPA Conference (Indianapolis)
- November 4: White Coat Ceremony
- November 21-25: Thanksgiving holiday (no classes)
- December 9: Last meeting of classes
- December 12-16: Final examinations
- December 20: Grades due in Registration & Records by 10 am

**Spring 2017**
- January 9: First day of instruction
- January 16: Martin Luther King holiday (no classes)
- March 6-10: Spring Break (no classes)
- April 8: Honors Day with Pi Alpha Celebration
- April 18: Last meeting of classes
- April 19: Reading Day
- April 20-26: Final examinations
- April 27-28: Orientation for Rotations & PACKRAT I Exam
- May 4: Grades due in Registration & Records by 10 am
- May 6: Commencement
**Clinical Year (PA3)**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>End of Rotation Dates</th>
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<tbody>
<tr>
<td>ACLS Training <em>Option 1</em></td>
<td>March 25-26, 2017</td>
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<tr>
<td>ACLS Training <em>Option 2</em></td>
<td>April 1-2, 2017</td>
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<td>Orientation for Clinical Year &amp; PACKRAT I Exam</td>
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<td>Rotation 1</td>
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<td>Sept. 5-Oct. 4, 2017</td>
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<td>Rotation 7</td>
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<tr>
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Appendix J: MPAS Calendar 2015-2017 (May 2017 Graduates)

Didactic Year (MPAS1)

Summer 2015
   May 11 – 15    Mandatory orientation
   May 18    First day of instruction
   May 23 – May 27    AAPA Conference (San Francisco)
   May 25    Memorial Day holiday (no classes)
   July 3    Independence Day holiday (no classes)
   August 10-14    Final examinations
   August 18    Grades due in Registration & Records by 10 am

Fall 2015
   August 26    First day of instruction
   September 7    Labor Day holiday (no classes)
   September 11    White Coat Ceremony
   October 7-9    IAPA Conference (Indianapolis)
   October 10    Non-Academic Evaluation for Admission
   October 15-16    Fall break (no classes)
   November 11 - 15    PAEA (Washington, D.C.)
   November 23-27    Thanksgiving holiday (no classes)
   December 11    Last meeting of classes
   December 14-18    Final examinations
   December 22    Grades due in Registration & Records by 10 am

Spring 2016
   January 11    First day of instruction
   January 18    Martin Luther King holiday (no classes)
   March 7-11    Spring Break (no classes)
   April 19    Last meeting of classes
   April 21-27    Final examinations
   May 2-3    Rotation orientation
   May 5    Grades due in Registration & Records by 10 am
### Clinical Year (MPAS2)

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<td>Rotation 2</td>
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<td>Nov. 3-4, 2016</td>
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<td>Hooding Ceremony</td>
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<td>PANCE Eligibility</td>
<td>May 13, 2017</td>
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</table>
Appendix K: MPAS Calendar 2016-2018 (May 2018 Graduates)

Didactic Year (MPAS1)

Summer 2016
- May 9 – 13: Mandatory orientation
- May 16: First day of instruction
- May 14 – May 18: AAPA Conference (San Antonio)
- May 30: Memorial Day holiday (no classes)
- July 4: Independence Day holiday (no classes)
- August 8-12: Final examinations
- August 16: Grades due in Registration & Records by 10 am

Fall 2016
- August 24: First day of instruction
- September 5: Labor Day holiday (no classes)
- October 12-16: PAEA (Minneapolis)
- October 13-14: Fall break (no classes)
- October 29: Non-Academic Evaluation for Admission
- November 2-4: IAPA Conference (Indianapolis)
- November 4: White Coat Ceremony
- November 21-25: Thanksgiving holiday (no classes)
- December 9: Last meeting of classes
- December 12-16: Final examinations
- December 20: Grades due in Registration & Records by 10 am

Spring 2017
- January 9: First day of instruction
- January 16: Martin Luther King holiday (no classes)
- March 6-10: Spring Break (no classes)
- April 8: Honors Day with Pi Alpha Celebration
- April 18: Last meeting of classes
- April 19: Reading Day
- April 20-26: Final examinations
- April 27-28: Rotation orientation
- May 4: Grades due in Registration & Records by 10 am
## Clinical Year (MPAS2)

<table>
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<td>Orientation for Clinical Year &amp; PACKRAT I Exam</td>
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PHARMACY and HEALTH SCIENCES BUILDING
SAFETY INFORMATION

From the Public Safety Emergency Preparedness website:

“In the event of a fire or other emergency, seconds count ... the cooperation and participation of every building occupant is essential. Every person ... in a building on campus has an individual responsibility to know how to evacuate in an emergency and to accomplish the evacuation when the fire alarm device sounds or when directed by an authority.”

PRE-PLAN YOUR EVACUATION

- Be aware of two exits per floor. For building floor plans, look for directional signage by elevators or visit www.butler.edu/sites/default/files/pharmacybuilding-floorplan.pdf.
- Do not use the elevators during an evacuation.

IN CASE OF FIRE or a FIRE ALARM

- Whenever the alarm is sounded, leave immediately. Fire doors will shut automatically.*
- Exit by the nearest route.
- When leaving an area, the last person out should close the door as he or she exits.
- Once outside, meet at a designated rally point (see below) and report those missing.
* Fire doors are to be left in the open position, except in case of an actual alarm sounding, a scheduled alarm test, or a lock down. Authorities will automatically close them as determined in these cases.

RALLY POINTS

Rally points should be away from the Pharmacy and Health Sciences Building (not on the sidewalks), such as on the lawn in front of Robertson Hall or in Cornerstone Plaza. Refer to the campus map at www.butler.edu/campus-map for these and other locations.

SHELTER-IN-PLACE

- Avoid hallways with doors at each end.
- Avoid locations with exterior window glass.
- Interior spaces in a building are the best locations.
- Refer to the Shelter-in-Place signage.

AREAS of RESCUE

- Refer to the Areas of Rescue signage
- Individuals with mobility impairment that prevent their evacuation should move to marked areas on each floor and await rescue.

FIRE CODE

- Exit areas, classroom doorways, hallways, or pathways to exits should be unobstructed at all times.
- Hallway seating or event tables are allowed, but only on one side of a hallway. Loose items that present a tripping hazard (e.g., chairs or tables, especially in elevator and lobby spaces) are not allowed in these areas.
- No more than 20 percent of the area of a door or window in a classroom or office may be covered. Use of fire-retardant materials is encouraged. (Do not use paper or other flammable materials.)