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RFUMS reserves the right to amend these policies as needed. All policies are subject to change at any time with appropriate notification to the student population of RFUMS.
Policies and Guidelines
RFUMS STATEMENT ON ACADEMIC INTEGRITY

Rosalind Franklin University is a community of individual students, faculty, administrators, clinicians and staff who form a professional graduate health sciences university. As a community, we have common core professional values including accountability, altruism, excellence, integrity, duty and respect for others. Members of our community are expected to uphold these core values in all of their activities on and off campus. Central to these core values is the idea of academic integrity.

Academic integrity forms the cornerstone for building a professional academic community, where individuals come to teach, learn and discover new knowledge. Academic integrity encompasses ethical standards, profession specific standards, and shared Rosalind Franklin University standards.

These standards apply to all members of our community and support the interprofessional nature of our university, where students from various professions come together to learn collaboratively with, from, and about each other. These interprofessional collaborative experiences require common standards of academic integrity to ensure that all participants are held to the same standards of academic conduct.

Academic dishonesty violates the University’s standards. As an academic community, we will not tolerate any form of academic dishonesty. It is incumbent upon every member of the community to uphold the highest levels of academic integrity.

Because the University prepares students to become healthcare professionals, integrity is particularly important. Academic dishonesty not only violates community standards and corrupts the learning process, but also potentially endangers the very lives of future patients.


Academic Integrity Violations

Academic dishonesty includes but is not necessarily limited to: cheating, fabrication, plagiarism, redundant submissions, facilitating violations of academic integrity, unauthorized possession or disposition of academic materials, and unauthorized examination behavior. These violations are defined below, although they are not all inclusive of conduct that could be considered a violation of academic integrity:

Cheating – Cheating generally occurs on examinations and includes the use of ‘crib notes’ sharing answers, or copying another’s answers.

Fabrication – Falsifying data or creating data where data does not exist.

Plagiarism – Taking credit for another person’s work or ideas without proper citation, as generally accepted in academia.

Redundant Submissions – Using the same work more than once to receive credit in multiple courses.

Facilitating Violations of Academic Integrity – Unauthorized collaboration, or attempting to influence or change an academic/clinical evaluation for reasons other than merit.

Unauthorized Possession or Disposition of Academic Materials – Receiving an advanced unauthorized copy of an examination to obtain unfair advantage; stealing, removing, hiding or damaging another person’s study materials or the product of his or her work.

Unauthorized Examination Behavior – Conversing with another person during an examination, passing or receiving material to/from another person or temporarily leaving an examination site to visit an unauthorized site, or viewing materials in a location (e.g., a washroom) where one cannot be observed.
Alleged Violations of Academic Integrity
It is the responsibility of an individual profession to regulate those who enter that profession. This idea is central to the very definition of a profession and bestows power and authority on the faculty at Rosalind Franklin University. As such, violations of academic integrity will first be viewed as professional violations, and secondly as violations of the community standards. It is the faculty of the professional schools who retain the right and privilege to adjudicate violations of academic integrity.

STUDENT CONDUCT VIOLATIONS
Students assume an obligation to conduct themselves in a manner compatible with the University’s function as an educational institution and suitable to members of the University community. There is no timeframe which governs the University’s ability to act to exclude a student or impose disciplinary sanctions on a student for violations of the Standards of the Student Conduct Policy. View the full policy and definitions in the University’s Student Handbook: https://s3.amazonaws.com/rfums-bigtree/files/resources/student-policies-handbook.pdf.

Types of Student Conduct Violations
- Withholding information or giving false information
- Disruption of University Activities
- Failure to comply with requests from University officials
- Violation of rules, policies, or procedures
- Misuse or unauthorized use of University or affiliate facilities, properties, and grounds
- Misuse or unauthorized use of University documents
- Misuse or unauthorized use of University or affiliate resources and information
- Offenses involving substances, products, and drugs
- Offenses involving weapons
- Violation of the rights of others
- Violation of regulations for student organizations
- Actions that adversely affect the University’s community interest
- Violation of local, state, or federal law
- Violation of professional standards

Unethical Academic Conduct
Every student is expected to abide by the Honors Constitution that is provided in the University Policies. Unethical conduct is defined as receiving credit for any work that is not one’s own. Such conduct is wholly unacceptable and is grounds for immediate dismissal from the Pathologists’ Assistant Program. Additional unethical academic conduct will include, but may not be limited to cheating on exams and sharing exam content with a student who has not taken the exam.

Any student or faculty member who observes unethical conduct is obligated to document, in writing, said conduct and report it to the Program Director of the Pathologists’ Assistant Program. Any student accused of unethical conduct may appeal a dismissal to the College of Health Professions Professional Affairs Committee (PAC), in accordance to the policies set forth in the College of Health Professions Student Handbook: https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/Schools/CHP/Documents/CHP%20Student%20Handbook-2017-18%20Final%205.18.17.pdf.

Unethical Nonacademic Conduct
Unprofessional behavior outside the classroom that is considered to be unethical may be grounds for students’ dismissal. Some examples of unethical nonacademic conduct include, but are not limited to stealing, forgery, inappropriate behavior, and abusive language to classmates, faculty or staff.
PROFESSIONALISM
The Pathologists’ Assistant Program believes that professionalism is an important quality of a pathologists’ assistant student and future member of the healthcare team. Professionalism includes, but is not limited to, the following areas, honesty, in-class behavior and preparedness, respectful and appropriate interaction with faculty, staff and fellow students, ability to work effectively as a team member, overall attitude and communication skills.

SOCIAL NETWORKING POLICY
If you choose to participate in social networking sites for personal purposes, you should observe the following rules:

1. Use of the University logo or trademarks is prohibited;
2. Do not reference the clients, customers, or partners of the University;
3. If you have identified your relationship with Rosalind Franklin University of Medicine and Science in any social network setting, you must make it clear that any views expressed by you are not the views of the University.

To the fullest extent authorized by law, the University prohibits the posting of comments or materials (including photographs, videos or audio) that are obscene, defamatory, libelous, threatening, abusive or that violates HIPAA or our policy against sexual or other unlawful harassment. This includes, but is not limited to, prohibited material (as described above) regarding the University, our administrative staff, faculty, students and the families of students. Such actions are prohibited.

Also, participation in social networking activities that can be characterized as non-work related carried out during a time that you are scheduled to be working can certainly interfere with your work duties and/or responsibilities and can be cause for appropriate disciplinary action. Personal use of social networks, like personal use of other communication methods, should not interfere with the efficient use of or waste University time and resources.

STUDENT HEALTH, IMMUNIZATIONS & BACKGROUND CHECKS
It is the policy of Rosalind Franklin University to require that every student entering the university show proof of immunity through blood titers and immunization records in order to ensure that the spread of communicable diseases is minimized. Each student must also complete a health history and physical form documenting their health status. This policy complies with the recommendations from the State of Illinois.

In order to be eligible to participate in any program in the Health System and clinical affiliate sites, each student must provide evidence that he/she has met the immunization requirements as outlined on the Student Immunization Form. In accordance with the university requirements set forth by the Division of Student Affairs and Inclusion, each student will create a personal profile through CastleBranch, (https://www.castlebranch.com), using a program specific code provided by the Office of Admissions and Enrollment of the university. The two required forms can be downloaded from the profile, completed and uploaded to their personal profile. Each antibody titer report is also uploaded to the student’s personal profile. Please refer to CastleBranch for programmatic immunization requirements.
In order to comply with the requirements of some clinical sites, students may be required to submit to criminal, sexual offender and other background checks. Some sites may require drug screen testing or other conditions. The program will inform students of the necessary procedures to meet any such requirements. In order to remain a student in good standing in the program, students must meet the technical standards, found on the department website. Students requesting reasonable accommodations based on a disability should refer to the Academic Accommodation section of this handbook.

COMMUNICABLE DISEASE GUIDELINES
Any student experiencing a life-threatening medical emergency should call 9-1-1 immediately. Students who are ill, and likely infectious (see reference from CDC below), should tend to their own health and not jeopardize the health of their classmates by attending school activities while ill (i.e. having a fever over 37.8°C/100°F). Further, while convalescing, good hygiene practices should be followed, such as frequent hand washing, covering sneezes, etc. Absences in excess of two (2) consecutive days will require a doctor’s note to be presented to faculty and the department’s Administrative Coordinator.

In accord with recommendations from the Center for Disease Control and Prevention, all students with influenza-like illness must remain at home “until at least 24-hours after they are free of fever (100°F [37.8°C]), or signs of a fever without the use of fever-reducing medications. Many people with influenza illness will continue shedding influenza virus 24-hours after their fevers go away, but at lower levels than during their fever. Shedding of influenza virus, as detected by RT-PCR, can be detected for 10-days or more in some cases. Therefore, when people who have had influenza-like illness return to work, school, or other community settings they should continue to practice good respiratory etiquette and hand hygiene and avoid close contact with people they know to be at increased risk of influenza-related complications.” Reference: http://www.cdc.gov/H1n1flu/guidance/exclusion.htm

EXAM POLICY
Unexcused tardiness to a quiz or exam, defined as arriving more than 5 minutes late, will result in the student not being permitted entrance to the exam, and a subsequent grade of "zero". Further, if any student taking the exam has left the room (e.g. to visit the restroom) after seeing the exam, students will not be permitted entry to the exam, resulting in a grade of "zero".

In the event that you are absent for a quiz/exam, as a result of an illness, a letter from a healthcare provider may be requested before a makeup attempt will be scheduled. Extenuating circumstances resulting in a student’s tardiness or absence from an exam may require documentation, and these events will be handled on a case-by-case basis. If a student has advanced knowledge that he/she may be absent/tardy from a scheduled exam, the student must request excusal from the course director as soon as possible to obtain permission to reschedule the exam.

EXTERNAL CERTIFYING EXAMINATION POLICY STATEMENT
The issuing of the Master of Science degree in Pathologists’ Assistant studies from Rosalind Franklin University of Medicine and Science is not contingent upon students passing any type of external certification or licensure examination, including but not limited to the ASCP Pathologists’ Assistant Certification Examination.
LEAVE OF ABSENCE
Students are expected to maintain continuity in meeting the performance expectations throughout their medical career. When, for any reason, a student will not be able to participate fully in student activities for three weeks or longer, the student must request a Leave of Absence. Forms are available from the Office of the Registrar and the student must comply with the university Leave of Absence and Withdrawal Policy. Petitions for Leave of Absence for health related reasons involving students and/or their immediate family must be submitted in writing together with a letter from a physician or clinical psychologist, which stipulates a medical condition of such nature exists that a leave of absence is recommended. Leaves of absence lasting in excess of 12 months or more, are subject to approval from the Program Director and are not guaranteed. For University guidelines, visit the Registrar’s InSite page: https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SEM/Registrar/Pages/Registrar.aspx.

RETURN FROM LEAVE OF ABSENCE
Leaves of absence lasting longer than 4 months will require notice to the academic department at least three (3) months in advance of the anticipated return date. The student must submit a completed Application for Return from Leave of Absence petition from the Office of the Registrar. As a means to re-integrate themselves within the program, any students returning from an extended leave of absence will be required to review the Student Handbook and Student Clerkship Manual for the current academic year. Subsequently, the student shall sign the Student Handbook, and if applicable, Student Clerkship Manual Agreement and will agree to be bound by the terms, conditions, policies and guidelines therein. Any student requesting a Leave of Absence during the clinical year is not guaranteed re-assignment to their previous clinical placement upon their return. For University guidelines, visit the Registrar’s InSite page: https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SEM/Registrar/Pages/Return_Leave_of_Absence.aspx.

ADVISING POLICY
The program assigns faculty advisors for each student at the beginning of the summer quarter. Advisors are established as a means to enrich the students’ education and success in the program and are maintained for the entirety of their enrollment. The program may change assignments at their discretion.

EMPLOYMENT POLICY
The program strongly recommends not engaging in any work outside of school during the summer quarter, and advises students to proceed with extreme caution when seeking employment during the subsequent quarters.

Any work done outside of the program is noncompulsory and should not interfere with the students’ progress within the program. If there is a perception that work being done outside of the program is interfering with a students’ studies, the Program Director may recommend and counsel the student to cease any outside work commitments.

A policy for second year service work also exists, and may be found in the Student Clerkship Manual, which is distributed and discussed prior to embarking to clerkship.
Program Information
MISSION, VISION, AND PHILOSOPHY STATEMENT

Mission
The mission of the Pathologists’ Assistant Department is to prepare and develop individuals for the professional practice of surgical and autopsy pathology in a continually evolving health care environment.

Vision
The Pathologists’ Assistant Department will be recognized as the leader in providing graduate-level training in Pathologists’ Assistant studies through its outstanding graduates, curricular innovation, scholarly activity, community service, and the leadership it provides to the pathologists’ assistant community worldwide.

Philosophy Statement
The Pathologists’ Assistant Department assures a level of professional training, both academic and clinical, that prepares its graduates to serve as stewards of the profession and empowers them to set forth and provide exceptional care and leadership for the profession as well as educate future generations of health care providers in the art and science of practicing anatomic pathology. The Pathologists’ Assistant Department asserts that there is an inherent dignity in surgical specimens that represent a unique human being and that the utmost care and skill will be provided in transmitting the information contained within to pathologists, surgeons, and other members of the health care team. As such, the same professional care will be delivered to our patients in the autopsy service who have come to teach the living from their individual lives and deaths.

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STANDARDS FOR PROMOTION
The Pathologists’ Assistant Department utilizes the grading system as established by University in their Academic Catalog. Students are required to earn a minimum grade of a “C” or “P” in all courses of the curriculum, including both the didactic and clinical year. A student failing to meet these minimal standards may become subject to dismissal in accordance with University policy. Continuance into the clinical year and assignment to a clinical site is guaranteed to students who have fulfilled all requisite criteria to complete the didactic year.

If a student is removed from a clinical site during their clinical experience for any reason, the student will receive a grade of a “F” for that quarter which will result in a subject to dismissal hearing.

COMPLETION OF DEGREE
Students enrolled in the Pathologists’ Assistant program usually complete all graduation requirements, including coursework and clinical rotations, in no more than two (2) calendar years. Rare exceptions exist, and these will be evaluated on a case-by-case basis by the Program Director.

STUDENT LEARNING OUTCOMES
Upon completion of the 22-month Master’s Degree Program for Pathologists’ Assistants, the graduates will:

1. Recognize and respect the diversity of patients and fellow health care providers as well as acknowledge one’s responsibilities to patients’ families and the community at large.

2. Effectively communicate and collaborate with other health care professionals in interprofessional teams.

3. Engage in evidence-based practice within the anatomic pathology laboratory while making a conscious, continued effort to improve performance.

4. Synthesize clinical information from various sources to present comprehensive clinical pathologic correlations.

5. Communicate complex anatomic pathology information effectively in written, verbal, and photographic forms.

6. Discern normal structure and function of organs, tissues, and cells from pathologic changes as demonstrated by selecting appropriate techniques for collecting, handling, submitting, and processing specimens.

7. Embrace and actively participate in a systems-based approach to reducing error, ensuring safety, and improving quality of care.

8. Understand the value of information technology and promote its utilization in professional practice.

9. Provide leadership in the laboratory through an understanding of management techniques and the operations and services provided in the anatomic pathology laboratory to facilitate efficiency and productivity.

10. Conduct the practice of a Pathologists’ Assistant in a professional manner, and by doing so, act as a steward of the profession for students, colleagues, and the public through education and research into the art and science of the practice of anatomic pathology.
## CURRICULUM

### YEAR 1

#### SUMMER QUARTER

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>HAPA 560</td>
<td>Clinical Correlations I</td>
<td>3</td>
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<tr>
<td>HAPA 560a</td>
<td>Clinical Correlations I, Lab</td>
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<td>Seminar I</td>
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#### FALL QUARTER

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<tr>
<td>PBBS 503a</td>
<td>Structure and Function</td>
<td>7</td>
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<tr>
<td>HAPA 561</td>
<td>Clinical Correlations II</td>
<td>3</td>
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<td>Clinical Correlations II, Lab</td>
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<td>HAPA 551</td>
<td>Seminar II</td>
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<td>HIPS 515a</td>
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#### WINTER QUARTER

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<td>Structure and Function</td>
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<td>HAPA 562</td>
<td>Clinical Correlations III</td>
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#### SPRING QUARTER

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<td>HAPA 563</td>
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<td>HAPA 553</td>
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<td>HAPA 540</td>
<td>Autopsy Pathology</td>
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<td>HIPS 551</td>
<td>Leadership in the Healthcare Environment</td>
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### YEAR 2

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<td>Anatomic Pathology Clerkship II, Fall Quarter</td>
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<td>HAPA 632</td>
<td>Anatomic Pathology Clerkship III, Winter Quarter</td>
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<td>HAPA 633</td>
<td>Anatomic Pathology Clerkship IV, Spring Quarter</td>
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COURSE DESCRIPTIONS

Year 1

Summer Quarter
MCBA 501 Clinical Anatomy (10 QH)
Both gross anatomy and developmental anatomy are studied in this course. Laboratory time is devoted exclusively to the regional dissection of human cadavers. Supplementary offerings within the course include films, prospected cadavers and bone sets for individual study.

HAPA 560 Clinical Correlations I, Lecture (3 QH)
This is a full-year sequence designed to provide a bridge between the didactic coursework of the first-year curriculum and its application to the practice of surgical and autopsy pathology by Pathologists’ Assistants in the clinical setting. This course is taken in conjunction with the corresponding Clinical Correlations Laboratory sequence.

HAPA 560A Clinical Correlations I Lab, Laboratory (2 QH)
This is a full-year laboratory sequence designed to provide practical, hands-on experience to complement the didactic portion of the corresponding Clinical Correlations lecture sequence. This segment of the course provides an introduction to laboratory safety, ergonomics, specimen photography, radiology, tissue processing, embedding, cutting, staining, frozen sections and grossing.

HAPA 535 Medical Terminology, Lecture (1 QH)
This course instructs the student in an advanced level of medical terminology pertinent to the practice of Pathologists’ Assistants.

HAPA 550 Seminar I, Lecture/Discussion (2 QH)
This is a four-course sequence designed to address special topics pertinent to Pathologists’ Assistant students in the didactic year. The content includes topics such as history of the profession, professional development, pathology in literature, etc. In each course, students will examine current and emerging information relevant to the topic addressed as a means to help students develop an understanding of the commitment to continuous learning that is required of Pathologists’ Assistants.

Fall Quarter
MPAT 600A General and Systemic Pathology (6 QH)
This course covers the biologic bases and mechanisms of disease, including inflammation and repair, and cell injury by infectious, immunologic, vascular, genetic, physical, chemical and neoplastic mechanisms, followed by a beginning survey of disease with emphasis on clinical pathologic correlations.

PBBS 503A Structure and Function (7 QH)
This 11 credit-hour lecture and laboratory course presents the principles of medical histology and physiology. Normal organ systems will be examined at the ultrastructural, microscopic and whole-organ levels. The course is an important prerequisite for Pathology, Pharmacology and Medicine.

HAPA 561 Clinical Correlations II, Lecture (3 QH)
This is a full-year sequence designed to provide a bridge between the didactic coursework of the first-year curriculum and its application to the practice of surgical and autopsy pathology by Pathologists’ Assistants in the clinical setting. This course is taken in conjunction with the corresponding Clinical
Correlations Laboratory sequence and provides an introduction to clinical medicine, microbiology, pharmacology, oncology and various aspects of general and systemic pathology, running parallel to MPAT 600A.

HAPA 561A Clinical Correlations II Lab, Laboratory (2 QH)
This is a full-year laboratory sequence designed to provide practical, hands-on experience to complement the didactic portion of the corresponding Clinical Correlations lecture sequence. This segment of the course provides an introduction to clinical medicine, microbiology, pharmacology, medical and surgical oncology, psychology, skin, hematology, vascular and heart.

HAPA 551 Seminar II, Lecture/Discussion (2 QH)
Continuation of HAPA 550.

HIPS 515A Foundations for Interprofessional Practice (1 QH)
Foundations for Interprofessional Practice is an experiential learning opportunity for students to engage in interprofessional healthcare teams. This interactive course is intended to help prepare the healthcare professional student to provide effective interprofessional patient-centered health care through small/large group discussion and problem-solving activities. The topics include: team structure and skills; instituting change; patient safety, healthcare professions; diversity and inclusion; culture of safety and respect; determinants of health; end of life; and bias awareness. An emphasis is placed on interprofessional communication, including communication across transitions in care, respectful communication and communicating across barriers such as language. Interprofessional teams of students will plan and participate in community-based service learning projects.

Winter Quarter
MPAT 600B General and Systemic Pathology (3 QH)
Continuation of MPAT 600A.

PBBS 503B Structure and Function (4 QH)
Continuation of PBBS 503A.

HAPA 562 Clinical Correlations III, Lecture (3 QH)
This is the third segment in a full-year sequence designed to provide a bridge between the didactic coursework of the first-year curriculum and its application to the practice of surgical and autopsy pathology by Pathologists’ Assistants in the clinical setting. This course is taken in conjunction with the corresponding Clinical Correlations Laboratory sequence. This portion of the course provides an introduction to laboratory management and emphasizes systemic pathology running parallel to MPAT 600B.

HAPA 562A Clinical Correlations III Lab, Laboratory (2 QH)
This is a full-year laboratory sequence designed to provide practical, hands-on experience to complement the didactic portion of the corresponding Clinical Correlations lecture sequence. This segment of the course provides an introduction to laboratory management, larynx, lung, central nervous system and eye, upper and lower gastrointestinal tract, hepatobiliary, oral cavity and pancreas.

HAPA 552 Seminar III, Lecture/Discussion (2 QH)
Continuation of HAPA 551.
HIPS 515B Foundations for Interprofessional Practice (1 QH)
Continuation of HIPS 515A.

**Spring Quarter**
MPAT 600C General and Systemic Pathology (3.5 QH)
Continuation of MPAT 600B.

HAPA 563 Clinical Correlations IV, Lecture (3 QH)
This is the fourth segment in a full-year sequence designed to provide a bridge between the didactic coursework of the first-year curriculum and its application to the practice of surgical and autopsy pathology by Pathologists’ Assistants in the clinical setting. This course is taken in conjunction with the corresponding Clinical Correlations Laboratory sequence and emphasizes systemic pathology running parallel to MPAT 600C.

HAPA 563A Clinical Correlations IV Lab, Laboratory (2 QH)
This is a full-year laboratory sequence designed to provide practical, hands-on experience to complement the didactic portion of the corresponding Clinical Correlations lecture sequence. This segment of the course provides an introduction to genitourinary, endocrine, breast, male reproductive, female reproductive, bone and soft tissue, pediatrics and gross histology correlation.

HAPA 540 Autopsy Pathology, Lecture (2 QH)
This course provides an introduction to autopsy pathology and includes instruction in evisceration techniques and perinatal and pediatric pathology.

HAPA 540A Autopsy Pathology Lab, Laboratory (2 QH)
This is the corresponding laboratory to complement the Autopsy Pathology lecture-based course, and provides the student with hands-on experience practicing autopsy techniques on cadavers.

HAPA 553 Seminar IV, Lecture/Discussion (2 QH)
Continuation of HAPA 552.

PBBS 504 Neuroscience (5 QH)
Neuroscience is a comprehensive series of lectures on the structure, neurophysiology, function and neurological disorders of the human nervous system. The lectures are complemented by PowerPoint presentations, laboratory demonstrations, and clinical correlations.

HIPS 551 Leadership in the Healthcare Environment, Lecture/Discussion (3 QH)
This interprofessional course is designed to introduce the student to the concept of leadership within the healthcare environment. Leadership skills learned as part of previous service activities, sports, or academic study will be applied to the healthcare setting using case studies and small group discussion. The course begins with an overview of leadership styles, and then continues with more specific topics such as building teams, evaluating others, managing finances, managing risk, marketing of healthcare and healthcare policy.
Year 2

**Summer Quarter**
HAPA 630 Anatomic Pathology Clerkship I (42 QH)
This is a ten-month practical course sequence that forms the curriculum for the second year. Students rotate through various clinical sites and departments and perform the duties of a Pathologists’ Assistant under the guidance of a preceptor. Emphasis will be placed on developing the student’s skills of gross tissue description, dissection and frozen section preparation in the surgical pathology. In autopsy pathology, emphasis will be placed on autopsy technique including evisceration and block dissection.

**Fall Quarter**
HAPA 631 Anatomic Pathology Clerkship II (42 QH)
Continuation of HAPA 630.

**Winter Quarter**
HAPA 632 Anatomic Pathology Clerkship III (42 QH)
Continuation of HAPA 631.

**Spring Quarter**
HAPA 633 Anatomic Pathology Clerkship IV (42 QH)
Continuation of HAPA 632.

**CAMPUS VISITATION**
Curricular activities, including classes, laboratories and seminars are typically closed to outside visitors. On rare occasions, it may be appropriate for outside visitors (such as family and friends) to attend a curricular activity, and these will be announced (e.g. student research presentations, etc.). All other visitations must be approved in advance by the Program Director and Campus Safety.

**CLINICAL SITE PLACEMENT**
Clinical assignments are guaranteed upon acceptance into the program. Discussion of clinical sites will start during the winter quarter and will be initiated by the Director of Clinical Education (DCE). Before this, students are encouraged to focus on their coursework and are not to approach the faculty and staff about clinical sites until the DCE officially initiates the placement process. If a clinical site is unable to accommodate a student for emergency or safety reasons, the student will be re-assigned to another site.
Student Responsibilities
ACADEMIC SCHEDULE
During the didactic year, classes and labs are generally held from 8:00 a.m. – 6:00 p.m., Monday through Friday. At the beginning of each academic year, a schedule will be provided. Although infrequent, circumstances arise in which a class cancellation and subsequent rescheduling is required. When this happens, notification will be made on Google Calendar as soon as possible. Rescheduled classes will be moved into empty slots on the quarter schedule, and hence, slots unscheduled on the quarter schedule during normal class hours may be used, and are not to be considered “free time.” Students are expected to be available for all classes during normal class time (8-6 pm, Monday- Friday).

Occasionally, curricular activities outside these hours may be required, and these will be listed on the schedule providing advance notice. Rescheduled classes will only occur during normal class hours.

On the schedule, a day labeled as “No Classes” represents a day in which no rescheduled or added classes will occur; the student may consider these days as “free time”.

If a significant life event occurs, and you may be unable to attend, contact the department’s faculty or staff as soon as possible; leave a message if you reach voicemail and email.

Every effort should be made to schedule medical and other personal appointments outside of normal school hours. On rare occasions, this may not be possible, and on these occasions, please contact the course director ahead of time to request approval for time off.

SICK TIME
There are no sick days given up front; however, if you are sick and unable to attend classes, you must notify the course director and the Administrative Coordinator. You will also be asked to submit a healthcare provider’s note if there is a perceived abuse of sick time. Examples of perceived abuse of sick time include, but are not limited to: not reporting an absence, requesting sick time when not appropriate, and excessive absences. Failure to provide appropriate documentation will result in a subject to dismissal hearing. Refer to the Exam Policy if your absence results in missing a quiz or exam.

CORRESPONDENCE
While you are in the Pathologists’ Assistant Program, the department will use your Rosalind Franklin University email address for all email correspondence. It is your responsibility to check your Rosalind Franklin email account on a daily basis, at least once before classes start and once at the end of the school day.

D2L, the University’s online learning management system, also has a closed internal email system that may be used in certain courses, and will pertain only to those specific courses. Otherwise, all other departmental and university correspondence will utilize your “my RFU” account.
ACADEMIC ACCOMMODATION
Rosalind Franklin University of Medicine and Science is committed to providing equal access to learning opportunities for students with documented disabilities. To ensure access to this class and your program, please contact the ADA Coordinator, Elizabeth Friedman at 847.578.8482 or elizabeth.friedman@rosalindfranklin.edu to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings.

Accommodations are not provided retroactively. Students are encouraged to register with the ADA Coordinator as soon as they begin their program. Rosalind Franklin University of Medicine and Science encourages students to access all resources available. More information can be found on the Academic Support InSite page or by contacting the ADA Coordinator.

STUDENT COMPLAINTS
The Pathologists’ Assistant Department takes student complaints very seriously and will investigate all complaints in a timely fashion in order to arrive at an appropriate resolution. Students should refer to the College of Health Professions Student Handbook for college policies related to appeal of grades, appeal of dismissal and/or appeal or reporting of violations in ethical and/or program standards. All other student complaints should be direct to the Program Director unless the complaints are related to the Program Director, in which case the student complaints should be directed to the College of Health Professions’ Office of the Dean.

ELECTRONIC DEVICES
While in classes, electronic devices, such as laptops, cell phones, tablets, etc., should be used appropriately for academic purposes, and should not disrupt or interfere with the learning of others.

ESTIMATED EXPENSES
Student financial aid packages have been calculated, in part, to include various expenses incurred beyond tuition and living expenses, including but not limited to:

- Project printing, including posters and clinical portfolios
- AAPA conference attendance fees
- Laboratory fees/personal protective equipment
- Digital camera purchase, or comparable photography device (ie: cell phone camera)
- Transportation to/from clinical sites, including for round-ups
- Laptop or other qualified electronic device that meets the Exam Soft requirements
- Additional technology purchases as required

Students are responsible for covering the costs associated with these items, and should be mindful of their inclusion when budgeting. All questions regarding financial aid should be directed to the Financial Aid Office (847) 578-3217 or https://rosalindfranklin.edu/admission-aid/financial-services/financial-aid/.

ATTIRE
While in the laboratory, Personal Protective Equipment (e.g. gloves, protective eyewear, closed-toe shoes, lab coats, scrubs etc.) must be donned as appropriate. Outside of the laboratory, dirty PPE such as scrubs should be replaced with clean civilian attire.
PATIENT INFORMATION AND CONFIDENTIALITY
Students will be trained in the Health Insurance Portability and Accountability Act of 1996 during the first quarter of the program. Pathologists’ Assistants, like all healthcare professionals, are entrusted with private and sensitive information about their patients. This professional duty and privilege requires the highest standards of care and respect.
Addendum 1:

CURRICULUM

YEAR 1

SUMMER QUARTER

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<td>HAPA 560</td>
<td>Clinical Correlations I</td>
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FALL QUARTER

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<td>PBBS 503a</td>
<td>Structure and Function</td>
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<td>HAPA 561</td>
<td>Clinical Correlations II</td>
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<td>HAPA 551</td>
<td>Seminar II</td>
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<td>HIPS 515a</td>
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WINTER QUARTER

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<td>PBBS 503b</td>
<td>Structure and Function</td>
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SPRING QUARTER

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YEAR 2

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<td>HAPA 631</td>
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<td>HAPA 632</td>
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<td>HAPA 633</td>
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Addendum 1, Continued:

HPAS 551 Leadership in the Healthcare Environment, Lecture/Discussion (2 QH)
This interprofessional course is designed to introduce the student to the concept of leadership within the healthcare environment. Leadership skills learned as part of previous service activities, sports, or academic study will be applied to the healthcare setting using case studies and small group discussion. The course begins with an overview of leadership styles, and then continues with more specific topics such as building teams, evaluating others, managing finances, managing risk, marketing of healthcare and healthcare policy.

HAPA 630 Anatomic Pathology Clerkship I (9 QH)
This is a ten-month practical course sequence that forms the curriculum for the second year. Students rotate through various clinical sites and departments and perform the duties of a Pathologists’ Assistant under the guidance of a preceptor. Emphasis will be placed on developing the student’s skills of gross tissue description, dissection and frozen section preparation in the surgical pathology. In autopsy pathology, emphasis will be placed on autopsy technique including evisceration and block dissection.

HAPA 631 Anatomic Pathology Clerkship II (13 QH)
Continuation of HAPA 630.

HAPA 632 Anatomic Pathology Clerkship III (15 QH)
Continuation of HAPA 631.

HAPA 633 Anatomic Pathology Clerkship IV (7 QH)
Continuation of HAPA 632.
Pathologists’ Assistant Program

Student Handbook Waiver

I understand it is my responsibility to read and fully understand the information contained in this handbook and the following documents found online. By signing, I acknowledge that I have received, read, been offered the opportunity to ask questions, and agree to abide by the rules included in each of these three handbooks. As updated versions become available it will be my responsibility to read them for comprehension and ask questions if I do not fully understand the contents. I understand that the University, College and Program may amend policies and procedures, and that I will be held to the most current version of each handbook.

1) The Pathologists’ Assistant Department Student Handbook

2) The College of Health Professions Student Handbook
   https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/Schools/CHP/Pages/CHP.aspx
   *Click on Student Resources for the most up-to-date CHP Student Handbook

3) The University’s Student Policy Handbook
   *The University’s Student Policy Handbook is updated annually and posted to rosalindfranklin.edu in the fall quarter

First & Last Name

Signature

Date

RFUMS reserves the right to amend these policies as needed. All policies are subject to change at any time with appropriate notification to the student population of RFUMS.