Policy Administration Policy

Background and Purpose:

The University of Charleston Physician Assistant Program (UCPAP) is committed to providing clear expectations and therefore has developed the policy statement below. The purpose of the policy is to explain the manner in which policies are developed, approved, and reviewed. It also describes procedures for disseminating program policy and practice information to students.

Table of Contents:

POLICY STATEMENT:

General Information

Program policies apply to all students, principal faculty, and the program director

regardless of location except in circumstances where certain discrepancies may exist between program policies and those established at preceptorship locations. The UCPAP will train and assess students on HIPAA, blood borne pathogens and universal precautions. However, when discrepancies exist relative to these three areas, those at preceptorship locations will supersede those of the program.

Procedures for Policy Development, Approval, and Review

- New policies may be drafted by, or under the direction of, the Program Director. The initial draft should be reviewed, modified, and approved via the program committee that is expected to take ownership for cyclical review of the policy.
- Once approved at the designated committee level, the policy will be evaluated by the program faculty, which serves as lead governing body. The program faculty may approve the policy as drafted, approve the policy pending specific changes that have been agreed upon, or send the policy back to the committee for further development and/or modification.
- Approved policies will be reviewed according to the frequency described in each policy and as necessary in accordance with the program self-assessment process.

Procedures for Informing Students of Policies and Practices

In an effort to help those interested make a fully informed decision about applying to and matriculating into the UC PA Program, and in an effort to make applicable information about the program easily accessible for current students, faculty, alumni and other stakeholders, links to several UCPAP policies will be made available via the official program website at http://www.ucwv.edu/Physician-Assistant-Program/Program-Policies/.

Statement of Agreement to Abide by Program Policies and Practices

- During the new student orientation process, all policies and practices that

pertain to enrolled students will be reviewed and students will have full opportunity to ask any questions they may have.
- Students will be required to sign a statement that program policies and practices have been reviewed, that they understand and agree to abide by program policies and practices, and that they have had a full opportunity to have any related questions addressed satisfactorily.

Program Policies Pertaining to Prospective and Currently Enrolled Students

The following policies will be made available publicly to inform prospective and

enrolled students of program policies and practices that pertain to them.

1. Policy Administration
2. Academic Performance and Progression
3. Admissions
4. Program Costs
5. Social Media
6. Technology
7. Dress Standard
8. Safety and Infection Control
9. Student Advising
10. Student Assessment
11. Student Attendance, Participation, and Inclement Weather
12. Student Employment
13. Student Health
14. Student Role in Classroom and SCPEs
15. SCPE Patient Exposure
16. Supervised Clinical Practice

Policy Changes

The Program Faculty reserve the right to change existing or create new policies and apply these changes or new policies to currently enrolled students.

When any of the policies above undergo moderate or substantive changes, a notation of the modification date will be included on the policy and enrolled students will be notified of the change within 10 business days. For any policy modifications resulting in academic progression or graduation requirement changes, enrolled students will be required to sign a statement of understanding of the changes.

Definitions

1. **Minor:** Any change that does not require a team faculty decision.
2. **Moderate:** Any change that warrants faculty vote and policy version change.
3. **Substantive:** Significant change to the operations of the program including modifications of the program's mission, vision, or goals, revision of graduation requirements, or policy and/or procedural changes made in response to federal or state laws or regulations.
   - All substantive changes must be reviewed and approved by the Provost prior to implementation. Changes in response to federal or state laws or regulations must also be reviewed by legal to assure compliance.

Archiving Policies

- Prior to making any moderate or substantive changes to any UCPAP policies, an electronic file will be created and loaded into an archive folder. A note should be included on the archived policy that briefly explains why the modification was necessary. The date of the occurrence should also be included on the archived and revised policy.
- **Rationale:** 1) Serves as one method to demonstrate results of critical analysis from ongoing self-assessment and 2) Archived policies may be referenced as necessary when questions arise associated with students who entered the program under a separate policy.

ARC-PA Associated Standards:

- **A3.01** Program policies must apply to all students, principal faculty and the program director regardless of location. A signed clinical affiliation agreement or memorandum of understanding may specify that certain program policies will be superseded by those at the clinical site.
- **A3.02** The program must define, publish, make readily available and consistently apply its policies and practices to all students.