



Master of Science
Physician Assistant Studies

Policy Administration System¹

Responsible Party	Program Director and Principal Faculty
Minimum Review Frequency	Annual
Associated Forms	None
ARC-PA Associated Standards	A3.01, A3.02
Initial Effective Date	10/29/2018
Last Review Date	10/29/2018
Next Review Date	09/01/2020

Rationale:

The Pfeiffer University Master of Science in Physician Assistant Studies (MS-PAS) program is committed to informing prospective students, current students, faculty, alumni and other stakeholders in a clear manner what are the expectations of the program. Therefore, the Pfeiffer University MS-PAS program has developed an intradepartmental policy administration system. The purpose of this document is to delineate how program policies are developed, approved, and reviewed. It also describes procedures for disseminating program policy and practice information to students. This policy administration system is in accordance and aligns with the policies and procedures of Pfeiffer University.

General Information

The Pfeiffer University MS-PAS program policies apply to all students, principal faculty, and the program director throughout all phases of the program. If discrepancies between program policies and those established at supervised clinical practice experience (SCPE) sites should arise; the SCPE site policies will supersede the program's policies. This will be clearly stated in the SCPE site affiliation agreement.

Procedure for Policy Development

New policies may be drafted by, or under the direction of, the Program Director. The initial draft will be reviewed, modified, and vetted by the appointed Program Policy Committee.

The Program Policy Committee will be comprised by the Director of Didactic Education, Director of Clinical Education, Medical Director, a principal faculty of the program and the Program Director.

Procedure for Approval of New Policies

Once reviewed, modified and vetted by the Program Policy Committee; the policy will be presented to the program faculty. The program faculty may approve the policy as presented, approve the policy pending specific changes that have been agreed upon, or send the policy back to the committee for further development and/or modification.

Approved policies will be presented to the Dean of the Division of Applied Health Sciences by the Program Director for review and approval.

The proposed policy will then be presented to the Provost for final review, approval and ratification.

Procedure for Policy Review



Master of Science
Physician Assistant Studies

All policies will be reviewed within the time frame delineated in the policy and as necessary in accordance with the program self-assessment process.

Procedures for Informing Students of Policies and Practices

Pfeiffer University MS-PAS program policies will be kept up to date and made available on the program's website (<https://www.pfeiffer.edu/program/master-of-science-in-physician-assistant-studies/program-policies-attribution-data/>). This will assist prospective students interested in the program to make a fully informed decision about applying to and matriculating into the program. Additionally, it will make information about the program easily accessible for current students, faculty, alumni and other stakeholders.

Commitment Statement to Abide by Program Policies and Practices

During new student orientation, all policies and practices that pertain to enrolled students will be reviewed. Students will have full opportunity to ask any questions regarding the policies.

Students will be required to sign a Commitment Statement ascertaining that program policies and practices have been reviewed, that they understand and are committed to abide by program policies and practices, and that they have had a full opportunity to have any related questions addressed satisfactorily.

The Pfeiffer University MS-PAS program policies (specifically those pertaining the clinical phase) will be reviewed again prior to students entering the clinical phase of the program.

Students will also be required to sign a second Commitment Statement ascertaining that program policies and practices have been reviewed, that they understand and are committed to abide by program policies and practices, and that they have had full opportunity to have any related questions addressed satisfactorily prior to entering the clinical phase.

Policy Changes

The Pfeiffer University MS-PAS program faculty reserves the right to change existing or create new policies and apply these changes or new policies to currently enrolled students.

When any of the policies above undergo moderate or substantive changes, a notation of the modification date will be included on the policy and enrolled students will be notified of the change within 10 business days.

For any policy modification resulting in academic progression or graduation requirement changes, enrolled students will be required to sign a statement of understanding of the changes.

Definitions

- Minor
 - Any change that does not require a team faculty decision.

- Moderate
 - Any change that warrants faculty vote and policy version change.
- Substantive



Master of Science
Physician Assistant Studies

- Significant change to the operations of the program including modifications of the program's mission, vision, or goals, revision of graduation requirements, or policy and/or procedural changes made in response to federal or state laws or regulations.
- All substantive changes must be reviewed and approved by the Dean of Applied Health Sciences and the Provost prior to implementation.

Changes in response to federal or state laws or regulations must also be reviewed by Pfeiffer University's legal counsel to ensure compliance.

Archiving Policies

Prior to making any moderate or substantive changes to any Pfeiffer University MS-PAS program policies, an electronic file will be created and loaded into an archive folder. A note will be included on the archived policy that briefly explains why the modification was necessary. The date of the occurrence will also be included on the archived and revised policy.

- Rationale
 - Demonstrates results of critical analysis from ongoing self-assessment
 - Archived policies may be referenced as necessary when questions arise associated with students who entered the program under a separate policy.

Program Policy Administration System Review

The Pfeiffer University MS-PAS Program Policy Administration System will be reviewed annually for system effectiveness at the Pfeiffer University MS-PAS Program Annual Retreat.

Review

This policy will be reviewed at the annual program retreat.

¹ ARC-PA Accreditation Standards for Physician Assistant Education A 3.01 and A 3.02