



Student Handbook

Class of 2026

Introduction

While every student that is enrolled at Mount St. Joseph University will be covered by the policies and procedures as dictated by the University, including but not limited to the Student Handbook and Graduate Catalog, students of the Physician Assistant program face unique situations that may or may not be addressed in the general student handbooks. Hence, this student handbook is published every year to serve as an additional resource for the PA student to refer to during their time in the program.

Accreditation Status

Organizational Chart

The PA faculty and staff provide a full range of academic and administrative services. This is complemented by the additional expert part-time, instructional faculty and by the board certified physician who serves as Medical Director. Refer to the chart below to contact any program faculty or staff member.



Organizational Chart
School of Health Sciences
Department of Physician Assistant Studies

President

Contact Information

Dean

Darla Vale, PhD, RN (513) 244-4295 Darla.Vale@msj.edu

Program Director

Jen Garrett, MPAS, PA-C 513-244-4385 Jen.Garrett@msj.edu

Medical Director

Creighton B. Wright, MD, FACS (513) 244-4224 Creighton.Wright@msj.edu

Academic Director

Megan Pater, MPAS, MA, PA-C (513) 244-4224 Megan.Pater@msj.edu

Clinical Director

Teresa Groh, MPAS, PA-C (513) 244-4533 Teresa.Groh@msj.edu

Principal Faculty

Andi Green, MPAS, PA-C (513) 244-4310 Andi.Green@msj.edu
Brook Wong, MPAS, PA-C (513-244-4223) Brook.Wong@msj.edu
Darlene Tierney, NP, MSN (513-244-4250) Darlene.Tierney@msj.edu
Mara Prickett, MPAS PA-C

The Physician Assistant Profession

Definition of a PA

Physician Assistants (PAs) are healthcare providers who are nationally certified and state licensed to practice medicine in every medical and surgical specialty and setting. PAs practice and prescribe in all 50 states, the District of Columbia and now in many countries around the world.

Description of the PA Profession

Physician assistants are academically and clinically prepared to practice medicine in collaboration with a doctor of medicine or osteopathy. The physician-PA team relationship is fundamental to the PA profession and enhances the delivery of high quality health care. Within the physician-PA relationship, PAs make clinical decisions and provide a broad range of diagnostic, therapeutic, preventive and health maintenance services. The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. PA practice is focused on patient care and may include educational, research and administrative activities. The role of the PA demands intelligence, sound judgment, intellectual honesty, appropriate interpersonal skills and the capacity to respond to emergencies in a calm and reasoned manner. Essential attributes of the graduate PA include an attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient's welfare.

PAs are employed in virtually all types of health care settings -- hospitals, clinics, private physician offices, schools, and other health care facilities. PAs can be found in communities of all sizes and in virtually every medical and surgical specialty. Although the majority of PAs work in primary care medicine -- family medicine, internal medicine, pediatrics -- many work in specialties such as cardiothoracic surgery and orthopedics. PAs may also work in the areas of medical education, health administration and research. These services may be provided to individuals of any age in various settings when they are part of the collaborating physician's practice

Responsibilities of the Physician Assistant

Physician Assistant students are educated and trained to perform the following:

1. Obtain Patient History

Objective focuses on skill in obtaining, documenting, and interpreting the patient's history, identifying pertinent factors, and interpreting risk factors.

2. Perform Physical Exam

Objective focuses on physical exam skills such as recognizing, interpreting, and documenting pertinent findings and using required techniques.

3. Using Laboratory and Diagnostic Studies

Professionalism

These expectations are clearly communicated to students in the Student Handbook and in course syllabi. It is the expectation that all students enrolled at Mount St. Joseph University will maintain high ethical and professional standards consistent with the Mission and Values of the institution.

The PA Program expects all students to:

- Demonstrate behavior with faculty, staff, student colleagues, and patients that is respectful, mature and empathetic including adherence to the program's Communication and Social Media Policy
- Demonstrate a Growth Mindset exhibiting "dedication and hard work to create a love of learning and resilience that is essential for great accomplishment". (Dweck; 2015)
- Demonstrate tolerance for uncertainty and the ability to give and receive constructive feedback from faculty, staff, and student colleagues
- Exhibit honesty and integrity by abiding by the Mount St. Joseph University Academic Honesty policy in all exams, quizzes, and graded assignments. See Graduate Catalog at: <https://registrar.msj.edu/graduate-catalog/student-rights-policies/academic-policies/index.html>
- Perform responsibly and with accountability by arriving promptly to classes and clinical sites ready to work efficiently and effectively as a team member when assigned, adhering to the program's Attendance and Work Policies.
- Maintain an appropriate personal appearance by adhering to the program's Dress Code Policy.

Professionalism will be assessed throughout the PA Program in all PAS courses

Some behaviors or patterns may raise concerns as to the student's suitability to continue in this program of study. Inappropriate behaviors for a health profession student may include, **but are not limited to**, breaching patient confidentiality; using illegal or synthetic drugs or abusing controlled substances; "dating" or becoming sexually involved with a patient, preceptor, faculty or staff; undertaking a procedure or scope of practice beyond that of a student; disobeying or showing disrespect for faculty, staff or peers; showing a judgmental attitude toward patients; or revealing a lack of concern or compassion in practice.

If a faculty or staff member identifies serious deficits in any area of the student's performance, including professionalism, the Promotions and Professional Conduct Committee will be notified in writing. The committee will conduct an investigation, and after completion may recommend actions ranging from counseling and non-academic probation to dismissal from the program.

Attendance Policy

The Mount St. Joseph PA program policy on required attendance is conveyed to students in multiple documents including the program handbook, which defines attendance and the consequences for non-

time. Timing of arrival will determine if the student is able to take the exam with the cohort.

- Being absent on the day of an examination is an unexcused absence unless documentation is provided that explains why the absence should be excused (e.g., a physician's note).
- For unexcused absences, it is at the discretion of the program leadership if the student will be allowed to take the examination for a maximum achievable grade of 75%. Subsequent absences will result in increasing increments off total course grade, and could result in dismissal from the program.
- PA program faculty are not expected to give make-up exams for unauthorized absences.
- Final decision at discretion of Academic or Clinical Director and Program Director

statements related to patient care, which may breach patient privacy laws. Violation of this policy will result in the removal of a student from the classroom or clinical practice experience, and subsequent dismissal from the program. Examples of inappropriate material includes, but is not limited to, breaches of patient privacy, foul language, pornography, discrimination, harassment as well as threatening, inflammatory or defamatory comments.

The integrity of the coursework of the MSJ PA program, student, and classroom should be protected. Students should not share questions or answers to assignments, exams, or quizzes via social media nor provide this information to students in a subsequent class.

Didactic and clinical site training commitments should be respected. Students should not engage in social networking during in-class and on-site clinical time. This includes instant messaging and texting via social media websites or mobile applications.

Students should ensure accuracy regarding statements made about the MSJ PA program and its community members. Students should not provide false, intentionally inaccurate, or inflammatory comments.

All laws governing copyright and fair use of intellectual property must be followed.

Official School-Owned MSJ PA Social Media Accounts:

<https://www.facebook.com/MSJ.PhysicianAssistant>
<https://www.instagram.com/msjpaiprogram/>

If students choose to disregard this policy they will be referred to the Promotions and Professional Conduct Committee. The committee will conduct an investigation, and after completion may recommend actions ranging from counseling and non-academic probation to dismissal from the program.

Students are afforded the privilege of access to the campus computer network on the assumption that they will use them responsibly. The institutional guidelines on Responsible Use can be found in the University Student Handbook:
https://mymount.msj.edu/ICS/Technology/Technology_Policies.jnz?portlet=Responsible_Use_Policy

Work Policy

Successful completion of the PA Program requires a full time, year-round commitment. The following policy will provide students with important information to enhance your success.

Outside activities and working are not considered to be valid excuses for poor academic performance or lack of attendance at required PA program activities. PA students cannot ever work for the Program and may never substitute for or function as instructional faculty.

Students are *strongly discouraged* from working in any capacity while enrolled in the PA program. It is especially important during the clinical rotations phase of the program that students be available to their preceptors on short notice for special learning opportunities outside of regular office hours. Failure to fully participate in all clinical related activities is considered abandonment and will result in failure of the rotation unless it is an excused absence per program guidelines.

Students enrolled in the PA program cannot substitute for practicing physician assistants or provide unsupervised services common to a certified PA while at any learning site while enrolled in the program.

PA students must never work as a substitute for clinical or administrative staff during supervised clinical practice experiences.

If students are unable to participate fully in program activities due to outside employment, they will be referred to the Promotions and Professional Conduct Committee. The committee will conduct an investigation, and after completion may recommend actions ranging from counseling and non-academic probation to dismissal from the program.

Dress Code Policy

This dress code policy is written to ensure that PA students represent the Mount St. Joseph University PA program and the Physician Assistant profession in a professional and respectful manner by wearing appropriate attire as defined by the Program Planning Committee. This

- Undergarments should always be worn.
- Dress codes of clinical sites must be followed (potential considerations of tattoos, artificial/acrylic nails, piercings, artificial hair colors)

In classrooms during the didactic phase, the suggested attire will be “business casual”, which typically includes clean jeans without rips or tears, slacks or khakis, *collared* shirt or blouse,

Program, **the costs incurred are**
or Mount St. Joseph University.

responsibility, and not that of the PA Program

Immunization Policy

The Immunization policy of the Mount St. Joseph PA program is to inform and ensure students have the required immunizations as described in the Centers for Disease Control and Prevention (CDC) guidelines for healthcare professionals (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>), namely Hepatitis B, Influenza, MMR, Varicella and Tdap.

The PA Program requires proof of immunizations prior to matriculation in the program and annually thereafter to ensure the safety of our students, faculty, staff and patients. The student will receive the required immunization list upon notice of acceptance into the program. It is the student's responsibility to provide documentation of all immunizations. The PA Program will review the CDC Healthcare Personnel Vaccination Recommendations on an annual basis

on how to provide the necessary documentation. Students are responsible for the costs associated with all required annual immunizations and should budget accordingly. A student must have all required immunizations and have updated the student's immunization information through the Castle Branch platform prior to the program scheduling a student for any clinical experience.

Students may request an exemption to any required immunization for medical or religious reasons by submitted the attached form to the program's Clinical Director/Coordinator. Details concerning immunization exemption requests are included on the form.

Failure of a student to timely meet these immunization requirements will cause a delay in a student's academic program progression and may result in disciplinary actions, up to and including possible dismissal from the program.

Criminal Background and Dr

safety. Most institutions have security personnel available to walk students to their cars after hours. If an incident occurs while on a clinical rotation, the student should immediately contact the institution's security team or the local authorities along with the Clinical Director or Program Director.

Exposures to blood and other body fluids occur across a wide variety of occupations including health care workers such as Physician Assistants. Students, in the course of their training, can be exposed to blood through needle stick and other sharps injuries, mucous membrane, and skin exposures. Students will receive instruction in methods of prevention utilizing universal precautions and other risk reduction behaviors using OSHA Guidelines before undertaking educational activities that place them at risk.

Should a student sustain any injury, including a needle stick injury or exposure to a potentially infectious and/or hazardous substance during any instructional or clinical activity:

Report the incident **immediately** to the appropriate person:

- If you are on-campus and receive a needle stick or other exposure, wash the affected area and contact the clinical instructor or the program director.
- If you are at an off campus clinical site, wash the affected area and contact your preceptor and the clinical director.

They will follow the policies in effect at that site to provide immediate proper care and necessary follow-

\$3,000,000 in aggregate for the duration of the program. Clinical sites are offered a copy of the policy as evidence of the student's coverage. Coverage is in effect for program related clinical experiences, however no coverage is available for outside employment or volunteer activity not sponsored through the Physician Assistant program.

Harassment Policies and Procedures

The policy of the Mount St. Joseph PA program is to adhere to the University's policies related to student grievances and allegations of harassment and related conduct, which are defined and consistent with state and federal law. These documents are available in the University Student Handbook and via the myMount intranet. Links to institutional policies and processes are:

Policy on Prohibited Discrimination, Harassment and Related Conduct

https://mymount.msj.edu/ICS/icsfs/IV_Policy_on_Prohibited_Discrimination%2c_Harrasmen.pdf?target=84565fe7-b1eb-4a0d-8aca-6134c4cc0148

Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy:

https://mymount.msj.edu/ICS/icsfs/V_Sex_Disc_Misconduct_Interpersonal_Violence_Polic.pdf?target=11f1702e-87f8-4bca-9e85-628ec315b266

Student Handbook and Other Policies Including Section IV- Student Rights and Responsibilities:

https://mymount.msj.edu/ICS/Info_and_Policies/Student_Handbook_and_Other_Policies.jnz

Mistreatment is defined as: intentional or unintentional behavior that shows disrespect for the dignity of others and unreasonably interferes with the learning process.

Harassment is defined as: any conduct, physical, verbal, written or electronic, on or off campus, that has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance or that creates an intimidating, hostile or offensive educational, work or living environment.

The PA program has zero tolerance regarding any type of mistreatment or harassment. Prevention is addressed by identifying situations and their causes, educating students, faculty and staff on institutional policies and the program's policy of zero tolerance. IF a student believes they have been subject to mistreatment or harassment in either the didactic or clinical setting, they should notify the program director or institutional official listed below.

Sexual harassment in education is defined as: any unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment can be peer-peer, by faculty/preceptors or other university employees. While sexual harassment is legally defined as "unwanted" behavior, magre \$

Therefore, it is the PA program's policy that students are not to enter into an intimate relationship with faculty, staff, or preceptors. Incidents will be investigated and immediate action will be taken, up to and including dismissal from the program.

A student or employee who believes herself/himself to be the subject of discrimination, mistreatment, harassment, sexual harassment (not including sexual misconduct/violence), or retaliation may report the complaint to the following individuals:

- Paige Ellerman, VP of Compliance, Risk and Legal Affairs, Title IX Coordinator 513-244-4393
- Teri Compton, Director of Human Resources, 513-244-4979
- Janet Cox, Dean of Students, 513-244-4466

A student or employee who believes herself/himself to be the victim or subject of sexual misconduct, violence, assault, or retaliation may report the complaint to the MSJ Police Department, 513-244-4226 or dial 0 from any campus phone. Additional information regarding this topic is available at <https://www.msj.edu/about/title-ix/> or on the MSJ Police Website at: <http://www.msj.edu/student-life/public-safety-campus-police/> or in the University Student Handbook at:

https://mymount.msj.edu/ICS/Info_and_Policies/Student_Handbook_and_Other_Policies.jnz

responsible for the cost of transportation, lodging, meals, clothing, laundry, etc., during

Academic Progression

Progression to graduation with a Masters degree in Physician Assistant Studies (MPAS) requires the student successfully complete all first year didactic courses and subsequent clinical rotations with a minimum GPA of 3.0 and necessitates completion of the summative evaluation, where the student must successfully demonstrate competence in medical knowledge, clinical skills, interpersonal communication skills, clinical decision making and professionalism. Students must complete all didactic courses in the sequence offered, and their clinical rotations within three months after the scheduled graduation date unless they have been granted deceleration.

Remediation

Students identified as having deficiencies (grade below 75%) on any remediation-worth assessment must remedy the deficiency to earn a passing grade in the course. Successful remediation will consist of the student meeting with the course instructor, or faculty advisor, to discuss the matter and identify any specific issue(s). with further instruction and/or assignment to be determined to demonstrate their comprehension. Written documentation will be placed in the student file.

Repeated remediation is indicative of poor subsequent performance. In response to this concern, any student who needs a 6th remediation, or receives a second final grade of C during the program will meet with the Promotions and Professional Conduct committee to discuss their academic standing and potential for success in the program.

Deceleration

A student who is experiencing an extraordinary life circumstance may request a leave of absence or deceleration, in writing to the program director, of up to one year's duration. Deceleration is the removal of a student from their entering cohort (class) who remains matriculated in the program and enters the subsequent cohort. This process does not substitute for poor academic performance, and any request must be submitted prior to the final course assessment each semester. The documentation and circumstances will be reviewed on a case-by-case basis by the Promotions and Professional Conduct committee. Reinstatement into the program will occur based on the terms agreed to at the time the leave commences.

Withdrawal

The physician assistant program involves a successive course of study, where future courses build on prior learning and must be completed in the prescribed sequence. Students who voluntarily withdraw from a course, without an approved leave of absence (see Deceleration), are in effect withdrawing from the program.

Students are referred to the Graduate Catalog for information related to course withdrawal policies of the Mount St. Joseph University. <https://registrar.msj.edu/graduate-catalog/advising-registration/registration-procedures.html>

Dismissal

A student may be dismissed from the program for academic or non-academic reasons. See the Mount St. Joseph University graduate catalog for additional information: <https://registrar.msj.edu/graduate-catalog/index.html>

o

Handbook Receipt

I acknowledge that I have received a copy of the Student Handbook for the Physician Assistant Program at Mount St. Joseph University, and access to the University Student Handbook and Graduate Catalog. I understand that I am responsible for the information contained in this Handbook, and I will abide by the policies and procedures as stated in this Handbook, the University Handbook and the Graduate Catalog. I also understand that, at any time, the Mount St. Joseph University Physician Assistant Program may change a policy or procedure, and that I will be notified in writing and asked to replace the current policy or procedure contained in this Handbook with a new or revised policy/procedure.

I acknowledge that the Student Handbook contains information that is helpful to me as a student in the Physician Assistant Program. Since this Handbook may be the only source of such information, and will be referred to by the faculty, I will keep this Handbook safe and available for use throughout my attendance in this professional program.

Name: _____ **(Print)**

Signature

Date

Release of Information Form

NCCPA Personal Information Release

I authorize the Mount St. Joseph University PA Program to release to The National Commission on Certification of Physician Assistants (NCCPA), my name, social security number, date of birth, gender, address, e-mail address, graduation date or other information that they may require to ensure my eligibility to take the PANCE.

Initials_____

Criminal Background Checks and Drug Screening

Certain federal, state and local regulations now require students to provide criminal background checks and, in some cases, drug screen results to prospective clinical sites. I authorize the Mount St. Joseph University PA Program to release the results of my background check and/or drug screen to clinical sites and/or preceptors as needed to facilitate scheduling of clinical experiences.

Initials_____

Release of Immunization Information and Health Screening Results

I authorize the Mount St. Joseph University PA Program to release my personal information regarding immunization status, health screenings (e.g. TB test results) to preceptors, hospitals, or other institutions that require that information to allow me to function in the role of a PA student in their areas of authority.

Initials_____

I authorize the Mount St. Joseph University Physician Assistant Program to release my information as outlined in the above paragraphs. This consent will remain in effect for the duration of my enrollment in the program unless otherwise revoked, in writing or I am provided with a revised policy and consent form.

Release of all Claims

In consideration for maintaining my student status in Medical Interview and Physical Examination (PAS 505), Patient Assessment I & II (PAS 540 & PAS 570) and Clinical Skills in Medicine I & II (PAS 545 & PAS 575), I understand that PA students perform routine physical examinations on each other as well as minor procedures (e.g., drawing blood, starting an IV or administering an injection) when necessary and appropriate for the purpose of instruction in the approved PA program curriculum. These activities are only to be conducted under the direct supervision of the faculty during a scheduled laboratory session. I fully

Simulation and Skills Lab Confidentiality Agreement

Mount St. Joseph University (MSJ) is committed to ensuring the evaluation process of your performance in simulation is directed towards helping you achieve professional and personal growth as a healthcare professional. Our goal is to provide simulation experiences that will advance the quality and safety of the care you provide to your patients and increase your confidence and competence as a healthcare provider.

Simulated clinical scenarios, simulated task training, standardized patient scenarios/cases, Objective Structured Clinical Examinations (OSCE), debriefings and/or other simulation activities are planned and structured as safe learning opportunities for learners and educators. Participants may be actively involved in the scenario or act as observers.

All simulation activities at Mount St. Joseph University are considered confidential, whether electronic, written, verbal, observed or overheard, and may not be disclosed or discussed outside of the simulation environment. Any participants (e.g., students, learners, educators, instructors, faculty, staff or observers) in simulation activities at MSJ are expected to maintain confidentiality. The PA Program believes that “what happens in simulation, stays in simulation!”

Sharing scenario experiences with fellow learners outside of the simulation lab will be considered a breach of professionalism and will result in referral to the program’s Promotion and Professional Conduct Committee for further action, which may include dismissal from the program.

Your signature below acknowledges that you have read, consent to, and fully understand the implications of this agreement, and agree to maintain the strictest confidentiality regarding simulation activities, including the nature of the scenarios, as well as the names, functions and performance of all participants. Furthermore, you understand a violation of confidentiality is strictly prohibited and serious consequences will occur if you violate the agreement.

Printed Name

Signature

Date

Appendix A

1) Purpose

The Criminal Background and Drug and Alcohol Screening Policy (the “Policy”) of Mount St. Joseph University (the “University”) School of Health Sciences (the “School”) is grounded in the School’s mission to “*prepare the next generation of healthcare leaders to positively transform lives and improve the health of communities*” and in accordance with the University Mission to “educate students through... professional curricula emphasizing values, integrity and social responsibility.” The purposes of this Policy are to:

- Encourage students to make decisions with integrity and place value on their own health and well-being as current or future health care providers;
- Uphold our shared social responsibility to protect the public, including patients and clients; and
- Comply with the requirements of regulatory bodies and affiliated clinical facilities and/or their authorized agents and representatives in the health disciplines.

2) Policy Definitions

The following terms apply to this Policy:

“**Under the influence**” means that in the opinion of the University, its employees and/or representatives, a student has drugs and/or alcohol in their system and the use is detectable in any manner. Indicators of being under the influence may include, but are not limited to, misconduct or obvious impairment of physical or mental ability such as slurred speech, smell of alcohol, marijuana or other drugs on the student, or difficulty maintaining balance.

A “**drug**” is any substance (other than alcohol) which may, can or does alter the mood, perception, conduct, or judgment of the individual consuming it including both legal and illegal drugs.

A “**legal drug**” includes prescribed drugs and over-the-counter drugs that have been legally obtained and are being used only in the amounts and prescribed and/or for the purpose for which they were prescribed or manufactured.

An “**illegal drug**” means any drug which (a) is not legally obtainable, (b) is legally obtainable but has not been legally obtained, (c) is obtained legally but abused. The term includes prescribed drugs not being used for prescribed purposes. It also includes, without limitation, those drugs classified as narcotics, stimulants, depressants, hallucinogens, and marijuana/cannabis.

“**Non-negative**” means any drug screen that is not negative, including but not limited to findings of positive, dilute negative and non-negative.

“**Reasonable suspicion**” occurs when a student has demonstrated a notable change in affect, behavior, or physical appearance consistent with the prohibited use of drugs or alcohol or when

information is obtained that may indicate that a student has engaged in criminal behavior. Reasonable suspicion of drug or alcohol use includes, but is not limited to, slurred speech, decreased coordination, drowsiness, pinpoint or dilated pupils, reddened eyes, forgetfulness, difficulty concentrating, impaired judgment, sedation, decreased inhibitions euphoria, and the possession of drugs, alcohol or paraphernalia. Reasonable suspicion for a background check may be based on information from various sources, including but not limited to, the media, police, third-parties, or other public records.

“**Alcohol**” means an intoxicating liquid or compound, including beer, subject to liquor control laws of any kind in the State of Ohio.

3) Required Student Conduct Related to Drugs and Alcohol

Students of the School must comply with the standards set forth in this Policy and complete criminal background checks and drug and alcohol screenings as requested and/or required by the School. It is a violation of this Policy for a student to refuse to timely obtain a requested and/or required criminal background check or drug and alcohol screen for any reason.

4) Prohibited Conduct Related to Drugs and Alcohol

Students in the School are required to comply with the University’s Drug and Alcohol Policy and Guidelines at all times, including while participating in clinical program activities of the School that take place on or off campus. The University’s Drug and Alcohol Policy and Guidelines are located in the Student Handbook and available at:

https://mymount.msj.edu/ICS/icsfs/Drug_Alcohol_Policy_and_Guidelines.pdf?target=2cc870d5-79bb-4a79-9953-435edc251fe2

In addition, students in the School are prohibited from reporting to or participating in any clinical program or other departmental activity, including but not limited to classroom or lab work, while under the influence of alcohol, any illegal drug, and/or while under the influence of a legal drug that impairs the student’s healthy and safe performance of departmental activities. The University reserves its right to determine, in its sole discretion, whether the use of any legal drug by a student poses a threat to the student’s health and safe performance of departmental activities.

5) Reporting Use of Legal Drugs that May Impair Performance

Any student whose use of a legal drug has the potential to impair the student’s clinical performance or any departmental activities shall disclose such drug use to their program’s clinical director/coordinator. The student may be required to provide certification from the prescribing physician, physician assistant or nurse practitioner that the drug will not impair the student or threaten the health or safety of the student or others when the student is performing clinical or departmental activities. Students who are impaired by legal drugs will not be permitted to perform “safety sensitive” clinical or departmental-related tasks.

6) Required and/or Requested Background Checks and/or Drug and Alcohol Screens

Criminal background checks and/or drug and alcohol screens may be requested by the University and required of a student for reasons including, but not limited to, the following:

c) *Proof of Compliance*

Students who are requested or required to complete a criminal background check or drug and alcohol screen must produce evidence within 48 hours of the verbal or written notification to the student of such a requirement that they have placed the order with the Testing Provider.

in the program or eventual licensure/certification. This determination will be made in consultation with:

Ohio Revised Code, or any similar law of Ohio or another state; and/or
Applicable state practice acts, state boards, rules, laws, or statutes of any state in which the student intends to complete a clinical rotation or practice.

If a student's criminal background check res

Tampering with, diluting, adulterating, falsifying or substituting a specimen, as determined by the Testing Provider, Program Representative or the University. In the event that any device or other item that may be used to cheat on a drug and alcohol screen is possessed during the collection process or at the collection facility. Failure to respond to notice, in writing or by phone, from any Representative regarding a positive test result or the issuance of a non-contact positive result.

14) Consequences of Policy Violations

A student's non-negative criminal background check, non-negative drug and alcohol screen test result, refusal to submit to testing, and/or failure to comply with any terms of this Policy shall be considered Policy violations. Policy violations may result in disciplinary sanctions, including but not limited to the delay or disqualification of a student's matriculation in any professional or clinical phases of a program, the delay or disqualification of a student from graduation due to inability to complete program requirements, dismissal from an academic program in the School and/or suspension or dismissal from the University. Disciplinary sanctions shall be communicated to students in writing by the Program Representative, program director, or School Dean (the "Sanction Notice").

A member of the School's faculty from outside the student's department shall serve as the Chair of the Appeal Panel. The Appeal Panel shall schedule a hearing within 30 days (excluding University holidays) of the receipt of the Appeal Request by the Dean (the "Appeal Hearing") and the Chair of the Appeal Panel shall provide written notice to the student of the time and place of the Appeal Hearing at least five (5) days (excluding University holidays) prior to the Appeal Hearing. An Appeal Hearing is not a criminal or civil proceeding; formal rules of evidence are not applicable. Legal counsel may not be present at the Appeal Hearing. However, the student may bring an advisor who is a full-time faculty or staff member at the University to the Appeal Hearing for support and consultation; however, the advisor may not speak on behalf of the student at the Appeal Hearing. Only the contents of the Appeal Request, test results, and student's statements at the Appeal hearing shall be considered by the Appeal Panel.

Within one week (excluding University holidays) after an Appeal Hearing, the Appeal Panel shall render a written decision to either uphold the Sanction Notice or render some other decision (the "Appeal Decision"). The Chair of the Appeal Panel shall report the Appeal Decision to the School Dean (if the School dean is not on the Appeal Panel). The Dean will notify the student of the Appeal Decision. An Appeal Decision is final and the student has no further right to appeal.

During an appeal process, a student may attend classroom classes and labs, but will not be allowed in any clinical setting during the appeals process.

16) Reinstatement

Students dismissed from a School program due to a non-negative criminal background check or drug and alcohol screen may petition the School Dean and program director for reinstatement no sooner than 12 months and no later than 15 months following the effective date of the dismissal. Students are not automatically afforded the opportunity for reinstatement. Each petition for reinstatement will be decided by the School in its sole discretion on a case-by-case basis.

**Acknowledgement, Consent and Acceptance of
Criminal Background and Drug and Alcohol Screen Policy of
Mount St. Joseph University School of Health Sciences**

I, _____, the undersigned student, acknowledge receipt of the Criminal Background and Drug and Alcohol Screen Policy (the “Policy”) of the Mount St. Joseph University (the “University”) School of Health Sciences (the “School”). The Policy has been presented to me and I have had the opportunity to read it, ask questions and seek clarification. I accept full responsibility for compliance with the requirements of the Policy, including any financial expenses incurred in connection with the completion of criminal background checks or drug and alcohol screens and any related transportation or other costs. I understand that the consequences of non-compliance with this Policy could be detrimental to my matriculation in the program and may include dismissal from the School and/or University.

I also understand, acknowledge and accept full responsibility that any non-negative criminal background or drug and alcohol screen results could negatively impact my potential to progress through the program or gain certification, licensure or employment, whether or not I am subject to dismissal from the School and/or University. I understand that the administration of the School, the University, and the faculty in my program cannot guarantee with certainty that the information on a non-negative criminal background check or drug and alcohol screen will not interfere with my ability to successfully complete the clinical requirements of the program. I am also aware that the information on a non-negative criminal background check or drug and alcohol screen may interfere in the future with my professional certification, licensure and employment. With this knowledge, I hereby release the University, its employees,

Appendix B

Academic and Student Health Services

Mount St. Joseph University offers many academic, financial and health services to all enrolled students, including those students in the Physician Assistant program. Links are available below to assist students in finding information easily. Faculty are available to assist in the timely access and referral of students to the Wellness Center or other departments for support services, when warranted.

Counseling Services

https://mymount.msjeu/ICS/Mount_Community/Wellness_Center/Counseling_Services.jnz

Student Handbook

https://mymount.msjeu/ICS/Info_and_Policies/Student_Handbook_and_Other_Policies.jnz?portlet=Student_Handbook

Health Services

https://mymount.msjeu/ICS/Mount_Community/Wellness_Center/Default_Page.jnz

Academic Advising Resource Center

https://mymount.msjeu/ICS/icsfs/III_Academic_Advising_Resource_Center.pdf?target=a5ba3e99-77f9-49f5-8dee-b6e74cc66dd2

Career and Experiential Education

https://mymount.msjeu/ICS/MSJAcademics/Career_Center/

Learning Center

https://mymount.msjeu/ICS/MSJAcademics/Learning_Center/

Disability Services

https://mymount.msjeu/ICS/icsfs/Student_Disability_Accommodation_Policy_and_Grieva.pdf?target=6a336aea-f525-450c-94d2-9be2a59d204a

Information Services & Support

<https://mymount.msjeu/ICS/Technology/>

Library

<http://library.msjeu/friendly.php?s=index>

Campus Police

<http://www.msjeu/student-life/public-safety-campus-police/>