



Master of Physician Assistant Studies

Program Administrative Policy

- **Origin Date:** 06/23/2017
- **Last Evaluated:** 06/15/2021
- **Responsible Party:** Program Director
- **Minimum Review:** Frequency: Annual
- **Approving Body:** Principal Faculty

Background and Purpose

The Master of Physician Assistant Studies (MPAS) is a program of the Health Science Department within Marieb College of Health & Human Services. The policy describes the manner in which policies are developed, approved, disseminated to all effected parties, and periodically reviewed.

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Policy Statement

General Information

All MPAS Program policies apply to all students, staff, principal faculty, instructional faculty, medical director, and program director. Certain discrepancies may exist between program policies and those at Supervised Clinical Practice Experiences (SCPE) locations. Discrepancies at SCPE locations will supersede those of the MPAS program.

Policy Development, Approval, and Review

MPAS policies may be drafted by, or under the direction of, the Program Director.

The initial draft of the policy should be reviewed, modified, and approved via the program committee expected to take responsibility of the policy once implemented.

Once approved by the committee, the policy will be evaluated by the program faculty, which serves as the 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 or further review.

Approved policies will be reviewed according to the frequency described in each policy and as necessary in accordance with the program self-assessment process.

Informing Students of Policies and Practices

The MPAS program will publish and make available the applicable policies to prospective applicants, candidates, accepted students, faculty and staff, alumni, and other stakeholders. The current policies will be made available via the official program website and PA student page on Canvas.

Statement of Agreement

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 they have had a full opportunity to have any related questions addressed satisfactorily.

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 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 Health Science Chair and/or MCHHS Dean prior to implementation. Changes in

response to federal or state laws or regulations must also be reviewed by legal to assure compliance.

Archival

Prior to making any moderate or substantive changes to any policy, an electronic file will be created and stored into an archive folder. A description should be included that briefly explains why the modification was necessary. The date of revision should also be included on the archived and revised 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.

A3.12 – The program must define, publish and make readily available to enrolled and prospective students general program information to include:

- a) the program's ARC-PA accreditation status as provided to the program by the ARC-PA,
- b) evidence its effectiveness in meeting its goals,
- c) the most current annual NCCPA PANCE Exam Performance Summary Report Last 5 Years provided by the NCCPA through its program portal, no later than April first each year,
- d) all required curricular components including required rotation disciplines,
- e) academic credit offered by the program,
- f) estimates of all costs (tuition, fees, etc.) related to the program,
- g) program required competencies for entry level practice, consistent with the competencies as defined by the PA profession,
- h) whether certain services and resources are only available to students and faculty on the main campus when the program is offered at a geographically distant campus location, and
- i) the most current annual student attrition information, on the table provided by the ARC-PA, no later than April first each year.

A3.13 – The program must define, publish consistently apply and make readily available to prospective students, policies and procedures to include:

- a) admission and enrollment practices that favor specified individuals or groups (if applicable),
- b) admission requirements regarding prior education or work experience,
- c) policies and procedures concerning awarding or granting advanced placement,
- d) any required academic standards for enrollment and

e) any required technical standards for enrollment.

Next Scheduled Review Date: 05/2022

Last Modified:

Results of modification

6/2021 Updated to current ARC-PA 5th Ed. Standards