

STUDENT HANDBOOK

PATHOLOGISTS' ASSISTANT PROGRAM



LOMA LINDA UNIVERSITY

School of Medicine

2021 – 2022

REVISED December 2021

ACKNOWLEDGMENT

I, _____, have received the Pathologists' Assistant
(Student's name)

Student Handbook. I understand that this policy is effective throughout the Pathologists' Assistant Program and any violation of this policy will result in disciplinary action.

I have also been notified that the *Loma Linda University Student Handbook* is available on line at <http://home.llu.edu/sites/home.llu.edu/files/docs/student-handbook.pdf>.

I accept responsibility for understanding the policies, procedures, rules and benefits described in the *Pathologists' Assistant Student Handbook* and the *Loma Linda University Student Handbook* and the policies received in the orientation materials. I agree to abide by their contents which set forth the terms and conditions of my enrollment. I further understand that the editions of the Handbooks identified above supersede and replace all previous editions of the Handbooks. Circumstances may require a change in the policies, procedures, rules, and benefits described in these Handbooks as the University deems necessary or appropriate. I understand that I will be notified of such changes and the dates of implementation by my University e-mail account.

Date

Student's Signature

This handbook is designed to provide important information for the students entering the Pathologists' Assistant Program at the Loma Linda University School of Medicine. The contents of the handbook represent an official communication of the policies and procedures of the Program, as well as to set forth the expectations of the students and the clinical sites. Students are expected to be familiar with the contents of this handbook and the LLU Student Handbook. The LLU Student Handbook and the Pathologists' Assistant Student Handbook should be reviewed for academic and professional expectations, policies and procedures.

Application to and enrollment in the University constitute the student's commitment to honor and abide by the academic, nonacademic, and social practices, policies, and regulations of the University and the School of Medicine. These policies are found in bulletins, handbooks, announcements, and other published materials.

In order to reach the goals and fulfill the mission of the University, the requirements and regulation herein are subject to continuing review and change by the University administrators and the faculty of the Pathologists' Assistant Program. The Program, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, rules, and policies contained herein without prior notice. Changes to the handbooks will be re-published on the program web site and Pathologists' Assistant students will be alerted of the changes.

The Pathologists' Assistant Program is committed to a policy of Equal Opportunity and does not discriminate on the basis of race, color, sex, age, religion, handicap, veteran status, sexual orientation or national origin in the administration of its educational program or activities or with respect to admission and employment. As set forth in the Affiliation Agreement, clinical rotation sites are expected to adhere to this policy as well.

APPENDICES

- APPENDIX A....Technical Standards (Essential Functions)
- APPENDIX B....Objectives and Rubrics for Clinical Rotations
- APPENDIX C....Information Technology and Social Media Policy
- APPENDIX D....Histology Rotation Objectives and Sign-Off Sheet

Faculty and Staff of the Pathologists' Assistant Program

Program Director:	Cheryl Germain, MHS, P.A.(ASCP) Assistant Professor Room 327 Alumni Hall	909-558-8095
	Kamron Virgle Administrative Assistant	909-558-8095
Medical Director:	Jeremy Deisch, M.D. Associate Professor	909-558-4000 x41021
Faculty:	Meghan Dorrell, MHS, P.A. (ASCP) Clinical Coordinator	909-558-5609
Staff PA:	Bonnie Rohweller, MHS, PA(ASCP) Lead PA	909-558-4000 x45149
	Natalie Martinez, MHS, PA (ASCP)	
	Nicholas Jammal, MHS, PA (ASCP)	
School of Medicine Student Affairs	Dr. Yami Bazan Associate Dean of Student Affairs	
Chair, Department of Human Anatomy and Pathology:	Paul Herrmann, MD, PhD	

Ethics



BOARD OF CERTIFICATION GUIDELINES FOR ETHICAL BEHAVIOR FOR CERTIFICANTS

Recognizing that my integrity and that of my profession must be pledged to the best possible care of patients based on the reliability of my work, I will:

- Treat patients and patient specimens with respect, care and thoughtfulness.
- Develop cooperative and respectful relationships with colleagues to ensure a high standard of patient care.
- Perform my duties in an accurate, precise, timely and responsible manner.
- Safeguard patient information and test results as confidential, except as required by law.
- Advocate the delivery of quality laboratory services in a cost-effective manner.
- Strive to maintain a reputation of honesty, integrity and reliability.
- Comply with laws and regulations and strive to disclose illegal or improper behavior to the appropriate authorities.
- Continue to study, apply, and advance medical laboratory knowledge and skills; and share such with other members of the health care community and the public.
- Render quality services and care regardless of patients' age, gender, race, religion, national origin, disability, marital status, sexual orientation, political, social, or economic status.

April 2018

Pledge to the Profession

As an anatomic laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession
- Preserve the dignity and privacy of others
- Uphold and maintain the dignity and respect of our profession
- Seek to establish cooperative and respectful working relationships with other health professionals
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

Registration for Classes

The Pathologists' Assistant Program registers matriculated students via block registration. Please review your account for holds (academic, financial, etc.) often so this process will not be hindered. Holds can delay registration and financial aid distribution. Students in the Pathologists' Assistant program are required to successfully complete all classes within the curriculum for graduation.

In the Pathologists' Assistant program:

PGY1= The first year of the program from New Student Orientation to last day of the Summer quarter.

PGY2= The day after the last day of the Summer quarter (students on break) to the last scheduled day of clinical rotations (late September of graduating year).

Criminal Background Checks

Loma Linda University Medical Center and many other area hospitals where medical students receive clinical education require all individuals involved in patient treatment to pass a criminal background check. You must provide evidence that you have met this requirement in order to be enrolled in LLUSM and participate in clinical hospital assignments. Students may be required to update their background checks during their clinical year depending on the requirements of specific clinical sites to which they are assigned.

Academic Honesty

Students in the Pathologists' Assistant Program are expected to adhere to the University's Policy concerning Academic Dishonesty.

Please refer to the policies in the Loma Linda University Handbook, "Academic Integrity Policy", and "Breaches of Conduct and Professionalism" (School of Medicine section).

The *Student Handbook* is available on-line at:

<http://home.llu.edu/sites/home.llu.edu/files/docs/student-handbook.pdf>.

As written:

ACADEMIC INTEGRITY POLICY

Loma Linda University seeks to educate ethical and competent professionals and scholars who are committed to the practice of honesty and the pursuit of truth. This University is committed to the following fundamental core values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. It is expected and understood that students who apply and are admitted to Loma Linda University will be committed to these values and will choose to support them.

Personal and professional integrity are essential qualities for students and all members of the University community. Upholding the standards of professional and personal conduct includes acquiring behaviors and attitudes consistent with University values. It includes being accountable for one's own conduct, as well as assuming responsibility for the professional behavior of one's colleagues. Examples of serious breaches of integrity include, but are not limited to, lying; cheating (including plagiarism); falsifying reports, records, and the results of research. Other examples that may appear to be minor, but which constitute misrepresentations of truth—and are thus also of concern— include such things as signing someone else's name on an attendance sheet (for a required class or meeting) or signing oneself in as present and then leaving.

Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity oneself, encouraging colleagues to be honest and responsible, and refusing to ignore or cover up serious breaches of integrity such as cheating, stealing, or falsifying records. Society rightfully expects the health-care professions and scientific communities to be self-governing and trustworthy.

The process of becoming a member of one of these trusted professions begins when a student enters the University.

Definitions

Loma Linda University defines academic integrity as the commitment of all members of the educational community (administration, faculty, students, and staff involved in learning, teaching, research, patient care, or service) to engage in conduct that reflects honesty, trust, fairness, mutual respect, and responsibility.

Academic dishonesty

Academic dishonesty is an act of deliberate deceit in the fulfillment of a student's obligations to the academic community. It includes, but is not limited to, the failure to observe rules of fairness in taking examinations or writing papers, plagiarism, fabrication, and cheating.

- Plagiarism is the act of presenting the work of another as if it were one's own. It includes quoting, paraphrasing, summarizing, or utilizing material from the Internet or from books, articles in periodicals, magazines, or newspapers without appropriate citation. However, any unacknowledged use of another's ideas constitutes plagiarism, including the use of papers written by other students,

interviews, radio or TV broadcasts, and any published or unpublished materials (e.g., letters, pamphlets, leaflets, notes, or documents).

- Fabrication is the act of contriving or making up material, data, or other information (e.g., research data, patient test results) and submitting this as fact.
- Cheating is the act of deceiving, which includes such acts as looking at another's examination during the examination, using unauthorized aids (e.g., notes, electronic equipment) to retrieve or communicate information during examinations, or whatever else is deemed contrary to the rules of fairness—including violation of specific rules designated by the instructor of the course.
- Facilitation of academic dishonesty is the act of attempting to help someone engage in plagiarism, fabrication, cheating, or any other type of academic dishonesty.

Procedures

1. If any faculty member, employee or student of the University has reason to believe that academic dishonesty or unethical conduct may have occurred, s/he shall report the incident to the appropriate instructor, course director, student affairs or academic administrator of the school. Failure to report breaches of integrity is considered a failure of academic and/or professional responsibility—and, thus, may be subject to disciplinary action by the University.
2. When allegations of misconduct are made, the faculty member or school administrator is responsible to ensure that a preliminary inquiry is made to determine if the concerns/allegations are substantive. If there appears to be substantive evidence of misconduct, the matter must be reported to the dean or the dean's designee. This central reporting system allows patterns of behavior to be considered in determining the course of action. A discussion with the accused student will take place before formal action is taken. The student will be informed if records of alleged incidents are to be filed and will have the opportunity to submit a written response.
3. If the dean or dean's designee determines that formal action should be taken and/or that the matter should be referred to the school's designated academic committee, the student shall be informed in writing. Some schools may have additional procedures/processes for arriving at formal action. In such cases, the school policy will apply.
4. The formal action will be reported to the student by the dean or dean's designee. Where schools do not have other specific policies governing these issues, the following process will be used for an appeal:

APPEAL OF COMMITTEE DECISION

The student, after the actions and recommendations of the designated academic committee, may appeal to the dean of the school—who may uphold or modify the sanction(s) recommended by the hearing committee. In all cases, the action of the dean is final. The dean, in sole discretion, shall determine whether the student is suspended pending the final decision of the appeal, or if the student may continue to attend courses and/or conduct clinical activities.

PROCEDURAL APPEAL

If the student contends that the appropriate procedure was not followed, or if there is new evidence relevant to the decision that was not available to the student during the procedure, the student may make an appeal in writing to the vice president for academic affairs or designee regarding these two issues. If the vice president finds, after consideration of the appeal, that the record of either of these points has merit, the vice president will return the issue to the school for the appropriate procedure or for a hearing on the new evidence.

Academic Policies

A. Examinations

Didactic exams:

- 1) All students are to be seated and ready for examination at least 5 minutes before examination start time.
- 2) The door is locked after the start of the exam. No students will be allowed to take the exam with the class if not seated at the start of the exam. Arriving late to the exam is disruptive to the others taking the exam who arrived on time.
The first time a student arrives late for an exam, they will be allowed to take the exam following the class completing the exam, with a maximum achievable grade of 80%. On subsequent late arrivals to exams, the student will receive a “0” and not be allowed to take the exam.
- 3) **NO PERSONAL ITEMS ARE ALLOWED IN THE EXAM ENVIRONMENT.** This includes water bottles, back packs, etc. Please come prepared by leaving these items in your assigned locker, or, with the proctor’s permission, at the front of the room.
- 4) **NO SMART DEVICES:** This includes, but is not limited to, cell phones, apple watches, google glasses, or other devices, with the exception of the iPad or laptop utilized to take the exam. Any student found with a smart device will immediately receive a “0” for the exam. Further, tests are primarily electronic and in a “lockdown” environment. All exam materials must be downloaded and ready prior to exam. Paper and a writing implement will be provided for student use during the exam, but only the provided paper/writing implement is to be utilized, not brought in to the test.
- 5) If faculty is proctoring, questions can be asked by a raised hand, faculty coming to the student. Students are not to get up from their seat during an exam. No questions can be asked of a staff member proctoring for a faculty. Any questions or concerns regarding the exam should be e-mailed to the course coordinator following the exam.
- 6) In an electronic examination, any student leaving the exam without submitting the exam, will receive an automatic “0” for the exam. Please show the faculty or staff proctoring evidence that the exam has been successfully submitted. Please note: Student actions during an exam are logged by the system. These can be tracked by the program administration.

Laboratory exams:

- 1) Students are not allowed to touch, disrupt, or handle pins, pinned specimens or areas of the cadaver during the exam.

- 2) The door is locked after the start of the exam. No students will be allowed to take the exam if not seated at the start of the exam. Arriving late to the exam is disruptive to the others taking the exam who arrived on time.
- 3) NO PERSONAL ITEMS ARE ALLOWED IN THE EXAM ENVIRONMENT. This includes water bottles, back packs, etc. Please come prepared by leaving these items in your assigned locker, or, with the proctor's permission, at the front of the room.
- 4) NO SMART DEVICES: This includes, but is not limited to, cell phones, apple watches, google glasses, or other devices, with the exception of the iPad or laptop utilized to take the exam. Any student found with a smart device will immediately receive a "0" for the exam. Further, tests are primarily electronic and in a "lockdown" environment. Examssoft must be downloaded and ready prior to exam. Paper and a writing implement will be provided for student use during the exam, but only the provided paper/writing implement is to be utilized, not brought in to the test.
- 5) Faculty may have course specific rules for practical exams. Please review the syllabus for each class.

B.

Final examinations will be scheduled during finals week at the end of each quarter. Examinations, quizzes and practical's are scheduled at the discretion of each instructor for the courses involved. The instructors will make every effort to schedule examinations so that no more than two examinations will occur per day (Pathologists' Assistant courses- we have no control of classes outside our department). At no time should a student try to coerce an instructor to change an examination time or "lighten the load" due to an examination schedule!

If a student is absent for a scheduled or unscheduled examination/quiz he/she will receive a zero (0) for this examination/quiz unless this is an excused absence. An excused absence includes an illness, death in the family or some unavoidable situation beyond your control, which must be verified.

The student must notify the Pathologists' Assistant Office (Kamron Virgle, 909 558-8095 or Cheryl Germain, 909 558-8095 or by text 724-812-2430 also Meghan Dorrell 909 558-8095 or by text 336-392-6394, prior to the beginning of the examination if they are sick or there has been a death in the family or an unavoidable emergency, which must be verified. The course instructor, program director, and other faculty will consider extenuating circumstances on an individual basis.

If a student calls in sick or fails to call in on the morning of an examination, he/she will NOT be allowed to take the examination/quiz later that same day. The student will receive a zero (0) on the examination/quiz unless this is an excused absence.

If excused from an examination at the scheduled time, the student may be given an alternate form of the examination (essay, oral, etc.) at the discretion of the instructor. The student should be prepared to take this examination on the day of return to classes. Failure to do so will result in a grade of zero on that examination.

If a student misses a final examination, a grade of "I" may be used at the discretion of the instructor.

C. **Unscheduled Examinations**

It is at the discretion of each instructor to give unscheduled examinations or quizzes for any course, laboratory and clinical rotation.

D. **Class Absence/Tardiness**

- a. **Students are required to attend all class, laboratory, and assigned seminar sessions.** Students who are absent from class for any reason are responsible for work missed. In the senior year (PGY 2), students must make up any clinical time lost because of missed time which is caused by unavoidable circumstance (Please refer to the Clinical Handbook).
- b. **If a student misses a scheduled laboratory session, without giving prior notice (prior to 8 am the morning of the lab) to the laboratory instructor and the program office, it is at the discretion of the instructor to give a “0” on the exam of the module in which the session was missed.**

The senior year (PGY 2) of the Pathologists’ Assistant Program consists of clinical practicum. Since this experience is intended to teach the students anatomic laboratory procedures and for them to develop stated competencies, it is important that the students be present every day.

If a student misses more than two days per quarter during clinical rotations, the student will have to make up the missed work. This is examined on an individual basis and extenuating circumstances will be considered.

Any student who misses an excessive amount of time (> 1 week) during a clinical laboratory rotation will result in a review of his/her performance by the Pathologists’ Assistant Academic Standards and Professional Review Committee. At any time during PGY 1 or PGY 2 a student will be late or absent, the Pathologists’ Assistant program must be notified in writing, via text or email to include Cheryl Germain, Meghan Dorrell, and Kamron Virgle. In PGY 2 the Clinical Preceptor of the assigned site must also be alerted in writing, preferably in the same e-mail.

The Program Director or Clinical Coordinator will schedule competency time. Competency time is a period during which a student is making up missed time or has not attained stated competencies, and the Review Committee feels that student needs to have additional time at a particular task, subject, or clinical rotation. If a student needs competency time beyond these scheduled weeks, his/her graduation may be in jeopardy. The Pathologists’ Assistant Academic Standards and Professional Review Committee will decide the dates that these

competencies will be completed; these dates may extend beyond the scheduled rotation schedule.

All students are to notify the PA Program Office (909-558-8095) the day before or the morning (prior to 8 am) that they have to be away from class or a clinical rotation because of sickness or other unavoidable reasons; an e-mail or text must also be sent to the Program Director and/or the Clinical Coordinator. Senior students in clinical rotations are to notify their clinical preceptor the morning that they are absent from the lab due to sickness or unavoidable circumstances (must be explained, with proof provided). This notice should occur before 8:00 AM. It is the student's responsibility to notify the Program Office on his/her return to classes.

It is the responsibility of the student to report to the Program Office all absences due to illness or health care and to report to the office on his/her return. **IN PGY2, DOCTOR OR OTHER APPOINTMENTS SHOULD BE SCHEDULED ON THE AFTERNOON OF THE LAST FRIDAY OF THE MONTH, NOT DURING CLINICAL ROTATIONS. DOCTOR'S APPOINTMENTS ARE NOT EXCUSED ABSENCES.**

For exams, any student arriving after the classroom door is closed may be denied entrance. It is up to the discretion of the individual instructor to establish his/her policy pertaining to tardiness and notify the students at the beginning of the course. Students who are consistently late (3 or more occurrences) will be given a documented warning, and may be placed on Professional Probation upon review of the Pathologists' Assistant Academic and Professional Standards Committee.

E. Grades

The following grading scale is in effect for all Pathologists' Assistant specific courses in the PGY 1 and PGY 2:

Grading Scale			
A	=	100	- 90
B	=	89.99	- 80
C	=	79.99	- 71
D	=	70.99	- 61
F	=	60.99	- 0

Grading scales may be changed at the discretion of the instructor, with full disclosure to the students in the syllabus.

PLEASE NOTE: ANY STUDENT RECEIVING A C- OR LESS WILL BE REQUIRED TO RE-TAKE THAT COURSE-GRADUATION CANNOT OCCUR UNTIL THE REQUIRED COURSE IS REPEATED SUCCESSFULLY (GRADE OF C OR GREATER)

F. Procedural Rules for Handling Cheating Cases

The minimum penalty for all cases of cheating shall be a zero on the examination or paper. When the grade of "failure" (F) in the course involved is a part of the penalty for cheating, the grade is to be entered on the student's permanent record and to remain there even though the student withdraws from the course or from the University. All academic dishonesty will be handled based on the procedure outlined for the Pathologists' Assistant Academic Standards and Professional Review Committee, the University policy and the policies of the School of Medicine.

Student Progression

Program Director and the faculty review each student record at mid-term and at the end of each quarter. Student who are below a GPA of 3.0 or are having behavioral or professional issues will be referred to the Pathologists' Assistant Academic Standards and Professional Review Committee.

Criteria for students progressing to PGY2:

Students will be reviewed at the conclusion of each quarter in the first year, and at the conclusion of the fourth quarter for completion of requirements to progress to PGY2. These criteria are that each student must achieve:

- 1) an overall GPA of 3.0 or greater.
- 2) a grade of 75 or greater on the cumulative PGY1 final. Students not achieving a grade of 75 or greater will be allowed to take the exam again.
- 3) a grade of 75 or greater on the Frozen Section practical, performing a frozen section procedure from receipt of the specimen to hand-off of the diagnostic slide within 7 minutes. Students who do not attain a 75 on the practical or who cannot perform the procedure in 7 minutes will be allowed to take the practical a second time, but must successfully achieve the stated goal.
- 4) Autopsy Reports:
 - a. Students are assigned autopsy rotations throughout PGY1.
 - b. Students must complete three autopsy reports, submitted to the Clinical Coordinator, by the conclusion of PGY1.
- 5) A student must possess a valid driver's license and have daily access to a means of transportation (e.g. a car or motorcycle)

Students not meeting these criteria may be remediated until all criteria are met. However, the student will not be allowed to begin the second year until these criteria are met. Missed time in clinical rotations will be required to be made up at the end of the clinical year, with placement at the discretion of the program and availability of sites.

Pathologists' Assistant Program Standards

Academics and the clinical experiences are rigorous and demanding in the Pathologists' Assistant Program.

At all times students must maintain a “3.0” average to remain in the program. Students will be verbally warned when their academic performance is less than adequate. Counseling, tutoring, learning/study skills and other tools will be offered and utilized to assist the students towards success in the program. Should the student feel unable to complete a subject, the Program Director must be notified at once.

Assistance will be offered, but it is the responsibility of the student to complete coursework and maintain an acceptable grade point average (3.0). The student will be referred to Dr. Bazan for further assistance and counseling, as well as an assigned Learning Specialist for evaluation.

Following advisement of the Program Director, if a student cannot maintain a grade point average of 3.0 or greater, they will be placed on Academic Probation for the following quarter. This will give the student the opportunity to increase their grade point average. Weekly meetings with the Program Director or an appointed advisee will occur during this period to advise and assist the student. Recommendations additionally made by Dr. Bazan must also be followed.

Please see additional reasons for academic probation under “Academic Penalties”.

Hearings will be held only if there are extenuating circumstances such as a death in the family or extensive illness, etc., or if the student requests a hearing believing that he/she has an extenuating circumstance.

General Standards Applying to All Students

If, in the judgment of an instructor, a student demonstrates a marked lack of understanding of the course material, even though the student has an acceptable didactic average, a grade of “I” (Incomplete) may be submitted for that student. It is the student’s responsibility to consult with the instructor for removal of an incomplete grade.

A student with a grade of I (incomplete) regardless of grade point average must satisfactorily remove the incomplete within the following quarter unless permission for an extension is granted by the Pathologists’ Assistant Academic Standards and Professional Review Committee. If the grade of “I” is not removed in the next quarter, it will be recorded as an “F”.

To suspend a student with an acceptable grade point average requires appropriate documentation and recommendation from the Pathologists’ Assistant Academic Standards and Professional Review Committee.

The Pathologists’ Assistant Academic Standards and Professional Review Committee, after reviewing the records/complaints regarding any student, has the right to request that the student appear before the Committee to explain the student’s action or performance.

ACADEMIC PENALTIES: Academic or Professional

Reasons for Probation may include but are not limited to:

1. Quarter grade point average less than 3.0
2. Failure to adhere to dress code
3. Violation of safety practices
4. Failure to report illness or absence to Program Office and/or not attending classes.
5. Failure to respond properly to directives
6. Horseplay
7. Falling asleep during laboratory (student or clinical)

Reasons for Dismissal may include but are not limited to:

1. A grade of "F" in any course.
2. Excessive unexcused absenteeism (greater than 10 consecutive school days).
3. Falsifying laboratory results, dictations, or maliciously tampering with Pathology reports.
4. Performance/behavior not consistent with good patient care or the public interest.
5. Repeated failure to follow directives.
6. Posting any photos of patient specimens or any patient history or information on public social networking site.
7. Failure to adhere to the Academic Integrity policies stated by the University.
8. Acts against other students, faculty or staff that may be interpreted as abuse or bullying (verbal or physical), inappropriate behavior, or violation of published University policies.
9. Dismissal from a clinical rotation site during PGY-2.

REVIEW PROCESS OF THE PATHOLOGISTS' ASSISTANT PROGRAM: PROFESSIONAL PROBATION

- 1) Following a violation of professional standards and/or behavior:
 - a. The student will receive a written warning from the Program Director. Should the student receive a warning from the Program Director, the student may be referred to the Office of the Associate Dean for Student Affairs of the School of Medicine for counseling. Other recommendations may be required by the Associate Dean for Student Affairs to be followed by the student.
 - b. If a violation is considered severe enough (at the discretion of the Program Director) a student may be directly placed on Professional Probation.

- 2) If a student's inability to maintain professional behavior continues, the student will be reviewed by and meet with the Pathologists' Assistant Academic and Professional Standards Review Committee (The Group). Following the meeting, the Group will discuss the situation and provide a recommendation. The recommendation of this review may place the student on Primary Professional Probation for the remaining quarter, with possible extension to the following quarter.
 - a. As part of the probation, the student will:
 - i Schedule a meeting with the Dean of Student Affairs for the School of Medicine
 - ii Schedule time to meet weekly with the Program Director or Clinical Coordinator for mentoring, as well as review of student adherence to recommendations of the office of the Dean of the School of Medicine. Results of these meetings will be referred to the Pathologists' Assistant Academic Standards and Professional Review Committee.
- 3) If a student's inability to maintain professional behavior continues after being placed on Primary Professional Probation, the student's behavior will be reviewed by The Group. The Group will provide a recommendation. The recommendation of this review may place the student on Secondary Professional Probation for the remaining quarter, with possible extension to the following quarter.
 - a. As part of Secondary Professional Probation, the student will:
 - i Schedule a meeting with the Dean of Student Affairs for the School of Medicine
 - ii Schedule time to meet weekly with the Program Director or Clinical Coordinator for mentoring, as well as review of student's adherence to recommendations of the office of the Dean of the School of Medicine. Results of these meetings will be referred to the Pathologists' Assistant Academic Standards and Professional Review Committee.
- 4) Once placed on Secondary Professional Probation, the student will be referred to The Group. The Group may recommend remediation or dismissal based on review of the student's situation. The Office of the Dean of the School of Medicine will review any action by The Group.
- 5) If the Group determines that a student be formally suspended or dismissed from school, the student may appeal the decision to the Executive Committee by notifying the office of the dean in writing. The student's written notice must be received within ten business days of the student's receipt of notifications in his/her University email of the decision of the Group to suspend or dismiss him/her from the school. The dean (or designee) will then notify the student in writing at least five business days prior to the Executive Committee meeting at which the student's appeal will be considered.

The student will be allowed to make a presentation to the Executive Committee before the Executive Committee acts. The student may be accompanied and represented by another student from the School of Medicine or by a full-time

faculty member from the School of Medicine who is not a voting member of the Academic Review Committee or the Executive Committee.

The committee will review the procedures and recommendations of preceding review committees/groups and make a recommendation of action, which may include probation (with a remediation plan) or dismissal.

After the Executive Committee makes a determination, the dean will make a final and binding decision. The decision of the dean shall be communicated in writing to the student by the Office of the Dean.

Neither the school nor the student shall be represented by legal counsel at any stage of these proceedings.

Failure of the student to cooperate in these proceedings may result in immediate termination of the proceedings and imposition of suspension or dismissal from the Loma Linda University School of Medicine.

If a student is placed on Professional Probation during PGY-1, they will not be allowed remediation.

REVIEW PROCESS OF THE PATHOLOGISTS' ASSISTANT PROGRAM: ACADEMIC PROBATION

- 1) If a student has a cumulative GPA of <3.0 at the end of any quarter, they are automatically placed on academic probation:
 - a. The Program Director will review each student's academic progress at the conclusion of that quarter and offer a report and recommendation to the Pathologists' Assistant Group Academic and Professional Standards Committee (The Group).
 - b. The Group will meet and provide a recommendation for the student, which will include Primary Academic Probation.
 - i. Primary Academic Probation will begin with the following quarter and last for the duration of that same quarter.
 - ii. When placed on Primary Academic Probation the student is required to promptly do the following:
 1. Schedule a meeting with Dr. Yami Bazan
 2. Schedule a meeting with the learning specialist; this will be done through Dr. Bazan
 3. Schedule to meet weekly with Cherie or Meghan
 - iii. If the student does not promptly comply with the requirements of Primary Academic Probation:
 1. The Program Director and The Group will review the situation and a recommendation may be made to include dismissal from the program.
- 2) If a student is on Primary Academic Probation and does not bring their cumulative GPA to 3.0 or greater at the end of the same quarter:
 - a. The Program Director will review each student's academic progress at the conclusion of that quarter and offer a report and recommendation to the

Pathologists' Assistant Group Academic and Professional Standards Committee (The Group).

- b. The Group will meet and provide a recommendation for the student, which will include Secondary Academic Probation.
 - i Secondary Academic Probation will begin with the following quarter and last for the duration of that same quarter.
 - ii When placed on Secondary Academic Probation the student is required to promptly do the following:
 - 1 Schedule a meeting with Dr. Yami Bazan
 - 2 Schedule a meeting with the learning specialist; this will be done through Dr. Bazan
 - 3 Schedule to meet weekly with Cherie or Meghan
 - iii If the student does not promptly comply with the requirements of Primary Academic Probation:
 - 1 The Program Director and The Group will review the situation and a recommendation may be made to include dismissal from the program.
- 3) If at the end of Secondary Academic Probation the student does not have a GPA of 3.0 or greater:
- a. The Program Director will review each student's academic progress at the conclusion of that quarter and offer a report and recommendation to the Pathologists' Assistant Group Academic and Professional Standards Committee (The Group).
 - b. The Group will meet to discuss and review the student's academic performance and make a recommendation that will include one of the following:
 - i Dismissal from the Pathologists' Assistant program
 - ii Remediation; see Conditions of Remediation
 - c. The student will not be allowed to continue into the following quarter.

Failure of the student to cooperate in these proceedings may result in immediate termination of the proceedings and imposition of suspension or dismissal from the Loma Linda University School of Medicine.

Conditions of Remediation

If a student has been on Academic Probation for 2 quarters in PGY1, remediation may be recommended by the Pathologists' Assistant Academic and Professional Standards Review Committee and/or the Office of the Dean of the School of Medicine. In this case:

- 1) The student will repeat PGY1 of the program, starting with the next cohort. The student must attend all events and classes as assigned, take all exams, submit all assignments.
- 2) Conditions of the remediation must be met, and a GPA of 3.0 or greater must be maintained. If the GPA is not attained and conditions (which may include

- counseling, meeting with a learning specialist, etc) are not met, the student will be dismissed.
- 3) **TUITION AND FEES FOR THE REPEATED YEAR:** The remediating student will pay 100% tuition and fees for the repeated year. No discounts will be given for the repeated year. Students are not eligible for federal aid for repeated classes.
 - 4) A student will not be allowed remediation if they have been placed on Professional Probation during PGY-1.

Harassment, Mistreatment/Abuse

Loma Linda University is committed to providing an environment free from sexual harassment and from mistreatment or abuse of any kind. Such behavior subverts the mission of the University and threatens the careers, educational experiences, and well-being of students, faculty, employees and patients. Be sure you are well acquainted with the **Loma Linda University Sexual Harassment Policy** and the **Student Mistreatment Policy** that are in Section V of the *Student Handbook* and included below.

STUDENT MISTREATMENT

Loma Linda University seeks to educate ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth. In order to do this, Loma Linda University and its faculty are committed to the following fundamental values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. These values may occasionally be formally taught by faculty; but more often they are learned informally by students through observation of models of professional behavior toward students, colleagues, and patients.

The development and nurturing of these values is enhanced by and based upon the presence of mutual respect between teacher and learner. The diversity of students, faculty, clinical instructors, residents, and staff combined with the intensity of their interactions may, however, lead to alleged, perceived, or real incidents of inappropriate behavior or mistreatment of students. Examples of such mistreatment include: (1) verbal mistreatment, physical mistreatment, (2) discrimination, (3) excessive or unreasonable time demands, (4) sexual harassment, (5) and the use of grading or other forms of assessment in a punitive manner. Such behavior by faculty or staff, or other behavior that degrades or humiliates students or that is inimical to the development of mutual respect, is unacceptable at Loma Linda University. While teachers do have the responsibility to motivate and correct students, when correction of an individual is needed, this is usually best done in private but always in a way that shows respect for the student as a person. An important part of the teaching of mutual respect among professionals is the perception of students as they observe faculty in their interactions with each other. Therefore, faculty should be models of professionalism in all of their interactions and should avoid inappropriate behavior or mistreatment of other professionals and staff. This includes the avoidance of derogatory remarks about or attitudes towards individual colleagues,

services, or departments. Students also learn professional behavior and demeanor by observing their teachers as they interact with patients, clients, and all others. Such professional interactions should be courteous and respectful. Respect for individuals includes, but is not limited to, such things as punctuality, thoughtfulness, mindfulness of personal space; as well as manner and mode of address, appropriate and modest draping of patients, tone and content of verbal interchanges, and body language. In addition, discussion of patients out of their hearing should continue to show the same degree of respect and should not include contemptuous, derogatory, judgmental, or demeaning remarks.

Verbal or nonverbal mistreatment includes:

1. Demeaning language and communication, shouting, hostility, profanity, offensive gestures.
2. Repeated or blatant conduct directed towards any person that is intended to insult or stigmatize that person.

Physical mistreatment includes:

1. Physical punishment, such as hitting, slapping, pushing, kicking, or spitting.
2. The threat of physical punishment.
3. Intentionally or negligently placing another at risk of physical harm.

Discrimination includes:

Disparate treatment based on gender, age, ethnicity, race, disability, or sexual orientation that stigmatizes or degrades that person.

Unreasonable or unprofessional demands include:

1. Requiring a student to perform personal services, such as shopping or babysitting.
2. Requiring a student to perform menial tasks with the intent to humiliate the student.

Student Handbook 70

Sexual harassment: see LLU Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX) in *Student Handbook* and/or *Faculty Handbook*.”

Procedures

Students who believe they have been mistreated have the right, and are encouraged, to initiate one or more of the following procedural options. If, however, the mistreatment involves sexual harassment, the procedure of the sexual harassment policy must be followed. Loma Linda University will ensure that this process occurs fairly and shall be free of retaliation.

Students who believe that they have been mistreated should report such conduct to the University or to school administration. Students may meet directly with the individual involved in the mistreatment and come to a mutually agreeable resolution. Students may choose to take someone with them, such as a faculty member, department chair, unit manager, clinical instructor, chief resident, or other individual. If the student is uncomfortable meeting with the individual involved, s/he is encouraged to follow the procedure below. Students are reminded that reporting inappropriate behavior is a personal and professional responsibility.

The procedure is to:

- Report the incident(s) to the Associate Dean for Student Affairs in the School of Medicine or to the office of the University's vice president for enrollment management and student services. A systematic method of reporting allows patterns of behavior to be considered in determining the course of action.
- It is the responsibility of the office of the dean to investigate, document, and coordinate immediate and appropriate corrective measures/protective actions that are reasonably calculated to end mistreatment, eliminate the hostile environment, and prevent reoccurrence.
- In determining the actions to be taken, consideration will be given to frequency and/or severity of the conduct; as well as the position held by the accused. A primary objective will be to protect the student from adverse consequences for having reported the incident.

Confidentiality

The University shall protect the privacy of individuals involved in a report of mistreatment to the extent possible. Some level of disclosure may be necessary to ensure a complete and fair resolution. Disclosure may be made only on a need-to-know basis. In keeping with ideals of professionalism and courtesy, the student is advised to refrain from discussing the complaint with individuals not directly involved.

Retaliation prohibited

All reasonable action will be taken to assure no retaliation against the student, witnesses, or anyone cooperating with the investigation for their cooperation.



LOMA LINDA UNIVERSITY

OPERATING POLICY

CATEGORY: Human Resource Management
SUBJECT: Prohibiting Sexual Misconduct and Discrimination
on the Basis of Sex (Title IX)

Effective: 08.16.17
Replace:
Page: Page 1 of 6

COORDINATOR: Senior VP for Talent Resources Management & Diversity
GOVERNING POLICY:
RELATED ENTITY SPECIFIC POLICIES:

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in educational programs and activities at institutions receiving federal financial assistance.

Loma Linda University (LLU) is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its employment and student activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible; runs counter to LLU’s teachings and guiding beliefs; and will not be tolerated. In keeping with this commitment, Loma Linda University maintains a strict policy prohibiting unlawful discrimination or harassment based on personal characteristics of gender, sexual orientation, gender identity, race, color, religion, national origin, disability, age, or veterans’ status. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in a University investigation of such allegations.

Definitions:

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment, education, or participation in LLU’s programs or activities, or
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual’s employment, education, or participation in LLU’s programs or activities; or
3. Such speech or conduct is directed against another and is abusive or humiliating and persists after the objections of the person targeted by the speech or conduct; or

4. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual's work, education, or participation in LLU's programs or activities.

Examples of Sexual Harassment

Sexual harassment may include incidents between any member of the University community, including faculty and other academic appointees, staff, deans, students, and nonstudents or nonemployee participants in University programs—such as vendors, contractors, visitors, and patients.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

1. Physical assault.
2. Inappropriate or unwanted touching.
3. Direct or implied threats that submission to sexual advances will be a condition of educational evaluation, opportunity, or advancement.
4. Direct or subtle propositions of a sexual nature.
5. Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty wherein the employee or faculty is in a position of power or is able to exert influence over the student's educational experience.
6. A pattern of conduct that would cause discomfort and/or humiliate another individual, including, but not limited to:
 - a. Unnecessary touching;
 - b. Remarks of a sexual nature about a person's clothing or body;
 - c. Remarks about sexual activity or speculations about previous sexual experiences;
 - d. Visual conduct—including leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes.
7. Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

Sexual Violence: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape".. Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.

Consent: "Consent" is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used.

Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Retaliation. Retaliation occurs when intimidation, threats, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

Dissemination of Policy This policy shall be disseminated to the University community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the Office of the Vice President for Student Services to work with the schools to ensure that the policy is disseminated and implemented. Mark Hubbard, Title IX Officer, provides oversight and leadership for activities involving Title IX compliance, coordination, and complaint resolution. He can be reached as follows:

Mark Hubbard, Title IX Officer 101 East Redlands Blvd San Bernardino, CA 92408 Phone: 909-651-4011 Email: Mhubbard@llu.edu

Sara Matus is LLU's Title IX Coordinator. She can be reached as follows:

**Sara Matus, Title IX Coordinator 101 East Redlands Blvd, Ste 1400-B San Bernardino, CA 92408
Phone: 909-651-4638 Email: Smatus@llu.edu**

The Title IX Coordinator's responsibilities include:

- Coordinating LLU's efforts to ensure compliance with Title IX and governing regulations;
- Responding promptly and effectively to inquiries, concerns, and complaints regarding prohibitive behavior under Title IX;
- Tracking and monitoring incidents relating to allegations of sex discrimination and sexual misconduct;
- Conducting or overseeing investigations, as appropriate;
- Providing guidance and training to students and employees about their rights and responsibilities under Title IX;
- Ensuring that employees and students are fully informed of the grievance process and all other options for resolving complaints and concerns;
- Coordinating with Campus Security on reported incidents alleging sexual violence, as required by the Clery Act, and
- Identifying and addressing potentially systemic harassment issues or patterns.

Members of the University Community should contact the Title IX Coordinator in order to:

- Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- File a complaint or make a report of sex discrimination, including sexual misconduct,
- Notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and

Ask questions about the College's policies and procedures related to sex discrimination, including sexual misconduct.

Procedures for Reporting and Responding to Complaints of Sex Discrimination and/or Sexual Misconduct

Loma Linda University encourages those who believe they have experienced any form of sex discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).

Procedures have been established to provide a supportive process for individuals who report discrimination and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect LLU's efforts to conduct timely, thorough, and equitable investigations, as required by law.

Prior to filing a written complaint, a student, employee, or third party may choose to meet with the Title IX Coordinator or may choose to bring the matter to the attention of a dean, faculty member, department chair, administrator, manager, clinical instructor, chief resident, or any other responsible employee in a position of direct authority to resolve the issue. These responsible employees have a duty to take appropriate disciplinary action if they find that university policy has been violated.

Sexual Misconduct Amnesty Clause

Loma Linda University offers immunity to students who may have violated University policies pertaining to sexual activity and/or consumption of alcohol or drugs at or near the time of the incident when such information is made available as a result their report of sexual misconduct. Individuals who initially report sexual misconduct that was directed at them or another person, will not be subject to disciplinary action by the University for their own personal involvement in such activities at or near the time of the incident provided that any such violations did not and do not place the health or safety of any other person at risk.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the University's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the university may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Filing a Written Complaint

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident, in writing, to the Title IX Coordinator or Title IX Officer. Written complaints should be filed as soon as possible from the date the incident occurred.
2. Written complaints can also be submitted to the dean of the school in question, administrator, or any other individual in a position of direct authority to address the allegations.
3. To the extent possible, but not limited to, the complainant should provide the following information in the written complaint:
 - a. Name, address, telephone or other contact information
 - b. University affiliation (e.g., student, employee, faculty, third party)
 - c. Date of alleged violation
 - d. Location of alleged violation
 - e. Person(s), name and title, whom you believe to have harassed or engaged in sexual misconduct against you
 - f. Description of complaint
 - g. Other relevant information—if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter
 - h. Signature and date

Duty to Investigate and Take Corrective Action

Loma Linda University shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The University will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated.

An investigation should generally be completed within 60 days from the date a complaint is reported. The University will attempt to obtain consent from the individual filing the complaint before beginning an investigation. However, there may be instances when Loma Linda University may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment.

The parties will have the right to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation. Within thirty days of its completion, the parties will receive concurrent notice of the outcome of the investigation, as appropriate.

Alternatives to Reporting

LLU encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim’s confidentiality. Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” However, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University - and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

Privileged communications refer to confidential discussions with professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor). Professional and Pastoral Counselors are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

Confidentiality

LLU shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and University policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the University to disclose the outcome of any student conduct proceedings to the person filing the complaint without prior written consent when the disclosure is to the victim of an alleged perpetrator of a crime of violence including physical sexual misconduct. FERPA also permits the University to notify the student filing the complaint of any sanctions assigned to another student that may affect him or her.

Retaliation prohibited

All reasonable action will be taken to prevent retaliation against the complainant, witnesses or anyone cooperating with the investigation.

Disciplinary action

Any member of the University community—faculty, staff, administrators, or students—who is found to have engaged in sexual misconduct is subject to disciplinary action up to and including dismissal. Any manager, supervisor, or designated employee responsible for reporting or responding to incidents of sexual misconduct who knew about such conduct and took no action to stop it or failed to report it shall also be subject to appropriate disciplinary action.

Appeals Process

Students who wish to appeal the decision of a Title IX investigation or subsequent disciplinary action imposed can submit a written appeal to the Title IX Appeals Committee via the Title IX Officer. The Appeals Committee shall normally be called by the Title IX Officer and consist of at least three of the following: The Title IX Officer, the Provost, the Vice President of Student Affairs and a senior faculty member of the school, to be chosen by the Title IX officer in consultation with the Dean, to which the student is enrolled. The appeal must be submitted within seven (7) calendar days of the issuance date of the outcome of the Title IX investigation or letter of disciplinary action. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The non-appealing party will be notified of the request for appeal and may file a response with the Appeals Committee within seven (7) calendar days from the date of notification.

The written appeal must specifically address at least one of the following criteria:

1. Insufficient information to support the decision.
2. New information, sufficient to alter a decision, or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the person appealing at the time of the investigation.
3. Procedural irregularity in the disciplinary proceedings that undermined the respondent's ability to present a defense or the complainant's ability to present relevant information supporting his or her complaint.
4. Bias or conflict of interest by a committee member or investigator.
5. Inappropriateness of the sanction for the violation of the Sexual Misconduct Policy.

Generally, the appellate process does not require a hearing, nor does it require the Appeals Committee to make personal contact with the students. Within twenty (20) business days from the date of receipt of the initial request for appeal, the Appeals Committee may affirm, reverse, or modify the sanction. The Appeals Committee may also return the case to the Title IX Coordinator for any additional needed follow-up. The Appeal Committee's decision shall be final and effective immediately. A copy of the decision letter will be provided to both parties.

Integrity, Professional Behavior, and Responsibility

Loma Linda University seeks to educate ethical and proficient Christian physicians and scholars through instruction, example, and the pursuit of truth. In order to do this, the School of Medicine is committed to the following fundamental core values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. It is understood that students who apply and are admitted to the School of Medicine will be committed to these ideals and choose to support them.

Integrity is considered to be an essential personal quality for successful completion of the PA program. Upholding the standards of professional and personal conduct includes acquiring behaviors and attitudes consistent with the oath taken at the time of graduation. It includes being accountable for one's own conduct as well as assuming responsibility for the professional behavior of one's colleagues within the profession. Some examples of serious breaches of integrity that are not acceptable include: lying, cheating (including plagiarism), falsifying reports, and submitting documents such as clinical log books that contain forged or unauthorized signatures. Other examples which may appear to be more minor but which constitute misrepresentations of truth and are thus also of concern include such things as signing someone else's name on an attendance sheet (for a required class or meeting, etc.), or signing yourself in as present and then leaving, etc.

Assuming responsibility for the professional behavior of one's colleague's means exemplifying integrity oneself, encouraging colleagues to be honest and responsible, and refusing to ignore or cover-up serious breaches of integrity such as cheating, stealing, or falsifying records. The process of becoming a member of a trusted profession begins when a student enters Pathologists' Assistant school.

Application to and enrollment in the University constitute the student's commitment to honor and abide by the academic, nonacademic, and social practices, policies, and regulations of the University and the School of Medicine. These policies are found in bulletins, handbooks, announcements, and other published materials. **Students are expected to be aware of and abide by Professionalism Competencies listed in the School of Medicine section of the LLU *Student Handbook*.**

Professionalism/Unprofessionalism Reports

In addition to being truthful, professionalism involves treating other individuals with courtesy and respect. Occasionally the Dean's Office receives complaints or expressions of concern about the conduct a student has exhibited either on or off campus. The procedure the Dean's Office uses in following up reported misconduct depends upon the seriousness of the report, and whether the misconduct is academic or non-academic in nature. In all cases, our practice is to make the student aware of such a complaint and invite them to respond. For relatively minor problems, we counsel students to be aware of the problem and avoid further misconduct. Records of the report/incident are kept outside of the student's regular academic file except when the misconduct is serious or becomes repetitive. The School's goal, whenever possible, is to deal with such misconduct in a way that encourages growth and a positive outcome for all concerned. See the School of Medicine Section of the LLU *Student Handbook* for information about how more serious breaches of professionalism and cases of misconduct are addressed.

Comprehensive Examination

A comprehensive examination is given at the end of PGY 1 and PGY 2 year to cover all phases of the program. The examination is one criterion used to determine the student's eligibility for entrance into the clinical year and completion of program requirements.

The examination will be scheduled during the Summer quarters of PGY 1 and PGY 2. Students must pass the program Comprehensive Examination with a minimum score of 75%. Students will be allowed to repeat the examination once in the case of failing the examination on their first try. The minimum passing score on the second attempt is 75%. Students must pass the program comprehensive exam to pass the course.

Graduation requirements of the Pathologists' Assistant Program

Students will be recommended for graduation when:

- 1) They have successfully completed the academic and clinical requirements including:

- a. An overall GPA of 3.0 or greater.
- b. A passing grade (75) on the comprehensive final exam in July or August of PGY2. If the student does not pass, a second attempt will be given. If the student cannot pass the final exam, they may be ineligible for graduation.
- c. Successfully meet all aspects of the published Technical Standards (Essential Functions). See Appendix B.
- d. The student must pass clinical rotations with acceptable reviews of competency from the clinical sites. See Appendix C for Objectives and Competencies of Clinical Rotations.

Clinical Laboratory/Rotation Policy

Students enrolled in the Pathologists' Assistant Program are expressly prohibited from rendering care or treatment in any form to any patient, including other students or staff of the University, except when rendered as a part of the classroom or laboratory instruction and/or assigned participation.

Policy for Pathologists' Assistant Students

The Standards for Pathologists' Assistant Programs from the National Accrediting Agency for Clinical Laboratory Sciences addresses students working in the clinical laboratories. Standard VE,F states:

“Service work by students in clinical settings outside of academic hours must be noncompulsory. Students may not be substituted for regular staff during their student experience”

The aim of the Loma Linda University Pathologists' Assistant Program is to provide a strong educational background in the anatomic laboratory sciences, which includes anatomic laboratory experience in surgical and autopsy pathology. The experiences typically takes place between 8:00 AM to 5:00 PM Monday through Friday, but may vary according to the normal practices of the clinical site.

However, PGY 2 students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of the hours (typically 8:00 AM - 5:00 PM, Monday through Friday or those hours listed specific to a particular rotation) of their educational experience. *At no time can outside employment interfere or replace academic or clinical experiences. Should a student decide to take paid employment during the second year, it cannot interfere with clinical or academic assignments. Students cannot ask to leave early or miss a clinical assignment to go to work. At no time can outside work be used as an excuse for poor academic or clinical performance.*

School of Medicine Policy: (from Student Handbook, SOM Section, page 126)

“EMPLOYMENT

It is recommended that students refrain from assuming work obligations that divert time, attention, and energy from the full-time task of medical education.”

Pathologists’ Assistant students are strongly discouraged from working during the first year or PGY1.

Directory Information

Certain directory information may be released at the discretion of LLU; unless the student has completed a request for non-disclosure of Directory Information with the Office of Admissions and Records before the close of the late registration period for the fall term.

CONFIDENTIALITY OF STUDENT RECORDS

Please refer to the Loma Linda University Student Handbook Policy on the Family Educational Rights and Privacy Act, page 36.

Family Educational Rights and Privacy Act Release

Please print:

Student Name: _____
Last First Middle

Address: _____ Cell Phone #: _____

Student ID: □□□□□□□□□□ Date of Birth: □□-□□-□□□□

Information related to FERPA at LLU can be located here:

<http://www.llu.edu/assets/central/handbook/documents/Student-Handbook.pdf>

I understand that (1) I have the right not to consent to the release or disclosure of my education records; (2) I have the right to inspect and review such records upon request; (3) ***this consent to release or disclose will expire upon graduation or after I cease to be a student for six months or until revoked by me, in writing, and delivered to the Program Director, whichever comes first.*** Any disclosure of information made by LLU prior to the receipt of written revocation is not affected by revocation. I further understand that in order for LLU to release my education records, this release must be executed. Therefore, I, the undersigned, expressly authorize the Pathologists' Assistant Program to do the following:

A. Use necessary information from my education records, including grade point average obtained while attending Loma Linda University, as it relates to my candidacy for employment, certification, licensure, awards, or accolades. In addition, I hereby authorize Loma University to use any grade point average obtained while attending Loma Linda University to publicize and/or display any academic awards or recognition that I may receive.

B. Use my Directory Information and/or my photograph, as defined by the University's policy and/or procedure, to promote and market the Pathologists' Assistant Program, the School of Medicine, and Loma Linda University.

Student Signature Date

Identity of student must be confirmed upon receipt by the Program Director.

For Office Use Only: Received by _____ Date _____

Pathologists' Assistant Policy on Professional Appearance

Medical and allied health students must maintain a professional appearance for infection control, to aid in communication, and for cultural sensitivity. A professional appearance will help instill trust in you as a health professional and lead to better patient outcomes.

General policy for all students:

1. Appropriate personal protective equipment must be worn while working in the surgical and autopsy suites. This includes but is not limited to eye/face protection, fluid-proof body covering, and gloves. Additional equipment may be required and provided based on the procedure at hand.
2. Shoes worn in the student laboratory must cover the entire foot. Sandals, flip-flops, high-heeled shoes and canvas shoes are not allowed in the Gross Room, Histology, or Anatomy dissection laboratory. Scrubs can be provided.
3. Good personal hygiene is to be maintained at all times including regular bathing, use of deodorants/antiperspirants, and regular dental hygiene.
4. No distracting perfumes or colognes or cigarette odor.
5. Fingernails should be neatly trimmed to no longer than ¼ inch past the end of the finger worn without polish or with clear polish without chips or cracks. No artificial nails.
6. Visible body tattoos or visible body piercing are prohibited.
7. Attire should be comfortable and not detracting from the educational atmosphere. Avoid dress or attire that could be potentially offensive to the public, your peers, and faculty. Scrubs are encouraged and should be of a surgical blue (PGY1), or adhere to requirements by the clinical site in PGY2.

Additional policies for PGY2 students in the clinical settings:

1. Scrubs should be clean, neat, and either surgical blue or green depending on the clinical rotation site and requirements specific to each rotation. **NO** neon or bright pastel scrub colors are allowed.
2. Shoes must be comfortable, white, all-leather (no canvas shoes) walking or athletic shoes. Shoes must be clean and in good repair at all times. Appropriate hosiery and socks must cover any exposed part of the leg or foot.
3. Denim clothing or pants of a “blue jean” style, regardless of color or fabric, shorts, skorts, mini-skirts, sleeveless attire, tank/tube tops, tee shirts, midriff tops, halters, translucent or transparent tops, sweatshirts, sweatpants, running or jogging suits are prohibited.
4. Personal protective equipment is removed and disposed of following procedures. At no time should this equipment be worn outside of the surgical/autopsy suites. Gloves should be removed before touching phones, door handles, and any equipment that leaves the procedure area. White lab coats are to be worn over scrubs when leaving the surgical suite. At **NO** time are green scrubs to leave the autopsy suite. Students should change and

leave the provided green scrubs in the appropriate receptacle in the autopsy suite.

Hair Maintenance:

1. Hair should be neat, clean and of a natural human color.
2. Hair should be styled off the face and out of the eyes.
3. Shoulder length hair must be secured to avoid interference with patients and specimens.
4. Avoid scarves or ribbons (unless culturally appropriate).
5. Beards/mustaches must be neatly trimmed; certain types of protective equipment is not effective when used with full beards (i.e. HEPA masks for TB).

Jewelry:

1. Jewelry represents a potential for cross-infection.
2. The following are permitted: a watch, up to four rings, small earrings, academic pins, and other pins, badges or insignia that represent an award, modest bracelets and necklace chains. An appropriate holiday pin during the holiday is suitable.

Student Employment

The Pathologists' Assistant Program coursework is very time consuming and demands a concentrated effort on the part of each student. The Faculty strongly DISCOURAGES employment during the Pathologists' Assistant Program.

Student Appointments with Faculty Members

If a student wishes to see a faculty member outside of class, it is the student's responsibility to schedule an appointment. Faculty availability is usually stated in the syllabus of each class. Faculty may not be able to accommodate unscheduled conferences.

Information Technology and Social Networking

Please see Appendix C to review policies on information technology and social networking. At no time should a student share any confidential patient information or photos of any sort via e-mail, any social networking platform, or outside individual or entity. Any student who violates the policies on information technology or social media may be dismissed.

Use of Telephones

Students should use a cell phone for telephone calls. Permission may be obtained from the Program office for placing urgent telephone calls. At no time are phones to be used in the clinical settings as this is a potential exposure issue, as well as a disruption to the workflow of the lab. Phone calls should be returned on breaks outside of the hospital.

Breaks

Breaks are given during some classes and in the clinical rotations. These breaks should not be longer than 15 minutes. At no time will refreshments and/or smoking be permitted in the laboratories (student or clinical). Students congregating in the hallways before or between classes should be aware that the noise level of many voices may be distracting to those working in nearby areas.

Fire Alarms

A possible fire in Alumni Hall of Basic Sciences (AHBS) will be announced with a loud intermittent fire alarm. If the alarm sounds, all students, faculty and staff must evacuate the building. Before evacuation turn off all electrical, gas and oxygen equipment and hood fans in your area and take personal items with you. Close doors and windows. Proceed to the nearest exit and completely exit the building. Meet in the center court yard near the front entrance of AHBS. Immediately report to Pathologists' Assistant Safety Coordinator (TBD), or the Program Director. DO NOT leave without checking in so that it is known that all students are accounted for and out of the building. Remain outside until the All-Clear signal is announced. Do not block the exit or interfere with the emergency personnel.

Disaster, Fire Safety, and Laboratory Safety Training is given at New Student Orientation.

STUDENT COUNSELING AND ASSISTANCE RESOURCES

The University and School of Medicine give priority to providing an effective system of personal counseling that includes programs to promote the well-being of students and facilitate their adjustment to the physical and emotional demands of medical school. In emergency situations where issues of life or safety are at stake, 911 should be called.

Students are encouraged to take advantage of the counseling services available to them. Students may make appointments for personal, confidential counseling without a referral.

Places where students can go for personal, confidential counseling:

The Student Assistance Program (SAP) provides counseling services to students as well as student spouses and children ages 13-25. There is no predetermined limit on the number of sessions available. The SAP may also provide evaluation and treatment recommendations and referral services at no cost to the students. These referrals may be to counselors in the Department of Psychiatry or in the community (see below). Students who call the SAP after hours will receive a call back within 24 hours on weekdays. They will also be given a number to call for crisis situations during nights and weekends.

Student Assistance Program
11360 Mountain View Avenue
Hartford Building, Suite A
Loma Linda, California
[909-558-6050](tel:909-558-6050)

Department of Psychiatry, Behavioral Health Institute. The department has psychologists, social workers, and marriage & family therapists available for counseling students. There is also a psychiatrist specifically designated to see School of Medicine students who does not have a role in their education or evaluation. In addition, protocols are in place to assure that no mental health providers will be involved in the teaching or evaluation of School of Medicine students for whom they have provided professional services. Students are provided nine visits each academic year at no cost. Additional visits have a \$10 co-payment.

Behavioral Health Institute Building, south entrance
1686 Barton Road (Corner of Barton and Iowa)
Redlands, California
909-558-9500, then select Option 2 to make, change or cancel an appointment

Community Based Counselors. In addition to the resources described above, the Loma Linda University Student Health Plan provides coverage (with a co-payment of \$10 per session) for outpatient counseling for counselors on the Risk Management Preferred Provider list. Note that the co-payment is likely to be considerably higher for non-preferred providers. You are advised to **clarify what the out-of-pocket cost will be to you if you use non-preferred providers by contacting the Student Health Plan administrator in the Department of Risk Management.** Students who are unable to cover the \$10 co-payment are reminded that they may take receipts to their financial aid officer and ask to have their financial aid package increased to cover unreimbursed medical expenses. A list of Risk Management Preferred Providers can be found on the School of Medicine Student Affairs website.

Student Health Center (SHC). Students who wish to have a medication consult for issues related to sleep, anxiety, depression or related situations and are unable to get a timely appointment with a psychiatrist at the Department of Psychiatry, Behavioral Health Institute, Department are advised to meet with a personal physician or make an appointment with a physician at the SHC.

Student Health Center (SHC)
Evans Hall, Room 111
909-558-8770

The Associate Dean for Student Affairs (Dr. Yami Bazan). Dr. Bazan is the initial point of contact for many School of Medicine students who want recommendations for personal counselors. Students are invited to contact Dr. Bazan when they have questions or concerns of a personal nature or wish to have her recommendations for mental health professionals.

Student Affairs (Dr. Bazan's) Office
Coleman Pavilion, Room A1108
(909) 558-4630

STUDENT FOOD ASSISTANCE:

No student should ever be hungry. Please don't hesitate to contact the Helping Hands Pantry:

Information on the College Student Food Assistance Program:

<https://helpinghandspantry.org/programs/student-food-assistance-program-2/>

Application:

<https://helpinghandspantry.org/need-help/student-food-assistance-request-form/>

STUDENT HEALTH SERVICE (CENTER FOR HEALTH PROMOTION)

Student Health Service is committed to providing quality primary health care to students within the University community. University physicians and staff are dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well-being.

Location

Student Health Service
24785 Stewart Street
Evans Hall, Suite 111
Loma Linda, California 92354

Clinic hours

<llu.edu/central/studenthealth>
Hours may vary during holidays.

Contact information:

Telephone:
909/558-8770 or extension
88770 Fax:
909/558-0433

Please call to make an appointment.

Current Risk Management insurance card is required (or LLU ID number if sign-up has occurred and actual card is pending).

Services

NOTE: All services are confidential.

- Primary care services
- Immunizations
- Women's health services
- Health education

- Counseling or referral to counseling services
- Referral to specialty services, as indicated.

Fees

For students enrolled in Risk Management, professional outpatient services and physician services rendered in Student Health Service are covered as a benefit by the Student Health Plan.

- Ancillary services—such as laboratory work, x-rays, and medical supplies—are subject to the Student Health Plan policy, including deductibles, copays, pre-existing exclusions, and prior authorizations.
- Medications are a covered benefit (subject to plan limits) and require only a copayment (lower copays are available when an LLU/LLUMC-affiliated pharmacy is used).
- Health-care services outside the Student Health Service will require a copayment.

Please refer to the Student Health Plan for further information, or call Risk Management at 909/6514010.

Student Health Plan

Risk Management administers the Student Health Plan. Their office information is:

Department of Risk Management
101 East Redlands
Boulevard
San Bernardino, CA
92408 Telephone:
909/651-4010 or extension
14010 Fax: 909/651-4130

MAILING INFORMATION

Loma Linda University Adventist Health Sciences Center
Department of Risk Management
P.O. Box 1770
Loma Linda, CA 92350

Emergencies

For a serious medical emergency, please go directly to Loma Linda University Medical Center's Emergency Department or call 911.

After hours

All services rendered outside of Student Health Service are subject to copays and share of costs in accordance with the Student Health Plan. When Student Health Service is not open—after hours, weekends, and holidays—students can seek medical care at one of the following:

EMERGENCY DEPARTMENT

Loma Linda University Medical Center
909/558-4444

Open 24 hours a day. Current Risk Management insurance card is required.

URGENT CARE

Loma Linda University Medical Center East Campus
909/558-6644

Open 9:00 a.m. to 8:00 p.m. daily

Current Risk Management insurance card is required.

OUT-OF-TOWN COVERAGE

Please refer to the Student Health Plan or call Risk Management at
909/651-4010 for information regarding out-of-town health coverage.

Pre-entrance health requirements

Students planning to attend Loma Linda University are required to fulfill immunization and health requirements. These requirements must be turned in to Student Health Service. Please see the LLU website for current process instructions.

IMMUNIZATIONS AND TITERS

Please see the LLU Student Health Service requirements.

STUDENTS WHO HAVE NOT COMPLETED THE LISTED IMMUNIZATIONS AND TITERS WILL NOT BE PERMITTED TO PARTICIPATE IN CLINICAL/FIELDWORK ROTATIONS. In addition, individual clinical sites may require additional immunizations.

Hospitals Policies

The Pathologists' students must abide by the University policies as well as the policies of the hospital where they are assigned for the clinical experience. Relevant policies will be covered in Clinical Orientation and the Clinical Handbook.

Loma Linda University Syllabi Statements

For each course, the Pathologists' Assistant Program faculty concurs with the following statements:

Americans with Disability Act (ADA) Policy

If you are an individual with a certifiable disability and need to make a request for reasonable accommodation to fully participate in this class, please review the Disability Accommodations policy in Section V of the LLU Student Handbook and make an

appointment to meet with the associate dean for student affairs of the School of Medicine. To view the Disability Accommodation Policy please go to:

<http://www.llu.edu/assets/central/handbook/documents/Student-Handbook.pdf?#page=59>

Academic Integrity Policy

Acts of dishonesty including theft, plagiarism, giving or obtaining information in examinations or other academic exercises, or knowingly giving false information are unacceptable. Substantiated violations are to be brought before the dean for disciplinary action. Such action may include, but is not limited to, academic probation or dismissal from the program. To view the Standards of Academic Conduct Policy please visit page 80 of the LLU Handbook: <http://www.llu.edu/assets/central/handbook/documents/StudentHandbook.pdf?#page=80>

Protected Health Information

The purpose of the Protected Health Information (PHI) policy is to provide guidance and establish clear expectations for students regarding the appropriate access to and use of PHI during course studies and related program activities. Under the Health Insurance Portability and Accountability Act

(HIPAA), patient health information is protected. Please go to:

<http://www.llu.edu/pages/students/documents/phi-guidelines.pdf>

UNIVERSAL PRECAUTIONS AND LABORATORY SAFETY

The student will be collecting, processing, and working with patient and known blood, body specimens, and microorganisms that could be potentially pathogenic during his/her professional education.

The student has been oriented to and understands the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories.

The student will notify the Pathologists' Assistant Program office and the course instructor or laboratory supervisor concerning ALL accidents involving breaks in the skin, contamination of mucous membranes (aerosols, splashes, etc.), or ingestion.

Disaster, Fire Safety, and Laboratory Safety Training is given at New Student Orientation.

KEY POINTS TO REMEMBER:

1. **NO** eating, drinking, smoking, mouth pipetting, or application of makeup in the student or clinical laboratories.
2. **NO** placing of objects (fingers, pens, pencils, etc.) in the mouth.
3. Wash hands immediately if contaminated and before leaving the laboratory area.
4. Use of laminar flow hoods and other safety equipment where required.

5. FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.

Frozen Section Laboratory (Lab 304, Alumni Hall of Basic Sciences)

We have generous resources for learning at Loma Linda, including our Frozen Section Training Laboratory. This includes cryostats, a grossing station, an embedding station, and histology equipment. Frozen Section (FS) training begins immediately in the first quarter, such that the student learns proficiency in frozen section techniques, basic grossing skills, and special procedures during the first year. This allows the student to concentrate on learning complex specimens upon entering the clinical year.

Frozen section labs are as scheduled throughout the first year. Students are allowed 24/6 access to the lab to practice throughout the first year. Objectives are as follows:

At the end of PGY1, following frozen section training, students will:

- 1) Complete the receipt, exam of specimen, selection of appropriate tissue for FS, embedding and cutting of the tissue, staining and cover slipping of tissue section(s) within 7 minutes.
- 2) Produce a diagnostic slide for Pathologist's evaluation and diagnosis, free of folds, bubbles or other processing artifacts.
- 3) Demonstrate special procedure techniques.
- 4) Gross biopsies and small specimens to industry standard.

A Frozen Section practical is given at the end of PGY 1, prior to clinical orientation and entrance to clinical rotations. The student must demonstrate proper techniques for special procedures and produce a diagnostic slide within 7 minutes to successfully pass the practical exam.

Laboratory Accidents (other than needle stick injury)

When a laboratory accident occurs:

- (1) The instructor in the course is to be notified immediately.
- (2) The student is taken to the University Student Health Services if the University Health Services is open.
- (3) When the student has to be taken to the Emergency Room (because the University Health Services is closed) a written memorandum must be sent by the Program's Office to the University Health Services explaining that the University Health Services was closed at the time of the emergency.
- (4) Laboratory accident forms must be completed and filed in the Programs' Office on all laboratory accidents.

Liability Insurance

Students are protected by liability insurance when engaged in recognized, integrated programs which are a part of the course of instruction. This does not include unauthorized work away from the campus or on campus.

Chapel Policies

The chapel program is a formal part of the School of Medicine Curriculum and represents a core component of the educational experience at Loma Linda University. By setting aside one hour each week for a chapel program, the University seeks to emphasize the value it places on spiritual development, corporate worship, and community, and to reaffirm its commitment to the ideals upon which it was founded. Chapels provide opportunities for members of the University community to benefit from teaching, which integrates faith and learning.

Chapels meet on Wednesdays from 11:00 – 11:50 a.m. unless otherwise noted in your class schedule. The programs are organized and planned under the direction of the University Chaplain's Office with the exception of School and Class Chapels, which are organized by the School of Medicine Office of Student Affairs. Regular attendance is required of all Freshman, Sophomore, Biomedical Sciences Certificate Program and first-year Pathologists' Assistant students. An explanation of how attendance is taken and recorded follows:

Attendance

- **ID cards will be required** to be counted present at chapel. **The School of Medicine Student Affairs Office will not excuse chapel absences because of failure to have an ID card at chapel. (Make it a habit to always carry your ID badge with you since it is required for other purposes,** including being in the Medical Center and using the Alumni Hall study areas.) Drayson Center cards will not work for chapel credit.
- Attendance will be taken by scanning your ID card
- At the end of chapel, please remain seated and wait for an usher to scan your ID card
- Only **one ID card** will be scanned per person
- The users will usher one row at a time and will not be able to scan cards for anyone not in their row

Tardies

- Tardies are allowed from 11:15 to 11:20 a.m.
- Tardies are still counted present
- Three tardies will give you one unexcused absence
- A record of attendance is sent to the Associate Dean of your school

Absences

- University policy allows two absences per quarter to provide flexibility for personal matters that cannot be done at other times.
- Notice of absences are sent to the office of the Associate Dean for Student Affairs
- Requests for excused absences should be made immediately by contacting Kamron Virgle, Sr. Administrative Asst. for the Pathologists' Assistant program (909-558-8095).

- Students are expected to fulfill the chapel requirement as they would any other component of the curriculum. Failure to meet this responsibility will be subject to the same type of process as any other academic deficiency and will become part of the student's academic record. Students who fail to fulfill the chapel attendance requirement are referred to the Academic Review Committee. The Academic Review Committee typically requires students to delay the start of their second year for a minimum of one month while they make up the requirement.

Chapel Decorum: Out of respect for our worship hour, students **are expected to refrain from opening laptop computers or using cell phones, i-pods or other electronic equipment including earphones during chapel.** Use of these devices creates a distraction for those who are trying to worship and foster a culture that is at cross purpose with the reasons for which most students choose to come to a Christian university.

Monitor Your Personal Chapel Attendance

To access the chapel attendance record, go to <http://www.llu.edu/students/> click on *Student Life* and *My Chapel Attendance* under the *Spiritual Life* heading at the bottom of the page, and login. This university attendance system records attendance on a quarterly basis with the understanding that no more than two absences are allowed per quarter. Note, however, the School of Medicine allows its students to accumulate credits and absences from year to year beginning with summer quarter of their freshman year. Thus, a student who does not have any absences for a quarter will have two additional absences (for a total of four) available the following quarter and so on. Students are strongly advised to not accumulate a deficit during their first year, especially since the time requirements of the second year are more time intensive than during the first year.

School of Medicine students are required to attend chapel during their freshman and sophomore years. Pathologists' Assistant students are required to attend PGY1.

To request consideration for an excused absence, complete a request form (available in the School of Medicine Office of Student Affairs) or e-mail Gaby Kunze at gkunze@llu.edu. (cc Cheryl Germain and Kamron Virgle). A request for an absence due to illness shall be accompanied by verification from Student Health Services or from the student's physician.

Pathologists' Assistant students are not required to attend chapel on a day in which a mid-term or final exam is held or when no classes are scheduled.

Whole Person Formation/Religion Requirement

LLU has adopted the following definition of Wholeness: "Wholeness means the lifelong, harmonious development of the physical, intellectual, emotional,

relational, cultural and spiritual dimensions of a person's life, unified through a loving relationship with God and expressed in generous service to others." The goal of the Religion Curriculum is for the student to continue the development of his/her own wholeness as the key to relating redemptively to all persons. We aim to encourage this development in a way that respects and values each student's individuality and experience.

Little White House

The Little White House is a lending program sponsored and maintained especially for Loma Linda University students and their immediate family members by the Loma Linda University Medical Auxiliary.

Clothing and household items have been donated for the purpose of sharing with students who have a need of such items.

The Little White House is located at 24939 Prospect Avenue across the street from the Loma Linda Market and is open every Monday from 6:30 to 8:00 p.m.

Clinical Rotation Evaluations:

Evaluations are completed by the site coordinator at the mid-point and/or end of each student's rotation. Objectives and competencies are included as Appendix B and outline the behavioral and psychomotor skills on which the students will be graded.

As indicated, clinical rotations in PGY 1 and PGY 2 include evaluation of professionalism including attendance and tardiness, attitude, initiative.

Students are required to complete evaluations of each clinical site attended. Failure to complete evaluations or to complete them in a professional manner (to be discussed at Clinical Orientation), will have a HOLD placed on grades.

Any problems or concerns should be addressed to the Program Director or Clinical Coordinator immediately for remediation.

HIPAA Training

All students are required to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act. This training will be available to all Pathologists' Assistant students and must be completed within three months of starting classes. Students who do not complete HIPAA training will not be enrolled for the subsequent quarter.

Laboratory Safety Training

All students must be trained in standards for preventing transmission of blood borne and other infectious agents, as well as laboratory safety. This training will occur during New Student Orientation, the first quarter of the professional curriculum, and more

comprehensively in the second year Pathology Review class with didactic and clinical review.

Drug Screening

Students may need to have a drug screen test performed immediately prior (within 10 days) to beginning the clinical internship if required by the hospital where you are assigned. Students who test positive for any of the following drugs of abuse: cannabinoids, cocaine, opiates, phencyclidine, amphetamines, barbiturates, or benzodiazepines, will not be allowed to begin the clinical rotation and will be dismissed from the program.

Out of State License Policy

A vehicle registered in another state or a foreign country must be registered in California within 20 days after the student becomes a resident or gets a job. This means that students must register their vehicle 20 days after the first day of class or 20 days after they move in to a California residence, whichever occurs first. If the vehicle is registered to their parents out of state, it does not need to be registered here.

Security

A copy of the *Student Right to Know and Campus Security Awareness Handbook* is found online at the following link:

<http://www.llu.edu/assets/central/handbook/documents/right-to-know-handbook.pdf>

This site includes statistics on crimes committed on Loma Linda University Health properties which includes Loma Linda University.

The following information is especially important for protecting your personal safety:

1. **Emergencies:** **In case of emergency, dial 911 from any campus telephone** and you will be connected with Campus Security. In addition, the student parking lots and certain other campus locations have clearly marked phone boxes that connect directly to the Security Department Control Center. These are red in color and most have a blue light on top. **Familiarize yourself with where these are located.**
2. **Shuttle Service:** LLUHS operates a shuttle service to various LLU/LLUMC facilities and parking lots. Shuttle stops include: Medical Center, Faculty Medical Offices (FMO), East Campus, Nichol Hall, Surgical Hospital, VA Hospital, School of Dentistry, Lot X, and Shepardson Lot. Shuttle schedules are posted at each stop. For more information regarding shuttle services, please contact the Department of Transportation at (909) 651-3020 or x53020. Hours of operation vary – see schedule in your packet.

3. Security Escort Service: The Security Department will provide escort service after dark (and in special situations as required) to destinations on campus. Call ext. 44320 to request this service. We encourage you to use the Escort Service for your safety.

Parking

All employees, faculty, staff, and students are required to register their vehicles with the LLUSS Department of Parking & Traffic to avoid receiving a ticket or being towed.

- To register and/or update your vehicle visit the Online Parking Management System at parking.llu.edu. If you are a new user follow the instruction to establish your account and submit your vehicle information.
- **The Parking Management System uses license plate recognition (LPR) to identify vehicles. Vehicles that are not displaying a front plate must be parked in such a way that the rear plate is visible to the patrolling officer while driving in the lane of traffic.** LLUAHSC Parking Regulations prohibit the installation of any cover or license plate frame that will restrict the operation of the LPR system
- The system will send renewal notification to all account holders. Failure to renew your account will result in parking citations being issued to your vehicles.
- It is your responsibility to be acquainted with the LLUAHSC Parking Regulations which are posted online at parking.llu.edu. An interactive campus map is located on-line indicating the location of all parking lots or in *The Student Right to Know and Campus Security Awareness Handbook* (p. 23) for the location of these lots.
- First and second year students usually find it most convenient to park in designated areas of Lot X and Lots T, N6 and Shepardson Lot, located at the corner of Shepardson and Benton.
- Students assigned to clinical rotations at the Professional Plaza should be careful to not park in reserved spaces or spaces designated for visitors or patients.

Towing

1. The institution reserves the right to tow vehicles from its property and/or issue a citation without prior warning under conditions that include the following:

- a) Any vehicle that is parked in such a manner as to constitute a hazard that impedes vehicular or pedestrian traffic, or that blocks another legally parked vehicle.
 - b) Any vehicle that impedes the operation of any emergency equipment or that impedes the making of essential repairs and/or deliveries or that is parked in an area reserved under Section III, 1 of the LLUH Traffic & Parking Regulations.
 - c) Any vehicle that is illegally parked in a marked carpool space, handicapped space, or red zone.
 - d) Any vehicle operated by a faculty, staff, or student of the institution which is parked in Loma Linda University Medical Center Lot A or Lot A Annex (Medical Center Patient/Visitor Lot), unless the sole purpose of the operator is as a patient. The same policy holds for anyone parked in Lot C (Emergency Room) or FMO parking lot unless they are a patient or have transported a patient.
 - e) Any vehicle abandoned without approval on LLUH property for over 72 hours.
2. The owner and/or operator will be responsible for all costs involved in removing, impounding and storing a vehicle that is removed from the grounds. Loma Linda University and LLUHS Department of Parking & Traffic assumes no responsibility whatsoever, for any damages to any vehicle which is removed from the grounds or for the contents of such vehicles.
 3. Parking on city streets (such as Campus or Stewart streets) that run through Campus is regulated by the City of Loma Linda. Be sure to acquaint yourself with the city parking regulations and follow them.

Fines and other consequences for parking violations

The Department of Parking & Traffic issues fines for parking violations. The fine is \$35 for such infractions as parking in an area not designated as a parking space, parking overtime, double parking, having an unregistered vehicle; other fines range from \$100 for parking in patient parking to \$350 for parking in a disabled parking space. (Note that this is not a complete list of citations and penalties.)

Any student who receives more than five parking citations may be determined to be a habitual offender. A record of the citations will be sent to the Dean of Student Affairs for review and intervention starting with the third citation. If, after receiving communications from the dean, the student continues to receive citations, upon the seventh citation the vehicle will be booted. The student will have to meet with the

Dean of Student Affairs prior to the boot being removed, pay all fines due, and may have their parking privileges revoked.

The School of Medicine views repeated incidences of parking violations as a lack of professionalism on the part of students which may result in further discipline or remediation.

Places Where Students Can Study

1. Places on campus designed for students to study include the

Del Webb Library

Sunday	8:00 a.m.-12:00 a.m.
Monday-Thursday	7:00 a.m.-12:00 a.m.
Friday**	7:00 a.m.-6:00 p.m. (until 11/5) 7:00 a.m.-4:00 p.m. (beginning 11/5)

**Adjustment will be made to closing according to time of sundown.

Councilors Student Pavilion

Sunday-Thursday	24 hour access, after hours with badge only
Friday**	Until 7:00 p.m., after hours with badge only
Saturday**	After 7:00 p.m., after hours with badge only

**Adjustment will be made to closing according to time of sundown.

Centennial Complex

Sunday-Thursday	24 hour access, after hours with badge only
Friday	Available until one-half hour before sundown
Saturday	Available one-half hour after sundown

Alumni Hall for Basic Sciences (AHBS)

Sunday-Thursday	24 hour access, after hours with badge only
Friday	Available until one hour before sundown
Saturday	Available one hour after sundown, with badge access

Other areas, such as the Drayson Center, are open for group study by reservation in advance. Please contact Bess Getman, Drayson Center Manager of Events, for room availability by calling 909-558-1000 ext. 87233.

2. ID badge requirement: For security purposes, students are to carry LLU photo identification badges when studying in the AHBS, Centennial Complex, or other campus buildings. The **Councilors Student Pavilion, Centennial Complex and AHBS have badge readers** by the entry doors and are only accessible with ID badges in the evenings. For security purposes, **never block doors open and please close them if you find they have been blocked open.** If your badge

won't open the front doors, contact Kamron Virgle in the Pathologists' Assistant program office.

Alumni Hall of Basic Sciences – Study Areas - Student Use Policy

Background: Many alumni of the School of Medicine contributed to the Alumni Hall of Basic Sciences (AHBS) because they wanted to provide an effective learning environment for all students. In addition to its teaching functions, however, the Alumni Hall also serves professional and research functions for the benefit of the School of Medicine. Please respect the following guidelines so that you, the faculty and the alumni, can continue to take pride in this building.

AHBS is accessible to School of Medicine students with authorized LLU badges for 24 hours a day except from one hour before sundown on Fridays until one hour after sundown on Saturdays. Students are not permitted to remain in the building when it is closed to badge access.

Because AHBS is a School of Medicine (rather than a general university building) the School of Medicine has adopted specific policies for its use.

1. Please maintain appropriate decorum in the lobby and hallways. Enjoy life and medical school, but remember not to make it uncomfortable and/or embarrassing for your colleagues, faculty and visitors.
2. Modest casual dress as described in the School of Medicine Section of the *Student Handbook* is the standard to be followed whenever a student is on campus and should include the wearing of shirts and footwear such as sandals or shoes. The requirement for shirts includes no exposure of midriffs and buttocks. The requirement for footwear, which is an issue of health and safety as well as appearance and taste, will be enforced.
3. No vehicles such as skates, scooters, motorcycles or bicycles should be brought into the AHBS. They need to be secured outside.
4. When approved by the faculty for special occasions, food may be eaten in designated areas of the AHBS. Food should not otherwise be stored in the building. A small kitchenette with microwave oven and a refrigerator for student use is open on the third floor in the Pathologists' Assistant program offices. Please keep the area clean of debris and trash. Please be sure to label anything you put in the refrigerator and do not leave items overnight. Limit the amount of space you use so there is room for others. Any items left in the refrigerator after 1:00 p.m. on Friday may be discarded. Please do your part to help keep this area clean and in good repair.

5. If you are planning to stay late at the Alumni Hall, you can usually park in lot V (the lot adjacent to the North side of Mortensen Hall) after 5:00 p.m. or 6:00 p.m. if the parking gate has been raised. Since this is a restricted lot you will need to remove your car from the lot by 7:00 a.m. to avoid being towed or ticketed.

Centennial Complex - Building Policy & Guidelines / Group Study Policy

1. Centennial Complex (CC) is accessible to students with authorized badges between the hours of 6:30am – 1:00 a.m. Sunday through Thursday. The building will be closed from one-half hour before sundown on Fridays until one-half hour after sundown on Saturdays and during Loma Linda University (LLU) holidays. Students are not permitted to remain in the building when it is closed to badge access. These hours correspond to the access hours for the anatomy laboratories.
2. For security purposes, students are to carry LLUMC or LLU picture identification badges when studying in the Centennial Complex or other campus buildings and should wear the badge visibly after 5:00 p.m. Campus security has been requested to remove anyone from the buildings who is not wearing such I.D. **Doors to the building are never to be blocked open.** If your badge won't open the front door, contact your respective school's Student Affairs Office.
3. Please maintain decorum in the lobby and hallways. **Furniture should not be moved in or out of lobbies, group study or classrooms.** Be respectful to other groups when events are held in this building. Food and exhibits are for event attendees only.
4. Modest casual dress as described in the LLU *Student Handbook* is the standard to be followed whenever a student is in the Centennial Complex.
5. No vehicles such as skates, scooters, motorcycles, segways, or bicycles should be brought into the Centennial Complex. They need to be secured outside.
6. When approved by the school for special occasions, food may be eaten in designated areas of the CC. Students should not store food in the building. A microwave oven is provided on the first floor Food Court for you to warm your meals and drinks, but please keep the area clean of debris and trash. Please observe the "No Food" policy when in the building's amphitheaters or classrooms.
7. When food is set up for an event, it is only to be eaten by those who are attending the event.

8. The fourth floor conference center is restricted to events and their attendees. This is not a study area. Open group study and lobby areas are available on a first come first serve basis. Group study room confirmations must be kept with the student while using the reserved study area.
9. Please leave the group study room tidy when you are done.
10. Rooms are available on a first-come, first serve basis. Please do not leave your belongings in the room. Items left in the room will be removed and brought to the Concierge's desk.
11. Please wear your ID badge in a visible location when using the group study rooms.
12. You are responsible for all damages incurred during your time in group study rooms.
13. Classrooms are not available for group study. Classrooms are reserved for courses only.

Identification Badge

You will be issued a LLU Student ID badge as part of the registration process. You will get your badge from the University Student Affairs Office, located in the Councilors Student Pavilion. You should carry this badge with you at all times. You will need it to verify chapel attendance and for many other uses. Also, **LLUMC regulations require that you wear this ID badge any time you are in the Medical Center.**

The Student ID badge should be taken to the Drayson Center during its regular office hours to arrange for access to the Center.

Food Service

A list and description of dining facilities on campus is in the *Student Handbook*. Students are eligible to receive a 20% discount at the University dining facilities when they are a registered student and show their Student ID. You may request to allow meals to be charged to your student account when you complete your Financial Aid documents. Note: The discount is not available between quarters. First and second year students are not given discounts in any of the Medical Center cafeterias.

Computer Use and Ethics Policy

Students are expected to understand and comply with the University and School of Medicine computer use and ethics policies. You will find policies in the *Student Handbook*. You are responsible for being acquainted with these policies.

Appendix A

Technical Standards (Essential Functions) for the Pathologists Assistant Program for Admission, Promotion, and Graduation (listed on the program web site on the Admissions page):

In accordance with Section 304 of the 1973 Vocational Rehabilitation Act, the Loma Linda University Pathologists' Assistant Program has adopted minimum technical standards for assessment of all applicants to the Pathologists' Assistant Program.

Because the Master's Degree in Pathology/ Pathologists' Assistant signifies that the holder has obtained minimum competencies in all areas of the Anatomic Pathology laboratories, it follows that graduates must have the knowledge and skills to function in a wide variety of laboratory situations and to perform a wide variety of procedures.

Candidates for the Master's Degree in Pathology/ Pathologists' Assistant must have somatic sensation (sense of touch) and the functional use of the senses of vision and hearing. Candidate's diagnostic skills will also be lessened without the functional use of the sense of equilibrium, smell, and taste. Additionally they must have sufficient motor function to permit them to carry out the activities described in the sections that follow. They must be able to consistently, quickly, and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

A candidate for the Master's Degree in Pathology/ Pathologists' Assistant must have abilities and skills which include observation, communication, motor, conceptual, integrative, quantitative, behavioral, and social. Technological compensation can be made for some handicaps in certain areas but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation.

1. **Observation:** The candidate must be able to observe demonstrations, procedures and instruments in the basic sciences and clinical courses. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. **Communication:** A candidate should be able to speak, to hear, and to observe people in order to elicit information and perceive nonverbal communications. A candidate must be able to communicate effectively and efficiently in oral and written form with members of the health care team.
3. **Motor:** Candidates should have sufficient motor function to perform laboratory procedures. This action requires the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. **Intellectual - Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand spatial relationships of structures.

5. **Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his/her judgment, the prompt completion of all responsibilities, and the development of mature, sensitive relationships with patients and co-workers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that should be assessed during admissions and education process.

6. **Ethical Values:** A student must demonstrate the highest level of professional demeanor and behavior, and must perform in an ethical manner in all dealings with peers, faculty, staff, and patients. Students must also be able to develop professional relationships with clinicians and other medical providers and staff while protecting patient confidentiality. Students must also meet the expected ethical standards set forth by the medical profession. Good moral character, decent values and principled judgment are paramount attributes for being a professional. In order to participate in key components of the curriculum, a student must be able to pass requisite criminal background checks and random illegal drug screens required by affiliated clinical institutions.

In its evaluation of applicants to the Loma Linda University Pathologists' Assistant Program, the Admissions committee will approach each applicant with the following questions in mind. When an applicant does not meet a non-academic standard as defined above, and when this would in the professional judgment of the Committee, not satisfy the Pathologists' Assistant objectives for the student in performing laboratory procedures, education, and research, such opinion will be documented by the Admissions Committee.

The questions are not designed to disqualify an applicant but rather to give the Admissions Committee more complete information about an applicant's ability to meet these nonacademic standards.

1. Is the candidate able to observe demonstrations and perform procedures in the basic sciences and clinical courses?
2. Is the candidate able to analyze, synthesize, solve problems and make judgments about results obtained on patient specimens?
3. Does the candidate have sufficient use of the senses of vision, hearing and somatic sensation necessary to perform the indicated laboratory procedures?
4. Can the candidate reasonably be expected to communicate the results of laboratory tests to other members of the health care team with accuracy, clarity, and efficiency?
5. Can the candidate reasonably be expected to learn and perform laboratory tests and operate instruments?
6. Can the candidate reasonably be expected to display good judgment in the analysis of procedure results?

7. Can the candidate reasonably be expected to accept criticism and respond by appropriate modification of behavior?

8. Can the candidate reasonably be expected to possess the perseverance, diligence, and consistency to complete the Pathologists' Assistant Program and to become a practicing Pathologists' Assistant?

APPENDIX B

Objectives for Clinical Practicums

PATH 761, 762,763, 764

Pathologists' Assistants Program

Loma Linda University School of Medicine

Goals of the Clinical Practicums:

The clinical rotations of the Pathologists' Assistant program aim to provide students with the clinical skills pertinent to the duties of a Pathologist Assistant. The students will become proficient at the techniques used in Surgical and Autopsy Pathology in order to assist the Pathologist in diagnosis of disease and abnormalities.

Objectives of the Clinical Practicums:

- l) Behavior and Attitude: The student will:
 - a. Demonstrate punctuality and attendance by:
 - i. Arriving at the clinical site at the specified time, prepared to start on time.
 - ii. Returning from breaks at the specified time
 - iii. Performing tasks at assigned time
 - iv. Delivering assignments on due date.
 - b. Exhibit appropriate interpersonal skills by:
 - i. Communicating thoughts clearly
 - ii. Asking appropriate questions
 - iii. Maintain a non-judgmental attitude
 - iv. Adhere to phone etiquette
 - v. Shows respect through good listening skills and courteous prompt responses.
 - c. Internalize the value of a professional appearance and neatness by:
 - i. Maintaining personal cleanliness and hygiene
 - ii. Adhering to dress code
 - iii. Cleaning work area after performing procedures
 - iv. Consistently and routinely maintaining organization
 - d. Demonstrate an attempt to improve by:
 - i. Not repeating mistakes
 - ii. Investigating problem areas and asking for help to make it better
 - iii. Requesting additional assignments or repeat work to improve performance
 - iv. Following directions
 - e. Accepts constructive feedback by:
 - i. Changing behavior/activity as suggested (willingly)
 - ii. Not getting defensive
 - iii. Encouraging feedback
 - f. Responds to laboratory pressures and stress by:
 - i. Staying focused
 - ii. Prioritizing work
 - iii. Doing things without being told
 - iv. Anticipating department needs
 - v. Maintaining acceptable performance
 - g. Demonstrates professional ethics in these ways:
 - i. Does not discuss patients' condition, diagnosis, or treatment unless

necessary in the performance of duties.
(Confidentiality)

ii. Does not divulge confidential information
iii. Does not remark about
physicians or care of individual

iv. Offers constructive criticism
vi. Is honest
about mistakes and
results

vii. vi. Will record
tasks only if done

vii. Will
total correct clinical
hours

viii. Will maintain accurate specimen log to assist in correct evaluation

h. Demonstrates safety measures by:

i. Washing hands frequently

ii. Utilizing correct
personal protective
equipment for grossing

specimens, preparing frozen sections, and other
procedures.

iii. Wearing lab coat as lab policy dictates

iv. Avoiding touching face with hands

v. Wiping up wet spots on floor

vi. Disposing of all contaminated materials appropriately

vii. Processing specimens and biohazard material as lab
policy dictates

viii. Adhering to fire drills

II) Performance: The student will:

- a. Complete procedures in a self-directed manner, ahead of schedule, with a high degree of competency, and seeks additional tasks.
- b. Maintain accuracy using excellent work habits, rarely needing to repeat work.
- c. Problem solve by correlating, sorting and organizing information to recognize and resolve problems in a timely fashion.
- d. Become proficient at procedures and perform work in a reasonable amount of time for level of expertise.
- e. Organize and triage specimens so the work to be performed is done in a timely manner.
- f. Maintain an organized, clean, safe work area.
- g. Strive to work independently once procedures are mastered, handling most situations and making good decisions.
- h. Work cooperatively with appropriate personnel in problem solving and decision making, seeking assistance when necessary.

The students will be seeking constructive feedback 3 week intervals during their rotations. Please be constructive, as this is an attempt to improve their skills. They have been instructed to make note of these conversations in their specimen log.

If possible and your lab system allows, please give the students a printout of specimens they have completed. If this is not possible, it is the student's responsibility to keep record of specimens grossed.

Professionalism	Evaluation (See Key to Evaluation of Psychomotor Objectives)
1. Punctuality/ Attendance	
2. Interpersonal Skills	
3. Appearance	
4. Attempts to Improve	
5. Accepts Feedback	
6. Handles Stress	
7. Professional Ethics	
8. Adheres to Safety Measures	

Comments on Professionalism:

- III) Medical Skills/Knowledge: The student will be proficient in:
- a. Basic skills, such as:
 - i. Correct evaluation and identification of specimen information on the specimen container and requisition for accuracy.
 - ii. Compile a correct dictation for the specimen being examined.
 - iii. Correctly processing an uncomplicated frozen section within 7 minutes, providing the Pathologist with a diagnostic slide.
 - iv. Seeking Pathologist assistance when appropriate
 - v. Taking useful and appropriate photos of specimens
 - vi. Independently processing simple specimens:
 1. GI biopsies
 2. simple skin biopsies (punch, shave, simple excisions)
 3. endocervical/endometrial curettage
 4. artery biopsy

5. bone marrow biopsies
6. calculi/ surgical hardware (gross only)
7. cervical cone biopsy
8. Fallopian tube/ vas deferens for sterilization
9. heart valves
10. hemorrhoids
11. hernia sac
12. Intervertebral Disc
13. breast core biopsy
14. lymph node for lymphoma protocol
15. pediatric thymus resection
16. parathyroid resection
17. POC
18. prostate biopsies

b. Moderate skills, such as:

i. Independently processing less complex specimens correctly (including, but not limited to:)

1. appendix
2. gallbladder
3. TURP/TURB
4. oriented and wide skin excisions
5. prolapse uterus
6. extremity amputation, non-tumor
7. Fallopian tube
8. femoral head for osteoarthritis
9. oriented breast lumpectomy
10. placenta
11. Hysterectomy for leiomyomas
12. Thyroid resections
13. prostate resections
14. colon for tumor
15. colon for non-tumor

c. Complex skills, such as:

i. Independently processing complex specimens correctly (including, but not limited to):

1. larynx resection
2. pneumonectomy
3. radical neck dissection
4. mastectomy
5. colon resections
6. Total hysterectomy for cancer
7. pelvic exenteration
8. stomach resection
9. esophageal resections

Skills	Basic	Moderate	Complex	Final
1. Knowledge/Ability to Complete Specimen Independently				
2. Accuracy				
3. Problem Solving				
4. Production/ Efficiency				
5. Neatness/ Organization				
6. Works Independently				
7. Works Cooperatively				
8. Asks Appropriate Questions				

Evaluator: _____

Date: _____

Loma Linda University School of Medicine
Pathologists' Assistant Program
Clinical Practicum
KEY TO EVALUATION OF PSYCHOMOTOR OBJECTIVES

Use the following factors and scale to complete the evaluation of the performance of the student's skills as indicated on the following pages (whole numbers or numbers in between may be used).

1. **Completion of Objectives/Procedures**

- 100 - **Exceptional** – self-directed; completed all objectives/procedures ahead of schedule with high degree of competency. Sought additional tasks - (above and beyond requirement) and completed these also. (Exceeds expectations; provide comments)
- 90 - **Above Average** - highly motivated; completed all objectives/procedures on time and often ahead of schedule with acceptable level of competency. Would willingly accept additional tasks. (Exceeds exp.)
- 80 - **Average** - completed most objectives/procedures in a timely fashion with an acceptable level of competency. Some will need further experience to gain competency. (Meets exp.)
- <75 - **Needs Improvement** - may be some objectives not completed. Definitely needs more time to complete objectives at a desirable level i.e. confidence and competence. (Sometimes below exp. - need comments)

2. **Accuracy**

- 100- **Exceptional** - rarely needs to repeat work; excellent work habits conducive to attaining accuracy. (Exceeds expectations; provide comments)
- 90 - **Above Average** - occasionally repeats work; very good habits. (Exceeds exp.)
- 80 - **Average** - acceptable performance; repeat work is average in frequency. (Meets exp.)
- <75 - **Needs Improvement** - Difficulty in achieving accuracy in the non-routine technical procedures on a regular basis; requires more repetitions than what is desirable. (Sometimes below exp. - need comments)

3. **Problem Solving**

- 100 - **Exceptional** - Correlates, sorts and organizes data to recognize and resolve various problems in a timely fashion. (Exceeds expectations; provide comments)
- 90 - **Above Average** - with little prompting and some initial guidance is able to identify problem and develop a course of action. (Exceeds exp.)
- 80 - **Average** - Usually needs input from peers to recognize a problem and significant input to determine an acceptable course of action to resolve problem. Good follow through, however. (Meets exp.)
- <75 - **Needs Improvement** - Has difficulty recognizing a discrepancy or a potential problem. When the problem is identified, can follow recommended course of action. However, cannot develop an acceptable course of action. (Sometimes below exp. - need comments)

4. **Production/Efficiency**

- 100 - **Exceptional** - Procedures mastered quickly. Organizes work load, performs almost at rate of seasoned tech. (Exceeds expectations; provide comments)

- 90 - **Above Average** - Procedures mastered in timely fashion. Once mastered, does very well in getting the work completed. Contributes to the department=s overall production and organization. (Exceeds exp.)
- 80 - **Average** - Most procedures mastered in acceptable time frame. Once mastered, production and efficiency increase gradually. Sometimes a real asset to the department; at other times needs more help than expected. (Meets exp.)
- <75 - **Needs Improvement** - Takes longer than usual to master procedures and perform with confidence. With more time, production and efficiency should improve somewhat. (Sometimes below exp. - need comments)

5. **Neatness and Organization**

- 100 - **Exceptional** - Work is always organized and in order. Easy for someone else to enter into middle of task and complete it if student had to leave unexpectedly. When completes tasks, grossing area is immediately cleaned-up and restored appropriately. (Exceeds expectations; provide comments)
- 90 - **Above Average** - Well organized. (Exceeds exp.)
- 80 - **Average** - Usually organized and neat. Generally restores work area appropriately. Sometimes additional minor clean-up work needs to be done due to some neglect. (Meets exp.)
- <75 - **Needs Improvement** - Difficult to work with because not well organized. Additional clean-up is often substantial. Sometimes work habits give appearance that results may not be good. (Sometimes below exp. - need comments)

6. **Ability to Work Independently**

- 100 - **Exceptional** - Once procedure mastered, needs very little direction; takes the initiative; recognizes responsibility readily. Follows through on tasks. Handles most situations and makes good decisions. Communicates well with peers and superiors in and outside of the department. (Exceeds expectations; provide comments)
- 90 - **Above Average** - Once procedure mastered, may still need some direction, but recognizes and assumes responsibility readily. Follows through on tasks. Handles most situations and makes good decisions. (Exceeds exp.)
- 80 - **Average** - Usually needs some specific direction each day as to what needs to be done. However, accepts assignments willingly. Generally works without much assistance but will usually seek input on fairly routine decisions. (Meets exp.)
- <75 - **Needs Improvement** - Will usually wait to be assigned specific tasks for the day. Avoid making decisions without assistance. However, there has been steady (albeit slow) improvement as time passes; suggesting that more experience is required before can work independently but average performance might be reached. (Sometimes below exp. - need comments)

7. **Ability to Work Cooperatively**

- 100 - **Communicates Well** - Actively seeks to involve appropriate personnel in problem solving and decision making. Recognizes and adapts to majority rule if applicable. Assumes appropriate responsibility in contributing to the team's effort of completing the work of the unit. (Exceeds expectations; provide comments)
- 90 - **Above Average** - Works somewhat comfortably with peers and when requested will engage in cooperative efforts and follow through well. Will assume responsibility and work with others as assigned. (Exceeds exp.)

- 80 - **Average** - Prefers to work alone. Usually needs specific direction as to the task at hand. Functions better and can communicate with group members if assignments are specific and task oriented and given on a relatively small scale. (Meets exp.)
- <75 - **Needs Improvement** - Not comfortable working with others. Easily intimidated and sometimes becomes defensive. Behavior is not conducive to cooperative work arrangements. Easily intimidated and defensive. Will criticize others. Insists on advancement of own ideas. A 'my way or the highway' attitude or approach. (Below exp.)

APPENDIX C

POLICIES, PROCEDURES ,& GUIDELINES ON THE USE OF INFORMATION TECHNOLOGY RESOURCES

Use of Social Networking Sites, Blogs, and Instant Messaging Policies

- In accordance with HIPAA, FERPA, and Loma Linda University IT policy, please be advised that faculty, staff, residents, and students are not permitted to post confidential patient information, including protected health information (PHI), educational records protected by FERPA, institutionally-owned asset data, confidential, proprietary, or private information on any social networking sites (Facebook, Twitter, YouTube, etc.), personal / business related blogs, and /or via instant messaging service.
- Make sure you understand the permanency of published material on the Web, and that all involved in health care have an obligation to maintain the privacy and security of patient records under HIPAA and that LLU fully complies with protecting the privacy of education records under FERPA policy.
- Always comply with the current institutional policies with respect to the conditions of use of technology and of any proprietary information such as university logos.
- Finally, please note that Facebook, Twitter, and other social networking sites are increasingly being targeted by cyber-criminals drawn to the wealth of personal information supplied by users. Data posted on the sites (i.e. name, date of birth, address, job details, email and phone numbers) is a windfall for hackers. Viruses on these networks can hijack the accounts of social networking site users and send messages steering friends to hostile sites containing malware, a malicious software often designed to infiltrate a computer system for illicit purposes. Malware can be used to steal bank account data or credit card information once installed on a personal computer. Another danger of social networking sites are the popular quizzes, horoscopes and games made available for free to users which can sometimes be used to hide links to hostile sites.

Examples of information that should not be shared on social networking, blog sites, and instant messaging services are:

- Reporting on or about official medical activities and/or patient's personal health information.
- Requiring patients to participate in "social networking" activities to influence or maintain the provider/patient relationship.
- Posting of and/or the discussion of student grades, evaluations, course feedback, etc.
- Reviewing profiles of patients, patient photos, images of patient specimens or surgeries.
- Participating in activities that may compromise the provider/patient or faculty/student relationship. Providing medical advice on social networking sites.

APPENDIX D

HISTOLOGY ROTATION OBJECTIVES AND SIGN-OFF SHEET

Loma Linda University Pathologists' Assistant Program
1st Year Histology Rotation- FMO

Students have multiple didactic lectures and assignments prior to the beginning of the Histology rotations including the following subjects:

- a. Fixation and processing
- b. Formalin and laboratory safety
- c. Instrumentation of Histology and Surgical Pathology
- d. Troubleshooting sections in Frozen Section and Microtomy

Following the didactic lectures and the Histology rotation the student will:

- a. Differentiate between embedding “on edge” and embedding a tube- “on end”
- b. Describe why linear set-up is important for:
 - a. GI bxs
 - b. Prostate bxs
 - c. Lung bxs
 - d. Any soft tissue core biopsies
- c. Illustrate importance of quality assurance checks concerning:
 - a. Cassettes (marking)
 - b. Logs
 - c. Various “check off” systems
- d. Explain the use and action of each chemical used in the processor
 - a. Fixation
 - b. Dehydration
 - c. Clearing
- e. Troubleshoot processing problems
- f. Demonstrate proper coverslipping of a microscopic slide without bubbles or “run over”.
- g. Demonstrate proper placement of tissue block on head of microtome
- h. Discuss importance of avoidance of waterbath contamination
- i. Recognize and troubleshoot sectioning problems
 - a. Nick in knife
 - b. Loose block on microtome head
 - c. Dull knife
- j. Review and discuss application of basic stains
 - a. H&E
 - b. Periodic Acid Schiff(PAS)
 - c. AFB/GMS (Acid Fast Bacterial stain/ Gomori's Silver Stain)

HISTOLOGY ROTATION CHECK OFF SHEET

Name: _____ Tech Sign Off: _____

Attendance Dates:

H1: _____

Arrive: _____

Leave: _____

Student can:

- a. Correctly embed an indicated “on edge” tissue. _____
- b. Correctly embed an indicated “on end” tissue. _____
- c. Discuss why correct placement of tissue in cassette is important. _____
- d. Discuss quality assurance steps during grossing and handling cassettes. _____
- e. Explain chemicals used in processing and effects on tissues. _____
- f. Differentiate the uses of basic stains in the Histology lab.
 - a. H&E _____
 - b. AFB _____
 - c. GMS _____
 - d. PAS _____
- g. Demonstrate basic microtomy skills.
 - a. Correct placement of block on head _____
 - b. Correct sectioning technique. _____
 - c. Correct waterbath usage and section pick-up _____