



**MEDEX NORTHWEST  
PHYSICIAN ASSISTANT PROGRAM**

**UNIVERSITY OF WASHINGTON  
SCHOOL OF MEDICINE**

**EXTENDED MASTER OF  
CLINICAL HEALTH SERVICES  
STUDENT GUIDE:  
POLICIES AND PROCEDURES**

**2014-2015**

**MEDEX NORTHWEST**  
**EXTENDED MASTER OF CLINICAL HEALTH SERVICES**

**STUDENT GUIDE 2014-2015**  
**POLICIES AND PROCEDURES**

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## **WELCOME TO THE EMCHS**

MEDEX Northwest would like to welcome you to the Extended Master of Clinical Health Services. This student handbook is designed to introduce you to the expectations and academic requirements for the EMCHS. It also provides information to help you access the opportunities available to students in the program. It is not a comprehensive statement of all policies and procedures. Additional information will be distributed to or discussed with the class at appropriate times during the program through mailings, the course web sites and other venues. You are expected to read handouts and participate in discussions to familiarize yourselves with requirements and modifications that may impact your program.

Questions about policies, requirements and procedures may be directed to the MEDEX office for referral to the appropriate faculty or staff member. As a program of the University of Washington School of Medicine, MEDEX follows the same procedural guidelines that apply to UW medical students.

The EMCHS program at MEDEX is an exciting opportunity. We are all glad that you are here!

## **THE MEDEX MISSION**

### **MEDEX Mission Statement**

MEDEX Northwest is a regional program that educates physician assistants in a proven tradition of excellence.

MEDEX Northwest, the University of Washington School of Medicine's Physician Assistant Program, is committed to educating experienced health personnel from diverse backgrounds to practice medicine with physician supervision. The program provides a broad, competency-based curriculum that focuses on primary care with an emphasis on underserved populations. MEDEX encourages life-long learning to meet ever-changing health care needs. As a pioneer in PA education, MEDEX continues to be innovative in identifying, creating and filling new niches for PAs as a strategy for expanding health care access.

### **The EMCHS Degree Program**

Offered through MEDEX Northwest and the UW School of Medicine, the Extended Master of Clinical Health Services (EMCHS) for physician assistants is designed for practicing PAs who hold a bachelor's degree. The EMCHS helps you assume leadership roles through the development of skills and techniques needed to manage the rapidly changing world of health care.

## EMCHS CURRICULUM OVERVIEW

### Curriculum Overview (42 credits total)

The EMCHS curriculum includes 42 graduate credits delivered over 5 consecutive academic quarters beginning in summer quarter. This represents new material, and will not repeat educational components that were part of the entry-level PA education program. Though the majority of the curriculum will be the same for all students, individuals may select a focused subject area for one course requirement as well as the capstone project. Graduation from the program will take place upon achievement of minimum required grades in each course (2.7 or above, per the UW graduate school), an overall average GPA of 3.0 or higher within the program (per the UW graduate school), and successful completion of the capstone project and related assignments.

Curriculum will be delivered both on campus and online. Students will begin the program with a two-week, on-campus intensive in Seattle. After this initial on-campus component, students will participate in the majority of their coursework via online delivery methods. Most activities will allow students to log in to the course when it is most convenient for them, though each weekly module will have a completion deadline. Students may use their existing employment location or elect to identify a new site for the Clinical Residencies (see below). The final week of the program will bring all students back together on the Seattle campus for final evaluation and graduation activities. Over the course of the five-quarter program, students will be required to take time off work for no more than three weeks total. Some students may opt to participate in additional experiences away from their current employment setting. Arrangements for such experiences are the responsibility of the student.

### Summer Quarter One: 13 credits total

#### **MEDEX 528: Investigative Skills** 5 credits Format: On-Site/Online

The ongoing changes to healthcare delivery, continued advances in clinical research and publication, and evolution of the PA profession require that the modern clinician be able to locate, critically appraise, and apply current health research outcomes. These skills are essential for PAs to remain up-to-date. This course teaches basic concepts in measurement, biostatistics and epidemiology, and the skills needed to evaluate public health and biomedical research. Through a series of lectures focused on research concepts, small group exercises, and online group discussions, students will acquire skills allowing them to review and evaluate current research results and apply reliable outcomes to their practice.

#### **Focused Study** 5 credits Format: On-Site/Online

The focused study course will follow a small-group seminar design that allows students to select an area of special interest. The various sections will share a common theme of providing high quality care within healthcare systems, but will diverge in focus and application. Students will select their subject focus, and may select *only one* subject focus, as the different subject sections run concurrently. The course meets several times during the initial two weeks of the program, which are on campus. Subsequent weekly online meetings with assigned work will complete the quarter. This course will also

equip students with the tools to identify an appropriate subject-related capstone project idea of reasonable scope, and may impact site selection for the clinical residencies.

### **Focused Study Course Options**

***MEDEX 510 Healthcare for Rural and Medically Underserved Populations:*** This course will examine the nature and severity of disparities in health care access and delivery to rural and urban underserved populations. By comparing and contrasting the issues surrounding delivery of care to these two populations we gain a more complete picture of the systemic issues that inhibit equitable access to care for all. Students will be challenged to consider these issues from the perspective of policy-makers as well as from the perspective as clinicians.

***MEDEX 512 Academic Medicine and Specialty Practice:*** Material will include faculty skill development, tools to thrive in an academic environment, interdisciplinary collaboration between primary care and specialty disciplines, and specialty practice at an academic medical center.

***MEDEX 513 Global Health:*** Material will include international healthcare systems, international models of healthcare professions, disease processes and management tools in developing countries, healthcare in areas experiencing armed conflict, promoting health and managing disease across borders, cultural competency, and national and international government and agency policy-making and its impact on care, quality and access.

***MEDEX 511 Public Health and Preventive Medicine:*** This course will explore the principles, systems and practices of public health and preventive medicine at the local, state and national levels. The intent will be to compare and contrast the practice of treating a population versus a single patient. Students should also recognize the breadth of health professions and how the interdisciplinary teams in which they work provide the structure for public health and preventive medicine at all levels of health care.

### **The Capstone Project**

The EMCHS is a professional, rather than a thesis program. The capstone project is the primary academic product of the program, and related coursework runs throughout the length of the program. Students will select a topic within the theme of their Focused Study course (described above). Students will produce a finished product of sufficient depth and analytic rigor to demonstrate the independent thought appropriate to clinical master's-level work. At the conclusion of the spring quarter, students will submit a 12–15-page (minimum) paper that has been developed in consultation with the capstone advisor. At the end of the final quarter, students will either make a 10-minute oral presentation to their colleagues and faculty or display a poster presentation describing their project. Capstone project credits will be required in each quarter, and will be graded on a credit/no credit basis.

### **MEDEX 521 Capstone Project I**

3 credits

Format: On-Site/Online

Each student's Capstone project will relate to his or her focused study area. Students will work on their Capstone Project over five quarters. The first quarter (summer one) will include two weeks of in-class lectures, seminars and small-group work, followed by six weeks of continuation online. By the end of the first quarter, students will submit a structured proposal accompanied by an annotated

bibliography. The proposal will include a description of activities required over the course of the following academic year as well as a timeline that must be approved by the capstone supervisor.

### **Autumn Quarter: 8 credits total**

#### **MEDEX 537: Leadership for Practicing Clinicians 4 credits** Format: Online

This course is designed to increase the leadership knowledge base and skill set of practicing physician assistants as a strategy for increasing the impact of the profession on the health care delivery system and thereby increasing access to care. Course methods will include online learning and discussion as well as community-based assignments and analyses. Video presentations by role models will be used to provide specific relevance for currently practicing physician assistants.

#### **MEDEX 531: Clinical Residency I 3 credits** Format: Online / Clinic Site

The three-quarter Clinical Residency course series provides students in the extended degree program an opportunity to apply new skills in their current employment setting or to explore new areas of specialty practice in approved domestic or international clinical settings. The MEDEX Clinical Residency courses (offered for three consecutive quarters) will provide the opportunity for students to accomplish one of three selected goals each quarter. Students will make their own individual arrangements for these experiences, which must be approved by the Extended MEDEX Degree Director and the MEDEX Clinical Training Office. Students will be responsible for any training and travel costs involved in their chosen experience. Students are also responsible for obtaining appropriate liability coverage, immunizations and background checks for any residency experience not based at their current place of employment.

Focus options: 1) gain clinical expertise in a new area or specialty, 2) expand perspectives in the current practice setting by applying theories of practice-based learning and improvement, 3) provide healthcare and complete projects in the public health arena or in global health settings. Students may choose any mix of these types of experience (*e.g.*, all three quarters in a new clinical area, one quarter in each type of opportunity, two quarters in the current practice site and one in a new area).

#### **MEDEX 522: Capstone Project II 1 credit** Format: Online

See overall Capstone Project description above. During this quarter students will continue with the activities described in their project plan and begin collecting results (if applicable) in anticipation of subsequent work on reporting about the project. A quarterly progress report is required.

### **Winter Quarter: 8 credits total**

#### **MEDEX 536: Health Policy for Practicing Clinicians 4 credits** Format: Online

This course provides an overview of how US health policy is developed and the politics involved in the decision-making process. Insight into the legislative process combined with a broader understanding of the major healthcare issues facing the country will help to situate an individual's clinical practice within the context of our nation's health delivery system.

**MEDEX 532: Clinical Residency II**                      3 credits      Format: Online / Clinic Site  
See Clinical Residency course description above under MEDEX 531.

**MEDEX 523: Capstone Project III**                      1 credit                      Format: Online  
See overall Capstone Project description above. During this quarter students will continue with project activities, evaluate results of the project (if applicable) and work with advising faculty on the written report. A quarterly progress report is required.

**Spring Quarter: 8 credits total**

**MEDEX 538: The Physician Assistant Profession** 4 credits                      Format: Online  
The course on The PA Profession is intended to provide students with an expanded understanding of the PA role and profession. Topics focus on the history of the PA profession, education, economics, legal political and professional aspects of the PA profession, current and future PA roles, and hot topics within the profession. Students will be expected to acquire a broad view of the PA profession. This will assist them in working effectively with other types of providers in interdisciplinary teams and will provide additional background that will be helpful in clinical practice.

**MEDEX 533: Clinical Residency III**                      3 credits      Format: Online / Clinic Site  
See Clinical Residency course description above under MEDEX 531.

**MEDEX 524: Capstone Project IV**                      1 credit                      Format: Online  
See overall Capstone Project description above. During this quarter students will complete project activities and submit the final written report (12–15 page paper with appropriate references) and consult with the advisor on the upcoming poster session or slide set for oral presentation (as appropriate for each project).

**Summer Quarter Two: 5 credits total**

**MEDEX 525: Capstone Project V**                      5 credits                      Format: Online / On-Site  
See overall Capstone Project description above. Students will finalize their oral presentations (with slide sets) or poster sessions as assigned with guidance from their advisors. All students will meet on the Seattle campus for the final week of the quarter for presentation and evaluation activities.



## **ACCESSING EMCHS ONLINE COURSES**

The EMCHS degree utilizes online courses to deliver and create a rich learning environment that is tailored to the unique needs of distance, adult learners. Each member of the MEDEX faculty has created a course that is mindful of the needs of the online audience. The online course system will help students to view and download course lessons, view presentations, upload assignments and collaborate and communicate with fellow students and course faculty through discussion boards, forums and other distance communication tools.

### **Access Online Courses**

After you have been registered each quarter, you will log in to the MEDEX Moodle course web site, and a list of courses for which you are registered will appear. Open the individual course web site to access your course materials.

### **Technology Requirements Required to Access and View Courses**

Students in the EMCHS program should be equipped with the following in order to complete their coursework.

- Computers three years old or less should have sufficient memory, operating system configuration and monitor resolution appropriate for this program.
- A home or work computer with an active internet connection. A high speed internet connection is preferred for best connectivity and for optimal viewing of online course material including recorded presentations and for participating in interactive meetings.
- Firefox web browser (current version). Other browsers such as Chrome or Safari may run all applications, but these browsers will encounter difficulties with some file formats. Firefox is a free download (check back for frequent updates):  
<http://www.mozilla.org/en-US/firefox/fx/>.
- Microsoft Office in a recent version (including Word, Excel, PowerPoint).
- Access to a UW email account.
- Adobe Flash (current version) plug-in, installed on your computer (available at <http://www.adobe.com>).
- Adobe Acrobat Reader (current version, also downloadable from link above).
- Audio speakers with your computer to receive audio from online recorded presentations.

If technological problems arise, contact the MEDEX administrative office for assistance Monday–Friday, 8:00 am through 5:00 pm (Pacific time).

## **GRADUATION REQUIREMENTS**

These requirements apply to all MEDEX EMCHS students. Students must meet UW Graduate School expectations for individual course grades and overall GPA. The Graduate School will perform audits on academic performance and, in collaboration with MEDEX, verify when all requirements for a master's degree have been completed satisfactorily. Students are responsible for submitting their Master's Degree Request (online form) to the Graduate School in the quarter in which they will graduate.

### **Quarterly Evaluation**

Students must earn a grade of at least 2.7 on each individual course and maintain a quarterly and cumulative GPA of at least 3.0. In courses with a credit/no credit grading scheme, students must meet the course requirements as detailed in the syllabus for each course in order to remain in good academic standing.

Students are formally evaluated at the end of each quarter throughout the MEDEX EMCHS program. Students must pass each course in each academic quarter and be officially approved to continue on to the next academic quarter. All course requirements in the final quarter of the program must be completed satisfactorily before a degree is awarded. Failure to pass an academic quarter may result in probationary status or termination from the program. (See the following sections for information on grading and student assessment.) The MEDEX Student Progress Committee may review student files at other times as appropriate.

### **Maintaining Your Status in the Program**

To maintain your graduate status, you must be enrolled on a full-time, part-time or official on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the graduate degree. If you have any questions regarding your status, please contact the MEDEX office. For more information on this policy, see <http://www.grad.washington.edu/policies/memoranda/memo09.shtml>.

## ACADEMIC PERFORMANCE EXPECTATIONS

### Educational Context

MEDEX Northwest's perspective on PA education is both comprehensive and historical. As one of the most senior PA programs, we have a long-term record of providing a clinically relevant curriculum. EMCHS students will build on their clinical expertise with additional skills that will allow them to add investigative, leadership and policy functions to their current clinical roles.

Since you are adult learners, we expect you to be self-motivated. You will get out of this experience what you put into it. If you experience circumstances that interfere with your learning, contact EMCHS program faculty to explore potential plans for resolution.

### Guidelines for Ethical Conduct for the Physician Assistant Profession

The American Academy of Physician Assistants has established guidelines for physician assistant practice. The full document is available from the AAPA web site (<http://www.aapa.org>). The document includes details on PAs and their patients, other providers, the health care system and society as well as individual professionalism. All EMCHS students must be familiar with and adhere to the principles and codes contained in the full document.

### UW Academic Honesty Policy

MEDEX is committed to maintaining the highest standards of academic performance, which includes professional conduct. Behaviors such as cheating, plagiarism or falsified documentation of clinical findings indicate that a person may not be meeting expectations for graduate-level performance. Thus, these non-professional behaviors are considered to be academic performance issues.

Students enrolled in UW courses are expected to observe the code of academic honesty required of University of Washington students. Violation of this code can result in various penalties, including a failing grade in the course and, in some cases, disciplinary action.

Students engaged in written projects must meet standard academic expectations for acknowledging the use of the work of others. EMCHS students may consult the Chicago, MLA, APA or AMA manuals for general stylistic questions, but *must use the AMA format* for all citations and reference lists related to EMCHS work. The following UW library web site provides basic information on required styles.

HealthLinks      <http://libguides.hsl.washington.edu/ama>

Plagiarism is an area that requires additional attention. As described in the University of Washington Graduate School Policy and Style Manual for Theses and Dissertations (rev. 2007), "[p]lagiarism is defined as the use of the words, ideas, diagrams, etc., of publicly available work without appropriately acknowledging the sources of these

materials. This constitutes plagiarism whether it is intentional or unintentional and whether it is the work of another or your own, previously published work.” The manual also notes: “The University of Washington takes plagiarism very seriously. It will not be tolerated.”

Begin each assignment by familiarizing yourself with its specific requirements and setting up a system that will allow you to keep track of all your resources as you investigate and write your paper. Consult with course chairs, advisors and the MEDEX writing specialist (Keren Wick) as appropriate.

### **Grading Policies**

In reporting grades for graduate students, units that offer graduate degrees use the system described below. Grades are entered as numbers, the possible values beginning at 4.0, and decreasing by one-tenth until reaching 1.7. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum overall GPA of 3.00 is required for graduation. Students whose cumulative or quarterly GPA falls below a 3.0 must meet with faculty at MEDEX Northwest (in person, by phone or online) to discuss performance expectations and a timetable for correction of deficiencies (see Student Progress section). Correspondence between number and letter grades is shown to the right.

| <b>MEDEX and Graduate School<br/>Grade Conversion Chart</b> |               |                |
|---|---------------|----------------|
| <b>Numerical</b>  | <b>Letter</b> | <b>Percent</b> |
| 4.0   | A             | 100 – 98       |
| 3.9   | A             | 96 – 97        |
| 3.8   | A-            | 94 – 95        |
| 3.7   | A-            | 92 – 93        |
| 3.6   | A-            | 91             |
| 3.5   | A-            | 89 – 90        |
| 3.4   | B+            | 87 – 88        |
| 3.3   | B+            | 86             |
| 3.2   | B+            | 85             |
| 3.1   | B+            | 84             |
| 3.0   | B             | 83             |
| 2.9   | B             | 82             |
| 2.8   | B-            | 81             |
| 2.7   | B-            | 80             |
| 2.6   | B-            | 79             |
| 2.5   | B-            | 78             |
| 2.4   | C+            | 77             |

### **Credit/no-credit grades**

Some courses in the EMCHS are graded on a credit/no credit (also referred to as pass/fail) basis. For such courses, the instructor submits a grade of CR or NC for each student at the end of the quarter.

For more information about grades of ‘Incomplete’ or other grading policies and requirements for graduation, visit the Graduate School web page describing grading policies: <http://www.grad.washington.edu/policies/general/grading.shtml>

### **Professionalism**

As described in UW School of Medicine policies, tolerance and respect for others are important aspects of professional behavior and competence, and are therefore a part of academic performance. MEDEX, the School of Medicine and the University of

Washington will provide assistance with situations, perceived or real, of inappropriate behavior. Such behaviors may fall into the areas of discrimination or harassment based on race, religion, ethnicity, sex, sexual orientation, age or veteran status. It is important to address these situations, whether intentional or unintentional, as they result in a disruption of the spirit of learning and a breach in integrity and trust among members of the educational environment.

### **UW Rules and Regulations**

Students are expected to follow UW rules and regulations. Please refer to the Student Conduct Code at: <http://www.washington.edu/students/handbook/conduct.html>. UW reserves the right to change the fees, rules and calendars regulating registration and instruction, and to change other regulations affecting the student body. Changes go into effect when proper authorities determine and apply these changes to prospective students and those who are registered in UW courses. The university can withdraw courses at any time.

## **STUDENT PROGRESS EVALUATION**

### **Decision Points**

Students are formally evaluated at specific points throughout the EMCHS program. Students must pass each of these evaluations, or 'decision points', and be officially approved to continue on to the next academic quarter. Failure to pass one of these decision points may result in academic probation or termination from the program. The Student Progress Committee (SPC) may review student files at other times as appropriate. Formal decision points are as follows.

- After each academic quarter: Students must complete all courses in each quarter satisfactorily in order to continue to the next quarter.
- Capstone project progress: Students must meet quarterly progress expectations for the capstone project.
- Clinical residency set-up and completion: Students must file the checklist for clinical residencies by 1<sup>st</sup> August (for autumn quarter), 1<sup>st</sup> December (for winter quarter) and 1<sup>st</sup> February (for spring quarter).
- End of the EMCHS program: Students must complete the required reporting (written paper and either a poster or oral presentation) for the capstone project satisfactorily prior to graduation.
- Per the UW Graduate School, students must earn at least a 2.7 in each course, and must maintain a GPA of at least 3.0 throughout the program.

### **Student Progress Expectations**

EMCHS students are expected to demonstrate an acceptable level of competence in the prescribed curriculum, to demonstrate appropriate professional behavior in all interactions with faculty, staff, fellow-students, clinic personnel and patients, and to uphold standards of personal conduct and integrity both in the academic setting and within the community. Students will be expected to adhere to the Health Information Portability Accountability Act (HIPAA) standards throughout the EMCHS program.

Assessment of student performance encompasses knowledge, attitudes, behaviors and skills. Satisfactory performance in professional behaviors and attitudes must be achieved in order to advance through and complete the program. Students are expected to conduct themselves in a professional manner all settings. Behavior such as disrespect toward classmates, MEDEX faculty and staff, visiting lecturers, and interactions with personnel at clinical residency sites are academic performance issues.

It is a program requirement that students attend and participate in all classes, online assignments and other scheduled functions. Students will notify the MEDEX office of any absence and the reasons for the absence. Chronic unexcused absences or failure to meet deadlines will result in intervention by faculty and may have consequences for a student's continuation in the program.

### **The Student Progress Committee**

The MEDEX Student Progress Committee (SPC) has responsibility for issues related to the progress of students while they are enrolled in the MEDEX EMCHS program.

Students are reviewed each academic quarter by the SPC regarding issues that include but are not limited to decisions on retesting, promotion, remediation, warning status, probation, leaves of absence, extension, dismissal and graduation. A student may be given an official warning, placed on program probation or dismissed for unsatisfactory progress in academic grades and/or professional conduct. Remediation of these deficiencies is required before probationary status can be removed.

The SPC expects students to complete all coursework with passing grades and to meet all graduation requirements. Failure to achieve satisfactory progress may result in a warning, probation or dismissal. The SPC may provide a warning or apply probation in order to advise a student that immediate improvement is needed. Because students must achieve minimum grades specified by the UW Graduate School and must attain a passing grade in all courses before advancing to the next quarter, failure to complete a remediation assignment successfully is grounds for being dismissed from the program. Academic review will include (1) notification of inadequacies where appropriate, (2) careful and deliberate decision-making and (3) an opportunity for the student to meet informally with the Student Progress Committee.

### **Status While on Probation**

Program probation refers to student status within MEDEX Northwest. This information may also be forwarded to the Graduate School if immediate improvement is not demonstrated. If the SPC recommends probation, the student will be notified in writing by the Chair of the SPC or the EMCHS Program Director. This letter will also state the minimum length of the probation and the conditions for removal from probationary status, *i.e.*, a remediation plan. This notification informs the student that he or she must demonstrate improvement if he or she is to remain in the EMCHS program.

We expect that students will maintain an unqualified passing level of performance in subsequent coursework to continue in the program. Students will also be advised of any other criteria for satisfactory performance. If the required level of improvement has not been achieved after one academic quarter on probationary status, final probation may be applied. If the required level of improvement has still not been achieved after one academic quarter on final probation, the SPC may recommend dismissal from the program.

### **Removal from Probation**

Completion of a remediation plan is required for removal from probation. Failure to complete a remediation plan successfully will result in dismissal from the program. Review of probationary status occurs at the end of each quarter (at a minimum). Upon advice from the Student Progress Committee that a remediation plan has been completed successfully, the Chair of the SPC or the EMCHS Program Director will notify the student in writing that he or she has been removed from probation.

### **Guidelines on Academic Appeals**

The review process follows UW and Graduate School guidelines. A preliminary meeting involving the Program Director and/or the Medical Director may be appropriate. Within the academic review process, there are opportunities for a student

to request a meeting with the SPC. A student may wish to do this if he or she believes that all information was not taken into account in the committee's deliberation process or if he or she wishes to request a different course of action than the one the SPC has recommended. For issues related to remediation, probation, extensions or leaves of absence, a student may request a review meeting with the SPC to ask for reconsideration of the committee's recommended remediation plan. The decision of the SPC following such a review meeting is final, and the course of action will then be implemented.

For issues involving a dismissal recommendation, the student is informed by the SPC of the deficiencies on which the dismissal recommendation is based. In most cases, the student has been on probation for at least one quarter, and then on final probation for one quarter. The student will have had previous notification informing him or her of deficiencies and the expected level of performance if that student is to continue in the MEDEX EMCHS program. When a student is informed of a dismissal recommendation, there are two main options.

One option is to withdraw from the program. To do this, the student must submit a formal letter of withdrawal (by mail or email) to the EMCHS Program Director. The student may withdraw at any time prior to a formal notice of dismissal from the Graduate School or Registrar. The student's permanent record will show a withdrawal.

The second option is to participate in a dismissal review meeting with the SPC. This meeting should occur as soon as possible, and the SPC will attempt to schedule it at the earliest time that is available. The format of the dismissal review meeting has three components. During the first segment, the committee members review the student's entire EMCHS record and any additional information requested by SPC members. They will also consider any information the student submits that is related to his or her performance. In addition, the student may request to have other individuals write letters in support of continuation in the program.

The second part of the meeting is the discussion between the SPC and the student. At this time, the student may provide the SPC with a personal perspective on his or her performance, and there is also an opportunity for questions and answers. In addition, the student is encouraged to have a member of the MEDEX faculty present as an advocate. This individual can offer information or participate in the question and answer session as appropriate. The level of the faculty advocate's participation in this meeting should be decided between the student and faculty member. Once all information has been presented and there are no more questions, the student and faculty advocate are asked to leave the meeting room.

During the third segment of the meeting, the SPC meets in executive session (*i.e.*, without the student and advocate present) and makes a decision on the dismissal recommendation. The student is invited to wait in the office area so that he or she can be informed of the decision immediately. The SPC's decision is also sent to the student in writing.



It is important that students understand that the academic review process is different than a courtroom scenario (in which there are multiple levels of appeal). There are three components to the academic review process. These include the student being informed of the academic or professional standard deficiency, the student having an informal (*i.e.*, an attorney is not permitted) meeting with the SPC and there being a careful and deliberate committee decision-making process. Thus, it is important that students understand that the review meeting with the SPC is the only meeting at which they have an opportunity to provide relevant information that they believe the committee needs to consider before making a final decision. When a student is in the dismissal review process, the SPC will determine the appropriateness of his or her continuation in coursework. At this point, the deliberations internal to MEDEX are concluded.

If the SPC sustains the dismissal recommendation, this recommendation is forwarded to the Graduate School. If the Graduate School accepts the recommendation, this is the final action, and the Registrar will remove the student from the program. Students who do not agree with this decision may then opt to appeal through the mechanisms provided by the university and the Graduate School as described in the Academic Grievance Procedure Memorandum:

<http://www.grad.washington.edu/policies/memoranda/memo33.shtml>.

### **Temporary Leave from the EMCHS**

A student may request or be placed on a leave of absence from the EMCHS program for personal, academic, health-related issues, military duty or unusual circumstances. A request for a leave of absence must be made in writing to the EMCHS Program Director, who may consult with the appropriate committee for review. Each leave requested is reviewed individually, and the program reserves the right to determine the conditions for re-entry.

The student is responsible for notifying the UW Graduate School of on-leave status and for maintaining appropriate communication with that office. Policies on maintenance of graduate status and on-leave status are posted on the Graduate School web site: <http://www.grad.washington.edu/policies/general/leave.shtml>.

Requests for reinstatement must be made in writing. Since the EMCHS is a cohort program, students requesting to return from a leave of absence will re-enter at a point in the academic calendar equivalent to their departure. If a leave was taken prior to the end of an academic quarter, the courses in that academic quarter must be retaken in their entirety for credit. Leaves that continue beyond one academic year may result in a requirement for additional repeated coursework.

## ACADEMIC STUDENT SERVICES

### Library Services

As a student in the Extended Master of Clinical Health Services program you have on-campus and off-campus access to the University of Washington library system. Your main point of access will be the Health Sciences Library web site at <http://hsl.uw.edu/>. Another valuable resource is *Summit*, a library catalog that combines information from Pacific Northwest academic libraries into a single unified database.

### Connect to UW-restricted resources from off-campus

Most of the databases, electronic journals and e-books available through the libraries have access restricted to UW faculty, students and staff. If you connect to the internet via a non-UW Internet Service Provider, you will need to use the UW Libraries Proxy server. The easiest way to connect is to go to the main [HealthLinks](#) page, click the button at the top right that says 'off-campus access' and log in with your UW NetID. This system requires that you *always* log in at the beginning of each work session to gain access to restricted resources.

UW libraries also provide interlibrary loan services for items not held in the UW library collections. Procedures and fees are outlined on the library web page. For details about library locations and hours in addition to the resources and services available visit the UW library home page at <http://www.lib.washington.edu/>.

### The Husky Card™

The Husky Card is your University of Washington identification card. All new UW students are issued a card that says 'Husky Card' on the front. Keep your Husky Card with you at all times while on campus. The U-PASS system has partnered with ORCA (One Regional Card for All) to include the region's transit microchip inside the Husky Card. U-PASS membership is universal for Seattle Campus students who pay the Service and Activities Fee (SAF). To finalize activation of the U-PASS for transit use, your Husky Card must be tapped to an ORCA card reader within 60 days of U-PASS issuance. Students who do not finalize activation within 60 days must submit a reactivation request. See the [Husky Card web site](#) for details.

Husky Cards uses include but are not limited to the following.

- Most importantly, this serves as your UW library card.
- Use U-PASS to ride local buses and trains. See below for more information.
- Use other U-PASS benefits, such as discounts at local retailers.
- Set up carpool parking for two or more students. See below for more information.
- Access funds from your Husky Card Account.
- Gain admission to events; purchase discount tickets; access the IMA, galleries and museums.

The UW will generate a Husky Card after you have been registered for your first quarter. To obtain your card, go to the UW student ID Center, located on the ground floor of the Odegaard Undergraduate Library next to the By George Café, between the hours of 8:00 am and 5:00 pm Monday through Friday. You will be required to show legal photo identification to obtain your Husky Card. There is no charge for your first card. (There is a fee to replace lost cards.)

### **Registration**

All EMCHS students will be registered for the appropriate courses by MEDEX administrative staff. Since the EMCHS courses are restricted to students enrolled in the program, registration via the MYUW web site is not available.

### **Disability Support Services and Resources**

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities and employment for individuals with disabilities. To request disability accommodation in the admission and application process, contact the Disability Services Office (DSO) at 206-543-6450 (voice) 206-543-6452 (TTY), (fax) 206-685-7264 or [dso@u.washington.edu](mailto:dso@u.washington.edu). Information about DSO can be found at <http://www.washington.edu/admin/dso/index.html>. Enrolled students may visit the UW Disability Resources for Students web site at: <http://depts.washington.edu/uwdrs/>.

### **UW Student Counseling Center**

The UW Student Counseling Center (in Schmitz Hall) offers academic, career and personal counseling services detailed at <http://www.washington.edu/counseling/>. If you are experiencing a crisis and need immediate assistance, please call the Crisis Clinic at 206-461-3222.

### **Graduate School**

The UW Graduate School website (<http://www.grad.washington.edu/index.shtml>) lists extensive resources for graduate students including enrollment statistics, links to the disability services office, financial information, student life and career resources. Most Graduate School offices are located in the Communications building.

### **Graduate & Professional Student Senate (GPSS)**

The University of Washington offers many opportunities for students to gain experience in campus governance. Graduate students may serve as graduate representatives on campus committees or participate in GPSS governance. For information visit <http://depts.washington.edu/gpss>.

### **GO-MAP**

The Graduate School is also the home to Graduate Opportunities and Minority Achievement Program (GO-MAP): <http://www.grad.washington.edu/gomap/>. GO-MAP is one of several resources on campus for graduate students of color and

traditionally underrepresented groups that address issues of diversity including academic, campus, outreach, recruitment, and community information.

### **Office of the Vice President for Student Life**

The Office of the Vice President for Student Life is the main conduit for all general student services at the University of Washington students: <http://studentlife.washington.edu/>

### **Office of Minority Affairs and Diversity**

The Office of Minority Affairs and Diversity (OMA&D) (<http://www.washington.edu/omad/>) supports the core mission of diversity at the UW by providing outreach and academic support services to students of all backgrounds. As the academic arm of OMA&D, the Instructional Center provides academic assistance to help students to excel at the University of Washington.

### **The UW Veterans Center**

The Veterans Center provides both direct services and referrals to help veterans connect with their university community and identify needed resources as they participate in their educational programs: <http://depts.washington.edu/osfaweb/veterans/>.

### **The Women's Center**

The Women's Center (<http://depts.washington.edu/womenctr/>) encourages positive change in public policy by providing educational programs, advising, counseling, and life skills training. The center welcomes both men and women and is located in Cunningham hall.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your education records. You will complete a FERPA form that describes how much personal information may be released for specific purposes at the beginning of the EMCHS program. You may also review and adjust details on your form subsequently.

## **REGISTRATION, FEES, FINANCIAL AID AND WITHDRAWAL**

Registration for courses in the Extended Master of Clinical Health Services program is managed through the MEDEX administrative office, not through the main registration system of the UW (MyUW). If you have any additional questions about EMCHS registration, please contact MEDEX. Prior to each quarter, you will receive a notice that tuition is due. If you have financial aid, MEDEX staff will apply this as appropriate.

### **Tuition and Fees**

#### **Program Tuition**

Tuition is averaged across the five quarters of the program to facilitate budget planning for students. This means that although you will have different credit loads in different quarters, the amount of tuition due will be the same each quarter.

#### **Technology Fee**

The technology fee supports the improvement and maintenance of technology used by the students at the University of Washington campuses. The Student Technology Fee Committee determines the expenditure of this fee. Students of the UW lead the committee, which allocates money for technology resources for general student use. This fee is paid during autumn, winter, and spring quarters.

#### **Services & Activities Fee**

This fee supports student activities and programs such as the student union and graduate student society activities, student publications, the Student Loan Fund, Hall Health Primary Care Center, recreational sports programs, childcare, student legal services, the Ethnic Cultural Center and other student resources. This fee is paid each quarter by all students regardless of geographic location.

### **Financial Aid**

Student loans and post-9/11 funding for veterans are available to help with tuition and fees. For further information on financial aid, visit the following web sites.

UW Office of Student Financial Aid <http://www.washington.edu/students/osfa/>

US Department of Education Federal Student Aid <http://www.fafsa.ed.gov/>

Veteran's benefits <https://depts.washington.edu/osfaweb/veterans/benefits/>

### **Quarterly Registration Confirmation and Validation**

Each quarter, once you have enrolled, you will receive a quarterly Registration Confirmation and Enrollment Validation mailing from the UW Office of Student Financial Aid (<http://www.washington.edu/students/osfa/>).

### **Withdrawal and Refund Policies**

If you are registered for courses and find that you are unable to attend the university, it is your responsibility to request that you be withdrawn from those courses. MEDEX administrative staff will withdraw you from coursework upon receipt of a written

request (mail or email). Please pay special attention to deadlines detailed on the UW Academic Calendar for refunds or tuition forfeiture.

To request to have your registration withdrawn from EMCHS courses, you may:

- request the change in person at MEDEX,
- submit a request in writing (with a signature) to the MEDEX office,
- fax your request (with a signature) to 206-616-3889, or
- send an email request to [exmedex@u.washington.edu](mailto:exmedex@u.washington.edu).

Detailed information on dates and fees related to withdrawal from courses is available on the UW web site: <http://www.washington.edu/students/reg/calendar.html>.

If you received financial aid to pay tuition, see the UW Financial Aid Office web site: <http://www.washington.edu/students/osfa/graduate/withdrawal.refund.repayment.html>.

Information regarding the UW Graduate School's on-leave policy (if applicable) <http://www.grad.washington.edu/policies/memoranda/memo09.shtml>.

## HEALTH AND SAFETY SERVICES

### **Health Insurance & Benefits**

MEDEX Northwest urges all students to have their own health insurance coverage, through either the university's insurance plan for students or another policy. The UW offers student accident and sickness insurance for health and dental needs. The UW coverage offers a statewide network for those living in Washington. For information, visit <http://www.washington.edu/ship/>.

### **Student Liability Coverage**

Students are responsible for logistical arrangements for all of their clinical residency experiences. In many cases, residencies will occur at the current place of employment, and all credentialing and insurance requirements will already be met. However, if a student opts to arrange one or more residencies external to the place of employment, several requirements must be satisfied prior to beginning academic work.

Credentialing, background checks and immunizations that may be required by the residency site must be completed by the student. Students participating in residencies external to their current place of employment must also have adequate liability coverage during those residency experiences. If this coverage is not available through the residency site, information on AAPA-endorsed coverage is available at <http://www.pavalue.com/>. For non-employer-based residencies, students must provide documentation to MEDEX that all residency site requirements—including liability coverage—have been met prior to beginning the residency.

### **Immunizations**

All students in the EMCHS should have current immunizations that meet the recommendations on [Immunization Practices of the Centers for Disease Control and Prevention](#)—including annual PPD testing. All UW students must have at least the standard measles vaccination upon enrollment. EMCHS students may need to provide proof of CDC-recommended immunization compliance to residency sites prior to beginning a residency quarter external to the usual employment setting. The [Hall Health](#) facility provides immunization services to Health Sciences students.

### **Criminal Background Check**

Many potential residency sites will require a criminal background check in order to comply with state or local regulations protecting vulnerable populations. Be prepared to provide a copy of your background check verification if you have one. If you do not have this documentation, you may contact the vendor used by the UW, Verified Credentials at: <http://www.verifiedcredentials.com>. There is a fee for this service.

### **Drop-in Health Centers**

The University of Washington offers several drop-in health centers that are open to all UW students, faculty, and staff. [Hall Health](#) offers primary care services for upper



campus including immunization shots (needed for admission), family and mental health, and a sports medicine clinic.

### **UW Student Counseling Center**

Please refer to the Academic Student Services section above.

### **Night Ride**

For those who live within a mile of campus, the UW transportation office provides Night Ride after 8pm:

<http://www.washington.edu/facilities/transportation/uwshuttles/NightRide>.

### **UW Police**

If you need the assistance of UW Campus Police for non-emergency matters, please contact them at 206-685-8973. If you have access to a campus phone and have an emergency, please call 9-911. For more about the UW campus police visit their web site:

<http://www.washington.edu/admin/police/about/>.



## COMPUTING SERVICES

The UW computing office, or IT Connect, provides general support to the university community. Guidelines for using UW computing resources appropriately are found at: <http://www.washington.edu/itconnect/security/security-and-privacy-policies/>. Questions and troubleshooting specific to EMCHS courses should be directed to the MEDEX office.

### **UW NetID**

If you are or have been a University of Washington student in the past, and have already received a UW NetID, you will continue to use the ID you were issued originally. If you are new to the University of Washington, you will receive your UW Student ID number upon initial registration in the EMCHS. Your Student ID number is necessary to register for courses and to access other resources available to UW students. Students new to the University of Washington will also obtain a Student ID Card, known as the Husky Card.

You will need a UW NetID to access online resources and materials restricted to members of the UW community. It provides you with a university email address as well as access to library resources. You will use your UW Student ID to set up your UW NetID: <http://www.washington.edu/itconnect/security/uw-netids/about-uw-netids/>. Your UW NetID allows you to access your MyUW page, from which you may check your personal UW information such as student grades. You will also be able to access other computer services (lab access, research computing, web publishing). Your UW NetID remains the same throughout your life, no matter what associations (student, faculty, staff, alumni or other affiliation) you have with the UW.

### **UW Internet Software Tools**

Software is available to current UW students that provides all the virus protection, email, terminal session, web browser, and file transfer software you need to connect securely and use UW computing and networking services: <https://www.washington.edu/itconnect/security/>.

### **Catalyst Web Tools**

The office of Learning and Scholarly Technologies provides a variety of tools and resources to help faculty, students, and staff achieve their personal teaching, learning, research and work goals through effective networked information technologies. The Catalyst Toolkit offers a simple step-by-step interfaces to create your own web site, create online surveys and more: <http://www.washington.edu/itconnect/learn/tools/catalyst-web-tools/>.

### **MyUW**

[MyUW](#) is your personal portal to University of Washington information. You can personalize MyUW to fit your needs by including or excluding the services that are listed, adding bookmarks to your favorite links, and choosing the background and accent colors you prefer.

The University of Washington electronic infrastructure allows students with a UW NetID to access a great deal of information and a variety of resources via the MyUW icon on the UW home page. Students in the Extended Master of Clinical Health Services program may use MyUW for some of these same resources, but not for all of them. The following table summarizes some of the common reasons why EMCHS students, especially those already familiar with the system, might go to MyUW to find information. The columns to the right indicate which functions are available for EMCHS students. For items listed in the 'no' column, please contact MEDEX.

| For EMCHS students, will MyUW allow me to...                                | NO | YES |
|---|----|-----|
| • register for courses  | ✓  |     |
| • see my tuition bill   |    | ✓   |
| • pay my tuition bill   |    | ✓   |
| • find out what my financial aid status is (e.g., account balance)          |    | ✓   |
| • find out what courses I'm registered for                                  |    | ✓   |
| • withdraw from a course  | ✓  |     |
| • find out what my grades are   |    | ✓   |
| • change my address*  |    | ✓   |
| • obtain an unofficial transcript or order an official transcript           |    | ✓   |
| • find out what courses are being offered in my program now or next quarter | ✓  |     |
| • access UW library resources   |    | ✓   |
| • see the names of the books being used in my courses                       | ✓  |     |
| • find out about course meetings/activities now or next quarter             | ✓  |     |
| • access my UW email account  |    | ✓   |

\* You must notify *both* the university *and* MEDEX separately of any changes to your contact information (phone, address, email).

## **PARKING, LOCAL TRANSPORTATION AND RECREATION FACILITIES**

### **Campus Parking**

Parking is often a challenge around the UW campus. There is a daily fee for UW parking. Most street parking is metered with a two-hour maximum. Some private parking lots charge market rates. Individual and carpool parking options are also available. Visit the UW Commuter Services web site to learn about parking and other transportation options:

<http://www.washington.edu/facilities/transportation/commuterservices/>.

### **Local Transportation**

Your U-PASS provides full-fare coverage for Metro Transit, Community Transit, the Sounder commuter train service and discounted carpool parking. The U-PASS system has partnered with ORCA (One Regional Card for All) to include the region's transit microchip inside the Husky Card. U-PASS membership is universal for Seattle Campus students who pay the Service and Activities Fee (SAF). To finalize activation of the U-PASS for transit use, your Husky Card must be tapped to an ORCA card reader within 60 days of U-PASS issuance. Students who do not finalize activation within 60 days must submit a reactivation request. Please refer to commuter services for further information about using the U-PASS.

|   |   |
|---|---|
| King County Metro                       | <a href="http://metro.kingcounty.gov/">http://metro.kingcounty.gov/</a>                                       |
| Sound Transit, including Sounder Trains | <a href="http://www.soundtransit.org/">http://www.soundtransit.org/</a>                                       |
| Snohomish County Community Transit      | <a href="http://www.commtrans.org/">http://www.commtrans.org/</a>   |
| Everett Transit                         | <a href="http://www.ci.everett.wa.us/default.aspx?ID=290">http://www.ci.everett.wa.us/default.aspx?ID=290</a> |
| Kitsap Transit                          | <a href="http://www.kitsaptransit.com/">http://www.kitsaptransit.com/</a>                                     |
| Pierce Transit                          | <a href="http://www.piercetransit.org/">http://www.piercetransit.org/</a>                                     |
| Washington State Ferries                | <a href="http://www.wsdot.wa.gov/ferries/">http://www.wsdot.wa.gov/ferries/</a>                               |

### **Campus Maps**

For those new to the UW campus, maps showing campus buildings, parking lots and the surrounding streets are located at <http://www.washington.edu/maps/>.

### **Intramural Activities (IMA)**

The IMA, located north of Husky Stadium and south of parking lot E1, is the hub of the UW recreational sports programs. The IMA building houses workout equipment in several rooms, an indoor track, a full-size swimming pool for laps and several fitness programs. UW students may use the IMA upon presentation of their current quarter Husky Card. Just south of the UW football stadium, the Waterfront Activities Center provides canoe and rowboat rentals (with a student discount). The Golf Range has 43 tees (20 covered) and offers classes monthly. For more details about recreation facilities and programs, visit <http://www.washington.edu/ima/>.

## EMCHS FACULTY AND STAFF CONTACT LIST

### MEDEX Administrative Office

tel (206) 616-4001  
fax (206) 616-3889

| <b>Name</b>                     | <b>Title and EMCHS Role</b>   | <b>Contact</b>                              |
|---------------------------------|---|---|
| Ruth Ballweg, MPA, PA-C         | Professor, Course Chair   | rballweg@u.washington.edu<br>(206) 616-4001 |
| Freddy Chen, MD, MPH            | Family Medicine Faculty, Capstone Supervisor, Course Co-Chair   | fchen@u.washington.edu                      |
| Allan Ellsworth, PharmD, PA-C   | MEDEX Faculty, Capstone Supervisor  | ale@fammed.washington.edu<br>(206) 616-4001 |
| Timothy C. Evans, MD, PhD, FACP | Assoc. Professor, Senior Medical Director, Course Chair   | tevans@u.washington.edu<br>(206) 616-3665   |
| Michael Franson                 | Student Services Manager  | mfranson@u.washington.edu<br>(206) 616-7697 |
| Gino Gianola, MA, PA            | MEDEX Faculty, Capstone Supervisor  | ggianola@u.washington.edu<br>(206) 616-7137 |
| Chris Knight, MD                | Dept. of Medicine Assoc. Professor, Course Co-Chair   | cknight@u.washington.edu<br>(206) 598-4939  |
| David Kuhns, MPH, PA-C          | International PA Program Advisor, Course Co-Chair   | TBA   |
| Eric Larson, PhD                | Research Assoc. Professor, Course Co-Chair, Technology Director, Capstone Supervisor                          | ehlarson@u.washington.edu<br>(206) 616-9601 |
| Audrey LaRue                    | EMCHS Program Coordinator   | audreyla@u.washington.edu<br>(206) 221-3265 |
| S. Reba McIntyre, MSW, MPA, PhD | Course Co-Chair, Capstone Supervisor  | srmcintyre@comcast.net                      |
| Steven Meltzer, PA-C            | Course Co-Chair, Capstone Supervisor  | meltzer@u.washington.edu                    |
| Alicia Quella, PhD, PA-C        | Course Chair and Co-Chair, Capstone Supervisor  | aquilla@u.washington.edu<br>(509) 835-3931  |
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| Terry Scott, MPA, PA-C          | MEDEX Program Director (Entry-Level PA Program), Course Co-Chair  | tscott@u.washington.edu<br>(206) 616-8481   |
| Malinda Siegel, PA-C, JD        | MEDEX Faculty, Capstone Supervisor  | mss25@u.washington.edu<br>(206) 616-4001    |
| William Tozier, PhD, MPH, PA-C  | Course Co-Chair, Capstone Supervisor  | toziew@u.washington.edu<br>(206) 616-4001   |
| Keren H. Wick, PhD              | Assist. Professor, Director of Research and Graduate Programs, EMCHS Program Co-Director, Capstone Supervisor | khw@u.washington.edu<br>(206) 616-8649      |