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Welcome to Temple University School of Medicine Physician Assistant Program

The faculty and administration of Temple University Physician Assistant Program developed this handbook to provide the student with specific guidelines, rights, and responsibilities regarding the Physician Assistant Program. This handbook is designed to supplement rather than supplant existing University policies and procedures, including those set forth in the Graduate School of the University. Every student is required to be familiar with University policies, which can be located and reviewed within the Temple University Graduate School Bulletin (see http://www.temple.edu/grad). Students are responsible for knowing and complying with all applicable policies of Temple University Graduate School and the Physician Assistant Program.

Any questions regarding policies contained within this manual should be directed to the Program Director. Although every effort has been made to make this handbook as complete and up-to-date as possible, it should be recognized that circumstances may occur which the handbook does not cover. The handbook may also be altered due to changes in the program policy. Students will be notified of any changes or additions to this handbook.

When the handbook does not cover a specific circumstance or the interpretation of a policy is ambiguous, the Program Director will make the necessary decision or interpretation. If students have questions regarding a situation they should discuss them with the Program Director.

Please note that if there is any conflict between the specific policies and procedures set forth in this handbook and Temple University Graduate School’s policies and procedures, the policies and procedures in this handbook shall be controlling. We hope you find this manual helpful and wish you success in your studies.

- The Physician Assistant Program Faculty

EQUAL OPPORTUNITY COMPLIANCE

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations, including employment, service, and educational programs. The University has pledged not to discriminate on the basis of age, color, disability, marital status, national origin or ethnic origin, race, religion, sex (including pregnancy), sexual orientation, veteran status and genetic information.
Values of the PA Profession

As healthcare practitioners, Physician Assistants have a responsibility to contact themselves ethically in their interactions with patients, colleagues, other health professionals, and society. The following “Statement of Values” was drafted and adopted in 2008 and reaffirmed in 2013 by the American Academy of Physician Assistants (AAPA). These values provide a foundation upon which our profession’s ethical guidelines are built. All students who matriculate into Temple University School of Medicine Physician Assistant Program are expected to adopt and practice these values throughout their academic and professional careers.

Statement of Values of the Physician Assistant Profession

- Physician assistants hold as their primary responsibility the health, safety, welfare, and dignity of all human beings.
- Physician assistants uphold the tenets of patient autonomy, beneficence, nonmaleficence, and justice.
- Physician assistants recognize and promote the value of diversity.
- Physician assistants treat equally all persons who seek their care.
- Physician assistants hold in confidence the information shared in the course of practicing medicine.
- Physician assistants assess their personal capabilities and limitations, striving always to improve their medical practice.
- Physician assistants actively seek to expand their knowledge and skills, keeping abreast of advances in medicine.
- Physician assistants work with other members of the health care team to provide compassionate and effective care of patients.
- Physician assistants use their knowledge and experience to contribute to an improved community.
- Physician assistants respect their professional relationship with physicians.
- Physician assistants share and expand knowledge within the profession.
ACCREDITATION STATUS

Temple University School of Medicine (TUSM) Physician Assistant Program is a developing program and has applied for Accreditation – Provisional from the Accreditation Review Commission on Education for Physician Assistants (ARC-PA). The TUSM Physician Assistant Program anticipates matriculating its first class in June 2016 pending achieving Accreditation-Provisional status at the March 2016 ARC-PA commission meeting. Should the program not gain accreditation, the class anticipated to matriculate in May 2016 would receive a full refund of any deposit or tuition payment.

Accreditation-Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program’s ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

A program must be accredited during all or part of the time a student is enrolled for that student to be considered a graduate of an “accredited program”. Only graduates of an accredited program are eligible to sit for the Physician Assistant National Certifying Examination (PANCE) prepared by and administered by the National Commission on Certification of Physician Assistants (NCCPA).

The website for the ARC-PA is www.arc-pa.org.
### DIRECTORY

**Physician Assistant Program**

<table>
<thead>
<tr>
<th>Program Director</th>
<th>Medical Director</th>
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<tbody>
<tr>
<td>Kathryn McCluskey, JD, MPH, PA-C</td>
<td>Lawrence Kaplan, M.D.</td>
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<tr>
<td>Temple University, School of Medicine Physician Assistant Program</td>
<td>Temple University, School of Medicine Physician Assistant Program</td>
</tr>
<tr>
<td>3500 Broad Street</td>
<td>3500 Broad Street, Suite 325</td>
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<tr>
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<td>215-707-4613</td>
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<td><a href="mailto:k.mccluskey@temple.edu">k.mccluskey@temple.edu</a></td>
<td><a href="mailto:lawrence.kaplan@temple.edu">lawrence.kaplan@temple.edu</a></td>
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### Dean’s Office Staff Who Relate to Students

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
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<tr>
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<td>Harriet Pearson</td>
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<td>Manager, Computer Services</td>
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PA PROGRAM INFORMATION

Mission / Vision Statement And Goals

Temple University School of Medicine Physician Assistant Program Mission Statement
Temple University Physician Assistant Program will develop physician assistants who are recognized as leaders, educators, and innovators in the delivery of high quality health care that is accessible, affordable, compassionate and respectful of cultural diversity of all patients, especially those within our communities.

Physician Assistant Program Vision
Temple University Physician Assistant Program will become a recognized leader in physician assistant education and training and a respected innovator in the research and delivery of interprofessional, culturally appropriate and patient-centered healthcare.

Physician Assistant Program Objectives
1. Admit highly qualified students representing diverse backgrounds.
2. Prepare compassionate and highly trained physician assistants to become leaders in healthcare.
3. Train physician assistants to develop and use an evidence-based approach to deliver the highest quality patient-centered health care.
4. Develop the skills needed as effective life-long learners.
5. Cultivate collaborative patient care through integrated inter-professional training experiences.
6. Foster high individual and professional ethical standards.
7. Promote cultural awareness in the provision of care to a diverse society.

The Physician Assistant Program is also dedicated to fulfilling the mission, vision and goals of Temple University and the School of Medicine.

Temple University School of Medicine Mission Statement
Temple University School of Medicine is dedicated to excellence in education, research and patient care, achieved by faculty, staff and learners who represent the diversity of society. It provides:

- Education that is patient-centered, instilling in learners the School’s ethic of human service and lifelong learning;
- Research that advances and integrates basic and clinical science; and
- Patient care administered with compassion and understanding, utilizing contemporary knowledge and techniques.
**Administrative Organization of the Physician Assistant Program**

The program director, faculty and the administrative staff conduct the day-to-day operations of the program. The Program administration personnel are responsible for class selection, curriculum design and development, student and course evaluation, student advising, and other matters relevant to the Program.

It is important to the faculty of Temple University School of Medicine Physician Assistant Program that there is continual and open communication between students, faculty and staff. It is our intention, therefore, that all department personnel be available for student consultation as required. The core faculty is responsible for:

1. Developing the mission statement for the program.
2. Selecting applicants for admission to the PA program.
3. Providing student instruction.
5. Giving academic counseling to PA students.
6. Assuring the availability of remedial instruction.
7. Designing, implementing, coordinating and evaluating curriculum.
8. Administrating and evaluating the program.

In addition to the core faculty of the program and the full time basic science and clinical faculty of the Temple University School of Medicine, the Temple University Physician Assistant Program has a number of highly qualified part-time and adjunct faculty who are often asked to provide their expertise to the students’ education and experience. Using a highly collaborative and interdisciplinary approach to teaching serves to extend the benefit of their experience to the students in the Physician Assistant Program.

### CORE FACULTY

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ACADEMIC CALENDAR

Emergency Closing or Delayed Opening
Should it be necessary to close the Medical School because of extremely severe snow, the following procedure will be utilized:

- The medical school follows university policy regarding emergency closings or delayed openings.
- Closure will apply to all student education programs, with the exception of clerkships. **Students on clerkships should check with their individual clinical sites to determine if they need to report.**
- Announcement of the closure will be made over public radio utilizing the following code number: 101
- For those in the categories that would be included in the school closing, please record the school number in an appropriate place to be available should you need it.

Religious Holiday Accommodation
The following policies regard examination conflicts with religious holidays:

- Each course will state its examination schedule and exemption policy, if any, the first day of class and in the course syllabus.
- Religious holidays will be considered, for purposes of examination, as excused absences.
- In so far as possible, all course directors will do their best to minimize conflict with religious holidays in the establishment of examination schedules.
SERVICES/GENERAL INFORMATION

Bookstore
Location: Student Faculty Center, 1st Floor
Hours: 9:00 am - 4:00 pm, Monday - Friday
Phone: 215-707-3157

The Student Bookstore is operated by Barnes and Noble College Booksellers. The bookstore stocks all required books and supplies as well as Temple clothing, souvenirs and giftware. A limited assortment of jewelry, greeting cards, snack items and health-aids are also available. We are also your source for specialized clothing for fraternities, sororities, student organizations, and fund raising items.

Campus Safety Services
Campus Safety Services provides service to the Temple community 24 hours a day, 365 days a year.

Location: Health Science Center Campus
Parkinson Pavilion
Broad and Tioga Streets

Phone: 1-1234 (on campus)
215-204-1234 (non-campus)

Website: www.temple.edu/safety/
Twitter: @TU_Police

Campus Safety Services consists of a police division of more than 120 sworn professional police officers. In addition to police services, security personnel monitor access and provide assistance to staff and visitors. Security personnel patrol the campus and surrounding area on foot, on bikes and in vehicles.

Some of the campus safety features include:

• An integrated Computer Aided Dispatch (CAD) system directly linked to the Philadelphia Police Communication Center’s CAD system
• 13 Code blue emergency phones on campus
• High intensity lighting to increase visibility on campus walkways
• Strategically placed security cameras

Safety reminders:
• Use only the ATM’s inside of TU facilities and put your money away before leaving the ATM area.
• Wear your Temple ID on your outer garment.
• Familiarize yourself with the emergency blue phones throughout the campus.
• Secure your belongings and area. Unattended items can easily be removed.
• Be alert to your surroundings. As “eyes and ears” for our department, your observations can reduce incidents. If you should see anything out of the ordinary or suspicious, call Temple Police immediately.
• Lock your car and keep all valuables out of sight. Utilize the campus parking lots.
• It is strongly recommended that students use the Allegheny Subway Station. Escorts are available at night to walk you to the station.
• Report all crimes to Temple Police.

Security Services:
• After-hours escorts: Escorts are available to the bus stop, subway, train station, parking lots, and other campus buildings. Please call Temple Police to make arrangements. Be advised that there may be a wait so please plan ahead.
• Lost and Found: Items lost or found may be turned in or redeemed at the Campus Safety Services office in the Parkinson Pavilion. You may call (2-8285) to see if your item has been turned in.
• Crime Prevention programs: Available to all students, staff and employees. Self-defense, street smarts, and risk reduction programs are available upon request. Call Donna Gray at 215-204-5870.
• Annual Security and Fire Safety Report: The Department of Campus Safety Services compiles information to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Annually the report is published on the Campus Safety website to provide the Temple community with descriptions and statistics about the department, emergency response and evacuation procedures, University policies, crime statistics, and other important information

Athletic Facilities

Student Faculty Center
The Student Faculty Center (SFC) is located on the southwest corner of N. Broad and Ontario Streets on the Health Science Center (HSC) campus of Temple University. Operating hours are 6:30 am – 10 pm Monday through Thursday and 6:30 am – 8 pm Friday.

A recreation center, conference rooms, game room, bookstore, Student Health Services, and Student Financial Services are among the many services offered. The SFC sponsors monthly coffee and bagel mornings and a variety of student entertainment with discounted tickets to shows, sporting events and recreation activities throughout the academic year.

Recreation Center
The 14,000 sq. ft. recreation center includes a weight room, separate cardio area, basketball court, racquetball court, and dance studio averaging over 3,200 people per month using the facility. This includes students, staff and faculty from all HSC schools and the Temple University Health System. The weight room has a wide selection of dumbbells and other free weights including a total of 7 benches. Workouts using the 15-piece select muscle group machines, free weights, bench press, and squat racks or try the kettle bells and plyoboxes. In addition, students can take part in fitness classes such as boot camp and step aerobics. The recreation center also sponsors multiple intramural sports throughout the year including basketball, indoor soccer, racquetball and table tennis. The recreation center is open during the fall and spring semesters from 6:30 am – 9:45 pm Monday through Thursday and 6:30 am – 7:45
pm on Friday. During the summer, the recreation center is open from 7:00 am – 6:45 pm. A valid Temple University ID is necessary to access and use any of the recreation center offerings.

Please visit http://www.temple.edu/studentaffairs/studentcenters/sfc/reccenter.html for more information.

SFC Activities and Operations Office
The SFC Activities and Operations Office plans the cultural, educational, recreational, and social programs for the HSC campus. Funds are derived from the General Activities Fee and are directly tied to the support of activities and sponsored events including shows in New York, ski trips, paintball, March Madness, Six Flags, discounted Sixers, Flyers and Phillies tickets, and the ever popular free coffee and bagel mornings throughout the academic year. Tickets usually go on sale 2-4 weeks before the event date. Make sure you continually check the website below for updated information and join the SFC Facebook page. These funds are also used to collaborate with student organization run events such as the Babcock Surgical Social, Primary Care Week and the Lunar New Year as well as many others.

If you would like to be a part of the planning process, contact the Recreation Program Coordinator at 215-707-8442 or email sfc@temple.edu or visit our website: http://www.temple.edu/studentaffairs/studentcenters/sfc/programming.html for additional information.

The SFC Activities and Operations Office also sponsors over 85 different HSC campus student organizations for the Medical, Dental, Pharmacy, and Podiatry Schools. Each year these organizations receive allocations to program events on and off campus. Please visit: http://www.temple.edu/studentaffairs/studentcenters/sfc/studentorgs.html for more information.

TEMPLE’S HISTORY

A Century of Professional Progress
Temple University was founded in 1884 by the Rev. Russell H. Conwell, clergyman, educator, and author of the famed oration, “Acres of Diamonds.” It was Pastor Conwell’s purpose to make quality education available to all intellectually capable people, regardless of ability to pay. This has remained one of Temple’s major goals over the years.

Temple University School of Medicine opened its doors to students on September 16, 1901. The first coeducational medical college in Pennsylvania, it began as a night and weekend teaching venture to accommodate working people. Classes were held initially in College Hall, next to Conwell’s Baptist Temple Church, and clinical instruction was given at the Samaritan Hospital farther north on Broad Street. The original medical school faculty numbered twenty with thirty-five students enrolled during the first year. In 1904 two men who had entered with advanced standing, Frederick C. Lehman and Frank E. Watkins, became its first graduates. Two years later two women - Sara Allen and Mary E. Shepard - completed the full course and were among fourteen that received M.D. degrees.

An Act of the Pennsylvania Legislature in 1965 designated Temple University a state-related institution in the Commonwealth System of Higher Education. Temple Medical School, now a component of Temple University Health Sciences Center, has about 450 full-time faculty and 1,500 volunteer faculty, with 200 students in each medical class. Over 10,000 living medical
graduates are practicing in the fifty states and other parts of the world. Over the last few decades, Temple significantly modernized the Temple University Hospital. The Temple Children’s Medical Center and Shriners Hospital were also opened and were dedicated to serving the unique health care needs of our community. During its tenure, the Children’s Hospital served thousands of children and families in North Philadelphia after being the sole place open to serving all the children in our community. Financial realities in our city and our nation forced the Children’s Hospital to close, though Shriners continued to work. Temple now works again with St. Christopher’s Hospital for Children to assure the health care needs for our children are met. Multiple affiliated institutions remain strong and active to enhance teaching, service and research.

Finally, the 2009-2010 academic year brought the creation of the new Medicine Education and Research Building. This state-of-the-art building, which supports both the areas of research and education in modern and dynamic ways, came to be in large part because of the hard work and monetary donations of current faculty and alumni. This is yet another tribute to the TUSM’s commitment to education and service.

Temple University School of Medicine Today
TUSM has three major interrelated missions: To provide an excellent student-centered education in medicine and the biomedical sciences to a diverse body of students, instilling in them an ethic of human service and lifelong learning, and preparing them for careers as clinicians, researchers and/or educators; To discover new knowledge that advances both medical science and clinical care; and To provide superb health care to people in our surrounding communities and beyond. TUSM takes pride in the excellence of its teaching, service and research programs. It is fully accredited by the Liaison Committee on Medical Education. It employs 425 full time faculty, 50 part time faculty, 973 volunteer faculty, and 875 staff. Each year it admits 200 physician assistant students and approximately 24 graduate students. Reflecting the excellent quality of a Temple medical education, its MD graduates are highly regarded by competitive residency training programs, and have made significant career contributions to both medical practice and medical research. Many have become department chairpersons, deans and vice presidents of major academic medical centers.

Looking toward the future, Temple has developed an Integrated Curriculum that was introduced in Academic Year 2005-06 and continues to evolve with incorporation of clinical simulations and newer teaching modalities. It is expanding its research enterprise and enlarging the size of both its clinical and research faculty into its new medical school building. These investments will enable Temple to be faithful to its missions for many years to come.

Temple University School of Medicine Physician Assistant Program
Predictions of growing physician workforce shortages have led to innovation in medical practice design and the call for expert physician extenders. This need is most pressing in Temple’s historically underserved urban community. When coupled with the Institute of Medicine’s call for patient-centered, inter-professional education and care, Temple made the intuitive link between the education of the trainees who will practice in these teams and the eventual practice setting. In 2014 Temple University gave approved for the development and implementation of a Physician Assistant Program at the School of Medicine (TUSM). Plans were made to build on a
history of excellence in medical education and develop and deliver a Physician Assistant (PA) Training Program, which will lead to a Master of Medical Science degree in Physician Assistant Studies.

It is Temple’s commitment to this PA training program, housed within School of Medicine, that together with TUSM’s reputation for excellence in medical science, clinical education and unparalleled commitment to the urban, underserved community will yield uniquely trained, intensively clinical, and highly educated Physician Assistant Graduates. The curricular design of the program brings medical students and physician assistant students together to learn, as they will practice. The Master of Medical Science degree in Physician Assistant Studies is a full-time, 26 consecutive month program. It is divided into two major sections: the Preclinical Curriculum (over 14 months) and the Clinical Curriculum (over 12 months).

This new Masters in Medical Science program will serve to: train outstanding PAs who will enhance patient care in our North Philadelphia community and beyond; facilitate innovative curriculum with the use of inter-professional exercises; and utilize existing School of Medicine faculty, clinical training and physical plant resources.

The Physician Assistant Program is a developing PA Program and has applied for provisional accreditation. The ARC-PA site visit is scheduled to take place in July 2015. A decision regarding provisional accreditation status will be made by April 1, 2016. Pending provisional accreditation status, it is anticipated that the first cohort of students will enter the program in the summer 2016 and will graduate in August 2018. It is planned that approximately 20 students will matriculate in the program in the first year, ultimately with a capacity for 50 students per year. Please see the Accreditation status in this handbook for more information.
FINANCIAL AID, TUITION, & STUDENT RECORD POLICIES

Bursar’s Office
The Bursar’s Office is where students will pay their tuition bills and sign their student loan checks (if not electronically transferred by the lender). Main offices are listed below; however, your loan checks will only be available to sign at the Medical School Office – Health Science Center location.

Locations:

Health Sciences Center
Location: Kresge Building, First Floor
Hours: 9:30 am to 3:30 pm (Closed from 1:00 pm to 2:00 pm)
Phone: 215-707-3123

Main Campus
Location: Carnell Hall, Room 115
Hours: 8:30 am to 5:00 pm
Phone: 215-204-7269

Payment Methods

“Quick-Drop” Payment Box
Available at the Main Campus office location only. If you are paying by check, you may attach your check to your bill, place it in the envelope and insert into the box to avoid standing in line. Payments are processed daily and your canceled check will serve as your receipt.

Online Payment
Students also have the ability to pay their tuition and fees online via TUportal and TU Pay. Once you are logged into the TU Pay site, select the Make Payment option. You will then be able to make your payment by credit card or electronic check and your account will be updated in less than an hour. Credit card payments are subject to a 2.75% fee. No fee is charged for e-check payments.

Financial Aid Refund
If you are eligible for a financial aid refund, you can also sign up for direct deposit via TUportal account. All you need is your bank account and routing information (for checking or savings account) and a temple.edu email address. Once your refund is processed, it will be deposited into your personal account within 48 hours.

Please visit the Bursar’s Office website at www.temple.edu/bursar for more information.

Medical School / PA Program Financial Aid Coordinator
Financial Aid Coordinator
MERB Suite 329
3500 North Broad Street
Philadelphia, PA 19140
(215) 707-7846/0749 – General Questions
(215) 707-7846 – Appointments
sfsmed@temple.edu (e-mail)
Billing Inquiries
Bills are due in full and payable by the due date. Usually, this date is no later than the first day of the semester. All expected financial aid including loans for which an application has been submitted will appear on your billing account statement. If your bill is not paid by the due date, installment or late fees will be assessed. A financial counselor can review your bill with you, explain tuition payment plans, and assist with payment problems.

Financial Aid Applications and Awards
There are several different types of aid programs available to health professions students. The SFS Office recommends you make an appointment, either in person or for a phone consultation, to speak with the Medical School Financial Coordinator to discuss all of the options available to you. For all Temple University Medical School aid programs, as well as loan programs such as the Federal Subsidized Stafford and Unsubsidized Stafford Loans, and alternative supplemental loan programs, the following must be completed each year:

Free Application for Federal Student Aid (FAFSA):
Students may file the FAFSA form online at www.fafsa.ed.gov. The deadline for completion for University based aid consideration for all new and returning students is March 1st preceding the next academic term. The information submitted allows need analysis to be done through a federally approved formula. If you are applying for financial assistance through the School of Medicine, University-based programs or Title VII government programs, you must complete all student and parent sections on the FAFSA, regardless of your dependency status.

Income Documentation:
If requested, signed photocopies of appropriate prior year federal 1040 tax return transcripts and W-2’s must be submitted to the SFS Office as soon as they are available. Please visit www.IRS.gov website and click on “Order a Transcript” or call 1-800-908-9946. Use Form 4506-T to order a transcript or other return information free of charge. You can quickly request transcripts by using automated self-help service tools. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return only, not a fee for a tax transcript. Students applying for School of Medicine, University-based programs and Title VII programs are strongly encouraged to provide copies of their own and their parents’ 1040 tax transcripts and W-2’s. If a tax return is not required to be filed by either the student or parents a non-filer statement is necessary.

Guidelines For Awarding Temple University School Of Medicine-Physician Assistant Program Scholarship Monies To Physician Assistant students
The Temple University School of Medicine is committed to providing scholarship support to its physician assistant students. In consultation with Student Financial Services – Financial Coordinator Office, scholarship funds will be assigned to students by the Senior Associate Dean of Admissions and the Senior Associate Dean of Student Affairs. Grant and loan funds that are to be distributed based solely on financial data are to be distributed by Student Financial Services. The following guidelines will assure appropriate distribution of the scholarships:
1. Only students in good academic standing are assured eligibility for medical school scholarships. Any student who has a scholarship who is not in good academic standing may lose that scholarship. All students not in good academic standing holding scholarships will be reviewed by a scholarship committee appointed by the Associate Dean of Student Affairs in consultation with the Associate Dean of Medical Student Education and the Associate Dean of Admissions.

2. Students may be in good academic standing without successfully completing all coursework. Any student who has not successfully completed all academic requirements (even though s/he may be in good academic standing) is at risk of losing scholarship funding for the next academic year.

3. All scholarships with restrictions and limitations will be awarded in strict compliance to those restrictions and limitations. Where possible, academic success and financial need will be considered.

4. Each year a specific amount of scholarship funding will be designated for distribution to the incoming physician assistant class. This distribution will be done by the Associate Dean of Admissions and the Associate Dean of Student Affairs in consultation with Student Financial Services – Financial Coordinator Office. The criteria will combine academic credentials and financial need. The remaining scholarship funds are to be distributed among the second year students as follows:
   a. The amounts given to each student will also be determined yearly by the Dean’s Office and the Financial Coordinator Office of Student Financial Services.
   b. Whenever possible, students funded for one year will continue to be funded unless there is no longer a significant financial need or s/he has not successfully completed all academic requirements (see paragraph 2, above).
   c. Scholarships awarded to second year students who have not received scholarships previously will be based upon the student’s academic performance, service, and financial need.

All questions about allocation of scholarships should be directed to the Senior Associate Dean of Student Affairs.

**Debt Management Counseling Services**

The Financial Coordinator - SFS Office is responsible for counseling student loan recipients about their rights and responsibilities for timely loan repayment, based on federal loan regulations and University policy. To achieve this goal, entrance interviews for new students to Temple University and exit interviews prior to graduation for those who receive Federal Student Loans are required. The exit interview consists of a discussion of your rights and responsibilities under each program and your obligations in repaying all loans. Completion of both of these requirements can be accomplished online at [www.studentloans.gov](http://www.studentloans.gov). The Office also provides periodic online newsletters concerning debt management issues, budget analysis and federal regulations and policies.
Payment Plans
A medical school education is a huge financial investment for a student. There are two payment plans available to students to assist them in paying their tuition and fee charges. A financial counselor in the Financial Coordinator - SFS office can work with students in determining if a payment plan is right for them. A basic description of the two plans follows:

University Deferred Payment Plan
If you are unable to pay the full amount owed before the semester starts, or have demonstrated expected financial aid covering your charges, you will automatically be enrolled in the University’s Deferred Payment Plan. Payment of 50% of the total amount due plus any prior semester term balances (less any anticipated financial aid) will be required plus a $25.00 non-refundable deferred payment plan fee. (If you are enrolled or register within two weeks of the start of the semester the initial required payment will be 50%). The balance must be paid in two monthly installments (only one installment if you enroll during the later time period); on the second bill of the semester students will be billed for remaining account balance. The remaining balance will be accompanied by an additional $20.00 non-refundable deferred payment plan fee. The University Deferred Payment Plan is interest free.

Temple Installment Payment Plan (TIPP)
This is an interest-free pre-payment plan administered by Higher Education Services, Inc. (HES) on behalf of Temple University. The plan allows up to 10 monthly payments starting in May towards current and future charges (five payments for fall semester and five for spring). Students can enroll to finance all or only a portion of tuition charges (minimum of $1,000.00). There is a $50.00 annual application fee and payments begin in May for the 10 month plan. Payments are made directly to HES. Please see TIPP brochure for more plan information via the Bursar Office website at: www.temple.edu/bursar.

Refund Policy
Students are eligible to receive a 100 percent refund of tuition costs for any withdrawal within the first two (2) weeks of the semester. There are no refunds of tuition and fees after that time, except as outlined in the University’s Tuition Refund Policy for medical reasons or death. In addition, students who withdraw or take leave after the first two (2) weeks are responsible for payment of all tuition and fees.

Refund Requests
Refunds from financial assistance or other sources of aid are processed through the SFS Office. The SFS Office can assist you in checking on the status of your student loans, your estimated refund for living expenses, or to help you manage your budget. In the event you are issued a refund check by the University and it is lost, the SFS Office can also work with you to replace it.

Direct deposit of refunds is available via Temple Electronic Direct Deposit (TEDD) service and is strongly recommended to prevent lost checks and encourage timely refunds.

Emergency Refund Advances
The Temple University Office of Student Financial Services maintains an emergency refund advance fund. These funds are short-term loans as described below. Funding is limited. Students
in need of emergency assistance should meet with the Financial Coordinator in the Medical School Office to see if they are eligible for an advance from the fund.

Emergency Refund Advances Policy

Recognizing the need to maintain an emergency refund fund for its students, Temple University School of Medicine establishes the following policy:

- The policies and procedures outlined below are undertaken in order to best serve the needs of all students, by assuring that adequate funds are available for those who need them.
- The Emergency Loan Program is administered by the Office of Student Financial Services.
- Except in the case of very unusual circumstances at the discretion of the Senior Associate Dean for Student Affairs, all students requesting an emergency refund must meet or talk with the Financial Coordinator in the Medical School at the Health Sciences Campus, in order to estimate the student’s need in consideration of pending financial aid. The Financial Coordinator will recommend the appropriate loan amount to the student. At the discretion of the Financial Coordinator, the student may also be requested to review his/her budget in order to determine the reason for the financial short-fall and to address ways to avoid a similar situation in the future. Emergency refunds will be made available no earlier than 30 days before the start of the semester.
- Except for extreme extenuating circumstances, the following policies will apply. Students who have applied for/been approved for financial aid to cover tuition, fees, and all other expenses, including the emergency loan, as determined by the Financial Coordinator, shall be eligible for an emergency refund(s) as follows:
  - Year II students: no more than two emergency refunds per semester, not to exceed a total of $2000.00 per semester. Year I students are not eligible for emergency refunds before the start of the fall semester.
  - Year III and IV students: no more than two emergency refunds per semester, not to exceed $4000.00 per semester.
  - Students will be asked to complete a promissory note before receiving any emergency refund(s). This process may be done either in person at the Student Financial Services Office (SFC, LB-41) or by mail. Facsimile promissory notes will not be accepted. For questions, students should call the Student Financial Services Office at 215-707-2667. To insure that emergency refund checks are disbursed on a timely basis, students will be required to provide an accurate mailing address to Student Financial Services. Checks should be received approximately seven (7) working days after receipt of a completed promissory note.
  - The loans are intended as short-term funds for true emergency situations. A student shall NOT be eligible for an emergency refund if: he/she failed to apply for financial aid on time; he/she has two outstanding emergency refunds or an outstanding prior tuition balance; he/she has not followed the procedures outlined above; he/she is not a matriculated student at Temple University School of Medicine. After March 1 of each year, no emergency refunds will be issued, except at the discretion of the Senior Associate Dean for Student Affairs, in consultation with Financial Coordinator - Student Financial Services.
• As stated on the promissory note, emergency refunds shall be interest free until such time that payment is due. For students with pending financial aid, the emergency refund shall be repaid automatically from the student’s account upon crediting of the aid on the student’s tuition account. Non-financial aid students will not be eligible for emergency loans. Failure to repay the loan by the due date will result in placement of a financial HOLD on the student’s records, retroactive to the date on which the loan was issued. This HOLD will prevent generation of transcripts or attendance verification and will block future registration.

• Students whose emergency refund(s) remain unpaid by the end of an academic year will be required to meet with the Senior Associate Dean for Student Affairs to ascertain the reason(s) for non-payment. As stated in #5, the student will not be permitted to register for the fall semester and will be placed on an administrative leave of absence (LOA).

• Failure to repay an emergency refund prior to graduation shall result in the withholding of medical school services, including diploma awards, attendance verification and transcript requests.

Third Party Billing
The SFS Office can assist you in coordinating your tuition payments and billing third parties if you are being sponsored by an outside agency. However, it remains your responsibility to cover your tuition bill.

In-School Deferment of Previous Loans
In order to defer a previous loan, a lending institution may request written verification of your enrollment. Contact Denise Green in the TUSM Office of Student Records, 328 MERB, or by e-mail at dmg@temple.edu for assistance.

EMPLOYMENT WHILE ATTENDING THE PA PROGRAM
In general, it is wiser for the physician assistant student to borrow or use other resources than to depend upon employment during their participation in the physician assistant program. This is especially true during the first year when the heavy study load and accelerated educational programs require a major adjustment for all new students.

Students are required to consult the program director if considering employment. When circumstances arise that necessitate a student to work during the didactic or clinical year, students are strongly discouraged from working at sites where PA program students are placed for rotations. In addition, students are strictly forbidden to use their affiliation with Temple University, the School of Medicine or the PA Program in any aspect of their employment.

Students must not substitute for or function as instructional faculty, or as clinical or administrative staff during clinical clerkships at any time while a attending TUSM physician assistant program.
OFFICE OF STUDENT RECORDS

Location
The TUSM Office of Graduate Studies is responsible for maintaining physician assistant students’ academic records, processing loan deferment forms, replacing missing photo identification cards and transmittal of official documents.

Location: MERB room 1111
Phone: 215-707-2423

Student Records
Student records are stored on the Temple University database, Self-Service Banner (SSB). Self-Service Banner is Temple’s interactive web-based student system that gives real-time access to most records. Students can use SSB to update address information and make payments with a credit card. It is also possible to view and print certain student records including the academic history in a composite format (similar to an unofficial transcript), financial aid application status and awards, and account balances. SSB access is available via the TUportal, the gateway to Temple’s other online services including Blackboard Course Management System, TUmail, and the Cherry and White Pages Directory.

The website address for TUportal is: http://tuportal.temple.edu. It is necessary to have an AccessNet username and password. AccessNet accounts can be activated at http://accounts.temple.edu/. Log into TUportal and look for the Introduction to Banner channel on the Student tab. The channel has a summary of SSB functions. Grades, once reported to the Office of , will be viewable on Banner.

Holds
System holds are placed on records for the following reasons:

**Tuition Delinquency** - *unpaid tuition, fees, health insurance*
Electronically prevents generation of transcripts, course registration, posting of a final “degree award” date; also stops processing of matriculation verification and loan deferment forms. Contact the Bursar’s Office (215-204-7269) to address problems in this area.

**Library Delinquency** - *overdue books and fines*
Electronically prevents generation of transcript, registration into appropriate class and courses and degree award; also stops processing of matriculation verification and loan deferment forms. For assistance, contact the Library Circulation Desk (215-707-2665).

**Student Loan Paperwork** - *non-compliance with federally mandated debt counseling interviews*
Electronically prevents generation of transcript, registration into courses and degree award. For assistance contact Student Financial Services (215-204-2244).

**Financial Aid Office** - *failure to submit required documentation*
Electronically prevents generation of transcripts, processing of matriculation and loan deferment forms, registration. For assistance, contact Student Financial Services (215-204-2244).

**Bad Address** - *incorrect address information in the University’s database*
Electronically prevents registration. Students can update address information via Self-Service Banner. For assistance if you are having difficulty making the changes, contact the Office of Student Records (707-2079).
**Student Health** - unpaid fees for services, failure to receive PPD screening. Electronically prevents generation of transcript and registration. Contact Student Health Services (215-204-7500) for assistance.

**Transcripts**

**Official Transcripts**

Official transcripts of a student’s academic history are issued only upon written request of the student and are sent directly to another educational institution, state agency or potential employer. Temple University has authorized an outside vendor, Parchment, to provide transcript ordering via the Web. For information and instructions about ordering transcripts, log on to the Main Campus Office of the Registrar website at [http://www.temple.edu/registrar/](http://www.temple.edu/registrar/) and click on the link for Transcript Services, and then find the link for the Parchment. The cost per transcript is $8.25.

Temple University adheres to the Federal Educational Rights and Privacy Act (FERPA) to ensure that confidentiality of academic records is maintained.

**Confidentiality and FERPA**

Temple University keeps educational records to facilitate the development of our students. Confidentiality of those records is maintained by the University according to federal law, The Family Educational Rights and Privacy Act (FERPA) of 1974.

FERPA provides the following rights for students and for the parents of dependent students attending Temple University:

- The right of a student, with minor limitations, to inspect and review his or her education records;
- The right to request amendment of a student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- The right to withhold the disclosures of personally identifiable information contained in the student’s education records.

When a student enters Temple University, regardless of age, FERPA rights transfer from the parent to the student. Therefore, the University cannot disclose a student’s education records, including grades, without the written consent of the student.

For more on FERPA rights and how students may submit a contact waiver, please visit: [http://www.temple.edu/studentaffairs/orientation/parents-and-family/ferpa-information.asp](http://www.temple.edu/studentaffairs/orientation/parents-and-family/ferpa-information.asp)

For in-depth information regarding FERPA policy, please go to [http://policies.temple.edu/ferpa/](http://policies.temple.edu/ferpa/) (PDF)

**Enrollment Verification**

Students in need of enrollment verifications should contact Tracy Burton in the TUSM Office of Graduate Studies, 1111 MERB, or by e-mail at [tyburton@temple.edu](mailto:tyburton@temple.edu).
Registration/Payment Methods

Students’ registrations are not finalized until all applicable tuition and fees are processed by the Office of Student Financial Services. Failure to satisfy all financial obligations when due will result in withholding of official transcripts and diplomas, and denial of the right to register for future sessions.

Financial aid, checks, cash and money orders are acceptable forms of payment. Checks or money orders should be made payable to Temple University. The University will not accept credit card payments directly or via the phone for payment of tuition and fees that appear on the billing statement. Credit card payments can be made via TUPay through the TUportal only and are processed by the University’s vendor.

Students are charged a convenience fee of 2.75% in addition to tuition and fees charged for this service by the vendor. No fee is charged for e-check payments.

MasterCard, Discover and American Express are accepted. VISA credit, debit and check cards are not accepted. Credit card payments are not accepted in person by the cashiers at any of the Bursar’s Office locations, and will not be accepted via telephone through the Diamond Line or through the Bursar’s Office phone line.

Third Party Payments are acceptable. An approved letter/contract authorizing Temple University to bill the third party must be presented to the Office of Student Financial Services by the due date of the bill.

In-State/Out-of-State Residency Status

A student is classified as a Pennsylvania resident for tuition purposes if his/her permanent, legal residence is in Pennsylvania. In-state residency is generally established within the context of the following overall guidelines:

A student who has resided in Pennsylvania for a purpose other than pursuing higher education for a continuous 12-month period immediately prior to registration at Temple or any other college or university within the state is presumed to be a resident of Pennsylvania. A student who comes to Pennsylvania primarily or solely for the purpose of pursuing his/her education will not be considered a Pennsylvania resident for tuition.

Students under 22 are presumed to have the domicile of their parents or guardians. A student who receives financial aid based on residence in a state other than Pennsylvania may not be considered a resident of Pennsylvania.

A student attempting to establish Pennsylvania residency must be a citizen of the United States or must hold a valid immigration visa. A student who does not qualify for such presumption must present convincing evidence to establish Pennsylvania residency. Such evidence may include some or all of the following: lease or purchase of a permanent Pennsylvania residence; payment of Pennsylvania taxes; transfer bank accounts, stock, automobile, and other registered property to Pennsylvania; acquisition of Pennsylvania driver’s license; registration to vote in the State of Pennsylvania; acceptance of permanent full-time employment in Pennsylvania upon graduation; continuous presence in Pennsylvania during significant periods when not enrolled as a student; membership in Pennsylvania social, athletic, civic, political, and/or religious organizations; an affidavit of intention to reside indefinitely in Pennsylvania.
Further details are online at: [http://www.temple.edu/registrar/students/registration/residency/](http://www.temple.edu/registrar/students/registration/residency/).
Specific questions pertaining to Pennsylvania residency status should be directed to the Main Campus Office of the Registrar at 215-204-1131.

**Student ID Cards**
Student identification cards are issued to new students upon registration into the first semester, and are distributed during new student orientation. **The original photo ID is issued free of charge.**

If an ID card is lost, you may apply for a replacement in the Office of Student Records (OSR), Room 328 MERB. **There is a $20 replacement fee for each reissued card. Cash or checks payable to Temple University must be submitted to the Kresge Cash Operations window, lobby level of the Kresge Building. Please bring your receipt with you to the Office of Student Records at the time the replacement request form is completed.**

**STUDENT HEALTH ADMINISTRATION SERVICES**

**Immunization Requirements**
Prior to physician assistant program matriculation, students will receive a letter and two forms from Temple University’s Student Health Services. The first form is an immunization record. The second form is the physical examination form.

It is the policy of Temple University Physician Program and Student Health Services (SHS) that all students enrolled in the Physician Assistant Program are compliant with the mandatory prematriculation and annual immunization requirements outlined below.

**I. Prematriculation requirements**

A. **Measles, Mumps, Rubella (MMR)**
   All newly enrolled or re-enrolled students born after 1956 are required to show proof of two vaccinations for Measles, Mumps and Rubella. Laboratory test results (titers) are also required to confirm immunity.

B. **Hepatitis B**
   All newly enrolled or re-enrolled students are required to show proof of receiving three doses of the Hepatitis B vaccine. Laboratory test results (titers) are also required to confirm immunity.

C. **Varicella (Chicken Pox)**
   All newly enrolled or re-enrolled students without a documented history of having had Varicella in childhood are required to receive two doses of chicken pox vaccine. One dose is sufficient if given prior to the age of 13. Laboratory test results (titers) are also required to confirm immunity for all students regardless of disease history.

D. **Diphtheria, Tetanus, Pertussis (Tdap)**
   All newly enrolled or re-enrolled students should have received a primary
series of Tdap, DT, or Td and a Tdap booster within ten years.

E. Tuberculosis (TB)
   All newly enrolled or re-enrolled students will be screened for TB. This screening will be performed in Student Health Services on all students after matriculation.

F. Meningococcal
   Law of the Commonwealth of Pennsylvania requires all college students assigned to University-owned residential housing to receive information about meningitis/meningococcal disease and the vaccine, and to either receive the vaccine before coming to college, or sign a waiver declining the vaccine.

G. Prematriculation Physical
   All newly enrolled or re-enrolled students will complete the physical form sent to them and return it to SHS.

II. Annual Immunization Requirements
   H. All students will be screened for TB annually with yearly PPD testing.
   I. All students are required to receive annual Influenza vaccination.

III. Implementation
   A. All prematriculation forms will be reviewed annually by the HSC SHAC. Final forms will be given to the PA Program Director and/or Manager during the spring of each year. The Program Manager will then distribute the forms and ensure that all students receive the forms for completion prior to school entry.

   B. Completed forms are sent to Student Health Services.

All required information and forms must be completed and sent to:

<table>
<thead>
<tr>
<th>Temple University Student Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Faculty Center, Lower Basement Rm. 43</td>
</tr>
<tr>
<td>3340 North Broad Street</td>
</tr>
<tr>
<td>Philadelphia, PA 19140</td>
</tr>
</tbody>
</table>

IV. Enforcement
   A. The members of the HSC SHAC will be given compliance lists on a regular basis. The list will identify which students have not complied with either the prematriculation or annual immunization requirements. Individually addressed letters in sealed envelopes detailing the specific requirements that each student is not compliant with will be provided to the PA Program Director and/or Manager. Letters will be given for first year students only, compliance lists for all students will be provided on a regular basis.
Health Insurance

It is medical school policy that all students are required to carry health insurance.

Health Insurance Options

Physician assistant students can enroll in one of the following University-offered plans and information for the plans can be found at the website:

http://www.temple.edu/hr/students/healthinsurance/medical.htm

Students can opt for outside health insurance (students MUST provide certification of outside health insurance in the open enrollment period).

Health Insurance Billing

If students choose to enroll in one of the school-sponsored plans, they must enroll via the Blue Cross web site.

- Health insurance premiums are billed separately from your tuition bill
- Health insurance bills will be sent monthly to you directly from Independence Blue Cross
- Students are responsible for paying the monthly premium directly to Independent Blue Cross

Student Accident Insurance & Medical School Disability policies:

- All students are automatically enrolled in both of these plans and do not have the option to waive either plan
- Students are automatically charged the twelve (12) month premium for both plans on the fall tuition bill.
- Student Accident Policy Insurance information:
  www.temple.edu/studenthealth/HSC_needlestick.html

**If outside medical coverage is lost for any reason, you should contact Dianne Butera at dbutera@temple.edu or 215-707-8220. The benefits office may also be contacted if any changes to health insurance coverage need to be made during the year (due to family status change, etc.)

Student In-House Health Services

Basic health care for students is provided through the Student Health Services office at Temple University Health Sciences Center. The service is designed to offer students easily accessible care at low costs. Routine appointments and same-day care is available. Referrals for specialty care are made through Temple University General Internal Medicine.

TUSM PA students are provided health care through Temple University’s Student Health Services. Providers in these facilities have no evaluative responsibility within the PA program. If specialty services are required at any point, referrals are made to appropriate TUSM faculty. If for any reason a faculty member is working with any TUSM student that they have provided care for, they have an “opt-out” option in the student clinical evaluation form.

Physician Assistant Program faculty are not to participate as health care providers for students in the program. In addition, PA program faculty does not have access to student health data or records. The only exception of access is for immunization and tuberculosis
screening results, which are maintained and released with written permission of the student to clinical sites that require such documentation.

It is the policy at Temple University School of Medicine that physician assistant students are charged “insurance only” by members of the professional faculty. The policy for the spouses and children of physician assistant students is not formally established as “insurance only,” although departments may provide this service. The exceptions to this are the Department of Psychiatry where physician assistant students are seen initially at no charge and variable charge thereafter, and the Department of Ophthalmology, which has no charge for illness and offers a 50% discount for refractions.

Students may make appointments to see physicians in the Department of Obstetrics and Gynecology (215-707-3007) and the Department of Psychiatry (215-707-3364) directly or through Student Health Services. Remember to identify yourself as a physician assistant student if you call a department directly.

**During times when Student Health Services is closed, the Emergency Department will attempt to give students with non-urgent problems as much priority as possible. However, our Emergency Department has a very high percentage of emergency and urgent cases. Students, therefore, must be aware that there may be a substantial wait for a non-urgent problem.**

To facilitate your being seen in the Emergency Department in as timely a fashion as possible, you should go to the Triage Office, identify yourself as a physician assistant student and bring your insurance card with you. The Emergency Department is not to be used in lieu of Student Health Services.

**Student Health Services Staff**

Dorrit Sterner, M.D.
Eileen Hyams Kolick
215-707-4088

**Dental Services**

**Dental School Clinic: 215-707-2900**

- No discount is offered
- Emergency care Monday through Friday, 8:30 am - 4:30 pm (first-come, first-serve)
- Routine and special care by appointment

For urgent dental care at nights, weekends, and holidays, go to the Emergency Department, Temple University Hospital.

**Mental Health Resources**

**Psychiatric Services**

Center for Professional Development
Phone: 215-834-7979
Hours: By appointment only
Location: Kresge, Room # 220
Consultation, Evaluation and Treatment for:
Depression, Anxiety, Academic difficulties.

Tuttleman Counseling Services
215-204-7276
5\textsuperscript{th} floor of 1810 Liacouras Walk
Main Campus of Temple University

Tuttleman Counseling Services (TCS) is located on Main Campus at 1810 Liacouras Walk, 5\textsuperscript{th} Floor. TCS is a comprehensive provider of mental health services including individual, group, and couples counseling as well as psychiatric services. TCS provides consultation on mental health issues, for students, families, faculty, and staff. All services are free and confidential.

Please note that the point of entry for all services provided at TCS is Walk-In Clinic, which is available Mondays, Tuesdays, Thursdays, and Fridays between 10 am and 1:30 pm; Wednesdays between 9 am and 12 pm; Saturdays between 9 am and 12 pm (during the Fall and Spring semesters only).

Once you arrive, you will be asked to complete a brief intake assessment on the computer, wait to meet with a counselor to discuss your concerns, then collaboratively decide on next steps, which might include scheduling you to meet with a counselor to begin a course of treatment. Evening appointments are available on Tuesdays and Wednesdays until 8:00 pm. If any additional information is needed, please feel to contact TCS at 215-204-7276.

\textit{Evenings, Weekends, and Holidays}
Phone: 215-707-2577
Ask for: resident on call
Location: 1\textsuperscript{st} Floor Tower Building, Episcopal Campus

Emergency psychiatry care is available at the Crisis Response Center located at the Episcopal Campus.

\textbf{**Remember to identify yourself as a physician assistant student if you call a department directly!!!**}

\textbf{Student Health Advocacy Committee (SHAC)}
Temple University School of Medicine is committed to providing services that will help to maintain the physical and mental health well-being of all of our physician assistant students. SHAC’s mission is to promote student wellness and to protect students and patients from harm due to impairment. SHAC will play an active role in assessing a developing program, which will help prevent student impairment. This should involve educational efforts to teach students and their families about the pressures and conditions in medical school and in practice which make future physicians prey to alcoholism and drug abuse. Educational programs may include lectures, seminars at orientation, or seminars during the academic year.

Regarding the impaired student:

• TUSM is motivated by the humanitarian concern for the impaired student, the student’s family, and the public.
As future practitioners of the healing arts, we, more than any other group, should favor treatment and/or rehabilitation of our afflicted colleagues whenever possible.

All actions taken by Temple University School of Medicine on behalf of the impaired student will preserve the student’s right to continue in the educational program upon recovery or remission.

Alcoholism and drug abuse problems represent forms of illness that may be unrecognized, ignored, or untreated.

We encourage all impaired students to seek help and cooperate in treatment using all means at the disposal of Temple University and the School of Medicine.

We favor the earliest possible intervention in cases of student impairment while personal, financial, mental and physical resources are intact and before damage has been done to self or the public.

All actions taken in the area of impaired physician assistant students by Temple University School of Medicine are intended to protect the public interest and the integrity of the medical profession.

Referral of a student to the Dean of the School of Medicine for further action should only be considered when the impaired student refuses assistance as determined by the sub-committee for the impaired student.

Sub-committee for the Impaired Student

The SHAC committee will also serve as the committee for the impaired student. A new committee can be formed by the chair of the SHAC committee if he/she determines that it is necessary due to a conflict of interest or needed increased confidentiality. Faculty members are to be appointed by the chairperson of SHAC and a chairperson of the sub-committee will be identified if this committee is needed.

The sub-committee will function as a peer support organization and establish a program for identifying and contacting students who have become impaired and offer rehabilitative help to such impaired students.

The sub-committee will also refer impaired students to the Dean when intervention by the Student Health Advocacy Committee and reasonable rehabilitative efforts fail.

Case Identification

The process of identifying alleged impaired students must be conducted with strict confidentiality.

Self-referral

An impaired student seeking help from the Sub-Committee may call or contact in person any member of the committee. A list of committee names and phone numbers is distributed to all students annually. The committee member and/or chairperson shall inquire about the nature of the student’s illness or problem and discuss with the student his or her willingness to undertake appropriate treatment, as recommended by the Physicians’ Health Program.

Involuntary Referral

The Sub-Committee accepts from any reasonable party (e.g., physician, medical school administration, physician assistant student, other medical school professional staff, patient, student’s spouse, etc.) information concerning an alleged impaired student. Said party shall call or contact a member of the Sub-Committee in person. The contact
will be asked the name of the student thought to be impaired and the general nature of the complaint. The contact will be assured he/she will remain anonymous.

Case Evaluation
In the case of involuntary referral the Sub-Committee Chairperson or his/her designee conducts the process of verification of the complaint within thirty days of the contact. The Sub-Committee member investigating the case evaluates the information, with the assistance of other members of the Committee as he/she deems necessary. Insofar as possible, the Committee should use firsthand information, to evaluate a case. All information gathered by the Sub-Committee will be treated as confidential. The Sub-Committee Chairperson is responsible for reporting the disposition of all contacts made to any member of the committee at the meetings. This will assure that case evaluations and follow-up are conducted.

Intervention
In the case of involuntary referral, if sufficient cause exists to justify contacting the student thought to be impaired, a member of the committee will be designated to speak with the student. It is the responsibility of the committee or a designated member/members to:

- Meet with the family members and others in an appropriate setting with the permission of the impaired student to present that student with the documentation that impairment exists, and to express the concerns of his/her colleagues and family.
- Regardless of the referral source, it is the responsibility of the committee or a designated member/members to:
  - Encourage the impaired student to seek help voluntarily, or assist him/her into active treatment;
  - Maintain and encourage his/her cooperation in treatment;
  - Make every effort to assist the impaired student to continue his/her education insofar as he/she is considered able to do so by the physician in charge of the treatment;
  - Refer the impaired student to the Physicians’ Health Programs for assessment/treatment recommendations.

If treatment requires a leave-of-absence, to support the impaired student to request the leave from the Dean’s Office. The Dean’s Office shall not be informed as to the specific reason for the leave.

Case Follow-up
The Sub-Committee is responsible for monitoring the effectiveness of the impaired student’s treatment plan. The Sub-Committee is responsible for requesting appropriate follow-up from the Physicians’ Health Program (through the Pennsylvania Medical Society) as deemed necessary by the committee. This may take the form of requesting no contact unless a problem arises or requesting periodic monitoring, depending on the nature of the case. Monitoring may be requested verbally or in writing.

When a student referred to the Sub-Committee is considered rehabilitated and restored to be able to continue the educational process, the committee’s intervention is concluded. This may require two to three or more years. All records shall be maintained until the conclusion of the case follow-up. The Sub-Committee may request that the impaired student permit the committee Chairperson to have access to the student’s Office of Faculty and Student Records’ file for purposes of monitoring the physician assistant students’ performance on the clinical rotations. The Physicians’ Health Program will serve as a resource to the impaired student for assistance with issues related to applying for residency and obtaining medical licensure.

When all efforts fail and the degree of impairment of the student’s performance threatens the public trust, the matter will be reported to the Dean’s Office. All cases brought before the Dean shall be managed in accordance with the Grading and Promotional Policies of Temple University School of Medicine.
HIV/AIDS Policy

I. Introduction
Temple University School of Medicine hereby establishes the following policy concerning HIV/AIDS (Human Immunodeficiency Virus / Acquired Immune Deficiency Syndrome). This policy has been developed based on the HIV/AIDS policy of Temple University Health Sciences Center.

II. Non Discrimination
The School of Medicine shall not discriminate against any person on the basis of HIV status.

III. Employees and Students
No person shall be subject to adverse employment or education actions solely because of a non task related disability. Reasonable accommodations will be made for employees and students with HIV disease consistent with the current state of knowledge on transmission of infection.

IV. Treatment of Persons with Known or Suspected HIV Infection
No patient will be denied medical or health care at Temple University School of Medicine on the basis of HIV status, or willingness to undergo HIV testing.

V. Confidentiality and Disclosure
The School of Medicine shall maintain confidentiality regarding HIV testing, HIV status, or AIDS related conditions of its employees, students and patients in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of the Temple University School of Medicine, Temple University Health Sciences Center, and Temple University.

VI. HIV Testing
Temple University School of Medicine shall not require a test for verification of HIV status for the purpose of attaining or maintaining employment, academic admission or continued matriculation.

VII. Sharps Injuries
The policy of the School of Medicine for medical students sustaining sharps injuries is described below: Management of Occupational Exposure to Blood and/or Body Fluids.

VIII. Education
Consistent with its educational mission and applicable laws, the School of Medicine will provide, or arrange for, specific HIV/AIDS education for all students and employees of the School of Medicine. This will include knowledge of HIV infection and transmission, AIDS and universal precautions. All units will also maintain procedures for students and employees for the implementation of universal precautions.

Bloodborne and Airborne Pathogens Training
Procedures for care and treatment after exposure and the effects of infectious/environmental disease are addressed in the Temple University School of Medicine AIDS Policy/Management of Occupational Exposure to Blood and/or Body Fluids described below.
Further, through consultation with the Class Officers, the Director of Infection Control, and Student Health Services, the Medical School has implemented a comprehensive program of education about methods of prevention and control since students are now exposed to patients earlier in their medical school careers, and, while they are not covered by Occupational Safety and Health Administration (OSHA) regulations, they are increasingly being asked to demonstrate proof of training in bloodborne and airborne pathogens prior to taking clinical rotations and electives.

The Year I class receives bloodborne and airborne pathogens training during orientation. These students also have instruction about infection prevention and control, basic infection and prevention control principles and practices and more in-depth discussion about HIV, hepatitis B, and hepatitis C as they relate to occupational exposure issues during the Microbiology course.

These measures have been developed to best assure that students are given appropriate education about preventing exposure to infectious and environmental hazards and to best support the students and the patients with whom they come in contact.

Management of Occupational Exposure to Blood and/or Body Fluids

Needle stick injuries
A student who has been exposed to blood and/or body fluids due to percutaneous injury (e.g., needle stick or cut with a sharp object), or contact with mucous membranes (e.g. eye, mouth) or non intact skin, should report the incident promptly to his/ her supervising resident and/or attending physician. The supervising resident or attending physician will then complete an Incident Report form (for Non Employees) and will arrange for the exposed healthcare student provider to be seen by either Occupational/Employee Health or the Emergency Department for immediate follow up care and necessary blood tests. Student Health Services will be responsible for continued management and blood testing of the exposed healthcare student at 3 months, 6 months and one year.

Definitions
HIV = HUMAN IMMUNODEFICIENCY VIRUS
HBsAG = HEPATITIS B SURFACE ANTIGEN
RPR = RAPID PLASMA REAGIN
HBIG = HEPATITIS B IMMUNE GLOBULIN
EHCS = EXPOSED HEALTH CARE STUDENT
THCP = TREATING HEALTH CARE PROVIDER
HCV = HEPATITIS C VIRUS
PEP = POST-EXPOSURE PROPHYLAXIS

Procedure
1. A student who has had an exposure to blood and/or fluids will immediately remove soiled clothing and wash the exposed area with soap and water. The student must notify his/her immediate supervising resident and/or attending physician as soon as possible (during the same shift that the incident occurs).
2. After notifying his/her immediate supervising resident and/or attending physician, the EHCS will be seen immediately by the Occupational/Employee Health Department (8:30 am – 4:30 pm Monday – Friday) or the Emergency Department all other times. An exposure should be
viewed as an emergency pending evaluation; thus, this evaluation must be done immediately. At the time of evaluation, it will be determined if post-exposure prophylaxis (PEP) is indicated. If PEP is offered, the EHCS and the TCHP will discuss the potential risks and benefits associated with PEP. If the EHCS chooses to undergo prophylaxis, the EHCS will be started immediately on PEP, (preferably within two hours of exposure). Students will be responsible for the cost of their laboratory studies and medications.

3. There are different schools of thought regarding whether to recommend PEP for exposed health care providers. The differences are due to limitations on current knowledge regarding the risk of transmission of HIV, the ability of PEP to prevent HIV infection/disease, and the toxicities associated with therapy. Due to the seriousness of infection with HIV and because PEP has been shown to have a synergistic anti-viral effect in the treatment of persons with HIV disease, PEP may modify the course of HIV infection. Most, but not all, toxicities associated with PEP on a short-term basis appear to be reversible. Decisions regarding PEP will be made on a case-by-case basis.

4. The Incident Report form (Non Employees) must be completed from the information supplied by the EHCS to the supervising resident and/or attending. If known, the source of the blood and/or body fluids (patient’s name and room number) must be included on the Incident Report to facilitate proper follow up management of the exposure by Occupational Health or Student Health Services. The supervisor, after completing the information on the Incident Report form, will forward the appropriate copies to the individuals identified on the form. Student Health Services should also receive a copy of the Incident Report in order to ensure proper follow-up.

5. It is the responsibility of the EHCS to notify Occupational/Employee Health (or the Emergency Department during off hours) of the incident, providing the name and room number of the source patient, if known. The TCHP will then contact the clinical laboratory to determine whether blood on the source patient is available, and if so, request them to hold such specimens for future testing if necessary. Finally, the THCP will contact the resident or attending caring for the source patient to advise him/her of the need to counsel, obtain informed consent for testing, and arrange follow-up for the source patient.

6. If an EHCS believes he or she has experienced an exposure to blood or body- fluids, then the EHCS needs to have this exposure certified by the TCHP in accordance with the Confidentiality of HIV-Related Information Act, 35 P.C.S.A. Section 7601 et seq. (hereinafter, “ACT 148”). See the “Certification of Significant Exposure Policy” for specific procedures.

7. The TCHP who evaluates the exposure to blood and/or body fluids must indicate on the certification form whether the exposure is determined to be a “significant” or “non significant” exposure, based upon the potential for transmission of HIV, according to the latest Centers for Disease Control (CDC) guidelines pertaining to HIV transmission. If the exposure is determined to be “significant”, the EHCS must report to Occupational/Employee Health within one workday following the incident to undergo baseline HIV antibody testing in accordance with ACT 148. If the exposure is determined to be “non significant” by the evaluating physician, the EHCS may seek a second opinion of another physician if the EHCS disagrees with the decision. All blood and/or body fluid exposures must be determined “significant” by a physician and the EHCP must submit to baseline HIV antibody testing before HIV antibody testing is pursued on the source patient’s blood.
8. All healthcare providers who have sustained a blood or body fluid exposure, as defined earlier under “Policy,” will be evaluated regarding their hepatitis B vaccination history/immune status, hepatitis C antibody status and tetanus immune status. Appropriate prophylactic treatment for potential hepatitis B exposure will be offered according to current CDC recommendations.

9. If the source patient has a significant reactive RPR test report or is a suspect for high risk of having syphilis, EHCS will be given benzathine penicillin G, 2.4 million units IM x 1, or if penicillin-allergic, doxycycline, 100 mg po bid x 14 days.

**Needlestick Insurance**

All Temple University Medical, Dental, Podiatry and Pharmacy students, domestic and international, are **automatically covered** for [Accident Medical Expense Benefits](http://www.temple.edu/studenthealth/HSC_needlestick.html). Coverage is in effect while participating in activities required of them by the College on and off campus. The University’s policy is coordinated by AmeriBen/IEC Group. Health Science Students not covered by this policy must use their personal medical insurance. Additional information regarding Needlestick insurance and procedures may be found at:

**What to do in the event of a Needlestick.**

Go to Temple Occupational Health Services during regular business hours. Tell them you have the accident insurance. The Occupational Health Services is located at:

Temple University Hospital
Basement, Rock Pavilion
215-707-4455

Nights and weekends go to the Emergency Room and tell them you have the accident insurance. Follow up care is managed by Student Health Services.

[Accident Claim Form](http://www.temple.edu/studenthealth/HSC_needlestick.html)

**STUDENT SUPPORT SERVICES**

**Faculty Advisors**

Each student is assigned a faculty advisor who will serve as a guide and supporter throughout the student’s tenure in the program. Meetings will be scheduled with the advisor several times during training and additionally, as needed. Because the student is frequently the first to know of academic difficulties or personal problems that are adversely affecting performance; the student is expected to communicate with the advisor promptly. Communication is an important aspect of professional development. Although the student is expected to handle situations to the best of the student’s own ability, there may be times when it is advisable to make the faculty advisor aware that a difficult situation exists. Talking with an advisor maintains a channel of communication in the event that changes in the student’s status must be made.

The faculty, the program director, and the medical director must not participate as health care providers for students in the program, except in emergency situations.
The role of the faculty advisor is to assist the student with:

1. **Program planning**
2. **Strategies or approaches to successful goal achievements**
3. **Comprehension of the complete requirements of the program**
4. **Maintenance of satisfactory academic progress and professional development**
5. **Referrals, as needed, to counseling services for educational, personal or emotional difficulties.** The faculty advisor may not participate as a health care provider for a student except in an emergency situation.

The faculty advisor is informed about the student’s academic progress including any examination failures, breaches of professionalism, or violations of policies across the entire spectrum of the student’s training and plays a major role in identifying and addressing academic and professional difficulties manifesting with any of their advisees.

The appropriate, preferred course of action for a student is to discuss any failed examination first with the course director and then communicate directly with the faculty advisor. The student and faculty advisor should review the potential need for additional intervention to address the student’s substandard academic or professional performance.

**Disabilities/Medical Conditions**

Disability Resources and Services (DRS) facilitates accommodations and provides information on accessing University programs and facilities for students with a disability or medical condition.

Services include academic adjustments and accommodations such as sign language interpreting and captioning, test taking accommodations, and note taking support. Information on assistive technology, scholarships, and career development is also available.

**Request for Accommodations**

Any student who has a need for accommodation based on the impact of a disability should contact the Program Director to privately discuss the specific situation as soon as possible. Appropriate accommodations will be determined in consultation with the Disability Resources and Services department. Once an accommodation is approved, the Program Director will then notify the appropriate course directors for that and each subsequent semester.

For further information or advising about accommodations, please contact the program Director at 215-707-5121 or the Disability Resources and Services department at 215-204-1280 in 100 Ritter Annex.

**Disability Resources and Services**

Temple University
100 Ritter Annex
1301 Cecil B. Moore Ave.
Philadelphia, PA 19122
215-204-1280
[http://www.temple.edu/studentaffairs/disability/]
Recruitment, Admissions, and Retention (RAR) Program
The Recruitment, Admissions and Retention (RAR) Program at Temple University School of Medicine (TUSM) provides support and opportunities for prospective applicants to our medical school as well as for currently enrolled physician assistant students at TUSM. Historically, since 1972 the program has focused on individuals that are underrepresented in the health profession of medicine in the USA according to United States demographics. The primary purpose of the program since its inception, guided by one of the University’s initiatives, is to help TUSM to identify, help to enroll and to contribute to graduating (in a timely fashion) physician assistants that are a mirror image of the Community that we serve in North Philadelphia. The RAR Program has a legacy of over three decades of ongoing support services to hundreds of prospective applicants described above.

The RAR Program has a Director who is also an Assistant Dean as well as a full-time Senior Academic Counselor responsible for: increasing the number of RAR Program applicants to our Medical School; maintaining a high level enrollment; and helping to promote students’ academic successes, ensure retention and on-time graduation.

The RAR Program provides a wide range of year-round student support services. The office is located in the new medical school building within the admissions complex.

For more information call 215-707-4010.

LIBRARY SERVICES

Ginsburg Health Sciences Library
- Over 175 public workstations
- Seating for nearly 1,000 patrons throughout the library
- Two classrooms to meet the library’s instructional needs, one of which can be converted into a conference room
- Over 30 group study rooms
- Wireless access throughout the entire library space
- Ten collaborative learning rooms

Hours of Operation
Regular Hours (Hours vary during summer and holidays)
Monday – Thursday: open 24 hours
Friday: library closes at 10:00 pm
Saturday: 9:00 am – 10:00 pm
Sunday: library opens at 10:00 am
Hours vary during summer and holidays. Please visit http://library.temple.edu/hsl for more information.

Contact Information
Ginsburg Health Sciences Library
3500 North Broad Street
Philadelphia, PA 19140

Circulation: 215-707-BOOK (2665), hscirc@temple.edu
A Guide to the Ginsburg Health Science Library
The Simmy and Harry Ginsburg Health Sciences Library supports education, patient care and research at Temple University. It serves the information needs of the schools of Medicine, Dentistry, Pharmacy, the College of Health Professions and Social Work and Temple University Hospital.

- Located in the state of the art Medical Education and Research Building, the Ginsburg Library provides access to a variety of online and print materials and offers space for individual study, collaborative learning and information instruction.
- The School of Podiatric Medicine is served by the Charles E. Krausz Library of Podiatric Medicine, located on its campus at 8th and Race streets in downtown Philadelphia. Together, the Krausz Library and the Ginsburg Library comprise the Health Sciences Libraries system.

Serving the 21st Century Health Sciences Center
Over the past 20 years, health sciences libraries have transformed from print-oriented collections of journals and books into electronic information centers. Therefore, the Ginsburg Library offers a substantial number of journals and medical and health-related texts online. Students and clinicians can access important patient care information wherever they need it. The Library also continues to offer a rich collection of approximately 120,000 print volumes covering the late 16th century to the present. This new library space is designed to accommodate the use of electronic resources with over 175 public work stations, wireless internet throughout and ample group study space. The new library also boasts generous shelving space for journals and other health sciences print texts. The library lends laptops and iPads to Health Science students. Learn more by calling the circulation desk: 215-707-2665 or reference desk: 215-707-4033.

Selected Resources
Below is just a sample of the exemplary resources offered to Temple’s health sciences students, scholars, practitioners and researchers by the Simmy and Harry Ginsburg Health Sciences Library:

- **Ovid Databases**: A collection of health sciences databases, full-text journals and a 3-D human anatomy program.
- **Cardiosource**: An online cardiovascular information service from the American College of Cardiology that includes news, commentary, self-assessment materials, clinical practice guidelines and more. It features an audio collection of heart sounds, referred to as Heart Songs, that is used to improve cardiac auscultation skills.
- **MD Consult**: A web-based clinical information resource that offers online reference books, journals, patient handouts, a pill identification system and current awareness materials.
- **ACCESS Medicine, ACCESS Emergency Medicine, ACCESS Surgery and ACCESS Pharmacy**: The ACCESS collections offer several major medical text titles including: *Harrison’s Online*, *Schwartz’s Surgery Online*, and *Goodman & Gillman’s Pharmacology*. Other materials include question databanks, videos and drug-information tools.
• **Web of Science**: Covers literature in the sciences, social sciences and humanities with subject and citation searching.

• **Medical Humanities Collection**: This collection of books found at the Ginsburg Library holds interdisciplinary works that explore medical education and practice through perspectives from the arts, humanities and social sciences.

**Services**

Librarians and staff are always on hand to help the health sciences community at Temple find the essential information they need. Our services include:

• **Information Services**: 215-707-4033, hsc@temple.edu. Reference librarians offer assistance in online searching, answer factual questions and provide support for in-depth research through training sessions and consultations.

• **Research Guides**: [http://guides.temple.edu](http://guides.temple.edu). Web-based guides contain information on relevant subject-specific materials, both in print and online.

• **Credentialing Services**: Experienced staff provides comprehensive credentialing searches for faculty tenure, promotion and appointment.

• **Circulation**: 215-707-BOOK (2665), hsccirc@temple.edu. The Circulation Department manages the reserve collection, including the laptop loaner program, AV items and the checking in and out of materials.

• **Document Delivery Service**: The document delivery department can obtain materials not owned by the Ginsburg Library. Most articles are received and delivered electronically. For patient-care emergencies, the library provides rush services, which often provide articles within 24 hours.

• **The Freeman Biomedical Information Center**: A virtual and physical learning destination that is integrated into the reference area of HSL’s service desk and its print reference collection. The center also offers electronic access to select reference materials.

Charles E. Krausz Library: School of Podiatric Medicine

**Location/Contact Information**

8th and Race Streets, 6th floor
215-629-0300 Press “0” and ask for the library.

**Hours of Operation**

Regular Hours (Hours vary during summer and holidays.)
Monday – Thursday: 8:00 am – 11:30 pm
Friday: 8:00 am – 4:45 pm
Saturday: 9:00 am – 4:45 pm
Sunday: 12 noon – 10:30 pm

A Temple University I.D. is required to borrow library materials. Books circulate for two weeks with one two-week renewal allowed. Journals circulate for two hours during the day or overnight
after 4:00 pm. (Kresge and South only.) Some reserve books circulate after 4:00 pm and are due the next day by 10:00 am. Laptops may be checked out for use during the day or overnight. Two renewals are permitted.

The libraries are open to students, faculty, and staff of Temple University. The libraries/study areas listed below are open to all Temple University students. Always bring Temple I.D. For questions regarding library facilities (or service) call 215-707-BOOK (215-707-2665). For additional information, please see the HS library web site at http://library.temple.edu/hsl.

Paley Library (Main Campus)

Location/Contact Information
13th and Berks Mall
Phone: 215-204-8211; 215-204-8212 (Reference)
http://www.library.temple.edu

Hours of Operation
Regular Hours (Summer and holiday hours vary. For current hours, call 204-8211)
Monday – Thursday: 8:00 am – 12:00 am
Friday: 8:00 am – 8:00 pm
Saturday: 9:00 am – 7:00 pm
Sunday: 12:00 pm – 12:00 am

Other Temple University Libraries

Ambler Campus Library
Library Building, 580 Meetinghouse Road, Ambler
Phone: 267-468-8646

Temple University Center City (TUCC) Library
1515 Market Street
Phone: 215-204-6950

Main Campus Departmental Libraries

Science and Engineering Library
Engineering Technology Building
12th and Norris Streets, Room 201
Phone: 215-204-7828

Law Library
Charles Klein Law Bldg., 3rd Floor
The Law School Library has certain restrictions in its use. Students in other schools may not use
the facilities for study space. If you need to use specific law materials, please call 215-204-4538 to arrange a day pass.

**Tech Center**

Bell Building, 12<sup>th</sup> and Montgomery Ave.
Phone: 215-204-8000
The TECH Center is a technology and education center at Main Campus with over 600 computer workstations, breakout rooms, specialized labs and spaces to socialize.

**INSTITUTE FOR CLINICAL STIMULATION AND PATIENT SAFETY**

Temple University Medical School, William Maul Measey
Institute for Clinical Simulation and Patient Safety
3500 N. Broad Street, Suite 350, Philadelphia, PA 19140
Tel (215) 707-9505 Fax (215) 707-9506

**Student Electives and Groups Use of the Sim Institute for Educational Sessions**

The Institute is happy to work with student electives and groups to provide learning opportunities for their members.

**Scheduling Information**

1. At least one physician assistant program faculty member must be present during the entire session.
2. Student group and elective sessions will be scheduled when space and equipment is available.
3. In unusual circumstances, a group may be contacted to reschedule a program.
4. Requests should be submitted for review at least 2 weeks prior to the desired date.
5. The student leader of the group should confirm faculty availability prior to contacting the Institute for scheduling. Please provide multiple dates/times for a session.
6. A single member of the group or elective should contact the Institute’s administrator in written form. Please email the Institute’s Professional and Technical Director, Jane Cripe, BSMT, at jcripe@temple.edu
7. The group coordinator will be asked to fill out a Program Request Form to complete the process.

**Equipment/Supplies/Mannequins/trainers/space**

1. The requested equipment/supplies/mannequins/trainers will be provided by the Institute if the component is part of the Institute’s existing inventory.
2. The number of participants per session may be limited by the number of available mannequins.
3. The Institute classroom can accommodate a maximum of 25 participants.
4. The group coordinator should discuss needs with the Institute prior to finalizing the agenda.
**REQUIRED INFORMATION**

1. Contact information for person making the request.
2. Contact information for Faculty Instructor(s) participating in the session.
3. Name of Student Group/Elective
4. Session Agenda
5. Goals and Objectives for the session.
6. Number of students expected to participate in the program.
7. Date(s), Time(s) desired for the program.
ACADEMIC POLICIES AND PROCEDURES

Attendance Policy
Physician assistant students are expected to meet all professional responsibilities, as described in the physician assistant program competencies, which may be found in the Physician Assistant Student Faculty Handbook. Professional students’ full participation in the learning environment is important in nurturing professional development. Thus, students are expected to attend, arrive punctually and participate in all educational activities, and are required to attend, arrive punctually and participate in all Didactic, Clerkship and clinical activities, and all course interactive workshops, conferences, laboratories and exams, and to submit all online assignments. In understanding that students have different learning styles, lectures will be digitized and made available on-line in the learning management system.

Any request for absence from required sessions must be made to the Course or Clerkship Director, or his/her designee(s), who with consultation of the Program Director and the Program’s Director of Student Affairs, will consider each request, and determine if it is either excused or unexcused. Justified excused absences include, but are not limited to: an illness or personal emergency, pre-approved education activity, and Program approved presentation or representation in a leadership role at regional or national professional meetings. Other reasons will be considered on an individual basis.

Absences, excused and unexcused, beyond four in an academic year, or greater than two within a course are considered potentially excessive, and may require an action plan, as determined by the Program Director and Director of Student Affairs, in consultation with the respective Course/Clerkship director.

Absences During Clinical Clerkships
Since clinical clerkships involve the care of patients, one important area of learning relates to the assumption of responsibility for the care of patients. A vital component of such responsibility is being available when one is on duty or on call. It is the student’s obligation to be informed concerning schedules and duty hours. Towards this end, the following policy has been enunciated relative to all clerkships - required or elective.

- On the first day of each clerkship, the hours of “duty” and “call” must be clear to each student; if the faculty do not make the hours clear, the student must inquire about them.
- On the first day of each clerkship assignment, the student must be told who is/are to be informed if for some reason the student expects to be absent and who must give approval for an absence. If the faculty does not provide this information, the student must request it.
- Except for emergencies, absences must be anticipated and approval for the absence obtained in advance.
- If for any reason a student must unexpectedly be absent from a clerkship, the student must be sure that the person(s) indicated in item 2 is/are informed of the student’s absence, the full reason therefore, the expected hour or day when the student will return, and the telephone number where the student can be contacted. (It is unacceptable simply to leave a message with the intern or ward clerk to be relayed to the authority mentioned in item 2.)
• When a student is absent and has neither obtained permission in advance nor called in to explain the absence, the office of the Program Director (215) 707-5121 should be called by the clerkship director or his/her agent in order that an effort can be made to locate the student and to be sure that no misfortune has occurred.

• When a student has been absent without permission or without informing the appropriate authority as early as possible in the course of an unanticipated absence, this fact should be noted on the narrative evaluation of the student.

• When a student has had an absence of more than two days in the course of a clerkship, regardless of the reason for the absence, the clerkship faculty must decide whether or not the student in the course of the clerkship had given sufficient evidence to have met the minimum standards of knowledge and performance for that clerkship. If the minimum standards have been met or exceeded, the student may be given a grade of pass or better and no make-up time will be required. On the other hand, if in the time present on the clerkship the student has not given clear evidence of meeting the minimum standard of knowledge and performance, a decision must be made whether the absence was due to factors beyond the control of the student and whether the student had given appropriate notice concerning his/her absence. If the absence was beyond the student’s control and the student had kept the service appropriately informed, a grade of Incomplete should be given and a statement should be sent to the Office of the Program Director and to the student outlining what must be done to complete the course requirements. If the absence was due to factors within the student’s control or if the student didn’t keep the appropriate authority informed, then a grade of Fail should be given.

• Note: In all these decisions, two factors are overriding: a) meeting the minimum standards of the clerkship as part of the standards required for receiving the MMS-PA degree, and b) evidence that the student has acted with the level of responsibility expected of the medical profession. It is inappropriate to excuse an unexplained or unacceptable absence on the basis that this absence only occurred once on one’s service; it may be this is part of a pattern that in fact occurs repeatedly.

Unexcused Absences
An absence will be determined to be excused or unexcused by the PA Program course director during the didactic phase and by the Clinical Coordinator during the clinical phase.

Unexcused absence is considered unprofessional and may result in a formal evaluation of a student’s professionalism and require remedial action. If a student is determined to have more than one unexcused absence at any time during the program, the student will be required to meet with the course director and/or student advisor to discuss this issue.

Jury Duty Exemption
A student who receives a summons for Jury Duty may bring the summons to the Office of Medical Education (Suite 325, MERB) for a letter of support from the Senior Associate Dean for Medical Education in requesting an exemption.

Dress Code
The following guideline applies to all Temple University School of Medicine students during any and all educational activities at any site involving actual or simulated patients.
Appropriate attire is an important part of a student’s recognition as a medical professional by him- or herself and by others. A professional dress code demonstrates respect for the student’s patients, faculty, administrative staff, other health professionals, and fellow students. Establishment of a dress code is not an attempt to inhibit a student’s personal freedom, but rather to create a solid frame of reference for a successful career as a medical professional.

Proper attire, including a white coat, should be worn for all patient encounters, events occurring in actual healthcare settings, and activities involving simulated patients or patient instructors unless specifically told otherwise by supervising faculty. More specific guidelines are provided below:

- All students must have their TUSM Identification Badges at all times. Badges should either be worn on one’s shirt, blouse or jacket so that the name and picture are clearly visible or available for presentation upon request.
- Students who have direct patient contact are required to wear either a white laboratory coat or a white laboratory jacket over their clothes. Denim pants and shirts, regardless of color, sweat shirts, cut offs, shorts and sportswear are unacceptable.
- For men, shirts with collars and ties are required. Ties should be tucked into shirts in areas where there is the potential for ties to become entangled.
- Revealing clothing such as low cut blouses or tops, midriff tops, see-through clothing or extremely tight fitting or short clothing is unacceptable.
- Shoes of respectable quality and cleanliness are to be worn with socks or stockings. For safety reasons, open toed shoes and sandals should not be worn.
- Tattoos should be covered in the hospital, to the extent possible. Piercings, other than ear piercings, should be covered or removed in the hospital.
- Hair, including facial hair should be neat, clean, and well groomed at all times.
- Jewelry that could be hazardous to patients or employees should be avoided.
- Fingernails must be clean, trimmed and barely visible above the fingertip, and at an appropriate length. In accordance with the CDC guidelines, any employee providing direct care or service to patients may not wear artificial nails or silk overlays on nails.
- Scrub uniforms (dresses, pants, and tops) are available for all students who work in areas where contamination of one’s personal clothing is possible or sterile clothing is required. Department faculty will inform you when the wearing of scrubs is acceptable.
- More detailed information may be obtained from department faculty.

**Criminal Background Check Policy**

1. Physician Assistant program applicants are required to disclose any misdemeanors or felony convictions, other than minimal traffic violations, including deferred adjudication. Failure to do so may lead to dismissal.
2. A criminal background check is required by CASPA and will be done prior to matriculation to Physician Assistant Program by CASPA. Any information noted on this criminal check that is significant and that was not previously disclosed by the student could result in the nullification of the admission offer. Students will be required to repeat the criminal background check upon completion of the second year of medical school. Any infraction identified on the check not previously disclosed to Office of Student Affairs could result in dismissal.
3. A Pennsylvania State Child Abuse check will be required of all applicants upon acceptance to the Physician Assistant Program and again upon completion of the second year of study.
year of the program. Any infraction noted on the child abuse check could result in a nullification of the students’ acceptance or dismissal.

4. Ultimate decisions about the matriculation of an accepted applicant whose criminal background check and/or child abuse check reveals information of concern will be made by an ad hoc committee appointed by the Senior Associate Dean of Student Affairs and approved by the Dean or the Dean’s designee. The committee must contain representation from student affairs, education, minority affairs/diversity and inclusion, faculty senate and the student body.

5. No information derived from a criminal background check will automatically disqualify any accepted applicant from physician assistant program matriculation. A final decision about matriculation will be made only after a careful review of factors including:
   a. The nature, circumstances, and frequency of any offense (s)
   b. The length of time since the offense (s)
   c. Documented successful rehabilitation
   d. The accuracy of the information provided by the applicant in his/her application materials.

6. Information from these reports that is unrelated to decisions about admissions and continued enrollment will be maintained in the office of the Senior Associate Dean of Student Affairs and not become part of the students’ permanent file unless deemed necessary by the committee reviewing the infraction. Students would be made aware if any information was included in his or her record.

7. Information obtained will only be used in accord with state and federal laws. Information will be shared with affiliated institutions that provide required rotations as needed as they are part of the educational institution and sharing information is within FERPA guidelines.

8. Enrolled students are required to disclose any misdemeanor or felony convictions other than minimal traffic violations, including deferred adjudication, within thirty days of occurrence to the Office of Student Affairs. Non-disclosure or falsification may be grounds for nullification of admission, dismissal or degree revocation.

**Policy on Student Role in the Classroom and SCPEs**

Physician Assistant students often bring knowledge and prior experiences and skills that are valuable to contribute in a learning environment. The following outlines the student’s role in the learning environment and establish boundaries for how these contributions can be utilities.

The role of the Physician Assistant student during the course of their studies is that of a learner. Therefore, students are not permitted to assume functions that should be fulfilled by TUSM faculty or staff. The TUSM PA Program:

- Does not permit students to substitute for or function as instructional faculty. Students may assist faculty in didactic and laboratory sessions so the benefits of their knowledge and skills can be realized. However, they are not permitted to be the primary instructor or instructor of record for any component of the curriculum.
- Does not permit students to substitute for clinical or administrative staff during supervised clinical practice experiences (SCPEs).
Classroom Etiquette

The student should adhere to professional standards for behavior when communicating with faculty and fellow students in the classroom:

1. Always address the faculty member by title: “Professor” or “Doctor”.
2. Be respectful in all communications to fellow students and faculty.
3. Arrive at least 10 minutes before the start of class.
4. Call the faculty member and leave a voice mail/phone message in the event of tardiness or absence from any class.
5. The faculty reserves the right to prevent students who are late from entering the class until the official class break. To minimize disruption of a class already in progress and distraction to other students and instructors, a student arriving after a class has begun is required to enter lecture halls by the rear entrance and move promptly, quietly, and with minimal disruption to the closest available seating.
6. University policy prohibits consuming food and beverages in the classrooms.
7. Students are not permitted to bring guests or children to class.
8. Please be courteous to your instructor and your fellow classmates and turn off all electronic devices and store them properly in your book bags or purses.
9. Except for program-approved laptops, students are prohibited from having cell phones or other electronic devices with them during examinations. During examinations, all electronic devices should be properly stored in book bags or purses at the front of the room.

Digital Etiquette in the Classroom

TUSM PA Program is committed to providing an optimal learning environment for all students. Electronic devices serve professional needs. However, they are also commonly used for personal needs. During formal learning experiences: lectures, workshops, SP encounters, small groups, SCPEs, it is expected that students will only use electronic devices for context specific for professional learning purposes. In order to mitigate potential distractions, and to facilitate increased individual participation and overall class engagement, the use of electronic devices for the following purposes is prohibited during formal learning experiences:

- Conducting personal business (email, text messaging, banking)
- Engaging in social media and/or playing on-line games.
- Any other activities that may serve to interfere or distract students in an optimal learning environment.

Mobile Devices: Mobile devices should remain off or be placed on silent mode. Students should only use these devices with permission of the course director. For those rare occasions where phone access is necessary, students will advise the lecturer / faculty for permission to receive call(s).

Computers/Tablets/IPads, etc.: These devices will be used in class, particularly during team-based learning experiences and for taking examinations and quizzes. Students should ensure these devices are in working order before each class.
Social Media Policy

I. Introduction

Social media offer unique opportunities to connect and communicate with people across the globe. Temple University School of Medicine supports the use of social media initiatives that seek to share and support its educational, research and clinical missions. Members of the TUSM community are asked to be professional, confidential and technically secure, and transparent of their identity in all communications on behalf of the School of Medicine and University.

Physician assistant students have a duty to represent the profession of medicine in all interactions with the public. Social media have become important aspects of that professional development: networking, gathering information, and public image. This document is intended to provide students with guidance in their use of social media.

Such media, include but are not limited to YouTube, Vimeo, Facebook, iTunes, blogs, web feeds (such as RSS and Twitter), Instagram, MySpace, LinkedIn, Flickr, community forums, chat rooms, listservs, social bookmarking sites and other forums.

These guidelines apply to all students of the Temple University School of Medicine when engaging in any online conversation, professional or otherwise. It is important to recognize that social media platforms are among new and evolving technologies and discretion should be used to adhere to professional behavior in all social media interactions if not explicitly stated in this policy.

II. When to use Social Media

Students should use social media in the appropriate settings. Students should not engage in social media when on duty directly interacting with patients, faculty, and staff. Our focus on patient-centered care requires that you give your full attention to your patients and education when engaged in medicine.

III. Appropriate use on all social media sites

1. Follow all existing TUSM policies and guidelines, including HIPAA, Conflict of Interest Policy, Intellectual Property and general civil behavior guidelines cited above.
2. Respect copyrights, trademarks and intellectual property of the University, TUSM and others.
3. Protect others’ privacy and their proprietary financial, patient care or similar sensitive or private content.
4. No identifiable patient information is to be communicated on any social media site.
5. Be professional and respectful in all postings. Be mindful that all communications in the online environment can be visible to patients, co-workers, managers, competitors and others. Remember that nearly all content contributed on all social media platforms becomes immediately searchable and can be immediately shared.
6. When representing TUSM, identify yourself and your role with the organization in all posts. Use good judgment and strive for accuracy. Errors and omissions could result in liability for you or for TUSM.
7. When you are expressing personal views, and when your association with TUSM is shared, implied or apparent, make it clear that your opinions are personal and do not represent the views or opinion of TUSM.
8. TUSM is committed to a work environment free of harassment and disruptive behavior, and to providing an equal opportunity work environment where every
member of the University community is treated with fairness, dignity and respect. No one shall discriminate against any individual on the grounds of race, color, religion, sex, age, disability, sexual orientation, national origin, or any other factor prohibited by law.

9. Your personal online social networking activities should be kept separate from your professional online activities to help maintain appropriate boundaries when interacting with patients online and to ensure patient privacy and confidentiality.

10. Use privacy settings to safeguard personal information on non-work related activities as appropriate. The practice of accepting patients as friends on personal, non-TUSM accounts is strongly discouraged. Monitor your Internet presence to ensure accuracy and appropriateness of content posted about you. Please also review the AMA guidelines for social media use.

11. Always adhere to the site’s user terms and conditions.

12. Make sure your online activities do not interfere with the completion of your academic responsibilities.

13. If someone or some group offers to pay you for participating in an online forum in your TUSM role, this could constitute conflict of interest and TUSM policies and guidelines apply.

14. If anyone from media outlets contacts you about posts you have made in online forums that relate to TUSM in any way, you must alert the TUSM Office of Student Affairs immediately.

15. If one should wish to write about other Universities, the Health System, faculty or healthcare providers, information should be respectful and factually accurate.

IV. Using TUSM Sponsored Social Media

**Define TUSM sponsored Social Media:** Any official public or private social media group created by TUSM or any SGA-recognized organizations.

A) Appropriate Use

*Comments on these previously defined official TUSM forums containing any of the following, in addition to the guidelines listed above, are in violation of the policy:*

1. Profanity, racist, sexist, discriminatory or other derogatory content
2. Comments that reflect negatively on the school, any person or persons with the school, the hospital or the health system
3. Plagiarism or infringement upon or violation of the rights of third parties, such as copyright, trademark, trade secret, confidentiality, intellectual property or patent
4. False claims, including those not in compliance with AAPA Code of Conduct, NCCPA, CASPA, AMA, AAMC and ACGME guidelines
5. Spam, spyware, virus or other component or computer code or script that is or could be harmful
6. Endorsements of for-profit institutions are not permitted.
7. The University does not permit explicit or implied use of the University’s or School of Medicine’s names, trademarks, logos or images – including pictures of campus buildings – to endorse any product or service without approval by the Office of Student Affairs.
B) Site Administration

Define site administrator: Any social media group and/or organization using the TUSM name needs to officially designate a site administrator, whose name will be made available to SGA.

All site administrators will ensure that:
1. Content is appropriate, accurate and timely.
2. Content complies with all privacy, corporate compliance, copyright, disclosure, conflict of interest, HIPAA and other relevant laws and University and TUSM’s policies.
3. Appropriate consent is obtained and documented for content including words, graphics, photos, video, audio, images, PowerPoint presentations, artwork, and any other included elements.
4. Content does not constitute advertising. The University does not endorse commercial enterprises, including in its digital communication unless approved by the Office of Student Affairs. Promotion of an event sponsored by the University or its partners is acceptable.
5. Content is monitored daily, or more frequently if necessary, and postings and comments adhere to policies.
6. All errors are immediately corrected and correction notes included with the original post.
7. Offered links are reviewed and deemed appropriate.
8. No Patient Information is to be communicated on any social media site.
9. All TU computer services policies are met and adhered to.

C) Monitoring and Disciplinary Procedures

Privacy. TUSM academic administration and/or TUSM Honor Board may review the social networking activities of its students in cases of suspected violations to ensure compliance with this policy. TUSM students should therefore have no expectation of privacy regarding their social networking activities if they choose to make information publicly accessible through the internet.

Disciplinary Measures. Violations of this policy will constitute an Honor Code violation resulting in appropriate corrective action. In addition, if the violation involves patient information, violations may result in civil penalties and criminal prosecution at the discretion of the TUSM Office of Student Affairs.

Policy on Academic and Learning Environments

Introduction

This policy on Academic and Learning Environments has three main components:

- A statement regarding Temple University School of Medicine Physician Assistant standards of behavior in the treatment of physician assistant students.
- A description of the educational process used to keep the academic community aware of these standards as well as the process by which they are upheld.
• A description of the process the Temple University School of Medicine Physician Assistant Program will use to respond to allegations of mistreatment emanating from physician assistant students.

Learning Environment/Professionalism
The Temple University School of Medicine Physician Assistant Program has a responsibility to provide an environment conducive to effective learning by creating an atmosphere of mutual respect and collegiality among faculty, students, and staff. The diversity within the community combined with the intensity of the interactions that occur in health care and research settings may lead to incidents of inappropriate behavior towards or mistreatment of students. Examples of inappropriate behavior or mistreatment may include but are not limited to: sexual harassment; discrimination based on race, gender, age, ethnicity, religion, health, or sexual orientation; purposeful humiliation, verbal abuse, threats or other psychological abuse; and not respecting the political and other opinions of students. Such actions are contrary to the educational mission of the PA Program and Medical School and will not be tolerated.

Ongoing Education Concerning Appropriate Treatment of Physician Assistant Students
To promote an environment consistent with our standards of behavior, the Physician Assistant Program will provide ongoing education to students and faculty about the appropriate treatment of physician assistant students, standards of behavior, and the Program’s process for dealing with allegations of inappropriate behavior or mistreatment. At the first class meeting of each academic year, this policy will be reviewed and distributed to each student. An electronic copy of this document will remain available. Each year, faculty members will receive a copy of the policy. The department chairs will make certain that the faculty members in their departments are aware of the policy and that violation of the policy will have consequences.

Process for Responding to Allegations of Student Mistreatment
When an allegation of inappropriate behavior or mistreatment is made, the parties involved may attempt to resolve the matter themselves. In some situations, a physician assistant student may be reluctant to raise the matter directly with a faculty member or the parties may be unable to resolve the matter themselves. In such cases, a more formal process is available. This process is designed to be fair to all parties involved and minimize any risk of retaliation.

The School of Medicine and Physician Assistant Program has established the position of Ombudsperson to help resolve disputes between faculty members, students, and staff. The Ombudsperson has been appointed by the Dean and is a person who holds a position that should not make a student, faculty member or staff member reluctant to report possible inappropriate behavior or mistreatment. The Ombudsperson has authority to attempt to resolve complaints of inappropriate behavior or mistreatment under this policy. It is anticipated that most complaints of inappropriate behavior or mistreatment under this policy will be successfully resolved by the Ombudsperson. However, if the Ombudsperson is unable to successfully resolve the complaint, the Ombudsperson will ask the Dean to appoint an ad hoc review group to hear and make recommendations about the complaint. The review group will consist of three physician assistant
students and three faculty members. The Dean will appoint a faculty member to act as chair. The Ombudsperson may not be a member of the review group.

Any hearing on the complaint will be an academic proceeding, not a legal proceeding. The review group may consider any evidence that the group deems relevant and trustworthy and need not apply the formal rules of evidence. The review group need not arrange for a verbatim transcript of its proceedings. The members of the review group, the parties to any hearing, and any witnesses at the hearing shall be required to maintain the confidentiality of any evidence presented at the hearing and of any recommendation made by the review group. Violation of this requirement shall be considered a violation of this policy. Any party to the proceeding may obtain legal advice but shall not be entitled to be represented by legal counsel during any proceeding. After the hearing, the group will make a recommendation to the Dean regarding the validity of the complaint and any action that should be taken. In the event of disagreements among members of the review group, multiple recommendations may be made. The Dean will make the final decision on the validity of the complaint and any action that will be taken. The decision of the Dean will be final and will not be subject to review in any subsequent proceeding.

**Sexual Harassment Policy**

The Physician Assistant Program follows and adheres to Temple University’s Policy on Sexual Harassment. In summary this policy states that Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is inimical to this and will not be tolerated. Sexual harassment subverts the mission and work of the university, and can threaten the career, educational experience, and well-being of student, faculty and staff. Additional information regarding the policy and procedure to report sexual harassment can be found at: [http://policies.temple.edu/PDF/320.pdf](http://policies.temple.edu/PDF/320.pdf)

Any person who believes that he or she is a victim of sexual harassment may make an informal complaint to any Equal Opportunity Ombudsperson. A listing of current Equal Opportunity Ombudspersons is published on the EOC website ([www.temple.edu/eoc](http://www.temple.edu/eoc)).

**Preventing and Addressing Discrimination and Harassment Policy**

The Physician Assistant Program follows and adheres to Temple University’s Policy on Preventing and Addressing Discrimination and Harassment. In summary this policy states that the university is committed to providing a workplace and educational environment, programs, and activities, free of unlawful discrimination and harassment. This policy does not allow curtailment or censorship of constitutionally protected expression. This policy is based on federal and state laws, including but not limited to Executive Order 11246, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Pennsylvania Human Relations Act. Additional information regarding this policy can be found at: [http://policies.temple.edu/PDF/221.pdf](http://policies.temple.edu/PDF/221.pdf).

**Relation of Other University Policies**
The process established by this policy does not apply to sexual harassment as there is a separate policy concerning such mistreatment.

**Protection from Retaliation**

Any form of retaliation as a result of any complaint under this policy is a violation of this policy.
PHYSICIAN ASSISTANT PROGRAM EDUCATION

ACADEMICS: COMPETENCIES WITHIN AN INTEGRATED CURRICULUM

Introduction
Temple University School of Medicine (TUSM) Physician Assistant Program is dedicated to educating and training students to be excellent physician assistants who will be thoroughly prepared to meet the medical needs of a diverse patient population, including the local community, the State of Pennsylvania and beyond. The school places particular emphasis on attracting and graduating future physician assistants who will provide care to underserved populations. This tradition has been preserved and passed on by a faculty, which is dedicated to filling the medical needs of North Philadelphia and surrounding communities.

TUSM PA Program is dedicated to enrolling students who exemplify academic excellence, and embody the passion, commitment and integrity to meet the highest standards in patient care and medical scholarship. Temple students represent the diversity of society; they are recent college graduates as well as those changing careers, and they come from a wide variety of cultural, socioeconomic, and geographic backgrounds. They also have demonstrated capacity for volunteerism, altruism, and a genuine desire to help those in need.

A TUSM PA Program education provides a solid foundation in the fundamentals of basic science and clinical medicine. The curriculum is structured to ensure that students acquire the knowledge, clinical and life-long learning skills, and professional attributes essential to the practice of medicine. The program is marked by an extensive “hands-on” experience in caring for patients.

In an effort to define PA competencies the National Commission on Certification of Physician Assistants (NCCPA), the ARC-PA, the American Academy of Physician Assistants (AAPA), and the Physician Assistant Education Association (PAEA) have developed a list of suggested clinical competencies for the PA profession. The competencies are based on the Accreditation Council for Graduate Medical Education (ACGME) model with areas specific to PA practice.

Temple University School of Medicine Physician Assistant Program has chosen to use those same six areas in defining the competencies that its students must acquire prior to graduation from the PA Program. The learning objectives for physician assistant students, which may be found on the Physician Assistant Program’s web site, are listed in APPENDIX A under the appropriate type of competency.

Compact Between Teachers and Learners of Medicine
Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the physician assistant/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.
Guiding Principles

DUTY Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession’s contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession’s social contract across generations.

INTEGRITY The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

Commitments of Faculty

• We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
• As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
• We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
• We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ and residents’ well being.
• In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
• We do not tolerate any abuse or exploitation of students or residents.
• We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff;
• We treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students

• We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
• We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
• We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
• As physician assistants in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
• As physician assistants in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
• In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

PROGRAM CURRICULUM REQUIREMENTS
The curriculum is designed to be completed at 26 months. Students will begin in early June of the 1st year and will complete their studies 26 months later at the end of the 12-week summer session (approximately July 30th) to receive an August diploma. There are a total number of 122 credits for the program.

The curriculum is divided into 2 major sections, the Preclinical Didactic Curriculum (approximately 14 months) and the Clinical Curriculum (approximately 12 months). The Preclinical Curriculum is further divided into 3 areas: Overview Courses, Foundation Courses and Essentials Courses. The Overview courses provide general information on a variety of topics related to the Physician Assistant practice and basic sciences, the Fundamentals courses integrate physiology, pathophysiology, pharmacology, physical examination and relevant other topics including diagnostic procedures within each organ system, and the Essentials courses deal with diagnosis and management of patients from neonate to the elderly.

The Clinical Curriculum provides clinical clerkships in both the inpatient and outpatient setting in all area of medicine that span the continuity of life. In addition, students have the opportunity to select two (2) elective clinical preceptorships, which may include Academic Medicine and Community Health Education.

Inter-professional education will occur periodically during the didactic year over the first 14 months, as well as on clinical clerkships working in teams with medical students and physicians in the second year. Listed below in Table 1 is an outline of the currently planned sequence of courses by semester and Table 2 provides a general description of each planned course. Year 1 classes will take place on the Health Science Center Campus, in the School of Medicine and TUH facilities. Year 2 classes (clinical clerkships) will take place in TUSM and Temple Health sites in the Philadelphia and surrounding area.
### Year 1 Curriculum

<table>
<thead>
<tr>
<th>Summer I (11 weeks)</th>
<th># Credits</th>
<th>Fall I (16 weeks)</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Practice I</td>
<td>1</td>
<td>PA Practice II</td>
<td>1</td>
</tr>
<tr>
<td>Anatomy</td>
<td>5</td>
<td>Foundations of Medical Science II</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Epidemiology/Biostatistics</td>
<td>2</td>
<td>Fundamentals of Cardiology</td>
<td>4</td>
</tr>
<tr>
<td>Foundations of Medical Science I</td>
<td>4</td>
<td>Fundamentals of Pulmonology</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Scientific Inquiry</td>
<td>1</td>
<td>Fundamentals of Hematology</td>
<td>3</td>
</tr>
<tr>
<td>Patient Assessment I</td>
<td>1</td>
<td>Patient Assessment II</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits **14**  
Total Credits **17**

<table>
<thead>
<tr>
<th>Spring I (16 weeks)</th>
<th># Credits</th>
<th>Summer II (12 weeks)</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Practice III</td>
<td>1</td>
<td>PA Practice IV</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Dermatology</td>
<td>2</td>
<td>Essentials of Psychiatry</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of EENT</td>
<td>2</td>
<td>Essentials of Men’s and Women’s Health</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Endocrinology</td>
<td>3</td>
<td>Essentials Across the Lifespan</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Gastroenterology</td>
<td>3</td>
<td>Essentials of Surgery / Emergency Medicine</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Nephrology</td>
<td>2</td>
<td>Scholarly Clinical Research I</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Rheumatology / Orthopedics</td>
<td>3</td>
<td>Medical Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Neurology</td>
<td>2</td>
<td>Patient Assessment IV</td>
<td>1</td>
</tr>
<tr>
<td>Patient Assessment III</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits **19**  
Total Credits **19**

### Year 2 Curriculum

<table>
<thead>
<tr>
<th>Fall II / Spring II / Summer III- Clerkships</th>
<th># Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine I</td>
<td>5</td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>5</td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>5</td>
</tr>
<tr>
<td>General Surgery</td>
<td>5</td>
</tr>
<tr>
<td>Behavioral Medicine</td>
<td>5</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>5</td>
</tr>
<tr>
<td>Elective I</td>
<td>5</td>
</tr>
<tr>
<td>Elective II</td>
<td>5</td>
</tr>
<tr>
<td>Scholarly Clinical Research II [SPRINGII]</td>
<td>1</td>
</tr>
<tr>
<td>Comprehensive Review</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits **48**  
TOTAL PROGRAM CREDITS **117**
**Independent Study**

This policy shall apply to students, who begin coursework in one semester or academic year, but for extenuating circumstances, receive grades of Incomplete, and must complete the coursework in the next academic year. At the discretion of the Physician Assistant Program Director and the Associate Dean for Graduate Programs, the Office of Graduate Studies shall register a student who must complete his/her academic requirements in the following academic year, into Independent Study.

- Independent Study for these students shall last no more than one year.
- The Office of Graduate Studies will register the student into Independent Study and post the appropriate special designation code.
- Independent Study registration shall: be reflected on the student’s transcript; incur a nominal charge each semester (in lieu of tuition); incur the usual and customary fees, including but not limited to the student activities fee, technology fee, health fee, disability insurance fee, health insurance fee; permit the student to be considered as a full-time enrolled student in the MMS-PA Program.
- Following a one-year period, a student will no longer be eligible for financial aid.
- Extension is granted by the Program Director and Associate Dean for Graduate Studies.

**Religious Holiday Accommodation**

The following policies regard examination conflicts with religious holidays:

- Each course will state its examination schedule and exemption policy, if any, the first day of class and in the course syllabus.
- Religious holidays will be considered, for purposes of examination, as excused absences.
- In so far as possible, all course directors will do their best to minimize conflict with religious holidays in the establishment of examination schedules.

**Liability Coverage for Physician Assistant Students**

Temple University administers its liability insurance program through the Risk Management and Insurance Department. The following addresses liability coverage for physician assistant students enrolled in the Temple University School of Medicine Physician Assistant Program, as it relates to curricular and non-curricular activities.

**Coverage During Curricular Program Activities**

Temple University provides students with liability coverage for programs taken for curricular credit whether at Temple University Hospital, an affiliated institution, or while on an external rotation if they are registered as a student. Liability coverage is also provided when an external rotation is taken for curricular credit at an institution that is not affiliated. Further questions regarding student activities, summer work projects or volunteer activities should be directed to Office of Student Affairs. Further questions about curricular issues should be directed to the Physician Assistant Program office.

**Coverage During Student Organization Activities**

Temple University provides liability coverage to student organizations of a professional nature but not to social and/or sports organizations unless those social organizations are taking part in a
professionally related activity like health screenings. Examples of professional student organizations include Student Council, TEAC, Temple Cares, Prevention Point, AMSA, and SNMA. Examples of social and/or sports organizations include Soccer and Basketball. The University liability program applies only to registered student organizations. Therefore, it is highly desirable for all student organizations to register with the Student Activities office located in the Student Faculty Center on the 2nd floor. Registration materials can be obtained there.

Any student organization undertaking an activity in the community must first obtain approval from the School of Medicine. The student organization is asked to consult with the Office of Student Affairs about the need for an informed consent waiver form. In general, any activity undertaken with minors (under 18 years of age) needs an individual informed consent waiver form to be signed by the participant’s parent or legal guardian. The signed forms will be kept on file in the Office of Student Affairs. A student organization undertaking an approved group program in the community (such as training on self breast examination with a church group) is required to routinely communicate to the group that the information is presented as community service information and not prescribed medical treatment. Only approved community activities will have liability coverage provided by Temple University. Liability alleged to result from non-approved community activities is not covered.

**Coverage During Research/Volunteer Work Activities**

Students working on research or as a medically related volunteer at Temple University Hospital or at an affiliated institution at the direction of Temple, whether in a paid or volunteer capacity, are provided coverage under the University’s liability insurance policy. Examples of this include students working on a research project in a clinical department at Temple University Hospital or volunteering at Temple University Hospital.

**GRADING AND PROMOTIONAL POLICIES, CANDIDATES FOR MMS-PA DEGREE**

**Preamble**

The Faculty and Academic Administrators of the Temple University School of Medicine (TUSM) Physician Assistant Program recognize their responsibility to assure that graduates of the Program are intellectually, clinically and ethically qualified and have the maturity and emotional stability to assume the professional responsibilities implicit in the receipt of the degree of Master of Medical Science in Physician Assistant Studies. Therefore, they have established these policies to guide themselves and the students in pursuing a level of academic and professional excellence required for the conferral of that degree. Specific procedures have been established to provide uniformity and equity of process in all situations requiring administrative action.

For purposes of this Policy, the term “course” shall include educational experiences identified as “courses”, and “clerkships”.
Responsibility

A. Establishment
The Dean of the School of Medicine and Vice-Provost of Temple University Graduate School approve all grading and promotional policies, as established and recommended by the Physician Assistant Curriculum Committee.

B. Implementation
1. Faculty
PA Program Faculty are responsible for implementing grading policies, regulations and procedures. They may do so as members of a department that administers courses or as members of an integrated course. For the courses for which they are responsible, faculty members:
   a. Establish standards to be met for attaining course credit and criteria for assigning specific grades
   b. Assign final grades for course work

2. The Associate Dean for Graduate Programs
The Associate Dean for Graduate Programs administers the promotional policies, regulations and procedures, as recommended by the physician assistant curriculum committee and approved by the Dean and the Vice-Provost.

3. Student Promotions, Appeal and Grievance Committee
This committee is appointed by the Associate Dean for Graduate Programs upon approval of the TUSM Dean and will consist of 6 faculty members (2 Physician Assistant, 2 Basic Science and 2 Clinical Faculty actively involved in the teaching of Physician Assistant Students) and 2 Physician Assistant Students in good academic standing.

4. The Student Disciplinary Committee
The Student Disciplinary Committee a standing committee of the School of Medicine, in part appointed by the Dean and in part elected by the Medical Faculty Senate, makes recommendations to the Dean about disciplinary actions, based on non-academic (professionalism) issues. If the Committee must meet at a time when it is impossible to convene a quorum, the Dean may appoint alternate members to the Committee on an ad hoc basis.

C. Course Requirements and Sequencing
The curriculum of the Program is divided into two distinct curricular segments, the didactic preclinical segment that runs from Summer I through Summer II and the clinical segment that runs from Fall I to Summer II, that must be satisfied in the prescribed sequence. All required courses, including the required number of approved elective courses in the clinical year, must be completed satisfactorily before a student can be recommended for graduation. A student may not repeat a course more than once, and no more than two distinct segments may be utilized to fulfill the requirements of either the didactic preclinical or the clinical segments of the curriculum. With the exception of combined degree programs, a student must complete the MMS-PA degree program in no more than four years (including independent study and leaves of absence). Extensions for good cause can be requested from the Associate Dean for Graduate and MD/PhD
Program and the Vice-Provost of the Graduate School. For the purposes of this regulation, repetition of a curricular semester shall be interpreted as utilization of one full segment.

All courses of a particular year must be completed satisfactorily before a student may begin any course of the ensuing curricular year.

**D. Evaluation And Standing Of Students**

**a. Grading**

All courses, whether required or elective, must be graded according to the stated grading system. Final grades must be submitted in writing to the Office of Graduate Programs and made known to the students within four weeks of the completion of a course. If the final grade for a course is below B-, a special effort should be made to inform the Program Director promptly by phone or email and to submit that information in writing as soon as possible, preferably earlier than the standard four-week deadline. For clerkships in the Summer III, all grades must be submitted no later than one week before the date of graduation.

**i. The Standard Grading System:**

Final course letter grades are assigned according to the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>(91.5-100)</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>(89.5-91.4)</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>(87.5-89.4)</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>(81.5-87.4)</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>(79.5-81.4)</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>(77.5-79.4)</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>(71.5-77.4)</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>(69.5-71.4)</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>(67.5-69.4)</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>(62.5-67.4)</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>(below 62.4)</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**ii. Fail (F):**

When a student repeats a course as part of the requirement to repeat a curricular semester or a curricular year, the final grade recorded on the transcript for the repeated course shall be the actual grade earned. Both the original F and the subsequent grade earned by repeating the course will appear on the transcript.

**iii. Incomplete (I):**

Grades of Incomplete are assigned in accordance with Temple University Policy 02.10.13 (Incomplete Course Work Policy) and are applied at the School as described below:

- A course director, following consultation with the Program Director, may assign the grade of I to indicate that a student has been unable to complete all of the course requirements for reason(s) beyond his/her control (e.g., death in the family, significant illness or injury, etc.).
- When the grade of I is assigned to a course, the student must complete the course requirement before the beginning of the next academic year unless the course director, with the concurrence of the Program Director, shall have provided a specific alternative time period, not to exceed one year from the completion date of the course. The student will be informed in writing of the requirements for completion of the course, and timeline for completion.
• Once all course requirements have been attempted, the course director must assign a final grade in place of the I grade. If the requirements for the incomplete course have not been met within the specified time limits, no agreement has been made to extend the time limit and the student has not withdrawn from school, a final grade of F will be assigned.

iv. **Withdrawn (W):**

If the student has withdrawn from school, the Program Director will assign a W (Withdrawn) grade to the student’s record.

When written confirmation of a final grade for a second year course shall not have been received by one week prior to graduation from the school, the Program Director, acting at his/her own discretion, may assign and have duly recorded on the student’s academic transcript a final grade of **P**.

b. **The Credit (CR)/Fail (F) Grading System**

The Credit/Fail grading system is applicable to independent study courses.

c. **Appeal of a Grade**

Students and Course Directors occasionally disagree on final course grades. Sometimes this is the result of a mathematical error on the part of the Course Director; an issue that can readily be resolved by the student taking the relevant exam to the Course Director or otherwise pointing out the error. The Course Director then acts to change the erroneous grade. Sometimes the student and the Course Director disagree on a substantive issue, such as the evaluation of an exam answer or the course letter grade. The student should first think through the grade, making sure that he/she can identify the nature of the disagreement clearly. The student should then make an appointment with the Course Director and discuss the issue. In this way almost all disagreements can be resolved.

The following procedure is for those more unusual cases in which further discussion cannot resolve the problem, and the student feels that his/her final grade was incorrectly awarded. The student should note that the appeal process is not a regrading of the course, but an examination of whether proper procedures were followed in the awarding of the grade. These steps (listed below a-f) must be initiated by February 1st for a grade earned in the previous fall semester, by July 1st for a grade earned in the previous spring semester, and by September 1st for a grade earned in a previous summer session.

a. The student should provide a written appeal statement to the Course Director outlining the basis of the appeal. This statement should contain all the pertinent information including steps already taken by the student. A copy should be submitted to the PA Program Director. The Course Director will consider the statement and respond in writing within 30 days to the student with a copy forwarded to the PA Program Director.

b. If the student is not satisfied with the decision of the Course Director, the student should submit in writing a request for review by the PA Program Student Promotion, Appeals
and Grievance Committee to the PA Program Director within 30 days of the date of the response of the Course Director. At this time, the student may also submit any additional information for review by the committee. Note that if any member of the MMS-PA Program Student Promotion, Appeals and Grievance Committee Committee is either the director of the course under consideration or the student’s permanent advisor, such individual(s) will absent themselves from the proceedings concerning this appeal. Additional member(s) will be appointed to the committee as needed.

c. The course director will be offered the opportunity to provide any additional written information regarding the appeal to the MMS-PA Program Student Promotion, Appeals and Grievance Committee.

d. On the basis of the information provided, the MMS-PA Student Promotion, Appeals and Grievance Committee will evaluate the following:

- Were the grading procedures used in the course clear and consistent for the course in general?
- Did the instructor fairly apply the grading procedures in the case of the student who has filed an appeal?

e. The MMS-PA Program Student Promotion, Appeals and Grievance Committee will report the results of their investigation to the PA Program Director. If the review of the MMS-PA Program Student Promotion Committee finds that the procedures were clear and consistent and were applied fairly in the case of the student who has filed an appeal, this information will be given in writing to both the student and the instructor. If the review finds that the student was not fairly graded, the Program Director and the Departmental Chairperson/Center Director will contact the faculty member in question to request that the student’s work be re-graded in a way that eliminates the unfairness. A third possibility is that the review may show some ambiguity about fairness and either the Program Director and/or the Departmental Chairperson/Center Director may request further discussion between the student and instructor to resolve the issue.

f. If the student is not satisfied with the results of the steps above, the student may file an appeal with the Associate Dean of Graduate Programs for review by the TUSM Graduate Programs Student Performance Committee only on procedural grounds. Final appeal only on procedural grounds would be with the Vice-Provost for Graduate Studies at Temple University.

d. Evaluation Other Than Grades

Clinical Comprehension and Competence
At the conclusion of each clinical clerkship course, whether required or elective, a formal written narrative evaluation of each student’s performance must be submitted to the PA Program Director.

1. Mid-course Evaluation: The clerkship director, site director, or his/her designee must provide a mid-clerkship formative evaluation. Interim evaluative comments from the faculty directly to the student are required during all clerkships, and students are urged to share in the responsibility for seeing to it that such feedback occurs. Such interim
evaluations should be given at the mid-point of each clerkship when faculty are urged to communicate to each student, either in writing or orally, information concerning the student’s performance to date and, as appropriate, recommendations for improvement.

2. **Final Written Report**: Within four weeks of the conclusion of a clerkship, the Department must submit to the Program Director a written narrative report for each student assigned to that clerkship. The narrative report must be approved by the course director and should address that student’s attributes, including his/her fund of knowledge, level of comprehension, clinical skills, interpersonal relationships and professional behavior. The Program Director or her designee will review all reports and, should she deem the report(s) on a particular student to warrant such action, shall, following consultation with members of the Program’s Principal Faculty, take any appropriate action(s).

A single final grade must be submitted upon completion of each required and elective clerkship. If a clerkship comprises two distinct and significantly different experiences which might require different types of skills and attitudes (e.g., in-patient vs. out-patient experiences in the same discipline or in-patient experiences in the same discipline at two different institutions), separate written evaluations may be submitted for each distinct experience.

**Statement on Fitness for Professional Responsibility**

Professionalism is a core value of medicine, a major element forming the essence of a physician assistant. Its importance is equal to that of knowledge and technical skills, with all three elements essential to providing the expected quality of health care. Key professionalism competencies include character, integrity, honesty, personal motivation, responsibility, accountability, compassion, continued professional development, ability to work in teams, and respect for patients, teachers and colleagues. Physician Assistants-in-training are expected to meet standards of professionalism, as described in the PA Program Competencies and Honor Code, both of which are accessible through the PA Program’s website and the Student Handbook.

Meeting the standards of professionalism is an essential component in the assessment of physician assistant student performance in phases of the curriculum. Failure to meet standards of professionalism may result in a Fail grade in a course or clerkship, formal written report to the Program Director, counseling, referral to the Honor Board or Student Promotion, Appeal and Grievance Committee, or dismissal.

Accordingly, course and clerkship directors are encouraged to evaluate each student’s professional attitudes and behaviors, and to submit to the PA Program Director a written report describing a student’s professionalism. In addition, any faculty member may submit a written report describing any incident that might reflect either an unprofessional attitude or behavior or exceptional professionalism. All such reports are placed in the student’s official PA Program file.

On receipt of a report reflecting an unprofessional attitude or behavior, the Program Director will meet with the student to discuss the concern, and following consultation with members of the Dean’s staff, take appropriate action(s). If the Program Director receives a second report of
unprofessional attitude or behavior for any student and concludes that some action is appropriate, the receipt of that second report will be reflected in the student’s physician assistant student Performance Evaluation.

If the student disagrees with any decision reached by the Program Director, (s)he may within seven days of such notification appeal in writing to the Dean through the Student Promotion, Appeal and Grievance Committee. The process for the appeal and the standards upon which decisions are to be made are explained further on in this section.

Students who receive a commendation for exceptional professionalism are informed by the Program Director. Exemplary professionalism is identified in the student’s physician assistant student Performance Evaluation.

D. Transition from the First to the Second Curricular Years

Students must successfully complete the Summative and OSCE Exam at the end of Summer II in order to progress to the clinical segment of the program and begin clerkships. At the discretion of the Program Director working with the Associate Dean for Graduate and MD/PhD Programs, students may be allowed to begin the first clerkship if it is necessary to remediate the Summative and OSCE Exam at the end of Summer II.

E. Remediation Of Courses

Remediation is offered to any student who earns a final grade in a didactic course or clerkship below B-. No more than two courses per semester maybe remediated. Remediation must be completed before the beginning of the next semester. Students who remediate a course can receive a grade no higher than B-. Students will work with the course director and their academic advisor to develop a remediation plan.

F. Standing Of Students

Students are placed into one of the following two categories based upon their academic performance:

1. **In Good Standing:**
   • Has completed satisfactorily the requirements of all courses of all previous semesters
   • Is passing all courses in which (s)he is enrolled
   • Is not on probation for either academic or behavioral reasons

2. **Not in Good Standing:**
   • Has not fulfilled the requirements of one or more courses of a previous semester
   • Is not passing one or more courses in which (s)he is enrolled
   • Is on academic or behavioral probation

G. Promotional Guidelines

• Students are required to maintain a GPA of 3.0 at the end of each semester.
• Students may not have any course grade/clerkship grade of F.
• Students may not have more than 2 B- course grade/clerkship grades throughout the time in the program.
• Students must pass both the Summative and OSCE Exam I at the end of Summer II to progress to the clerkships.
• Students must pass the Comprehensive Review Course in Summer III to graduate.

H. Promotional Decisions
Most promotional decisions are based upon grades alone and are determined automatically and solely by the Promotional Guidelines. The Program Director is responsible for assessing the academic performance of each student and informing the student of his/her status and for assessing the fulfillment or non-fulfillment of conditions arising from probationary status. Promotional decisions based upon criteria other than grades are made by the PA Program Director. The Program Director is responsible to notify the students of their dismissal.

Appeal Of Dismissal
Students who are dismissed due to Academic or Non-Academic reason may appeal this decision to the Student Promotion, Appeal and Grievance Committee of the PA Program. Students must write a letter to the Chair of the Student Promotion, Appeal and Grievance Committee stating explaining their reasons for appeal including any extenuating circumstances along with a plan to insure future success. Regular meeting dates for the Student Promotion, Appeal and Grievance Committee will be posted yearly.

The Student Promotion, Appeal and Grievance Committee of the Physician Assistant Program will meet with the student, and will review the academic performance and any extenuating circumstance before making a recommendation to the Associate Dean for Graduate and MD/PhD Programs. If the student is not satisfied with the results of the steps above, the student may file an appeal with the Associate Dean of Graduate and MD/PhD Programs for review by the TUSM Graduate Programs Student Performance Committee only on procedural grounds. Final appeal only on procedural grounds would be with the Vice-Provost for Graduate Studies at Temple University.

PROBATION

A. Academic
A student shall be placed on academic probation:
• When the student is required to repeat one or more semesters due to inadequate academic performance
• When a student returns from a leave of absence, which was entered with the student “not in good standing.”

Once placed on academic probation, the student remains in that status as long as s/he remains matriculated at the School. A student on academic probation will be dismissed if s/he receives a final grade below B- for any course or clerkship while matriculated at the School.
B. Non-Academic
When, in narrative comments evaluating a student, faculty members express concern about a student’s fitness to assume professional responsibilities, the Program Director may place a student on non-academic probation. In such instances, the Program Director states, in writing, the specific duration and conditions of the probationary status. The Program Director is responsible for monitoring the student’s adherence to the conditions of the probation. Should the student violate those conditions, the Program Director may take further action(s).

At the sole discretion of the Program Director, students on either academic or non-academic probation may be restricted from scheduling clinical or research rotations at sites away from Temple’s Broad Street campus.

LEAVES OF ABSENCE

A. A leave of absence is an administrative measure granted at the discretion of the PA Program Director with the approval of the Associate Dean for Graduate and MD/PhD Programs and the Vice-Provost of the TU Graduate School. It is used in situations where it is deemed in the best interests of the student and/or the School that the student’s education be interrupted.

B. A leave of absence may be for either a defined or undefined period of time, determined by the PA Program Director in consultation with the Associate Dean for Graduate and MD/PhD Programs. Except in extraordinary circumstances, a student may request a leave of absence only for a period of up to one academic year.

C. The time that a student spends on a leave of absence should count towards the maximum of four academic years permitted to complete the MMS-PA Program.

D. For leaves of absence taken prior to the completion of curricular Year Two:
   • A two-year leave of absence shall ordinarily be the maximum allowed. At the discretion of the Program Director, such students may re-enter the curriculum at the point where their leave of absence began.
   • Should circumstances dictate that a student be granted a leave of absence that is longer than two years, the Program Director may, at his/her own discretion, require that the student repeat some or the entire curriculum previously taken, even if all courses were passed.

E. Students must complete the Request for Leave of Absence Form available on the TU Graduate School website and pay the required fees. Final approval of the leave of absence is by the Vice-Provost of TU Graduate School.

Graduation
The Associate Dean of Graduate and MD/PhD Programs and the Vice-Provost of the Graduate School upon the recommendation of the Program Director make final decisions regarding
graduation. The Faculty and Administration of the School base recommendations upon a comprehensive evaluation of each student’s academic and professional performance and fitness for professional responsibility as determined.

**Student Organizations and Activities: 2014-2015**

The following is a list of current student organizations at Temple University School of Medicine. Although these organizations were established well before the creation of the Physician Assistant Program, it is expected that the PA students are welcome to join any of these organization or to establish their own organizations and activities.

a. **Al-Shifaa:**
An open and inclusive organization dedicated to the espousal of Oneness in God and a special interest in exploring the contribution of Islam to the medical sciences. Al-Shifaa sponsors talks and is involved in a range of community-service activities from tutoring to running health-care clinics and mentoring undergraduate students. It also provides information on Muslim cultural events and resources.

b. **American Medical Association (AMA):**
Temple AMA works to keep students informed on issues important to their professional careers, hosting health policy talks and providing information on how to successfully navigate the path from health professional student to health professional. The group sends delegates to national meetings of the American Medical Association (AMA) as well as meetings of the Pennsylvania Medical Society, representing the interests of Temple students through our votes in the AMA-MSS (Physician Assistant Student Section). AMA also provides great networking opportunities with other students and doctors, both locally and nationally.

c. **American Medical Women’s Association (AMWA):**
A national organization dedicated to focusing attention on women’s health issues and promoting mutuality among female professional assistance. The local chapter provides a big sister mentorship program, community education on breast self-exam and speakers and social events throughout the year.

d. **Anesthesiology Interest Group:**
The purpose of the Anesthesiology Interest Group is to provide interested students with the opportunity to gain an understanding of the practice of clinical anesthesiology. Lectures and workshops allow students to develop essential skills and knowledge that are pertinent to the practice of anesthesiology. The organization serves as a bridge between the anesthesiology faculty at TUH and students at TUSM, giving students a format to develop mentor/mentee relationships and a hands-on experience in the field.

e. **Asian Pacific American Medical Student Association (APAMSA):**
The Asian Pacific American Medical student Association (APAMSA) welcomes all allied-health students, faculty, staff and administrators who are interested in learning more about issues that face Asian and Asian-American communities locally and nationally. APAMSA seeks to promote the idea of a rich and diverse Asian and Asian-American population among the Temple Health
Sciences community. The group sponsors educational workshops, disseminate research and materials on Asian and Asian-American health, hold networking and social events, and participate in service projects geared towards the Asian and Asian-American community.

f. Babcock Surgical Society:
Babcock Surgical Society is the oldest student-run organization at Temple University School of Medicine. The group is composed of medical students who share a common interest in surgery as a medical profession and aims to provide opportunities for students to explore the surgical specialty through weekly surgical skills workshops, lunchtime presentations with surgeons, and shadowing and mentoring programs. Membership is open to anyone within TUSM who shares an enthusiasm and appreciation for this exciting field of medicine.

g. Big Friends:
Student involvement within the North Philadelphia community, especially its youth, is an integral part of the Temple experience. Providing children with role models who help, inspire, and educate can be beneficial to their social and overall development. TUSM students who participate in Big Friends offer their time one afternoon each week to tutor and engage in creative or physical activity with children from Kenderton Elementary School. The goals are to enhance what the “little friend” learned in school and assist with a craft or other planned activity. Big Friends meets on Tuesdays and Thursdays from 4:00-5:00 PM at the Student Faculty Center on the Health Sciences Campus.

h. Temple Book Club:
The Book Club meets regularly to discuss literature related to medicine. Novels and short stories are included in the club’s reading selections.

i. Careers In Military Medicine Interest Group:
The Careers in Military Medicine Interest Group is intended to bring together those students that are currently in the military or those interested in military medicine to promote awareness of the opportunities available in military medicine to students at Temple University, provide HPSP students with resources and help with administrative and military specific issues, and to provide networking opportunities to Health Professions Scholarship Program students, residents, and faculty of all military branches both at Temple University Health System and abroad.

j. Catholic Medical Student Association (CMSA):
The Catholic Medical Student Association invites students who wish to learn more about the Catholic faith, and how to live faithfully as medical professionals, while upholding principles of social justice. Activities of the group include engaging dialogue and debate on various medical ethical issues, outreach service endeavors, and participation in the events, and liturgies of the Temple University Newman Center.

k. Dermatology Interest Group
The Dermatology Interest Group (DIG) is a student organization that strives to provide educational opportunities for students who wish to gain exposure to the field of dermatology. Our goal is to create a platform for students to be able to access shadowing and research positions within the department of dermatology, provide support for those
pursuing a career in dermatology, organize talks/lectures by faculty to discuss relevant topics, and to raise community awareness on various dermatological conditions through volunteer opportunities.

l. Emergency Medicine Interest Group (EMIG):
EMIG (Emergency Medicine Interest Group) is dedicated to providing career information and clinical experiences to students interested in emergency medicine. Students in the group have the opportunity to participate in various clinical skills workshops including airway management, suturing, blood draws, and more. Members are also able to learn about the specialty through lunchtime talks with Temple emergency physicians and from students matching into emergency medicine. EMIG provides students with a valuable introduction to clinical skills, introduces students to an excellent and knowledgeable staff, and offers a number of opportunities to learn about an exciting specialty.

m. Family Medicine Interest Group (FMIG):
Temple FMIG provides students with resources (including panel discussions, physician speakers, and clinical procedure workshops) to encourage family medicine careers.

n. Global Medical Brigades:
The group’s purpose is to plan and execute a one-week long medical service trip through the Medical Brigades division of the national Global Brigades organization. This is a trip intended for students who want to gain clinical experience abroad, but participants may include professionals and students in other fields.

o. Habitat for Humanity:
TUSM Habitat for Humanity organizes and fundraises for several community service days per semester allowing students the opportunity to address the community and health problems associated with subpar and poverty housing. No previous experience is needed in order to participate!

p. HERO Temple Volunteers (Help Energize and Rebuild Ourselves):
HERO Temple Volunteers is a student group that helps support the Helping Energize & Rebuild Ourselves (H.E.R.O) non-profit organization located at 17th & Tioga (walking distance from campus). The group assists HERO through volunteering with their daily after-school program from Monday through Thursday with 30 kids from the local community. In addition to tutoring and mentoring the children, the group also participates in bigger events for HERO, such as holiday parties and food-drives. For more information, please visit their website: www.facebook.com/helpingenergizeandrebuildourselves.

q. Honor Board:
The Honor Board is responsible for providing information about and upholding the TUSM Honor Code. It is composed of an elected board of 20 students (five from each class) and six faculty members who deal with educational and administrative aspects of Temple’s Honor System.

r. Integrative Medicine Interest Group:
The Integrative Medicine Interest Group was established in 2012 with the mission to introduce
students to methods of healing that complement our education and training in western allopathic medicine, including but not limited to: osteopathic manipulative medicine, traditional Chinese medicine, acupuncture, herbal supplementation, and exercise and nutritional intervention. The group also intends to promote important principles of preventative medicine and maintaining a healthy lifestyle, including but not limited to: nutrition, exercise, yoga, stress reduction, and achieving optimal intra- and inter-personal relationships. So far, the interest group has organized yoga classes, meditation sessions, tea breaks, movie events, and lunchtime talks given by medical doctors that implement integrative medicine.

s. Internal Medicine Interest Group:
The purpose of this organization is to work to promote an understanding of Internal Medicine among students, and answer questions about Internal Medicine career paths. This group aims to hold lectures or panel discussions about Internal Medicine subspecialties, run clinical skills workshops, and participate in community health fairs.

t. International Health Organization:
The International Health Organization (IHO) provides information and education about international health as well as helping students to prepare for experiences abroad. IHO provides talks, distributes information, and works with the faculty to ensure that TUSM offers a range of international health opportunities.

u. Jewish Student Union:
The Jewish Student Union provides cultural and religious opportunities for all Temple students. Programs include Sabbath meals and lunchtime talks on subjects related to Judaism and medicine.

v. Latino Medical Student Association (LMSA):
Latino Medical Student Association is an organization that promotes a network of students, alumni, and health professionals whose mission is to recruit Latinos into higher education, educate the public and one another about Latino health issues, advocate for increased Latino representation in health related areas, and promote awareness about social, political and economic issues as they relate to Latino health. At Temple School of Medicine, LMSA carries out this mission through community service projects, education, and social events.

w. Temple LBGTPM:
Temple’s LBGTPM group is here primarily to offer a friendly and comfortable environment for LBGT students and those wishing to discuss LBGT issues. The group hosts an annual LBGT residency panel where students can question LBGT doctors on issues regarding coming out during residency interviews, and learn about life as an LBGT person in the medical community. The group also brings in speakers to talk about LBGT adolescence and youth sexuality issues. Finally, the group hosts mixers with the larger LBGT community from other Philadelphia graduate programs—so this is a great way to meet some fantastic people from all around Philly!

x. Medible Learning Garden (formerly Medicinal Garden Alliance):
The Medible Learning Garden is run by a group of medical and medical professional students at Temple University. The group’s mission is to promote health and wellness in our North
Philadelphia neighborhood. Students grow a variety of medicinal herbs and vegetables in North Philadelphia and offer a community space for educational programs focused on natural remedies, nutrition, food equity, and human and environmental health. The harvest is given out to students and local community members who pass by the garden. The group also makes weekly donations to the Zion Baptist Church, located across the street from the garden, which in turn distributes to the homeless at their food pantry.

y. Med Students for Choice (MS4C):
Medical students for Choice works to improve Temple’s reproductive health education by supplementing the curriculum with programming and advocacy surrounding reproductive options, reproductive justice, and abortions.

z. OB/Gyn Interest Group (OBIG):
OBIG provides educational opportunities for students interested in women’s health and OB/Gyn. Through shadowing opportunities, health talks and educational activities, the group generates excitement about and interest in women’s health in the general Temple Medical School student body.

Ophthalmology Society Interest Group (OSIG):
OSIG intends to increase awareness of the ophthalmology specialty among current students while also providing vital free eye care services to patients in North Philadelphia. Under the stewardship of Dr. Jeffrey Henderer, OSIG provides free monthly eye care screenings for 10-20 patients at District Health Center #5 at 1900 North 20th St on the first and the third Thursday of every month. This allows first and second year students to learn valuable ophthalmology exam techniques while interacting with patients in a clinical setting. In addition, OSIG has held one to two forums per semester to increase awareness of the opportunities in ophthalmology. These include forums with Dr. Henderer and an ophthalmology panel of fourth year ophthalmology residency applicants. During forums, Dr. Henderer has provided videos of common ophthalmology surgical procedures and fields questions about the specialty. The ophthalmology residents discuss the application process and how to learn more about the specialty.

aa. Orthopedic Interest Group (OIG):
The Orthopedic Interest Group organizes discussions and speeches by orthopedic surgeons specializing in a range of fields from sports medicine to trauma surgery. Members collaborate with residents, attendings, and chiefs from several local hospitals in order to develop a network that can provide information and resources for those interested in orthopedic surgery.

bb. Pediatric Interest Group (PIG):
The Pediatric Interest Group (PIG) is a group for students who may be interested in pursuing a medical career in pediatrics. The group provides many opportunities for students to get involved in the great field of pediatrics, including educational lunchtime talks, shadowing opportunities, volunteering with children, community outreaches, fundraisers, and more.

cc. Prevention Point:
This group consists of Temple students working alongside the Prevention Point van in a Street Side Health Clinic in North Philadelphia.
PsychSIG:
The purpose of this organization is to promote issues of psychology within the health care setting. The group will also seek to provide access and exposure of students to Psychiatry faculty within the Temple Health community.

dd. Puentes de Salud:
Puentes de Salud is a nonprofit organization that serves to provide for the immediate healthcare needs of the Latino population in the Philadelphia area while focusing long-term efforts on addressing the social determinants of health in these communities. Puentes de Salud offers a variety of community-based programs in which both health professional and undergraduate students can volunteer, including: a twice-weekly primary care clinic, a children’s tutoring program (Puentes Hacia el Futuro), family-centered Mexican art classes, and regular health-educational seminars for patients in our clinic (Charlas de Salud).

e. Temple Medicine Radiology Interest (TMRI) Group:
Offers students the opportunity to meet and learn from radiologists practicing in a variety of specialties. Department tours, speaker series, and community efforts, amongst other activities, give students a chance to learn about the role of radiology in the world of medicine. Through collaboration with residents, attendings, and physicians from local hospitals or private practices, students can get an early look at not only the field of radiology, but also the life of a radiologist.

ff. West Penn Radiology Interest Group:
The West Penn Radiology Interest Group serves to foster an interest in Radiology for students rotating at the West Penn Clinical Campus in Pittsburgh, PA. This is accomplished through lectures, networking events, and community service. Through faculty mentor Dr. Matthew Hartman, the group works closely with students going into radiology by providing them with research opportunities and interview advice.

gg. Science in Philly Schools (SiPS):
Science in Philly Schools (SiPS) is a science outreach project that brings students from Temple University into the science classrooms of the local Mary Bethune Middle School. SiPs aims to enhance the school’s science curriculum by leading weekly laboratories for 8th grade students. The lessons, developed and implemented by Temple students under the supervision of Bethune teachers, emphasize fundamental topics relevant to the curriculum using a hands-on inquiry-based approach to learning. Furthermore, through close interactions with the students of Bethune and various field trips, the group hopes to spark interest in the sciences and inspire the pursuit of higher education.

hh. South Asian Health Student Association (SAHSA):
The mission of this organization is to promote South Asian health awareness, to engage in and educate others about traditional cultural activities, and to serve the South Asian community within Philadelphia and beyond. SAHSA serves as a hub for students to make meaningful connections with their future colleagues and with the local community.

Students Engaging in Health Policy:
SEHP’s mission is to equip current students with the proper knowledge and insight gained from exposure to diverse perspectives necessary to develop informed opinions on patient care, health
policy, and health care reform.

ii. **Student Interest Group in Neurology (SIGN):**
The Student Interest Group in Neurology (SIGN) focuses on promoting interest in neurology and neurosurgery. The primary goal of the organization is to give students opportunities and resources through which they can experience neurology through shadowing and research. The group is also involved in creating awareness of neurological disorders in the student body and the North Philadelphia community.

jj. **Student National Medical Association (SNMA):**
The Student National Medical Association is committed to supporting current and future underrepresented minority students, addressing the needs of underserved communities, and increasing the number of clinically excellent, culturally competent and socially conscious physicians. SNMA believes in a commitment to the empowerment of its members to take proactive steps to address minority health issues through advocacy and community service. SNMA believes in the promotion of professional development of its members so that they may have the potential for being the underrepresented minority (URM) health leaders of tomorrow. Finally, SNMA provides URM pre-health students with knowledge, skills and experiences that are both prerequisite and concomitant to professional participation in the health care industry. For more information please visit: [www.templeSNMA.org](http://www.templeSNMA.org).

kk. **Sun Circle Garden:**
The Sun Circle Garden Group actively works towards the beautification and upkeep of the Sun Circle Garden, located a few blocks away from the Temple University School of Medicine. The group also serves to foster positive relationships between Temple students and the surrounding North Philadelphia community by organizing educational events and goal-oriented activities in the garden.

ll. **Temple Emergency Action Corps (TEAC):**
The Temple Emergency Action Corps is a student-run organization that trains students to provide both medical and humanitarian aid.

mm. **Temple Emergency Action Corp Homeless Initiative (TEACH):**
Temple Emergency Action Corps Homeless Initiative (TEACH) is a subset of students from the larger TEAC community that wants to work with the homeless population of the North Philadelphia neighborhood surrounding the Temple University School of Medicine campus.

nn. **Temple CARES:**
Temple CARES is a student-run health clinic, staffed by students and clinicians. Members are involved in developing health awareness, resources, education and service with members of the local community.

oo. **Temple Med Soccer:**
Throughout the year, Temple Med Soccer organizes multiple soccer related events for all students.
pp. Temple Musicians in Medicine:
The purpose of this organization is to use music to provide emotional and philanthropic support to those suffering while simultaneously exercising our creative minds. Students’ lives are often consumed by the study of the sciences and thus are at risk of neglecting the creative side of their minds. Creativity is a vital attribute for physicians and the Temple Musicians in Medicine group provides an opportunity for students to join together for the sake of exercising their artistic skills. The group constantly strives to use these talents to bring joy to members of the community through various philanthropic events. The group provides entertainment to patients in the hospital and provides an outlet for children in need of extracurricular activities. Through musical performances and various fundraisers the group hopes to also raise money for causes needing extra support.

qq. TUSM Arts Group (TAG):
The TUSM Arts Group (TAG) is a community of students with backgrounds and/or interest in the visual arts, music, dance, film, museums, theater, or any other area related to the arts that aspire to foster the arts within a healthcare setting and among the student body.

rr. Wilderness Medicine and Outdoors Club
The purpose of this organization shall be to encourage the pursuit of outdoor activities for its students, to educate its students in the practice of wilderness medicine, and to make students aware of available opportunities in wilderness medicine.

APPENDICES

APPENDIX A: COMPETENCIES FOR THE PHYSICIAN ASSISTANT

ACADEMICS: COMPETENCIES WITHIN AN INTEGRATED CURRICULUM

Introduction
Temple University School of Medicine (TUSM) Physician Assistant Program is dedicated to educating and training students to be excellent physician assistants who will be thoroughly prepared to meet the medical needs of a diverse patient population, including the local community, the State of Pennsylvania and beyond. The school places particular emphasis on attracting and graduating future physician assistants who will provide care to underserved populations. This tradition has been preserved and passed on by a faculty, which is dedicated to filling the medical needs of North Philadelphia and surrounding communities.

TUSM PA Program is dedicated to enrolling students who exemplify academic excellence, and embody the passion, commitment and integrity to meet the highest standards in patient care and medical scholarship. Temple students represent the diversity of society; they are recent college graduates as well as those changing careers, and they come from a wide variety of cultural, socioeconomic, and geographic backgrounds. They also have demonstrated capacity for volunteerism, altruism, and a genuine desire to help those in need.

A TUSM PA Program education provides a solid foundation in the fundamentals of basic science and clinical medicine. The curriculum is structured to ensure that students acquire the knowledge, clinical and life-long learning skills, and professional attributes essential to the practice of medicine. The program is marked by an extensive “hands-on” experience in caring for patients.

In an effort to define PA competencies the National Commission on Certification of Physician Assistants (NCCPA), the ARC-PA, the American Academy of Physician Assistants (AAPA), and the Physician Assistant Education
Association (PAEA) have developed a list of suggested clinical competencies for the PA profession. The competencies are based on the Accreditation Council for Graduate Medical Education (ACGME) model with areas specific to PA practice.

Temple University School of Medicine Physician Assistant Program has chosen to use those same six areas in defining the competencies that its students must acquire prior to graduation from the PA Program. The learning objectives for physician assistant students, which may be found on the Physician Assistant Program’s web site, are listed below under the appropriate type of competency.

**Medical Knowledge-Based Competencies**

Physician Assistants must be knowledgeable about the scientific basis of medicine and be able to apply that knowledge to clinical problem solving and the care of patients. They must engage in independent learning to remain current in their knowledge. Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistant are expected to demonstrate an investigatory and analytical thinking approach to clinical situations.

Physician assistants are expected to demonstrate:

1. Knowledge of the normal anatomical structure and function (physiological and psychological) of the human body as a whole and of each of its major organ systems, throughout the life cycle, to include developmental (infancy and adolescence) and aging processes
2. Knowledge of the various causes (genetic, developmental, metabolic, toxic, microbiologic, immunologic, neoplastic, degenerative, psychological and traumatic) of disease and the ways in which disease affects homeostasis (pathogenesis)
3. Knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ systems that occur in clinically and pathophysiologically important diseases and conditions
4. Knowledge of the basic mechanisms of pharmacologic and non-pharmacologic modalities employed in the prevention and treatment of disease and amelioration of pain and suffering
5. Knowledge of the economic, psychological, occupational, social, and cultural factors affecting health and illness
6. Knowledge of the epidemiology of common illnesses and the systematic approaches useful in reducing the incidence and prevalence of those illnesses
7. Knowledge of disease and injury prevention practices in the care of individual patients and their families, and the community
8. Knowledge of the various types of family planning and their potential impact on the patient, the family and society
9. Knowledge of the physical and psychological aspects of aging and dying and a commitment to support and appropriately counsel patients and their families
10. The ability to describe the principles and application of evidence-based medicine in establishing the causation of disease and therapeutic efficacy of treatment
11. The ability to recognize how factors such as age, gender, ethnicity, sexual orientation, functional limitations, languages, belief systems, and socioeconomic status impact health, perceptions of well-being and medical care of culturally diverse and medically underserved populations
12. Knowledge of the forms and value of complementary medicine as employed in the treatment of disease
13. The ability to recognize the impact of chronic disease and disability on a patient’s ability to function in society
14. Knowledge of the basic principles and ethics of clinical and translational research, and how such research is conducted, evaluated and applied to the care of patients

**Patient Care Competencies**

Physician assistant students must be able to provide patient-centered care that is evidence-based, compassionate, effective and appropriate for the treatment of health problems and the promotion of health. Physician Assistant students must be able to:

1. Provide health care services aimed at maintaining health and well-being, and treating patients with acute and chronic conditions
2. Obtain an accurate, comprehensive medical history that respects individual differences, as it relates to the patient’s health status
3. Communicate clearly; verbally, in writing, and electronically with patients, patients’ families, and colleagues
4. Conduct a thorough and accurate physical and psychiatric evaluation in patients of all ages
5. Perform routine technical procedures
6. Interpret and integrate clinical data, including laboratory, radiology, and pathology studies
7. Reason deductively in solving clinical problems
8. Construct appropriate management strategies (both diagnostic and therapeutic) for patients with common acute and chronic conditions; including medical, psychiatric, and surgical conditions, those requiring short and long-term rehabilitation, and those with serious conditions requiring critical care.
9. Appropriately relieve pain and ameliorate the suffering of patients
10. Incorporate the findings of emerging clinical and translational research into clinical decision-making and problem-solving, and be able to explain how the findings apply to patient care

**Interpersonal and Communication Skills**

Physician Assistant students must demonstrate interpersonal and communication skills that result in effective exchange of information and collaboration with patients, their families, physicians, professional associates, and other individuals within the health care system. Physician Assistant students must demonstrate:

1. The ability to interact and communicate respectfully, effectively and empathetically with patients, their families, and the public; across all ages, socioeconomic and cultural backgrounds
2. The ability to address sensitive health care issues in an effective, compassionate and non-judgmental manner, including screening for alcohol and substance abuse, domestic violence, sexual behavior and delivering bad news
3. The ability to communicate scientific and medical knowledge to help educate patients about their health, and health care decisions and ensure adequate understanding
4. Effective communication and collaboration with other members of a multidisciplinary health care team
5. The ability to communicate accurate patient information verbally, in writing or electronically to colleagues and healthcare workers

**Professionalism**

Professionalism embodies the responsibilities of a physician assistant that go beyond knowledge and technical skills and enables the delivery of health care. It includes honesty, maintaining patient confidentiality and trust, mutual respect and commitment to the welfare of patients. Professionalism also require that physician assistants practice must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician Assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements.

Physician Assistants students must:
1. Demonstrate personal motivation, compassion, reliability, integrity, and honesty in all interactions with patients, families, colleagues and other healthcare professionals
2. Demonstrate responsiveness to patient needs that supersedes self-interest
3. Demonstrate understanding of, and commitment to, ethical and legal principles in all aspects of patient care, including beneficence, justice, confidentiality, privacy, informed consent and patient autonomy
4. Understand legal and regulatory requirements, including the appropriate role of the physician assistant
5. Demonstrate awareness of, and sensitivity to, diversity among patients, providing effective care that respects interpersonal differences in age, ethnicity, cultural beliefs, socioeconomic status, sexual orientation and spirituality
6. Maintain professional relationships with physician supervisors and other health care providers
7. Serve as a healthcare advocate for individual patients and all patient populations
8. Recognize their abilities and limitations, participate in ongoing self-assessment, actively seeking and responding to feedback, and continuously striving to improve patient care and patient-centered interactions
9. Demonstrate attentiveness to professional and medical errors and work to reduce such errors in all aspects of patient care
10. Maintain a professional image in behavior and attire, demonstrating respect for the patient and the environment in which the patient care is given
11. Engage in independent learning to stay abreast of the scientific advances, relevant to the current practice of medicine and emerging technologies

**Practice-Based Learning and Improvement**

Physician Assistant students must be able to place their role as patient care provider within the greater context of the healthcare system. Students must commit to lifelong learning and professional improvement, which includes honest and thoughtful self-evaluation and analysis of practice patterns and outcomes within the framework of standards of care, and best-practices as defined by scientific evidence. Physician Assistant students must demonstrate:

1. Awareness of strengths, deficiencies and limits in knowledge and skills
2. Ability to set goals and pursue opportunities to acquire new knowledge that can be applied to patient care
3. The skills to improve patient care by thoughtful analysis of their own patient population and pertinent characteristics of the communities from which their patients derive
4. The ability to identify and apply epidemiologic, statistical and scientific evidence towards the effectiveness and practicality of diagnostic and therapeutic modalities with the goal of improved quality of patient care
5. The appropriate roles of technology and information management in as it pertains to both education and patient care
6. The skills to work in a multidisciplinary team that incorporates parallel and synergistic professions working toward the same goals.
7. The ability to give and receive constructive nonjudgmental feedback from/to all sources, designed to enhance patient care and the function of the team
8. Use of knowledge and communication skills to facilitate the education of patients, families, trainees, peers and other health care professionals

**Systems-Based Practice**

Students must demonstrate knowledge of the multiple systems engaged in the provision of health care and the ability to use system resources to provide optimal patient care. Students must:

1. Demonstrate awareness of how their patient care and other professional activities affect other health care professionals, the health care organizations in which they work, and to society, at large, and how these elements affect their own practice
2. Demonstrate knowledge of, and respect for, the roles of other healthcare professionals, and the ways in which they may collaborate in the care of both individuals and communities
3. Describe the major organizational models of healthcare delivery, including the ways in which such models are important in controlling health care costs and allocating resources
4. Practice cost effective health care and resources while maintaining a high quality of patient care
5. Identify and use resources and ancillary health care services for all patients, including patients facing barriers to access to health care
6. Demonstrate an awareness of the complexities of medical practice with regard to ethical and legal issues
APPENDIX B: TECHNICAL STANDARDS

Title:
Technical Standards for Physician Assistant Students

Scope of Policy:

The technical standards for the Temple University School of Medicine Physician Assistant Program have been established to ensure that students have the ability to demonstrate academic mastery and competence when performing clinical skills, and the ability to communicate clinical information. These technical standards are intended to ensure that each student has the academic and physical ability to acquire competencies, as defined by the National Commission on Certification of Physician Assistants (NCCPA), the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the Physician Assistant Education Association (PAEA), and the American Academy of Physician Assistants (AAPA). The technical standards are consistent with the technical standards set forth by the Accreditation Council of Graduate Medical Education (ACGME).

The candidate for successful completion of the Physician Assistant Program must be able to perform the following skills:

I. Observation: The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiologic and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision. It is enhanced by the functional use of the sense of smell.

II. Communication: A candidate should be able to speak, to hear and to observe patients in order to elicit both verbal and non-verbal information, and must be able to communicate effectively and sensitively with and about patients. Communication therefore includes speech, reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with the patient, the patient’s family, and all members of the health care team, including referral sources such as agencies and other physicians.

III. Motor: Candidates should have sufficient motor function to carry out basic laboratory techniques and to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Candidates must be able to perform anatomical dissections. They must have sufficient motor ability to use a microscope. A candidate should have the motor skills which will allow him/her to do basic laboratory tests (urinalysis, gram stain, preparation of a blood smear. etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), perform and read EKGs and read x-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency
treatment reasonably required of physician assistants are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple, general gynecologic procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

IV. Intellectual-Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physician assistants, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

V. Behavioral and Social Attributes: A candidate must possess the physical and emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admission and education process.

The faculty of Temple University Physician Assistant Program recognizes its responsibility to present candidates for the PA degree who have the knowledge, attitudes and skills to function in a broad variety of clinical situations and to render a broad spectrum of patient care. The Admissions Committee is responsible for adhering to these technical standards during the selection of Physician Assistant students.
APPENDIX C: HONOR SYSTEM

Honor Code (Revised 2006)

The students for the degree of Master of Medical Science- Physician Assistant (MMS-PA) and faculty members of the Temple University School of Medicine and Physician Assistant Program [TUSM-PAP] subscribe to the high ethical and moral standards of conduct appropriate for health care professionals as set forth in this Honor Code. These standards are based upon the principles of honesty, integrity, and civility. Those who accept admission to the Temple community pledge both personal and collective responsibility for maintaining these standards at all times and places and pledge to help others do likewise.

This Code is intended to promote relationships of trust and respect among students, faculty, staff, and patients; to foster an environment which promotes such relationships and, when necessary, to enforce these ethical standards and regulate breaches through the judicial duties of the Honor Board. It is not intended to dictate the lifestyle of an individual. This Code supplements the Temple University Student Code of Conduct. Alleged violations of the Temple University Student Code of Conduct that do not violate this Code will be adjudicated by the University Disciplinary Committee established under that Code.

I. Jurisdiction

The Honor Code applies to both the academic and non-academic activities of all candidates for the MMS-PA and to both on-campus and off-campus conduct. Every student seeking this degree who accepts admission to the Temple University School of Medicine – Physician Assistant Program is responsible for knowing the content of and upholding the rules and regulations of the Physician Assistant Program and this Honor Code. Copies of the Honor Code will be distributed to incoming first year PA students. Copies of amendments to the Honor Code will be distributed to all PA students and faculty and will be published on the website of the School of Medicine – Physician Assistant Program. Ignorance of the Honor Code and the rules and regulations of Temple University School of Medicine – Physician Assistant Program will not constitute a defense in any proceeding against a student.

II. Responsibility for the Honor Code

The Honor Board will write to all prospective physician assistant students, informing them that Temple University School of Medicine – Physician Assistant Program, is governed by an Honor Code and that their matriculation is conditioned upon a promise to abide by that Code. The Honor Board Chairpersons will provide that communication to the Office of the Senior Associate Dean for Admissions by June 1st of each academic year so that it may be enclosed with the each applicant’s letter of acceptance. A copy of the Honor Code, the Honor Board Bylaws and the Schedule of Violations will be mailed to any candidate who wishes to review them prior to matriculation.

Every student who is a candidate for the MMS-PA degree must comply with the Honor Code. Students who are candidates for the MMS-PA degree are expected to comply with the Honor Code during the periods when they are taking courses or engaged in rotations that are intended to lead to the MMS-PA degree. Compliance with the Honor Code includes (a) reporting violations of which the candidate has personal knowledge, (b) providing information and evidence, including documents and testimony at any investigation of or
hearing on an alleged violation and (c) otherwise cooperating fully in the implementation and enforcement of the Code.

III. Honor Board

The Honor Board is a representative body composed of students who are candidates for the MMS-PA degree and of faculty members of the School of Medicine – Physician Assistant Program, whose primary function is to educate the Temple community about the Honor Code. In the event of an allegation of an Honor Code infraction, the Honor Board investigates the allegation and acts as the official judicial body of the Honor Code in accordance with the Honor System bylaws infra.

IV. Confidentiality

The effectiveness of the Honor Code depends upon the absolute confidentiality of any allegations of violations, the information collected in any investigation and the proceedings and results of any hearing. A breach of confidentiality is a violation of the Honor Code.

V. Amendments and Revisions

A. Any amendment to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations, requires the approval of:
   a. A majority vote at a meeting of the Honor Board
   b. A majority vote at a meeting of the student body
   c. A majority vote at a meeting of the Medical School Faculty Senate
   d. The Dean.

B. In addition, any amendment requires the review or approval of the President or the Board of Trustees.

   Notwithstanding paragraph V (A), supra., amendments to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations that are solely for the purpose of clarification require only the approval of a majority vote at a meeting of the Honor Board.

C. Proposals for amendment to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations may be made by the Honor Board, the Medical School Faculty Senate, the Dean, or the President.

VI. Annual Report

The Honor Board will prepare an Annual Report to the School of Medicine – Physician Assistant Program. That Annual Report will summarize all activities and projects undertaken by the Board during the preceding year. It will also list any cases brought to the Board and their dispositions. This list shall include a summary (omitting names) of charges, verdicts, any sanctions recommended by the Honor Board, and any sanctions levied by the Dean. The Dean will forward the Annual Report to the University Code Administrator.

Bylaws of the Honor Board

I. Composition of the Honor Board
The Honor Board is composed of the following members:

A. 2-6 Student members (at least 2 members from each class)
B. 2 non-voting Faculty advisors, two each from the clinical and basic science faculties
C. 2 Faculty members

II. Selection and Responsibilities of Honor Board Members

A. All Honor Board Members

The Honor Board shall have the following responsibilities:

- **Administrative Role** – Board members shall promote compliance with the Honor Code through, among other actions, orientation of incoming students; communication with faculty members, administrators, and students through statements, reports, polls, and announcements; and any other activities that will enhance the spirit of the Honor Code at the School of Medicine – Physician Assistant Program.

- **Judicial Role** – Board members shall be involved in any formal matter brought to the Board’s attention that involving a possible violation of the Honor Code. These duties include advising and/or mediating a confrontation between two parties, taking part in an investigation or a hearing, determining a verdict, and recommending sanctions. The procedures to be followed in the event of an allegation of a violation are set forth in Sections VIII through XIII below.

- **Advisory Role** – Board members shall serve as resource persons to students and faculty members on all matters pertaining to the Honor Code.

B. Student Members of the Honor Board

a. Election and Terms – Concurrently with the first major examination in the fall, the first year class shall elect two representatives to the Honor Board to serve one-year terms. Concurrently with the last examination before finals in the spring, the first year class shall elect two representatives to the Honor Board to serve two-year terms and the second and third year classes shall elect representatives to fill any vacancies on the Honor Board. Elections shall be held in accordance with this Section II (B)(1).

   i. The Senior Associate Dean for Student Affairs shall establish a date for the Honor Board elections and a deadline for nominations.

   ii. The Senior Associate Dean for Student Affairs will, at least three weeks prior to the date of the election, give notice to first year physician assistant students and, if there is one or more vacancies to be filled, to second or third year physician assistant students by email and by announcement posted on the student bulletin board located by the student mail boxes. Such notice shall include a description of the responsibilities of Honor Board members, the date of the election, the number of positions on the Honor Board to be elected by each class, and the date and person to whom nominations may be made.
Nominations shall be due at least seven days before the date of the election. Students may be nominated by one or more student colleagues or may nominate themselves. The Senior Associate Dean for Student Affairs shall receive the nominations.

iii. Several days prior to the date of the election, the Honor Board shall prepare and distribute by email to first year physician assistant students and, if there is one or more vacancies to be filled, first or second year physician assistant students a ballot containing the name and photograph of every candidate for whom that student may vote. Each first year physician assistant student may vote for up to five (5) candidates. Each second year physician assistant student may vote for a number of candidates equal to the number of vacancies, if any, from that student’s class.

iv. Votes will be tabulated by students other than those who are candidates. The five (5) candidates from the first year class and the number of candidates representing the number of any vacancies from the second year classes who receive the greatest number of votes will be the Board representatives. Every candidate will be notified directly of the results. In the event of a tie, both candidates will serve on the Board as full members.

v. If a Board member should be alleged to have violated the Honor Code, he/she will not be able to participate in any Board meetings while the charge is pending. If the member is found to have violated the Honor Code, his/her office will be declared vacant as of the day of the determination.

b. Election of Student Officers – At the final Honor Board meeting of the academic year, which will be held after the elections, members will either nominate themselves or will be nominated for the positions of Chairperson(s) and Treasurer. The Board will vote by closed ballot. All officers will assume their new positions at the conclusion of the meeting. The position of Secretary will be filled at the second meeting of the following year, permitting the newly elected first year representatives to run for this office.

c. Responsibilities of Student Officers

i. The responsibilities of the Chairperson(s) or the Chairperson’s designee(s) are:
   • To call and preside over all meetings of the Honor Board.
   • To carry out all written and verbal correspondence of the Honor Board, or to delegate such duty to another member of the Board.
   • To appoint Investigating Committees, Hearing Boards, [and Appeals Committees] and their chairpersons.

ii. The responsibilities of the Secretary are:
   • To record minutes at all meeting of the Honor Board.
   • To prepare two copies of each set of minutes: One copy is to be placed in the Honor Board files; the other copy is to be posted for public viewing.

iii. The responsibilities of the Treasurer are:
   • To create a budget for all activities planned by the Board for the academic year and to prepare all documents needed to secure such funds.
   • To serve as a liaison between the Board and all funding sources (e.g., Student Council and Dean’s Office).
   • To report the financial status to the Board on a periodic basis.
ss. C. Faculty Members of the Honor Board

a. Faculty Advisors
i. Selection – The Board will include four non-voting Faculty Advisors, two each from the clinical and general science faculties. The Board will nominate candidates for the position of Faculty Advisor and elect new Faculty Advisors from the list of nominees. Separate lists will be made for clinical and non-clinical faculty. The lists of nominees will be retained by the Board to be used in the event of a resignation. The term for each Faculty Advisor is three years.

ii. Responsibilities – Faculty Advisors may attend all meetings of the Honor Board and may participate in all decisions and activities. Faculty Advisors cannot serve on Investigating Committees or on Hearing Boards but will be available to provide assistance to the Accused, Accuser, and/or their respective witnesses during hearings.

b. Faculty Members
i. Selection - The Board will include four Faculty Members appointed by the Dean. The Honor Board will give the list of nominees used by the Honor Board for the selection of Faculty Advisors to the Dean who will appoint each Faculty Member for a term of four years.

ii. Responsibilities – Faculty members will participate in all activities of the Board, serve on Investigating Committees and participate in hearings. Each member will have one vote.

III. Attendance
The Honor Board will meet once each month during the academic year to conduct general business. Additional meetings may be called by the Honor Board as needed. Members are required to attend all meetings. If a member is unable to attend, that member must notify the Board and/or the Chairperson(s) before the meeting. Three unexcused absences by Board members may be considered reason for dismissal. Arrangements for dismissal shall be coordinated by the Chairperson(s). Attendance records of student members shall be published at class elections for Honor Board representatives.

IV. Summer Adjustments to the Honor Board
A. Prior to the end of the spring semester, the new Chairperson(s) of the Honor Board will be elected by the Board members to serve for the following academic year. The new Chairperson(s) will coordinate the activities for the summer.

B. During the summer, the Board will consist of fifteen students, as only three classes will be represented.

V. Confidentiality
A. The reports, records, and proceedings of the Honor Board shall be held in strict confidence by all members of the student body, the faculty and the administration. An alleged breach of this confidentiality will be considered a violation of the Honor System. A breach of confidentiality committed by a member of the faculty or administration may be referred to the Dean.
B. Any discussion about possible Honor Code violations shall be kept in confidence by Honor Board members who have knowledge of an alleged incident.

C. Discussion of past Board proceedings within members shall be limited to revealing only the charge, verdict, and final sanctions. No discussion of other details should occur, nor should there be any discussion of a current proceeding until a final resolution of the case has been made by the Dean.

D. Confidentiality with respect to the hearing records shall be maintained in accordance with the protocol described in “Post-Hearing Procedures” of this document.

VI. Violations

A. Definitions

Violations of the Honor Code are set forth in the Appendix and include violations of the University Student Code of Conduct.

B. Faculty Responsibilities:

a. When a violation of departmental policy or rules takes place, the faculty retains the right to handle such incidents under the grading system rather than through the Honor Board. For example, flagrant cheating on an examination or the falsification of a patient’s records may be addressed through failure of an exam or failure of the course. Issues of unethical behavior in the community may be addressed both through the Honor Code and under the grading system. Both the faculty and the Honor Board are expected to cooperate with one another, where appropriate.

b. Students are responsible for knowing appropriate behavior with respect to test taking, the use of study aids, class attendance and the like, by obtaining such information from the relevant Academic Department.

c. Each year, the Honor Board shall send a letter to all faculty members. This letter shall state that all faculty members should be in possession of a copy of the Honor Code, and that copies are available in the Office of the Senior Associate Dean for Student Affairs.

VII. Enforcement of the Honor Code

When a member of the community has witnessed a possible violation or has knowledge of one, that member must either confront the alleged violator or submit a written complaint to the Honor Board. Although confrontation or submission of a complaint should be initiated promptly, such action may be taken at any time after a possible violation has occurred.

A. Confrontation

a. Purpose – A confrontation between the Accuser and the Accused, with or without the mediation of an Honor Board member, provides an opportunity for the Accuser to explain the charge to the Accused and for the Accused to offer an explanation of his/her actions.

b. Mediation – If the Accuser finds it difficult to confront the offender, alone, he/she may contact an Honor Board member to arrange a meeting between the two parties to mediate the confrontation.

c. Results:

i. If, as a result of the confrontation, the Accuser is satisfied that no violation occurred, or that the violation was inadvertent, minor, and will not be repeated, the complaint will be considered resolved and no record of the incident will be maintained.
ii. If, however, the Accuser is not satisfied with the explanation, or if the Accused admits to a violation of the Honor Code, the Accuser must submit a written report and any evidence substantiating the charge to a member of the Honor Bound. The report may either describe a situation that merits further investigation, or it may make specific charges against the Accused.

B. Direct Submission of a Written Complaint
   A student may elect to bypass confrontation and proceed directly to the submission of a written complaint. The Accuser submits a written complaint by submitting to a member of the Honor Board a written summary of the alleged violation of the Honor Code and any evidence substantiating the alleged violation. A complaint may either describe a situation that merits further investigation, or list specific charges against the Accused. At this time, the Accuser may remain anonymous.

C. The University may always take appropriate action with respect to any complaint in accordance with University policies.

VIII. Investigation Procedures
   A. Initiation of an Investigation
      When a member of the Honor Board receives a written complaint of an alleged violation, that member must notify the Honor Board Chairperson(s) that a complaint has been filed. The Honor Board Chairperson(s) must then form an Investigating Committee, which will offer Faculty Advisors for the Accuser and the Accused. The Honor Board Chairperson(s) shall also advise the Office of the Dean, through the Senior Associate Dean for Student Affairs, that a complaint has been filed. The Honor Board Chairperson(s) shall not, however, disclose to the Associate Dean the names of either the Accuser or the Accused.

   B. Investigating Committee
      a. Composition – Each Investigating Committee shall consist of three (3) members of the Honor Board, two students, and one Faculty Member. One member should be the Honor Board member initially contacted by the Accuser. The Investigating Committee will select a student member to chair the investigation. The Chairperson of the Investigating Committee may, but need not be, the member initially contacted by the Accuser.

      b. Notice to the Accused – The Investigating Committee Chairperson shall notify the Accused that a complaint has been filed and shall provide him/her with a copy of that complaint.

      c. Role of the Investigating Committee – The Investigating Committee shall first determine whether the conduct alleged in the complaint, if true, would constitute a violation of the Honor Code. If the Investigating Committee so determines, the Investigating Committee shall interview the Accused, the Accuser, and such other witnesses (whether they are named by the Accused, Accuser, or other witnesses) as the Committee shall deem appropriate, and any involved faculty members. The Investigating Committee shall also gather any physical evidence (e.g., test papers) that might be useful in the investigation.

      d. Scope of the Investigation – The scope of the investigation shall be limited to the charges in the complaint. If, during the course of its investigation, the Investigating Committee discovers other behavior which (a) may constitute a violation of the Honor Code, (b) is related to the charges in the complaint, and (c) is not referred to in the complaint, the
Investigating Committee may investigate this behavior. If the behavior is not related to the charges in the complaint, the Investigating Committee may not investigate the behavior. The newly discovered behavior must be handled as a separate violation.

e. Witnesses – All witnesses interviewed by the Investigating Committee, including the Accuser, will be informed that the matter must remain confidential and will be instructed to restrict their comments to the scope of the written complaint. The evidence shall be summarized in writing. If a hearing is scheduled, the Accused shall have the opportunity to review this material prior to the hearing.

C. Hearing Determination
a. No Hearing – If the Investigating Committee determines that an Honor Code infraction did not occur, it shall promptly notify the Accused and Accuser of its determination. The Committee shall deliver all investigation materials to the Senior Associate Dean for Student Affairs in a closed file. All documents must refer to the Accused and the Accuser by Temple student identification numbers.
b. Progression to a Hearing If:
   i. The Accused admits to conduct that the Investigating Committee determines to be a violation of the Honor Code, or
   ii. The Investigating Committee determines, by majority vote, that there is sufficient evidence that a violation of the Honor Code occurred; The Chairperson of the Investigating Committee will notify the Chairperson(s) of the Honor Board and the Accuser and the Accused of its determination and the Investigating Committee will retain all investigation materials.

D. Pre-Hearing Proceedings
a. Appointment of the Hearing Board – Promptly after receiving notification of a determination by an Investigating Committee either that the Accused has admitted to conduct that is a violation of the Honor Code or that there is sufficient evidence that a violation of the Honor Code has occurred, the Chairperson(s) of the Honor Board shall appoint a Hearing Board consisting of five members of the Honor Board, four student members and one Faculty Member. Faculty Advisors, members of the Investigating Committee, and persons with prior knowledge of an incident subject to the hearing are ineligible to serve as members of a Hearing Board.
b. Hearing Board Chairperson – The Honor Board Chairperson(s) will ask for a volunteer among the Hearing Board members to chair the hearing. If than are no volunteers or if there is more than one volunteer, the Honor Board Chairperson(s) shall appoint the Chairperson of the Hearing Board. The Chairperson shall preside at all proceedings of the Hearing Board and shall remain a voting member of the Hearing Board.
c. Notice of Hearing – Promptly after the appointment of a Hearing Board, the Chairperson of the Investigating Committee shall provide the Chairperson of the Hearing Board with a summary of the charges to be heard, a summary of the evidence, and the names of the witnesses, including the Accuser. At least ten days prior to the hearing, the Chairperson of the Hearing Board shall give notice of the date, time and place of the hearing to the members of the Hearing Board, the Accuser, the Accused, the Faculty Advisors to the Accuser and the Accused, and the Chairperson of the Investigating Committee. At the time of this notice, the Chairperson of the Hearing Board shall provide the Accused with
the information provided to him/her by the Chairperson of the Investigating Committee and with the names of the members of the Hearing Board. Promptly after receipt of this notice, the Chairperson of the Investigating Committee shall notify any witnesses of the date, time and place of the hearing.

d. Right to Challenge Composition of the Hearing Board – Not less than five days before the date scheduled for the hearing, the Accused may challenge one or more members of the Hearing Board on the grounds that that member is not able to objectively determine one or more of the issues presented in the Complaint. The Accused shall deliver any such challenge, together with the reasons for the challenge, to the Chairperson of the Honor Board, who shall resolve such challenge as promptly as practicable. If the Chairperson of the Honor Board sustains the challenge, that Chairperson shall appoint one or more substitute members of the Hearing Board. The Accused shall have no right to challenge any of the substitute members.

e. List of Witnesses to be Called by Accused – Not less than five days before the date scheduled for the hearing, the Accused shall deliver to the Chairperson of the Hearing Board and the Chairperson of the Investigating Committee, a list of any persons, not listed as witnesses by the Investigating Committee, whom the Accused intends to call as witnesses at the hearing. The Investigating Committee shall have the right to interview such persons prior to the hearing.

IX. Hearing Procedures

A. Role of the Hearing Board

The Hearing Board shall hear all testimony and receive all evidence and shall determine whether the Accused has violated the Honor Code and, if the Hearing Board determines that the Accused has violated the Honor Code, recommend sanctions to be imposed by the Dean. In conducting the hearing, the Hearing Board shall not be bound by the rules of evidence but may accept any evidence that it finds will assist it in making its determination. The Hearing Board shall produce a verbatim record of the hearing by means of a stenographer or an audio or video recording.

B. Role of the Investigating Committee Chair

The Investigating Committee Chair or a Committee designee must attend the hearing and present the investigating Committee’s findings. At the discretion of the Hearing Board Chair, other members of the Investigating Committee may attend the hearing, but only as observers or resources to the presenter and may not address the Hearing Board unless recognized by the Hearing Board Chair.

C. Advisors

The Accused and the Accuser will each be appointed an Honor Board Faculty Advisor. The Accused may also be accompanied by an advisor of his/her choice. Finally, the Hearing Board may consult an advisor about procedural questions. Faculty Advisors are permitted at the interview of the Accused/Accuser during the investigation with the respective Accused/Accuser’s consent, and may attend the hearing with the respective Accused/Accuser’s consent. However, Advisors will not be recognized by the Hearing Board during a hearing.

D. Hearing Witnesses
a. If the Accused or the Accuser wishes to submit character witnesses, testimony may be received in written form.

b. Evidence in the form of oral testimony by witnesses should serve to inform the Hearing Board about specific details of the alleged violation.

c. During the course of a hearing, witnesses may be sequestered as necessary. The Hearing Board may require witnesses to remain available for the duration of the Hearing or be excused at the conclusion of their testimony.

E. Order of Events During a Hearing

a. The Hearing Board Chair shall begin the hearing by naming the Accused and the Accuser, briefly describing the procedure for the hearing, and ascertaining that no member of the Hearing Board is biased or otherwise disqualified from serving on the Board due to prior knowledge of the case, a conflict of interest, or personal relationship with the Accused or the Accuser.

b. The Investigating Committee Chair shall present a statement of the charges and a summary of the evidence.

c. The Accused, if he or she wishes, may make a brief opening statement into the record.

d. The Investigating Committee Chair may begin by offering testimony of witnesses. Testimony should be relevant to the charge and evidence.

e. When the Investigating Committee Chair has finished questioning a witness offered by the Investigating Committee, the Hearing Board Chair may recognize any Hearing Board member who may have questions for the witness. Once the Hearing Board has finished, the Accused may question the witness. This cycle of questioning - Investigating Committee Chair, Hearing Board, Accused – is repeated until all questions for the witness have been exhausted. The Hearing Board may also direct questions to the Investigating Committee Chair. Note, all questions must be directed toward a specific witness.

f. The Accused may then present his or her defense or other testimony or evidence. The Accused shall not be compelled to testify. Following this presentation, the Accused may offer testimony of supporting witnesses to the Honor Board. Again, testimony must be relevant to the current charge and evidence.

g. When the accused has finished questioning a witness offered by the Accused, the Hearing Board Chair may recognize any Hearing Board member if they have any questions for the witness. Once the Hearing Board has finished, the Investigating Committee Chair may ask any questions of the witness. This cycle of questioning - Accused, Hearing Board, Investigating Committee Chair - is repeated until completed.

h. Witnesses who have already testified may be recalled if the need arises. Once testimony of witnesses is completed, concluding statements will be made – first by the Investigating Committee Chair, then by the Accused.

i. The Hearing Board Chair shall conclude the Hearing and dismiss everyone but Hearing Board members.

j. Exceptions or alterations to the above listed order of events may be deemed acceptable upon mutual agreement by the Hearing Board and Investigating Committee Chair, after consultation with the Accused.
X. Post-Hearing Procedures

A. Determination of Verdict

At the conclusion of the hearing, in a closed session, the Hearing Board must deliberate and determine whether a violation of the Honor Code has occurred. At the conclusion of this deliberation, the Hearing Board must come to a conclusion and vote by secret ballot on each of the charges. Each charge will be voted upon separately.

a. Violation – If at least four (4) of the five (5) votes are that a violation has occurred, the Accused will be declared responsible for a violation of the Honor Code as presented in the charges. The Board will then determine sanctions to be recommended to the Dean and produce a summary of the hearing which summary shall include the names of all persons present at the hearing and pertinent information that supports its findings and recommendations.

b. No Violation – If only three (3) or fewer members of the Board vote that a violation occurred, the current charges will be dropped. A finding of no violation may not be appealed or reheard.

B. Sanctions

No specific guidelines exist for the recommendation of sanctions, except that the degree of the sanction should be appropriate to the seriousness of the offense. Sanctions may include one or more of the following: A written reprimand, failure of course or rotation, failure of year, reference to the offense(s) in the Dean’s letter, and/or suspension or expulsion.

C. Notice to the Accused, the Chairperson of the Investigating Committee and the Chairperson of the Honor Board

Promptly after the Hearing Board makes its determination and produces any summary of the hearing, the Chairperson of the Hearing Board shall provide a copy of its findings and of any recommendations for sanctions and a copy of any summary of the hearing to the Accused, the Chairperson of the Investigating Committee, the Honor Board Chairperson(s) and the Senior Associate Dean for Student Affairs. The Chairperson shall also provide a copy of the verbatim record of the hearing to the Senior Associate Dean for Student Affairs for retention and for possible use by any Appeals Committee and the Dean.

D. Record Retention

After the Hearing Board has made its findings and any recommendations or summary, the Hearing Board Chair shall collect any personal notes of the members of the Hearing Board members and shall destroy them. The Chair of the Investigating Committee and the Honor Board Chairperson(s) shall retain a copy of the findings and recommendations and of the summary of the decision finding no violation of the Honor Code for seven days and shall then deliver them to the Senior Associate Dean for Student Affairs. The Chair of the Investigating Committee shall retain a copy of the findings and recommendations and of the summary of the decision finding a violation of the Honor Code until seven days after a final decision by either an Appeals Committee or the Dean and shall then deliver them to the Senior Associate Dean for Student Affairs. The Chairperson(s) of the Honor Board shall retain a copy of the findings and recommendations and of the summary of the decision finding a violation of the Honor Code until completion of the Annual Report and shall then deliver them to the Senior Associate Dean for Student Affairs. The Senior Associate Dean for Student Affairs shall retain in closed and confidential files one copy of all records of the Hearing Board’s proceedings submitted to him/her and shall destroy all other copies.
a. The Senior Associate Dean for Student Affairs shall retain all records of those found in violation for six (6) years. These files shall be labeled with the Temple student identification number of the Accused and the termination dates of the files.

b. The Senior Associate Dean for Student Affairs shall retain all disciplinary records of those not found in violation until the student leaves the School of Medicine. These files shall be labeled with the Temple student identification number of the Accused and the termination dates of the files.

E. Access to Records
   Disciplinary records and hearing documents shall be maintained separately from other records of the student concerned. Access to them will be governed by current University policy on the disclosure of information of student, faculty, and employee records. Information from disciplinary records will not be made available to unauthorized persons within the University community, nor to any non-University personnel without the express written consent of the student involved except under legal-compulsion or in cases where safety of persons is involved.

XI. Appeals
A. Time for Appeal
   Any person found responsible for a violation of the Honor Code may appeal this finding within two weeks of receiving notification of the finding and recommendation for sanctions. Appeals based on new evidence may be made up to two weeks after the discovery of the new evidence.
B. Written Requests
   The Accused may submit, by letter, a written appeal of findings and recommendation for sanction to the Honor Board Chair, who will pass on the letter unread to the Appeals Committee. The appeal letter must state clearly the grounds for appeal, any new evidence, the names of any new witnesses, and/or any other supporting information.
C. Appeal of Findings and Recommendation for Sanctions
   a. A student may base his/her appeal on one a more of the following reasons:
      i. New evidence that may be sufficient to alter the finding or recommendation;
      ii. Procedural errors that may have significantly prevented the Accused from having a full and fair hearing; or
      iii. Insufficient evidence to reasonably support the finding or recommendation.
   b. The Chairperson(s) of the Honor Board shall appoint the Appeals Committee, which shall consist of five members. The Honor Board Chair shall appoint three Honor Board student members and two members of the full-time faculty of the School of Medicine to serve on this committee, none of whom were previously involved in the case. The Faculty Members may be, but are not required to be, Honor Board Faculty Members.
   c. The Appeals Committee may review the entire record pertaining to the case, interview any member of the Hearing Board or Investigating Committee, and interview any previous or new witnesses as deemed necessary, including the Accused.
   d. The Appeals Committee shall affirm the decision of the Hearing Board unless four (4) of the five (5) Appeals Committee members vote in one or more of the following manners:
      i. If four (4) of the five (5) Appeals Committee members vote that there is new evidence that was not reasonably available at the time of the hearing and that might
be sufficient to alter the Hearing Board’s finding or recommendation, the Hearing Board will hear the new evidence and any other evidence that the Accused or the Investigating Committee wishes to present that is material to Hearing Board’s consideration of the new evidence. In the event that one or more members of the Hearing Board are unable to participate in the rehearing, the Chairperson(s) of the Honor Board will appoint substitutes. The Accused will have no right to challenge any of the substitutes.

ii. If four (4) of the five (5) Appeals Committee members vote that there were procedural errors that prevented the Accused from having a full and fair hearing, a new Hearing Board will rehear the case. The Appeals Committee shall provide the Honor Board Chairperson(s) with a list of procedural errors. The Honor Board Chairperson(s) shall initiate the new hearing by appointing a new Hearing Board.

iii. If four (4) of the five (5) Appeals Committee members vote that the findings or recommendation could not have been reasonably reached from the evidence and testimonies presented at the hearing, the Board will, as may be appropriate, amend the findings or recommendation so that they represent the most severe findings and recommendations that could have been reasonably reached from the evidence and testimony. Such amendment may, if appropriate, include a finding that no violation of the Honor Code occurred, in which event, the charges shall be dismissed.

D. Submission to the Dean
a. If the Accused does not submit a written appeal of a finding of a Hearing Committee that s/he has violated the Honor Code within the two week period under Section XII.A., the Chairperson(s) of the Honor Board shall promptly after the expiration of the appeal period submit a copy of the findings and recommendations of the Hearing Board and the summary of the findings to the Dean and shall notify the Accused that he/she/they have done so.

b. If the Accused does submit a written appeal of a finding of a Hearing Committee and the Appeals Committee either affirms the Hearing Committee or modifies the findings of the Hearing Committee but finds that the Accused violated the Honor Code, the Appeals Committee will submit a copy of its findings and recommendations to the Accused, the Dean and the Chairperson(s) of the Honor Board.

E. Review of Sanctions
a. Upon receipt of either (a) a copy of the findings and recommendations of the Hearing Board and the summary of the findings from the Chairperson(s) of the Honor Board or (b) the findings and recommendations of an Appeals Committee, the Dean shall review the sanctions recommended. In connection with his/her review the Dean may (a) solicit the advice of a Sanctions Committee composed of three (3) faculty members appointed by the Dean, (b) meet with the Accused to discuss the violation and proposed sanctions, (c) solicit and consider written comments from the Accused, or (d) any combination of the above. The Dean shall determine the sanctions, which determination shall not be subject to review by anybody.

b. The Dean will notify the Accused, the Senior Associate Dean for Student Affairs and the Hearing Board Chair of the final decision regarding sanctions. The Senior Associate
Dean for Student Affairs will notify the Student Promotion Committee. The Hearing Board Chair will notify Honor Board Chairperson(s).

c. Any Sanctions Committee may consult previous Honor Board Annual Reports.

Appendix

Schedule of Violations

The following are examples of violations of the Honor Code but are not all inclusive - the nature of a presumed activity shall be considered on a case by case basis by the Honor Board members involved with its evaluation:

A. Receiving help from any unauthorized source in answering questions on any MMS-PA evaluation or examination. Such unauthorized help includes: copying answers to any examination from other students, use of any note or text in a closed-book examination, use of references specifically not permitted by the course instructor in open-book examinations, discussion of examination questions with any other person during an examination, and obtaining copies of examination questions prior to the time they are to be released by the course instructor.

B. Interference with the activities of other students preparing for or taking examinations. Such interference includes: tampering with materials being used on practical examinations, creating a disturbance in examinations (loud conversation, etc.), removing reference material from the library for periods of time longer than permitted by library regulations, removal of publicly posted class notes, diagrams, references, etc.

C. Presentation of data that is known to be false concerning patients under the student’s examination or evaluation.

D. Assistance of any kind to another student in violating this Honor Code.

E. Giving false testimony or evidence in Board proceeding.

F. Knowingly breaching confidentiality with regard to past or present Honor Board cases.

In addition, violations of the University Student Code of Conduct are also violations of the Honor Code.

Student Code of Conduct

Section III of the Student Code of Conduct, which lists these violations, is reprinted verbatim: It is a violation of the Code of Conduct for a student to commit, attempt to commit, aid, facilitate or solicit the commission of, or act in concert with others in bringing about the behavior or acts regulated or prohibited by any of the numbered paragraphs in this Section III.

Regulation of Academic Integrity

1. Academic dishonesty and impropriety, including plagiarism and academic cheating.
2. Interfering or attempting to interfere with or disrupting the conduct of classes or any other normal or regular activities of the University;

Behavior Guidelines

3. Any act or threat of physical violence or intimidation toward another person including actual or threatened assault or battery;
4. Sexual assault, as defined in the University Policy on Sexual Assault, (which may be found in the Student Handbook and on the University’s Policies and Procedures webpage at http://policies.temple.edu), including any of the following:
   • Any Intentional, unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks, or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person’s body with the intent of accomplishing a sexual act; or
   • Unwanted, inappropriate disrobing of another person, or purposeful exposure of one’s genitals to another without the other’s consent;
   • Forcing, or attempting to force, any other person to engage in sexual activity of any kind without his/her consent.

   Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, or if the assent is the product of threat or coercion;

5. Sexual Harassment as defined in the University Policy on Sexual Harassment (which may be found in the Student Handbook and on the University’s Policies and Procedures webpage at http://policies.temple.edu);

6. Deliberate damage to, misuse, abuse or destruction of University property or the property of any persons;

7. Violation of campus safety regulations including, but not limited to (a) setting or causing unauthorized fires or explosions, (b) tampering with fire safety, fire fighting and/or emergency equipment or (c) setting off or turning in false fire alarms by any means of communication;

8. The use, possession, sale or storage of articles and substances that endanger a person’s health and/or safety. This includes, but is not limited to, firearms (e.g. guns, pistols, rifles, stun guns, air rifles, pellet guns, etc.), fireworks, knives, weapons, ammunition, gunpowder, explosives, or other material containing flammable substances. The University will confiscate any such articles. Any student found in possession of a firearm will be immediately suspended from Temple University pending the outcome of the UDC process;

9. Unauthorized use or tampering with University owned, operated, or controlled elevator related equipment or doors including, but not limited to, entering any elevator shaft and misusing the elevator car(s);

10. Stealing, borrowing, removing, taking, or vandalizing University property or services or any other person’s property, without his or her consent, or possessing stolen property. Tampering with any vending, game, copying, laundry or ATM machine, Diamond Dollars, and/or tying into the main antenna systems;

11. Providing false or misleading information, verbally or in writing, to the University or University personnel. This includes, but is not limited to:
   a. Forgery, fraud (including Payroll fraud), bribery, alteration, or misuse of University documents, records, Temple University identification cards, or other forms of identification.
   b. Providing false or misleading information during a disciplinary proceeding or investigation related to potential policy violations;
12. Any lewd or indecent act, including exposing one’s genitals, which the student knows is likely to be observed by others who would be affronted or alarmed;
13. Illegal gambling or bookmaking;
14. Disorderly conduct;
15. Violation of the code of conduct while on probation or suspension;
16. Hazing - any act that endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or that destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in a group, organization or team;

Regulation of Alcohol and Other Drugs

17. Drunkenness at any location within the jurisdiction of the Code of Conduct;
18. The use or possession of alcoholic beverages at any location within the jurisdiction of the Code of Conduct, except where expressly allowed;
19. Possessing common source containers (kegs or beer balls, whether empty, partially, or completely filled) on the University premises/campus. Violation of this policy is punishable by a fine of $200 in addition to any mandatory and/or other appropriate sanctions;
20. Purchasing for or providing alcohol to anyone who is less than 21 years of age at any location within the jurisdiction of the code of conduct;
21. Students under the age of 21 transporting, possessing, selling or consuming alcohol at any location within the jurisdiction of the Code of Conduct.
22. Students under the age of 21 transporting, possessing, selling or consuming alcohol at any location within the jurisdiction of the code of conduct.
23. Failing to register alcoholic beverages at the Security Desk in University Housing. University Housing identification and proof of age must be presented to the desk attendant, and an Alcoholic Beverage Registration Form must be completed before entry is permitted;
24. Possessing open containers or consuming alcohol in public or common areas of University Housing within a student unit of University Housing other than the unit into which the alcohol was registered. The only area where one may possess an open container or consume alcohol is within a room, suite or apartment of the resident that registered the alcohol in University Housing, where the door is closed. Alcoholic beverages cannot be transported to another student unit or common area;
25. Students over the age of 21 transporting more than the acceptable amount of alcohol into University Housing during any seven-day period on a rolling calendar basis. For example, if a student over the age of 21 brings one 1.5 liter bottle of wine into University Housing on Tuesday, the student cannot bring any amount of alcohol into University Housing until Tuesday of the following week.
Acceptable amount of alcohol is defined as:

- Twelve (12) 16 ounce containers of beer, wine coolers, malt or brewed beverages or its equivalent, or
- One (1) 750 ml. bottle of liquor, or
- One (1) 1.5 liter bottle of wine

Note: students under the age of 21 are prohibited from transporting or consuming alcohol
Possessing alcohol in quantities that exceed the acceptable amount in a room, suite, or apartment in University Housing at any time;
26. Consuming alcohol in University Housing in the presence of anyone less than 21 years of age other than those assigned to the specific unit within University Housing;
27. Being present where any alcohol policy violation is occurring in University Housing;
28. A guest to University Housing transporting alcohol into any residence or dining facility;
29. The illegal use, possession, cultivation, distribution, manufacture or sale of any drug(s) within the jurisdiction of the Code of Conduct;
30. Being under the influence of an illegal controlled substance at any location within the jurisdiction of the Code of Conduct;
31. Being present where a drug policy violation is occurring in University Housing;
32. Abusing prescribed medications or using them in a manner other than prescribed at any location within the jurisdiction of the Code of Conduct;
33. Becoming intoxicated through the abuse of solvents, aerosols or propellants at any location within the jurisdiction of the Code of Conduct;
34. Causing another person to become impaired without his/her knowledge by administering or employing drugs or other intoxicants at any location within the jurisdiction of the Code of Conduct;
35. Possession of illegal drug-related paraphernalia at any location within the jurisdiction of the Code of Conduct

Safety and Security Regulations

37. Failing to immediately vacate a University building when a fire alarm has sounded;
38. Possession of candles or incense, within University Housing or any building owned, leased or otherwise controlled by the University;
39. Smoking in unauthorized locations on campus, including, but not limited to, University Housing residence halls, breezeways, balconies, courtyards, and pool areas;
40. Being present on the roof, walls, or balcony ledges of any University owned, leased or otherwise controlled building or hanging out of any such building windows;
41. Willful obstruction of freedom of passage in corridors, exits, entrances, stairways, walkways, lobbies, lounges, and rooms of University buildings and grounds, or willful occupation of any portion of a University building or grounds that restricts or has the purpose of restricting the freedom to utilize the same in accordance with its intended and regular purpose. This includes, but is not limited to, propping open exit or fire doors and/or denying access or exit from any doorway;
42. Throwing, hanging, or disposing of items from any window or balcony of a University owned, leased, or otherwise controlled building;
43. Unauthorized entrance into, or use of University facilities, including computing and telecommunications facilities and systems;
44. Failure to properly identify oneself on campus when requested by a University official, Campus Safety Officer, security officer or faculty member acting in an official capacity;
45. Identification misuse - The use of another person’s identity, password, identification number, University identification card or any other form of identification;
46. Parking in unauthorized locations on campus;
47. Unauthorized solicitation in University buildings or on University property;
Disciplinary Procedures University Policy Regulations

48. Unexcused failure of a student charged with a violation or called to a disciplinary proceeding as a witness to appear before a Hearing Officer, Panel or University Disciplinary official;

49. Interfering or attempting to interfere with the appearance or the full and/or truthful presentation of information by any individual called before a Hearing Officer, Panel or University Disciplinary official or attempting to influence the testimony of any person called to testify;

50. Failure to set up and/or attend an appointment in connection with a disciplinary hearing when directed to do so by a University Disciplinary official;

51. Furnishing untruthful or false information during testimony at a disciplinary hearing or submission of false written or oral statements to the University Conduct Review Board, or any other official body or University official involved in reviewing a disciplinary matter;

52. Disruption or interference with the orderly conduct of a disciplinary proceeding;

53. Initiation of a disciplinary proceeding when one knows or reasonably should have known that the proceeding was without cause;

54. Attempting to influence the impartiality of a member of a disciplinary body prior to, and/or during the course of, the disciplinary proceeding;

55. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary body, complainant, or witness, prior to, during, and/or after a disciplinary proceeding;

56. Failure to comply with the sanction(s) imposed under the Code of Conduct. A student who fails to complete any sanctions imposed upon her/him within the time limits imposed by the disciplinary system is not eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner;

57. Violation of federal, state or local law at any location within the jurisdiction of the Code of Conduct;

58. Violation of any duly promulgated University policy, rule or regulation;

59. Violation of any duly promulgated Greek Letter Policy;

University Housing

60. More than ten individuals (24 individuals in Temple Towers, Kardon, 1300, Elmira Jeffries and Presidential City apartments), including the residents, gathering within student rooms, suites, apartments, or common areas in University Housing, unless pre-approved by the Resident Director;

61. Utilizing a University facility including a residence hall room, suite, or apartment in University Housing in a way that violates local, state, or federal law, or any University Policy, procedure or rule;

62. Entering restricted areas within University Housing; This includes, but is not limited to (a) bathrooms designated for use by members of the opposite sex (e.g., men in women’s
bathrooms), (b) maintenance, security, or staff areas and (c) another resident’s room, suite, or apartment without permission;

63. Failing to comply with University Housing instructions and/or directions of duly authorized University personnel. This includes, but is not limited to, University Security Officers and Housing and Residential Life staff;

64. Intentional interference with the rights, safety, reasonable comfort and convenience of one’s roommate(s) or other students, or creating a hostile or unwelcoming environment within University Housing.

65. Engaging in behavior that violates quiet hours, is disruptive and is likely to disturb other residents in University Housing and/or is likely to disturb the neighboring community. Such behavior, includes but is not limited to, making excessive noise by the use of radios, sound equipment, or musical instruments.

QUIET HOURS IN UNIVERSITY HOUSING ARE DEFINED AS ...

Sunday through Thursday: 10:00 PM to 10:00 AM Friday and Saturday: 12:00 Midnight to 12:00 Noon

66. Possessing pets of any kind within University Housing, except authorized guide dogs and other service animals;

67. Failing to obtain the agreement of your roommate(s), in advance, for a guest or visitor to visit and/or remain in the room in University Housing overnight;

68. Failing to follow appropriate University Housing guest sign-in/sign-out procedures;

69. Failing to accompany your guests in University Housing at all times;

70. Facilitating a guest remaining in University Housing for a period of time that exceeds the permissible length of visit set forth in the Guide to Residential Life. Please note that violations of this policy may subject the resident host(s) to a $50 per day fine and further sanctions and will result in the guest’s removal from the residence hall;

71. Signing any person into University Housing who has been banned from University Housing or the university;

72. Failing to insure that the conduct of a University Housing guest is lawful and in accordance with all local, state, and federal laws as well as all University and residence hall policies, procedures, and rules. It is the host’s responsibility to familiarize the guest with pertinent University rules and regulations;

73. Using personal beds in University Housing or alternative University–supplied beds without the prior written permission of the University. This includes, but is not limited to, stacking furniture, building lofts, and using mattresses on the floor. Beds, bed frames, and mattresses are not to be disassembled or removed from their assigned bedroom areas;

74. Storing or locking bicycles in any public area within University Housing. Bicycles will be allowed only in areas designed for them or in student rooms but then only with the permission of the resident’s roommate(s);

75. Relocating or making unauthorized use of University furnishings. This includes, but is not limited to, moving furniture from public areas to individual rooms, removing University furniture from a room or building, moving University property onto balconies, and using furniture and fixtures in a manner for which they are not intended. A maximum fine of $50 per day, per piece of furniture, may be imposed for University furniture moved from its intended location, including onto balconies, plus replacement and/or repair costs;
76. Applying paint, fixtures, or adhesive-backed items to any surface in University Housing;
77. Using or possessing high wattage electrical appliances in University Housing such as, but not limited to, air conditioners, space heaters, musical instrument amplifiers exceeding 50 watts, sun lamps, track lighting, or any device utilizing halogen bulbs. Personal refrigerators larger than 3.6 cubic feet are not allowed. Exceptions to this policy must be obtained in writing from the Resident Director;
78. Using or possessing barbecues or gas grills in University Housing. With the exception of the kitchen area in apartment-style residence facilities, the preparation of meals is not allowed in a student’s unit. For fire and health safety reasons, items that may be used to heat or cook food or beverages such as toasters, toaster ovens, hot plates, non-University supplied microwaves.
79. Opening or removing any security or regular screen, or using any window or balcony as a means of entrance to or exit from a University Housing building, except in an emergency;
80. Playing sports, including, but not limited to, ball playing, hockey, frisbee, bowling, skateboarding, skating, running, wrestling, and use of any type of water gun or water balloon anywhere within University Housing;
81. Subletting, selling or sharing University Housing space or selling or sharing University meal plan privileges;
82. Relocating to another assignment within University Housing without the written approval of authorized Housing staff. Violations of this policy may result in a $50 per day fine, disciplinary action, and/or removal from University Housing at the University’s discretion. Residents in APARTMENT AND SUITE style facilities are assigned to specific bed spaces within the bedrooms. As such, the following actions are not allowed:
   • converting living room space into a bedroom
   • consolidating bedroom furniture within a unit into one bedroom
   • changing bedroom assignments within the apartment/suite, without the approval of authorized Housing staff;
83. Using University Housing for commercial enterprise or personal gain except under those conditions outlined in the Guide to Residential Life;
84. Failing to vacate University Housing:
   a. Within 24 hours of the resident’s last final examination of the academic semester, or by the beginning date and time of each scheduled vacation/academic recess period, whichever comes first.
   b. Within 24 hours (unless the University stipulates a different time period for the student’s removal/dismissal from the University) of a student’s withdrawal/dismissal from Temple University or Temple University Housing;
85. Contracting with any vendor to provide service to individual student units within University Housing;
86. Failing to follow basic Dining Center procedures as outlined by Temple University Dining Services such as:
   a. Taking food or other items out of a Dining Center without the expressed permission of the Food Service provider.
   b. Failing to return trays, dishes and/or utensils to the designated area in the dining center after completing one’s meal.
   c. Failing to leave the tables in a clean condition so that others may use them during the same meal period;
APPENDIX D: CONSTITUTION OF THE TUSM STUDENT GOVERNMENT ASSOCIATION

Constitution of the TUSM Student Government Association
(REVISED April 2013)

ARTICLE I - Name and Object

Section 1. Name—The name of this organization shall be the Temple University School of Medicine Student Government Association (TUSM SGA), hereinafter referred to as “TUSM SGA”.

Section 2. Object - The object of TUSM SGA shall be:

A. to act as a liaison between the individual students, the faculty, administration, and alumni of the Temple University School of Medicine;

B. to act as a liaison between individual classes and other elements of the Health Science Campus community;

C. to contribute to the welfare and education of the student body;

D. to promote activities for the academic, social, professional, and administrative welfare of the entire student body.

ARTICLE II - Members

Section 1. Members TUSM SGA shall consist of Student TUSM SGA Officers, newly elected or reelected Class Representatives, Clinical Campus Representatives, and at least one representative from Recognized Student Organizations (RSOs).

Section 2. Membership Requirements

A. TUSM SGA Executive Board, Class Officers, and Clinical Campus Representatives:

1. Absences: shall miss no more than two (2) TUSM SGA meetings for that academic year, unless excused. The absence of a TUSM SGA Executive Board or Class Officer is excused if that absence fulfills one (1) of the following requirements:

a. The student is on an away rotation (an away rotation is defined as one (1) for which the institution provides housing for the duration of the rotation and which requires considerable travel time from TUSM.

b. The student is mandated to remain for the entirety of a short or long call. (Documentation required such as a note signed by a Resident or Attending Physician.)
c. The rotation mandates that a student attend sign-out, thereby detaining the student past the time of a TUSM SGA meeting. (Documentation required such as a note signed by a Resident or Attending Physician.)

d. The student is away on interview. (Documentation required.)
e. At least four (4) class representatives per class should attend the TUSM SGA meetings unless absences fall within the guidelines stated above (Section 2, A, 1)

2. Forced Resignation of Members

a. If any individual member of TUSM SGA fails to meet the responsibilities of their position, TUSM SGA may force them to resign by two-thirds (2/3) vote. Notice of the invoked forced resignation vote shall occur at least two (2) weeks in advance of such a vote.

b. TUSM SGA Officers, Class Representatives, or any other appointed officials are expected to abide by the Temple University School of Medicine Honor Code. Any individual committing such a violation can be brought before TUSM SGA for disciplinary action as determined by TUSM SGA.

3. Voluntary Resignation of TUSM SGA Officers

a. Voluntary resignation of the President - In the event of voluntary resignation of the President of TUSM SGA, the Vice President of TUSM SGA shall assume the position of President. An election will be open for the office of Vice president as per Article V, Section 1.

b. Voluntary resignation of the remaining TUSM SGA Officers - In the event of voluntary resignation of any other Officer of TUSM SGA, an election shall be held at the earliest opportunity to fill that office for the remainder of that term, as per Article V, Section 1.

B. Recognized Student Organizations

1. Representation. Each RSO must have representation at every TUSM SGA meeting.

a. RSOs that do not have representation at more than two (2) meetings in an academic year may be subject to a penalty of 10% of their current budget.

b. Organizations absent at two (2) meetings in a semester may be voted out of TUSM SGA via majority vote at the subsequent TUSM SGA meeting. E-mail notification must be made to all officers of said organization after both the first and the second absences.

c. In the event an RSO is voted out of TUSM SGA, the organization still has the option of reapplying for TUSM SGA membership; re-application can occur if the organization is represented at the three (3) successive TUSM SGA meetings following the expulsion.

d. Each RSO must have first year representation at one-half (1/2) of the
monthly TUSM SGA meetings, or a total of four (4) meetings, to be documented and collected in the monthly attendance.

e. A single individual may only sign in for a maximum of 2 RSOs.

2. Application Process. Any RSO requesting admission to TUSM SGA as a voting member shall follow the procedure outlined below:

a. Eligibility The structure and functions of the RSO shall represent the social, educational, and/or the professional aspects of the students of Temple University School of Medicine.

b. A representative shall present a written and verbal petition to TUSM SGA stating the purpose of their organization. Said organization must serve or meet an unmet need of the TUSM student body. Said organization must show that there is sufficient membership willing to take an active and ongoing part of the organization. Following the petition, a representative must attend four (4) more successive meetings.

c. Once these requirements have been met, TUSM SGA shall discuss the proposal. A vote shall be taken following the close of the discussion. The organization will be granted membership only on approval of two thirds (2/3) of TUSM SGA.

3. Restarting an Inactive Organization. Any RSO requesting admission to TUSM SGA as a voting member shall follow the procedure outlined below:

a. Eligibility: Groups inactive for less than 4 full years are eligible to be restarted within the following construct. Any group attempting to be restarted after that time must follow the general application process found above. The structure and functions of the RSO shall continue to represent the social, educational, and/or the professional aspects of the students of Temple University School of Medicine.

b. A representative shall present a written and verbal petition to TUSM SGA stating the purpose of the organization. Said organization must serve or meet an unmet need of the TUSM student body. Said organization must show that there is sufficient membership willing to take an active and ongoing part in the organization. Following the petition, a representative must attend two (2) more successive meetings.

c. Once these requirements have been met, TUSM SGA shall discuss the proposal. A vote shall be taken following the close of the discussion. The organization will be granted membership only on approval of two thirds (2/3) of TUSM SGA.

ARTICLE III - Voting

Section 1. Privileges

A. Officers - The Vice President, Treasurer, Secretary, and Webmaster shall each receive one (1) vote.
a. The President shall only receive a vote in the event of a tie.

B. Class Representatives - Each class shall have no more than four (4) votes.

C. **Clinical Campus Representatives** - Each representative shall receive one (1) vote

D. RSOs - Each organization shall have one (1) vote.

E. Each individual shall hold no more than one (1) vote.

F. Suspension of voting privileges - The voting privileges of any member may be suspended if they fail to meet the responsibilities of membership to TUSM SGA as stated in Article II, Section 2.

G. In the event that a class representative of the General Assembly cannot be present due to an excused absence, he/she may request an absentee ballot. These ballots will be distributed by the SGA Executive Board on an individual basis, and must be received by the time of voting. The GA will be notified when absentee ballots are distributed and counted towards a vote.

Section 2. Procedure - Voting shall be conducted in an open fashion unless any member requests a secret vote.

A. Quorum - A quorum shall be considered a meeting of 2/3 voting members of TUSM SGA as determined by Article II, Section 1.

B. Motions - Any individual present at a TUSM SGA meeting may make a motion. A motion must be seconded by another individual at the meeting to be considered for a vote.

C. Approval - A simple majority of the voting members present has the capacity to pass or reject any motion brought before TUSM SGA unless otherwise indicated in the constitution. An Executive Board Member (President, Vice-President, Treasurer, or Secretary) of TUSM SGA shall count the votes.

D. In the event of a secret vote, a nonvoting member of TUSM SGA shall be appointed by TUSM SGA to assist in the counting of ballots.

**ARTICLE IV - TUSM SGA Executive Board, Class Officers and Clinical Campus Representatives**

Section 1. Enumeration - The five (5) TUSM SGA Executive Board Officers shall be designated as President, Vice President, Treasurer, Secretary and Webmaster. The Class Officers are enumerated in ARTICLE V, Section 2.

Section 2. Duties

A. TUSM SGA Officers shall 1) act as TUSM SGA liaisons to the TUSM student body and to all other organizations

2) perform any other duties listed within this Constitution, 3) attend meetings as requested by the Deans’ Office, Administration, Faculty and Alumni Association, 4) organize TUSM SGA events (e.g. social functions, fund-raisers, community service projects), 5) promote attendance and early involvement of the incoming first year class through email and in person announcements which welcome and encourage their participation and advise them of student government leadership opportunities (including the attendance requirement to run for Executive Board).
B. The President shall 1) organize and conduct both monthly and emergency TUSM SGA meetings, 2) circulate meeting agendas via the listserv before the meeting, 3) communicating regularly throughout each month with each Class President and SGA members, as appropriate.

C. The Vice President shall 1) perform the duties of the President in the temporary absence of the President, 2) review the Constitution each semester and, if necessary, form a review committee (see Article VIII, Section 3) 3) address all inquiries regarding the Constitution, including all questions regarding attendance requirements.

D. The Treasurer shall 1) organize the budget and present it to TUSM SGA (see Article VIII, Section 2), 2) make monthly reports to TUSM SGA regarding the current account balance for both TUSM SGA as a whole and for each RSO, 3) Keep track of receipts that have been submitted but not yet reimbursed, and include these totals in the monthly reports to TUSM SGA, 4) let TUSM SGA members know if they have reimbursements that have been ready for them for weeks 5) request and receive written budget proposals for the Budget Committee from all organizations funded by TUSM SGA (see Article VIII, Section 2), 6) advocate for additional funds from both University and other sources, 7) address all budgetary concerns, and 8) act as an advocate for TUSM SGA members in all budgetary matters, as appropriate.

E. The Secretary shall 1) record attendance and minutes for all TUSM SGA meetings, 2) distribute minutes for each TUSM SGA meeting via the list serve and issue attendance advisories to absent members/RSOs, 3) schedule trimonthly meetings between the administration and student representatives to discuss any issues within the school, 4) assign a student representative for each administration/representative meeting to take and distribute meeting minutes, 5) advertise TUSM SGA meetings by placing flyers prominently within the medical school and by sending notifications via the list server, 6) Work with the Deans’ Office to ensure that posting rules are enforced and bulletin boards updated, 7) provide an updated Constitution after the May meeting to the Deans’ Office for inclusion in the Student Handbook.

F. The Webmaster shall 1) Work with administration to maintain the online version of the student handbook, 2) Maintain a database of the newly elected RSO officers, their e-mail addresses, and telephone numbers for monthly list serve distribution and provide an updated list in May to both the Deans’ Office (for organizing Orientation) and to the TUSM SGA members, 3) Maintain and make accessible online, an updated calendar of all events taking place on the Health Sciences Campus.

G. Class Officers shall serve their respective classes and the TUSM student body as a whole.

1. The collective efforts of each class’s officers must include (but should not be limited to): 1) organizing and presenting class and TUSM SGA activities, 2) organizing and holding class elections (see Article V, Section 2), 3) serving on TUSM SGA committees as needed, 4) fulfilling other duties enumerated in the TUSM SGA Constitution, 5) acting as liaisons between their class and others at TUSM (including the administration, TUSM SGA, other classes, etc.), 6) advertising TUSM SGA activities to their classmates and encouraging class participation in TUSM SGA organization community service events and programs.

2. Class Officers shall report each month to their Class President, who will confer and present a monthly report to the TUSM SGA President prior to each monthly meeting. This report of activities and duties will be reviewed at each monthly TUSM SGA meeting.

H. Clinical campus representatives shall serve their clinical campus and student body as a whole and act as liaison between the clinical campus and TUSM main campus.
1. The efforts of the clinical campus representatives must include (but should not be limited to): 1) organizing and presenting class and TUSM SGA activities, 2) serving on TUSM SGA committees as needed, 4) fulfilling other duties enumerated in the TUSM SGA Constitution, 5) acting as liaisons between their class and others at TUSM and respective clinical campus (including the administration, TUSM SGA, other classes, etc.), 6) advertising TUSM SGA activities to their classmates and encouraging class participation in TUSM SGA organization community service events and programs.

2. Clinical campus representatives shall present a monthly report to the TUSM SGA President prior to each monthly meeting. This report of activities and duties will be reviewed at each monthly TUSM SGA meeting.

Section 3. Term of Office - Officers of TUSM SGA shall serve for a term of one (1) year following election or until the next officer election. Except in the case of emergency or special elections, the ordinary term of Executive Board members shall span from June 1 through May 31 of the Academic Year.

ARTICLE V - Elections

Section 1. TUSM SGA Officers

A. Eligibility

1. President, Vice-President, Treasurer, Secretary and Webmaster. Any 1st year student wishing to run for an executive board position must have attended at least one (1) SGA meeting in the fall and two meetings in the spring. Any 2nd or 3rd year student wishing to run for an executive board position must have attended at least two (2) meetings in the fall and two (2) meetings in the spring.

2. Any eligible student may be nominated or nominate him/herself.

3. Each candidate shall be required to make a speech of no more than three (3) minutes including questions. In the event that the candidate cannot attend the meeting, he/she shall send a written speech to be read by a designated proxy. After the speeches there shall be no discussion.

4. Voting shall be conducted as per Article III. Newly elected Class Representatives, and newly elected club representatives are not eligible to vote. The candidate with the highest number of votes shall be elected to that office. The other candidates may then run for the remaining offices for which they are eligible.

5. Any student who misses more than two (2) TUSM SGA meetings during an academic year because of responsibilities at an away rotation, or at a rotation where Temple has deemed it necessary to provide living accommodations, can count the missed meetings as attended for the purposes of eligibility for election to the offices of President, Vice President, Treasurer, Secretary and Webmaster. These meetings cannot be counted as attended meetings for any other purpose.

6. Election of TUSM SGA Officers shall be held at the April meeting. New officers shall sit with the outgoing officers at the May meeting, but may only vote if they are representing an organization.

Section 2. Class Representatives
A. Eligibility - Any member of a class, regardless of assigned clinical campus, shall be eligible to run unless that person was a Class Representative for the current academic year, in which case the same policy as in Article V, Section 1.A.1 applies as stated above.

B. Procedure

1. Elections of Class Officers shall be conducted by the Honor Board

2. Attendance records for each candidate must be verified with the Secretary prior to the production of the ballot (Article II, Section 2).

   a. Elections for the rising three classes shall be scheduled to occur at least one (1) week before the first Wednesday of May.

   b. Elections for the newly arrived 1st year class shall be scheduled to occur at least one (1) week before the first Wednesday of October.

3. Each candidate for class office shall submit a written statement of no more than seventy-five (75) words. This statement is due no later than ten (10) days before the election. At least one (1) week prior to the election, these statements shall be posted prominently in the medical school building and e-mailed to the class. These statements shall also be included on the ballot, along with the candidate’s student ID photo.

4. Candidates shall each address their class. Each candidate’s address shall last no more than two (2) minutes. These speeches shall occur at either a class meeting, immediately after a lecture, or at any time deemed appropriate by the Honor Board’s Election Committee

5. The student with the highest number of votes will be made class president, should that student not wish to hold the office of president, he or she has the option to confidentially turn down the position, in which case the position of president would default to the student with the next highest number of votes.

Section 3. Clinical Campus Representatives

A. Eligibility - Any member of the class assigned to go to a specific clinical campus shall be eligible to run for the position at the clinical campus unless that person already holds a position of Class Representative.

B. Procedure

1. Elections of Class Officers shall be conducted by the Honor Board

2. Attendance records for each candidate must be verified with the Secretary prior to the production of the ballot (Article II, Section 2).

   a. Elections for Clinical Campus Representative to St. Luke’s and Philadelphia campuses for the rising second year class shall be scheduled to occur at least one (1) week before the first Wednesday of May.

   b. Elections for Clinical Campus Representative to St. Luke’s, West Penn, Geisinger and Philadelphia campuses for the rising third year class shall be scheduled to occur at least one (1) week before the first Wednesday of May.
3. Each candidate for clinical campus representative shall submit a written statement of no more than seventy-five (75) words. This statement is due no later than ten (10) days before the election. At least one (1) week prior to the election, these statements shall be posted prominently in the medical school building and e-mailed to the clinical campus students. These statements shall also be included on the ballot, along with the candidate’s student ID photo.

4. Candidates shall each address their respective clinical campus classmates. Each candidate’s address shall last no more than two (2) minutes. These speeches shall occur at either a class meeting, immediately after a lecture, or at any time deemed appropriate by the Honor Board’s Election Committee.

5. Should no student run for the position of clinical campus representative to a specific campus, that position will be left open until the following year.

Section 4. RSOs - Elections shall be conducted as outlined by the constitution of each organization.

ARTICLE VI – Meetings

Section 1. TUSM SGA shall meet at 5:15pm on the first Wednesday of each month from September to May. If a meeting is held at another time, absences will not be counted against members unless, at least one (1) week prior, two (2) e-mail notices are sent to members and notices are prominently placed in the medical school (e.g. elevators, doors to stairways, bulletin boards).

Section 2. The last TUSM SGA meeting shall be attended by both outgoing and newly elected members of TUSM SGA.

ARTICLE VII - Budget

Section 1. Eligibility

A. In order to be eligible for funding, an organization must be a RSO.

B. Organizations recognized within two (2) years will not have to reapply for TUSM SGA organization status. Dormant organizations (inactive for 1 year without budget) will be allowed no more than $100 for starting budget.

Section 2. Budget Allocation

A. TUSM SGA will approve a budget for the current academic year as outlined in Article VIII, Section 2.

B. Requisition and reimbursement of allocated funds shall follow current guidelines available through the Budget Committee and in the Office of Student Affairs.

C. It is required that receipts for reimbursement be copied in triplicate, with one copy for the University Office which reimburses, one

ARTICLE VIII – Committees

All of the SGA committees will be formed at the same time, early in the fall semester. During the SGA meeting at which the new 1st year representatives are first present, each class representative member will rank, in order of preference (#1 - #6), his/her choices for the committee on which they would like to sit. Each class representative must fill out a ranking sheet. Any other SGA member may volunteer to fill out a ranking sheet as well. The executive board will review the rankings and allocate committee positions.
based on preference. In the event that there are more SGA members than committee positions, then the remaining SGA members will serve as ‘alternates,’ to be used in the event of a conflict of interest (i.e. someone sitting on the Curriculum Committee Selection Committee decides they want to be on the Curriculum Committee itself).

Section 1. Admissions Board Selection Committee

A. The selection committee shall consist of current student members of the Admissions Committee and three (3) members of TUSM SGA. Members of the selection committee are not eligible to apply for a position on the Admissions Board that year.

B. Selection of student representatives shall be made each year from the applicants in the second-year class. Applicants must submit essays stating their qualifications for the position and be interviewed. From here, Admissions Director must approve final decision.

Section 2. Budget Committee

A. The Budget Committee shall consist of the Student TUSM SGA Treasurer and volunteers who have attended at least two (2) TUSM SGA meetings in the current academic year. Both the treasurer elect and the treasurer shall attend the April meeting.

B. Of amount allocated to Student Government from Student Affairs, the Budget Committee will allocate a certain % to be given directly to each class for their representatives to use at their discretion. The remaining funds will be a general reserve for recognized student organizations to apply for as the year progresses and needs arise.

C. The purpose of the Budget Committee is to establish criteria for determining allocation of funds. Reflecting this role, the Budget Committee may choose to use the following guidelines:

1. Activities that enhance the medical education of Temple physician assistant students.

2. Activities that positively reflect upon Temple University School of Medicine.

3. Activities that promote application and/or enrollment at Temple University School of Medicine.

4. Activities that contribute in a significant way to the health care of others.

5. Number of TUSM SGA meetings at which a member of the organization was present.

6. Activities planned for the next academic year by the organization’s newly elected officers.

7. Whether the organization has completed the activities it had planned for the current academic year (or has reasonable and substantial plans to complete those activities before the end of the academic year).

D. Recognized student organizations must submit a detailed request for funding at least three weeks prior to event to the SGA Executive Board. From here, funding will be given based on criteria in Section 2, Paragraph C and as funding permits.

E. Treasurer will report to SGA funding of events at each monthly meeting.
Section 3. ByLaws Committee - This Committee shall be formed when necessary at the request of the Vice President or other members of TUSM SGA and shall consist of TUSM SGA members. TUSM SGA must approve the formation of this committee.

Section 4. Curriculum Committee

A. The student body, in an election, shall select one (1) First Year student to serve a two (2) year term, beginning his/her sophomore year.

B. All applicants shall submit an essay and be reviewed by the Class.

C. The Dean of Curriculum will have the final approval of the selected student.

D. The selected student may attend Curriculum Committee meetings during his/her first year, but may not have voting privileges.

Section 5. Representative to the Academic Block Directors’ Committee

A. The first and second year class shall each select one (1) student, by election, in the beginning of the year.

B. All applicants shall submit an essay and be reviewed by the Class.

C. The Dean of Curriculum will have the final approval of the selected student.

D. The selected student may attend academic block directors’ meetings, but may not have voting privileges.

Section 6. Representative to the Clinical Rotation Directors’ Committee

A. The third and fourth year class shall each select one (1) student, by election, in the beginning of the year.

B. All applicants shall submit an essay and be reviewed by the Class.

C. The Dean of Curriculum will have the final approval of the selected student.

D. The selected student may attend clinical rotation directors’ meetings, but may not have voting privileges.

Section 7. Teaching Evaluation Subcommittee

A. The student body, via an election held by class representatives, shall select one (1) physician assistant student to serve a one (1) year term with possible reappointment for one (1) additional year. All applicants shall submit an essay.

The Dean of Curriculum will have final approval of the selected student.

Section 8. Student Promotion, Appeal and Grievance Committee

A. The Committee shall select one (1) first-year student to serve a two (2) year term beginning in
the sophomore year. All applicants shall submit an essay and be interviewed by the Committee.

B. The Dean of Student Affairs will have final approval of the selected student.

ARTICLE IX - Amendments

Section 1. Amendments

A. The by-laws may be amended by the vote of two-thirds (2/3) of the voting members of TUSM SGA.

B. An amendment to the Constitution and by-Laws of TUSM SGA goes into effect immediately upon its adoption by two-thirds (2/3) vote.

C. All proposed amendments will be submitted to the Vice-President (section 2, C) for review and presentation to the TUSM SGA.
ACKNOWLEDGEMENT OF STUDENT HANDBOOK RECEIPT AND REVIEW

I have read the Temple University School of Medicine Physician Assistant Student Handbook. I understand the contents and terms outlines in this document and agree to adhere to all of the policies and procedures in this manual. My signature below is acknowledgement that I have reviewed this Handbook and my questions regarding these policies and procedures answered to my full understanding.

________________________________________
Student signature

________________________________________
Printed Student Name (above)

Date: ______/_____/______________

Administrative Use Only

Date Received: ______________________