New Program Proposal
Master of Science in Physician Assistant Studies
University of South Carolina Columbia

Summary

The University of South Carolina requests approval to offer a program leading to the Master of Science in Physician Assistant Studies to be implemented in January 2017. The proposed program is to be offered through traditional instruction. The following chart outlines the stages of approval for the proposal; the Committee on Academic Affairs and Licensing (CAAL) voted to recommend approval of the proposal. The full program proposal and letters of support are attached.

Stages of Consideration	Date	Comments
Program Proposal Received	1/15/16	Not Applicable
ACAP Consideration	2/18/16	USC's representative discussed the need for the proposed program and addressed clinical site placements needed to support the program. CHE staff also asked about the facility renovations needed to support the program; the representative described the renovations at the School of Medicine to add the Physician Assistant suite. The representative from Francis Marion University expressed support for the proposed program. Staff stated that a request for revisions to the proposal would be forthcoming. ACAP members voted to approve the program proposal.
Comments and suggestions from CHE staff sent to the institution	2/26/16	Staff requested the proposal be revised to: • Identify clearly the SC employment data • Revise the enrollment chart so that it provides the total credit hours per semester. • Explain the plan and timeline for developing and implementing the new courses. • State when the two other PA positions will be filled. • Provide information about the School of Medicine funding the renovations and furnishings to the PA suite, including their cost. • Address clinical training sites in more detail as discussed at the ACAP meeting • Include letters of commitment/support for clinical placements, if available. • Explain the funds needed for facilities. • Provide more information about programmatic assessment and how the data will be used to make changes to the program, if needed.
Revised Program Proposal Received	3/10/16	The revised proposal satisfactorily addressed the requested revisions and includes the letters of support requested.

Stages of Consideration	Date	Comments
CAAL Consideration	4/7/16	Commissioners questioned the need for the program and asked about program duplication. The University's representative explained the need for more primary care providers, especially in the Pee Dee and Midlands areas, and stated that the state currently imports more Physician Assistants than it produces. He also identified the clinical partners for the program and explained that most graduates remain as working professionals in the regions where they attended school, meaning establishing the program can aid in recruitment of professional care in the area. The representative emphasized that the goal of the program is to provide more high quality and cost effective care. Commissioners also asked about program accreditation and the University's representative described the accreditation process and timeline.

Recommendation

The Committee on Academic Affairs and Licensing recommends that the Commission approve the program leading to the Master of Science in Physician Assistant Studies to be implemented in January 2017.

Name of Institution: University of South Carolina

Name of Program (include concentrations, options, and tracks): Master of Science in Physician Assistant Studies

Program Designation

☐ Associate's Degree ☒ Master's Degree

☐ Bachelor's Degree: 4 Year ☐ Specialist

☐ Bachelor's Degree: 5 Year ☐ Doctoral Degree: Research/Scholarship (e.g., Ph.D. and DMA)

☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., Pharm.D., and M.D.)

Does the program qualify for supplemental Palmetto Fellows and LIFE Scholarship awards?

☐ Yes

☒ No

Proposed Date of Implementation: January 2017 CIP Code: 510912

Delivery Site(s): USC School of Medicine- Columbia, SC

Delivery Mode

☒ Traditional/face-to-face*
*select if less than 50% online

☐ Distance Education
☐ 100% online
☐ Blended (more than 50% online)
☐ Other distance education

Program Contact Information (name, title, telephone number, and email address)
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Institutional Approvals and Dates of Approval

USC School of Medicine Executive Committee: 11-3-15
USC Graduate Council: 10-26-15
USC Board of Trustees: 12-15-2015
Accreditation Review Commission on Education for the Physician Assistant: (DATE)
SC Commission on Higher Education: (DATE)
SACS: (DATE)

Background Information

State the nature and purpose of the proposed program, including target audience and centrality to institutional mission. (1500 characters)

Physician assistants (PAs) are medical professionals who are nationally certified and state-licensed to practice medicine with physician supervision. PAs obtain medical histories, conduct physical examinations, diagnose, and treat illnesses, prescribe medication, order and interpret lab tests, perform procedures, assist in surgery, provide patient education and counseling, and make rounds in hospitals and nursing homes. In 2014 Forbes magazine ranked the Master of Science in Physician Assistant Studies as the number one best master's degree for a job and projected at 38% employment increase.

The nature and purpose of the proposed program is to produce highly competent, compassionate physician assistants who are committed to lifelong learning and advancing the PA profession. The program will be dedicated to producing physician assistants who deliver high-quality, patient-centered care and excel as members of an interprofessional health care team, while making significant contributions to the health care needs of the citizens of South Carolina.

The target audience is citizens of South Carolina who have completed undergraduate degrees and desire training to become a licensed physician assistant and to deliver quality health care particularly to citizens in underserved and rural areas of the state. This program is in complete alignment with the mission of the School of Medicine to improve the health of the citizens of South Carolina through education, research, and clinical practice.

List the program objectives. (2000 characters)

The specific objective of the proposed program is to produce Physician Assistant graduates who will increase the number of healthcare professionals and provide improved access to primary medical care for the citizens of rural and medically-underserved South Carolina. This objective will be met by:

1. Enrolling diverse and highly qualified students who reflect the dynamic population of South Carolina.
2. Encouraging life-long professional involvement, scholarly activity, leadership and service.
3. Maintaining a level of PANCE (Physician Assistant National Certification Exam) pass rates that meet or exceeds the national average.
4. Maintaining an overall 95% or better graduation rate for entering University of South Carolina Physician Assistant students
5. Maintaining an accredited program with an innovative curriculum that prepares entry-level graduates for the contemporary practice of medicine.
6. Focusing on primary care training in rural and medically-underserved areas.

Assessment of Need

Provide an assessment of the need for the program for the institution, the state, the region, and beyond, if applicable. (1500 characters)

According to Association of American Medical Colleges (AAMC) estimates, the US faces a shortage of more than 91,500 physicians by 2020 —a number that is expected to grow to more than 130,600 by 2025. In South Carolina, 2012 statistics showed just 77.5 primary care physicians per 100,000 population — compared with 90.1 per 100,000 nationwide — indicating that SC ranks 40th in the number of primary care doctors. This physician shortage in SC most strongly affects the rural areas. These areas are identified as medically underserved by the SC Department of Health and Human Services, which considers the "continuing physician shortage, especially in rural areas," to be a major problem". A recent AAMC survey indicates that while about half of Americans prefer physicians as primary care providers, they are willing to be treated by physician assistants (PAs) for more timely access to a health care provider. Therefore, PAs are needed to address the growing shortage of primary care providers, particularly in rural areas.

According to the SC Health Professions Data Book (2014), there are currently 960 PAs practicing in SC with about half serving in Charleston, Greenville, Horry and Richland counties. Within the Midlands, there are 155 PAs practicing within Calhoun, Fairfield, Kershaw, Lexington, Orangeburg, Richland and Sumter counties. However, Calhoun and Fairfield counties only have one practicing PA each and Saluda does not have any. This region comprises 37% of the population of the state, but contains only 16% of the PAs in the state. Thus, there is a particularly acute shortage of these primary health care providers in the midlands of SC that the new PA program will address. In addition, the affiliation agreement with the Dorn VA Medical Center will help us train PAs for enhancing the care of our Nation's Veterans.

Employment Opportunities

Is specific employment/workforce data available to support the proposed program?

☒Yes

☐No

If yes, complete the table and the component that follows the table on page 4. If no, complete the single narrative response component on page 5 beginning with "Provide supporting evidence."

Employment Opportunities			
Occupation	**Expected Number of Jobs**	**Employment Projection**	**Data Source**
Physician Assistant	365 in SC	38% growth in PA numbers between 2012 and 2022 as compared to 11% for all occupations; based on 960 PAs practicing in SC as of 2014	U. S. Bureau of Labor Statistics; SC Health Professions Data Book (2014)

Provide additional information regarding anticipated employment opportunities for graduates. (1000 characters)

The Occupational Outlook Handbook published by the Bureau of Labor and Statistics forecasts growth of 38% in PA numbers between 2012 and 2022 which compares to 11% for all occupations. This is in part due to a shortage of physicians, the growing need for primary care providers, and the expansion in the procedures PAs are certified to do. In addition, the extremely low 1.2% unemployment rate for PA's nationwide has helped gain recognition for the profession which is ranked # 10 by US News and World Report of the 100 best jobs in 2015. We estimate based on 38% growth over the next seven years that there will be 365 new jobs for PAs in South Carolina.

Provide supporting evidence of anticipated employment opportunities for graduates, including a statement that clearly articulates what the program prepares graduates to do, any documented citations that suggests a correlation between this program and future employment, and other relevant information. Please cite specific resources, as appropriate. (3000 characters)

Note: Only complete this if the Employment Opportunities table and the section that follows the table on page 4 have not previously been completed.

Will the proposed program impact any existing degree programs and services at the institution (e.g., course offerings or enrollment)?

☒Yes

☐No

If yes, explain. (500 characters)
PA students will be joining students from other healthcare disciplines (nursing, pharmacy, law, genetic counseling, social work, and medical students) to participate in an interprofessional education course and will be joining the medical students for a medical interviewing course. PA faculty will assist with facilitation of small group exercises in this course. PA students will join a physiology course used for the Masters in Nurse Anesthesia program. These courses should provide enhanced interprofessional interactions for all health care trainees.

Clinical affiliation agreements have been put in place with Palmetto Health, WJB Dorn VA Medical Center and regional health care providers to meet the needs for additional clinical training sites for students in the PA program.

List of Similar Programs in South Carolina

Program Name	Institution	Similarities	Differences
Physician Assistant Program	Medical University of South Carolina	Prepares PA for rural practice; 27 months in length; core curriculum as mandated by the ARC-PA; interprofessional training opportunities; similar training environment within a medical school	Required 4-week orthopedic surgery rotation to prepare primary care PAs to better handle these issues in their patient population; Only PA program in SC that will integrate ultrasound training into the curriculum. Smaller class size (30 vs 60 at MUSC); January start date (May at MUSC), thus graduates will be entering the workforce at different times of the year.
Physician Assistant Program	Francis Marion University	Prepares PA for rural practice; 27 months in length; core curriculum as mandated by the ARC-PA ; class size	Required 4-week orthopedic surgery rotation to prepare primary care PAs to better handle these issues in their patient population; exposure to more students in healthcare professions (Pharmacy, Public Health, Social Work) through the interprofessional education course offered at USC; January start date (August for FMU), thus graduates will be entering the workforce at different times of the year; Only PA program in SC that will integrate ultrasound training into the curriculum.
Physician Assistant Program	North Greenville University (in development)	Class size, core curriculum as mandated by the ARC-PA, primary care focus	Required 4-week orthopedic surgery rotation to prepare primary care PAs to better handle these issues in their patient population. Only PA program in SC that will integrate ultrasound training into the curriculum. Exposure to more students in healthcare professions (Pharmacy, Public Health, and Social Work) through the interprofessional education course offered at USC. NGU program is three months shorter and has an additional four more weeks of a family medicine clinical rotation.

Description of the Program

Projected Enrollment						
Year	Spring		Summer		Fall	
	Headcount	Credit Hours	Headcount	Credit Hours	Headcount	Credit Hours
2017	20	300	20	340	20	380
2018	50	790*	50	750*	50	970*
2019	80	1200*	60	1740*	60	2340*
2020	90	1320*	60	1740*	60	2340*
2021	90	1320*	60	1740*	60	2340*

* Credit hours vary depending on which year of the curriculum the student is in.

Besides the general institutional admission requirements, are there any separate or additional admission requirements for the proposed program?

☒Yes

☐No

If yes, explain. (1000 characters)

Education:

A baccalaureate degree from an institution accredited by the Commission on Colleges of a Regional Accrediting Organization is required.

Prerequisite Coursework:

- Prerequisite courses must be completed and reported to CASPA (Central Application Service for Physician Assistants). Applications may not have more than two pending prerequisite courses at time of submission to the program.
- All prerequisite courses must be taken within the last **7** years.
- Applicants are required to have completed the prerequisite classes in the table below.
- We do not accept online lab courses.
- Courses can be taken at any regionally accredited institution, including community colleges. We will give preference to prerequisite courses taken at a 4-year institution.
- All courses must be assigned a letter grade with the exception of medical terminology which can be Pass/Fail.
- Applicants must have at least a 3.0 cumulative and science GPA based on a 4.0 scale.

Prerequisite Courses	**Minimum Semester Credit Hours**
Human Anatomy and Physiology – Lecture	6
Human Anatomy and Physiology – Lab	2
Genetics	3
General Chemistry - Lecture	6
General Chemistry - Lab	2

Organic Chemistry or Biochemistry – Lecture	4
Organic Chemistry or Biochemistry – Lab	2
Microbiology	3
Introductory Psychology or higher	3
Statistics	3
Medical Terminology	1

Patient Care:

We require that applicants have at least 500 documented healthcare exposure hours. These hours can be obtained through paid, volunteer or shadowing experiences. We prefer that 100 of your clinical hours be direct shadowing of a PA or nurse practitioner.

GRE:

Applicants must take the GRE. A score of 300 or greater is considered competitive.

Citizenship:

Applicants should be citizens of the United States of America or permanent residents.

Immunizations:

1. Measles, Mumps, Rubella (MMR)
2. Hepatitis B
3. Varicella
4. Tetanus/TdaP
5. Polio
6. Tuberculosis Screening
7. Influenza

Preference given to SC residents, USC alumni and veterans.

Are there any special articulation agreements for the proposed program?

☐Yes

☒No

If yes, identify. (1000 characters)

Curriculum

Select one of the following charts to complete: Curriculum by Year **or** Curriculum by Category

Curriculum by Year					
Course Name	**Credit Hours**	**Course Name**	**Credit Hours**	**Course Name**	**Credit Hours**
Year 1					
Spring		**Summer**		**Fall**	
Physiology for Health Sciences	6	PA Clinical Medicine and Therapeutics I	7	PA Clinical Medicine and Therapeutics II	6
Human Anatomy for Health Sciences	6	Physical Diagnosis	6	PA Clinical Medicine and Therapeutics III	6
Medical Interviewing	2	Medical Genetics/Laboratory Diagnostics	2	Behavioral Medicine	2
PA Professional Practice	1	Medical Law and Ethics	2	Advancing Medical Practice through Research	3
				Diagnostic Testing	2
Total Credit Hours/Semester	15	Total Credit Hours/Semester	17	Total Credit Hours/Semester	19
Credit Hours generated (15 x 20 students)	300	Credit Hours generated (17 x 20 students)	340	Credit Hours generated (19 x 20 students)	380
Year 2					
Spring		**Summer**		**Fall**	
PA Clinical Medicine and Therapeutics IV	7	Family Medicine Rotation	8	Internal Medicine Rotation	4
Clinical Skills Lab	3	Women's Health Rotation	4	Pediatrics Rotation	4
Surgery/Emergency Medicine	2			Behavioral Health Rotation	4
Clinical Immersion for PAs	2			General Surgery Rotation	4
Interprofessional Seminar	1			Emergency Medicine	4
Clinical Medicine Across the Lifespan	2				
Total Credit Hours/Semester	17	Total Credit Hours/Semester	12	Total Credit Hours/Semester	20
Credit Hours generated (15 x 30 students + 17 x 20 students)	790	Credit Hours generated (17 x 30 students + 12 x 20 students)	750	Credit Hours generated (19 x 30 students + 20 x 20 students)	970
Year 3					
Spring					
Orthopedics Rotation	4				
PA Practicum Elective	4				

Curriculum by Year					
Course Name	**Credit Hours**	**Course Name**	**Credit Hours**	**Course Name**	**Credit Hours**
Biomedical Research (Capstone)	2				
Summative Seminar for PAs	2				
Total Credit Hours/Semester	12				
Credit Hours generated (15 x 30 students + 12 x 20 students + 17 x 30 students)	1200				

Total Credit Hours Required for Program: 112

Course Descriptions for New Courses

Course Name	Description
BMSC 740: Human Anatomy for Health Sciences	Normal human anatomy and embryology, as well as pathological variations during disease states, to include advanced anatomical imaging techniques such as radiography and ultrasonography.
BMSC 742 Seminar for PAs (Summative Experience)	Enhancing interpersonal and professional skills.
BMSC 743 Clinical Immersion for PAs	Introduction to the clinical setting, to include HIPAA training, shadowing clinicians, and basic life support training.
BMSC 744 Interprofessional Seminar for Health Professionals	Formal and informal codes of interprofessional conduct for the health science disciplines. Group discussion of implications for interprofessional research, clinical practice, and administration.
BMSC 745 Medical Interviewing	Medical interviewing, medical documentation, patient assessment, and patient management.
BMSC 746 Physical Diagnosis	Developing the techniques necessary to begin the evaluation of patients by ascertaining symptoms and evaluating physical signs of disease.
BMSC 747 Diagnostic Testing	Analysis, utilization and interpretation of diagnostic testing modalities in medicine.
BMSC 748 Surgery and Emergency Medicine	Specialized medical topics in emergency and surgical medicine.
BMSC 749 Clinical Medicine Across the Lifespan	Analysis, utilization and interpretation of diagnostic testing modalities in medicine.
BMSC 751 Behavioral Health	Development of clinical skills and knowledge required to identify the presentation and mechanisms of mental health problems and employ a psychopathology approach to the patient.

Course Name	Description
BMSC 752 Medical Law and Ethics	Ethical issues and legal implications in patient-centered health care delivery systems
BMSC 753 PA Professional Practice	PA professional issues
BMSC 755 Medical Genetics and Laboratory Diagnostics	Fundamental genetics, the role of human genetic factors in clinical medicine, and interpretation of laboratory data
BMSC 756 Advancing Medical Practice through Research	Critical thinking skills and research methods to prepare students to search, interpret and evaluate the medical literature and perform clinical research.
BMSC 757 Family Medicine Practicum	Supervised clinical practicum for physician assistants in Family and Preventative Medicine.
BMSC 758 Internal Medicine Practicum	Supervised clinical practicum for physician assistants in Internal Medicine.
BMSC 759 Women's Health Practicum	Supervised clinical practicum for physician assistants in OB/GYN.
BMSC 760 Pediatrics Practicum	Supervised clinical practicum for physician assistants in Pediatrics
BMSC 761 Behavioral Medicine Practicum	Supervised clinical practicum for physician assistants in Psychiatry and Behavioral Health
BMSC 762 Surgery Practicum	Supervised clinical practicum for physician assistants in General Surgery
BMSC 763 Emergency Medicine Practicum	Supervised clinical practicum for physician assistants in Emergency Medicine
BMSC 764 Orthopedics Practicum	Supervised clinical practicum for physician assistants in Orthopedics

Course Name	Description
BMSC 765 PA Practicum Elective	Supervised clinical practicum for physician assistants in area of student's choice with approval of the Director of Clinical Education. Elective can be in a specialty or core area.
BMSC 766 Clinical Medicine and Therapeutics I	Examines diseases related to different organ systems including review of pathophysiological basis of disease, resulting clinical signs/symptoms and overview of treatment strategies.
BMSC 767 Clinical Medicine and Therapeutics II	Examines diseases related to different organ systems including review of pathophysiological basis of disease, resulting clinical signs/symptoms and overview of treatment strategies.
BMSC 768 Clinical Medicine and Therapeutics III	Examines diseases related to different organ systems including review of pathophysiological basis of disease, resulting clinical signs/symptoms and overview of treatment strategies.
BMSC 769 Clinical Medicine and Therapeutics IV	Examines diseases related to different organ systems including review of pathophysiological basis of disease, resulting clinical signs/symptoms and overview of treatment strategies.
BMSC 770 Clinical Skills Lab	Performing clinical procedures and using technology such as ultrasonography in clinical practice.
BMSC 780 Biomedical Research (Capstone Project)	Research project conducted with mentor focused on advancing medical practice.

All of the courses within the program curriculum have been created and all syllabi have been written. All courses within the Physician Assistant Program curriculum were approved by the Graduate School at USC in November 2015. As faculty are hired, they will be assigned courses to direct based on their areas of expertise with the exception of the basic science and research courses within the curriculum, which will be taught by the USC School of Medicine basic science faculty. The courses will be implemented in the semesters designated in 2017 or 2018.

Faculty

Faculty and Administrative Personnel				
Rank	**Full- or Part-time**	**Courses Taught or To be Taught, Including Term, Course Number & Title, Credit Hours**	**Academic Degrees and Coursework Relevant to Courses Taught, Including Institution and Major**	**Other Qualifications and Comments (i.e., explain role and/or changes in assignment)**
Associate Professor*	Full time	BMSC 753 – 1 credit hour, spring I; BMSC 749 – 2 credit hours, spring II; BMSC 744, Spring II – 1 credit hour	PA-C with previous teaching experience in PA programs; Degrees earned: BS – biology from Mars Hill College, BS in PA Studies from East Carolina University, MHS from Duke University and EdS from Lincoln Memorial University	12+ years of clinical experience as a PA in primary care
Assistant Professor*	Full time	BMSC 766, summer – 7 credit hours; BMSC 767/768, fall – 12 credit hours; BMSC 769 spring 2 – 7 credit hours	PA-C; Degrees earned: BS – biology from Chapel Hill University, BS in PA Studies from East Carolina University, MHS from Duke University	12+ years of clinical experience as a PA
Assistant Professor*	Full time	BMSC 757, 759, 758, 760, 761, 762, 763, 764, 765, 780, 742 – Clinical year – 44 credit hours BMSC 743-Spring II, 2 credit hours	PA-C; Degrees earned: BS in Health and Physical Education from Brocton Central School, NY; BS in Physician Assistant Studies from Gannon University; MBA in Healthcare Administration from NYIT-Ellis College in IL	20 years of clinical experience as a PA Hired – to start in May 2017
Assistant Professor*	Full time	BMSC 752 and 755, summer – 4 credit hours; BMSC 751, fall – 2 credit hours; BMSC 754 – 3 credit hours, spring II;	PA-C	To be filled by June 2017
Assistant Professor*	Full time	BMSC 746 – 6 credit hours; summer I; BMSC 747, Fall – 2 credit hours; BMSC 748, Spring II – 2 credit hours	PA-C	To be filled by August 2017

Faculty and Administrative Personnel				
Rank	**Full- or Part-time**	**Courses Taught or To be Taught, Including Term, Course Number & Title, Credit Hours**	**Academic Degrees and Coursework Relevant to Courses Taught, Including Institution and Major**	**Other Qualifications and Comments (i.e., explain role and/or changes in assignment)**
Professor	Part time	BMSC 756, fall – 3 credit hours	BS Muskingum College, PhD University of Illinois, Postdoctoral at Yale University with experience training medical students and in conducting research and publishing research articles	
Associate Professor	Part time	PHPH 701, spring I – 6 credit hours	Ph.D., Biological Chemistry- University of Michigan; Postdoctoral- Molecular Pharmacology – University of Michigan	Experienced faculty member in the School of Medicine with teaching medical and nurse anesthesia students
Associate Professor	Part time	BMSC 740, spring I– 6 credit hours	Ph.D., Duke University, Graduate School, Department of Biological Anthropology & Anatomy	Experienced faculty member in the School of Medicine with teaching medical students
Asst. Adjunct Professor	Part time	BMSC 745 Medical Interviewing	MD – Wake Forest University	Experienced faculty member in the School of Medicine with teaching medical students
Staff	Full time			Assists with administrative duties for the PA Program
Staff*	Full time			Assists with administrative duties for the PA Program

Note: Individuals should be listed with program supervisor positions listed first. Identify any new faculty with an asterisk next to their rank.

Total FTE needed to support the proposed program (i.e., the total FTE devoted just to the new program for all faculty, staff, and program administrators):

Faculty: 4 Staff: 2 Administration: 1.2

Faculty /Administrative Personnel Changes

Provide a brief explanation of any additional institutional changes in faculty and/or administrative assignment that may result from implementing the proposed program. (1000 characters)

With implementation of the PA Program, a total of 5 full time Physician Assistants will be hired. One will serve as the Program Director and four will be hired as full time faculty members. As of November 2015 one full time PA has been hired and a second full time PA to oversee the didactic curriculum is expected to start in the next sixty days. The other three PA positions have been approved and will be hired closer to implementation of the program. One additional staff person will be hired to accommodate the needs of the PA Program. Existing faculty will be utilized to teach some of the courses as noted above. An MD already on faculty at USC will become a part time faculty of the PA Program as well, serving as the Medical Director.

Library and Learning Resources

Identify current library/learning collections, resources, and services necessary to support the proposed program and any additional library resources needed. (1000 characters)

The School of Medicine (SOM) Library collections and services are well positioned to meet the information needs of students and faculty of the PA program.

- **Collection:**
  The Library serves as the School of Medicine's information gateway to over 10,000 biomedical electronic journals, over 1,300 electronic textbooks, over 80 biomedical databases, a diagnostic decision support system (DxPLAIN), consumer health information, an online catalog, and PASCAL, South Carolina's state-wide academic electronic library. The Library's print collection consists of more than 68,000 volumes.

- **Electronic Resources:**
  The Library's electronic collections provide strong support for SOM educational programs, research, and patient care. Ongoing efforts in engaging in consortial purchase of electronic information resources with University Libraries and other academic libraries in South Carolina have expanded the Library's electronic collections. Library users are able to access electronic resources onsite or remotely if they are affiliated with the School of Medicine. The Medline database can be accessed via PubMed or Ovid. Other databases available via the Library website include: AccessMedicine, ClinicalKey, CINAHL, Cochrane Evidence-Based Medicine, Essential Evidence Plus, Micromedex, PsychiatryOnline, and Web of Science Core Collection. As a result of resource sharing and collaboration with the University Libraries, more than 55,000 e-journals are available via TDNet, the e-journal management system.

- **Study Space:**
  The entire Library is accessible to students and faculty 24 hours per day, year round, via the Carolina Card system at the main entrance. Four group study rooms are located on the 2nd floor. Study tables and Individual carrels are placed throughout the Library. These study areas are available to students on a first-come, first-served basis.

- **Information Commons:**
  The Library first floor includes an Information Commons which includes ten public workstations, two laser printers, one color printer, one copier, a scanning station, four 40" flat screen televisions which display high definition television channels with closed captioning, comfortable seating, and current medical journals, newspapers, and popular magazines. Students use their laptops to access the library's resources from anywhere in the Library via the wireless network.

- **Reference Services:**
  Reference librarians are available during normal operating hours to offer assistance to faculty, staff, students, and local health care practitioners. Reference requests are accepted in-person, by telephone, or online via an "Ask-A-Librarian" form. Librarians also provide literature searching services upon request, via the online "Literature Search Request Form." Additional Reference and Information Services include:

  - Answers to factual questions where no interpretation of information is required.
  - Assistance in locating materials through the use of the online catalog, the list of print periodicals held by Columbia area health science libraries, and the E-journals web page.
  - Assistance in identifying authoritative web sites with quality content.
  - Instruction in the use of local databases.
  - Computerized bibliographic search services.
  - Assistance in verification of citations for bibliographies and for interlibrary loan requests.
  - Help in determining availability of translations of foreign language materials.
  - Orientation tours for individuals and groups; class presentations.
  - Brief manual bibliographic searches.

- **InterLibrary Loan Services:**

  InterLibrary Loan Service is available to library users. Users can request items via ILL Express! by registering for an ***ILL Express!*** account. *ILL Express!* is the Interlibrary Loan ordering system for the USC School of Medicine Library.

- **Educational/Instructional Services:**

  The Library offers a series of on-demand classes for faculty and students on Photoshop, Current Awareness Tools, PubMed, Ovid, evidence-based medicine resources, etc. Librarians also offer course-integrated instruction. These sessions are designed to meet the specific needs of the students in order to optimize their research and information literacy skills. Numerous online tutorials are available to provide an overview of an e-resource and can help users improve their searching skills. The Library Liaison Service actively supports the faculty and staff of the School of Medicine, and fosters communication between the Library and School of Medicine departments. Liaison Librarians offer instruction on the use of various library resources and advise on library services and policies. A Computer Classroom with ten workstations and an instructor's workstation is available for instructional purposes.

- **E-Device Checkout:**

  The SOM Library offers an e-device checkout program for SOM faculty, staff, and students. The available devices include an iPad, iPad 2, NOOK Color, and Kindle e-reader.

Student Support Services

Identify academic support services needed for the proposed program and any additional estimated costs associated with these services. (500 characters)

The University of South Carolina currently has an Office of Student Affairs and Academic Support that provides academic enrichment services to students that includes tutoring. The students enrolled in the Physician Assistant Program will have access to these services, so no additional funding is needed.

Physical Resources

Identify any new instructional equipment needed for the proposed program. (500 characters)

The PA Program will be housed within the USC School of Medicine-Columbia and will share resources. The PA Program students will have access to a 10 room Observed Structured Clinical Examination (OSCE) suite located at the USC SOM campus that is equipped with rooms set up as basic exam rooms for training. PA students will also have access to the Palmetto Health-USC Simulation Center which houses an extensive list of high fidelity training simulators. PA students will also have access to training models, ultrasound equipment and EKG machines already owned by the School of Medicine. The program will purchase expendable equipment needed for clinical skills training.

The University of South Carolina Physician Assistant Program is partnering with Palmetto Health and the William B. Dorn VA Medical Center as the major clinical training sites for the program. Affiliation agreements with these two organizations are currently in place and are attached for review. The PA Program will also be partnering with our Area Health Education Consortium (AHEC) in placing some of our students in rural rotations in the state.

Will any extraordinary physical facilities be needed to support the proposed program?

☐Yes

☒No

Identify the physical facilities needed to support the program and the institution's plan for meeting the requirements, including new facilities or modifications to existing facilities. (1000 characters)

Space for office and classroom facilities has been identified and is located at 6311 Garners Ferry Road, Columbia, SC on the campus of the USC School of Medicine. The PA Program will be housed on the third floor of Building 101 above the School of Medicine Library.

There will be a dedicated 1224 square foot classroom for PA students and an additional 1,081 dedicated square feet for the PA suite which will house three faculty offices, a copy/file room and a receptionist area. There will be two faculty offices and one staff office located on the same floor but down the hall from the PA suite. There will be a dedicated conference room, faculty break room and student lounge located on the same floor. There are several additional classrooms, a clinical skills area, simulation lab and lab space available that will be shared with the medical school and other graduate programs.

The School of Medicine has budgeted $450,000 to fund the renovation/furnishing of existing space within the School of Medicine to house the PA program. These renovations have already begun and are expected to be completed by Fall 2016. The School of Medicine has committed funds for renovations and furnishings. The space will include faculty offices, file room, conference room, copy room and a reception area. Office and classroom furnishings are being purchased.

Financial Support

Estimated New Costs by Year						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Program Administration	230,000	230,000	238,000	238,000	244,830	1,180,830
Faculty and Staff Salaries	570,625	570,625	587,744	587,744	605,377	2,922,115
Graduate Assistants	0	0	0	0	0	0
Equipment	0	0	0	0	0	0
Facilities	52,000	53,000	54,100	55,200	56,300	270,600
Supplies and Materials	55,000	55,000	55,000	55,000	55,000	275,000
Library Resources	0	0	0	0	0	0
Other-Software Licensing Fees	55,000	55,000	55,000	55,000	55,000	275,000
Other – Fees for Clinical Preceptors		176,000	278,667	278,667	278,667	1,012,001
Total	962,625	1,139,625	1,268,511	1,269,611	1,295,174	5,935,546
Sources of Financing						
Category	**1st**	**2nd**	**3rd**	**4th**	**5th**	**Total**
Tuition Funding	408,400[1]	1,225,200[2]	1,939,900[3]	2,144,100[4]	2,144,100[4]	7,861,700
Program-Specific Fees						
State Funding (i.e., Special State Appropriation)*						
Reallocation of Existing Funds*	254,225					254,225
Federal Funding*						
Other Funding-Palmetto Health Foundation	300,000	300,000				600,000
Total	962,625	1,525,200	1,939,900	2,144,100	2,144,100	8,715,925
Net Total (i.e., Sources of Financing Minus Estimated New Costs)	0	385,575	671,389	874,489	848,926	2,780,379

[1]Because of a January start date, tuition funding was calculated for the spring and summer semesters only: $10,210 x 2 semesters x 20 students = $408,400 (Cohort 1)
[2]Year 2 tuition was calculated for the fall, spring, and summer semesters: $10,210 x 3 semesters x 20 students= $612,600 (Cohort 1) plus spring and summer semesters: $10,210 x 2 semesters x 30 students= $612,600 (Cohort 2)
[3]Year 3 tuition was based on fall, and spring semesters: $10,210 x 2 semesters x 20 students= $408,400 (Cohort), plus fall, spring, and summer semesters: $10,210 x 3 semesters x 30 students= $918,900 (Cohort 2), plus spring and summer semesters: $10,210 x 2 semesters x 30 students=$612,600 (Cohort 3)
[4]Year 4 and all subsequent years would be calculated: fall semester $10,210 x 60 students= $612,600, spring semester $10,210 x 90 students= $918,900, plus summer semester $10,210 x 60 students= $612,600

*Provide an explanation for these costs and sources of financing in the budget justification.

Budget Justification

Provide a brief explanation for the other new costs and any special sources of financing (state funding, reallocation of existing funds, federal funding, or other funding) identified in the Financial Support table. (1000 characters)

Note: Institutions need to complete this budget justification *only* if any other new costs, state funding, reallocation of existing funds, federal funding, or other funding are included in the Financial Support table.

Assumptions: All salaries have been calculated with 35.75% fringes and 3% increase every other year. Tuition is based on currently approved rate of $10,210 ($7500 per semester tuition and $2710 per semester fees).

Personnel: Along with the Program Director and Medical Director, there will be four full time faculty members hired along with two staff members.

Funding: The USC PA Program has received a stipend from the Palmetto Health Foundation to defray the initial start-up costs associated with the program to include renovation of the space to house the program and faculty/staff salaries. The remainder of funding for the program will be generated by tuition funding and a one-time reallocation of funds from SOM funds in the USC Foundation.

Costs: Operating costs include office and instructional supplies and professional development costs for faculty/staff. Other costs that were listed are licensing applications for software programs to be utilized by the program and compensation for clinical preceptors.

Evaluation and Assessment

Programmatic Assessment: Provide an outline of how the proposed program will be evaluated, including any plans to track employment. Identify assessment tools or software used in the evaluation. Explain how assessment data will be used. (3000 characters)

At the end of each academic semester, students will be administered surveys for each of their courses taken during that semester. These surveys will assess quality of instruction and request suggestions for ways in which the courses could be improved. These surveys will be reviewed by the course directors and shared with the entire faculty. The data gathered will be utilized by the course directors in assessing where improvements within the course could be made. All data from each semester will be reviewed annually during a faculty and staff retreat.

The USC-PA Program is applying for accreditation through the Accreditation Review Commission for Physician Assistants (ARC-PA), see timeline in the accreditation section. The program will be held to all required standards and will have rigorous ongoing evaluation to ensure that the program is upholding all standards set forth by the accrediting body. A list of all accreditation standards can be found at http://www.arc-pa.org/documents/Standards4theditionwithclarifyingchanges9.2014%20FNL.pdf

The program intends to track Physician Assistant National Certification Exam (PANCE) pass rates and outcome data on employment, specifically location of employment and specialty. This assessment of employment will be done via graduate survey instruments administered via Survey Monkey. PANCE pass rates are tracked through the National Commission on Certification of Physician Assistants (NCCPA) and given to the program director each year. These will be posted on the PA Program website and updated yearly.

Student Learning Assessment

Expected Student Learning Outcomes	Methods of/Criteria for Assessment
Medical Knowledge	Written Examinations, Observed Structured Clinical Examinations (OSCEs), Simulations
Interpersonal and Communication Skills	Oral presentations, OSCEs, Simulations, Student self-assessments
Patient Care	Written Examinations, Preceptor Evaluations, OSCEs, Simulations
Professionalism	Preceptor Evaluations, OSCEs, Simulations, Student self-assessments
Practice-Based Learning and Improvement	Capstone research project, Preceptor evaluations, OSCEs, written exams
Systems-Based Practice	Preceptor surveys, employer surveys
Leadership	Preceptor surveys, post-graduate surveys, OSCEs, Simulations

Will the proposed program seek program-specific accreditation?

☒Yes

☐No

If yes, provide the institution's plans to seek accreditation, including the expected timeline for accreditation. (500 characters)

The program is currently applying for provisional accreditation through the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), with plans to submit the application on November 9, 2015. An ARC-PA site visit is scheduled for February 1-2, 2015. The ARC-PA is expected to make a decision in September 2016, and the first class can then be admitted. A second site visit will be 6 months after the first class starts clinical rotations, and a third final site visit will be 4-6 months after the first class graduates. The program would receive the status of accreditation-continued (full accreditation) in fall of 2019.

Will the proposed program lead to licensure or certification?

☒Yes

☐No

If yes, explain how the program will prepare students for licensure or certification. (500 characters)

The PA Program didactic curriculum and supervised clinical practice experiences are designed to prepare students to pass the Physician Assistant National Certifying Exam (PANCE). The curriculum is based on the National Commission on Certification of Physician Assistants PANCE blueprint of topics. Successful completion of this national board exam is required by most states to become licensed and practice medicine. Once a graduate of the program, upon successful completion of the PANCE, graduates of the PA program will be eligible for application for licensure in any state.

Teacher or School Professional Preparation Programs

Is the proposed program a teacher or school professional preparation program?

☐Yes

☒No

If yes, complete the following components.

Area of Certification

Please attach a document addressing the South Carolina Department of Education Requirements and SPA or Other National Specialized and/or Professional Association Standards.

ASSOCIATED HEALTH EDUCATION AFFILIATION AGREEMENT BETWEEN THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND AN EDUCATIONAL PROGRAM

Use when trainees are enrolled in an educational program approved by an accrediting body recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA)

VA Southeast Network (10N7)

VA NETWORK

Wm. Jennings Bryan Dorn VA Medical Center 6439 Garners Ferry Road Columbia SC 29209

VA HEALTHCARE FACILITY (including city and state)

University of South Carolina School of Medicine 6311 Garners Ferry Road Building 3 Columbia SC 29208

NAME OF EDUCATIONAL INSTITUTION (including city and state)

Physician Assistant / Masters of Science in Physician Assistant Studies

PROGRAM/DISCIPLINE AND DEGREE(S)

This agreement, when duly executed and approved by the Department of Veterans Affairs (VA), establishes an affiliation between VA, its Veterans Integrated Service Networks, the listed VA facility or facilities, and the listed educational program for the academic purposes of enhanced patient care, education, and research. VA and the affiliated educational institution have a shared responsibility for the academic enterprise. The affiliated institutions accept primary responsibility for the integrated education programs conducted with VA while VA retains full responsibility for the care of VA patients and administration of its healthcare system. Additional responsibilities are delineated below.

RESPONSIBILITIES

1. **The affiliated educational institution has the following responsibilities:**

A. Operate, manage, and assume overall educational responsibilities for the educational program and maintain accreditation by an agency that is recognized by the U.S. Department of Education or by the Council for Higher Education Accreditation (CHEA).

B. Select trainees that meet qualifications as agreed upon by the educational institution and VA.

C. Evaluate the trainee's performance and conduct in mutual consultation with VA staff and according to the guidelines outlined in the approved curriculum and accepted standards.

2. **VA has the following responsibilities:**

A. Operate and manage the VA facility and maintain accreditation by the Joint Commission and other accrediting entities as appropriate.

B. Appoint qualified healthcare professionals, as appropriate, as full-time or part-time staff of the facility to provide supervision of trainees and provide Veteran patient care.

C. Participate with the affiliated school in the academic programs of education and research, provide a quality learning environment, and supply sufficient resources for appropriate conduct of such programs.

D. Establish minimal qualifications for trainees coming to VA for clinical education.

E. Evaluate the trainee's performance and conduct in mutual consultation with the program director and according to the guidelines outlined in the approved curriculum and accepted standards.

F. Orient trainees and faculty to the VA facility and inform them that they are subject to VA rules and regulations while in a VA facility.

G. Dismiss any trainee from VA assignment in accordance with VA Handbook 5021, Part VI, Paragraph 15 or Paragraph 18, whichever paragraph applies.

H. VA will ensure that all trainees and faculty who will be assigned to VA receive VA appointments, to include issuance of appropriate letters of appointment documenting their appointment as VA employees.

I. Assure that staff with appropriate credentials will supervise trainees.

J. Assure that trainees with occupational injuries (including exposure to infectious or environmental hazards), will be assessed and, in emergency cases, initially treated at VA. Workers compensation coverage for trainees will be that which is provided under the Federal Employees' Compensation Act.

K. Appoint VA staff and appropriate school program faculty to the VA Partnership Council and its subcommittees. School program faculty will be chosen based on the extent of involvement in the VA training program and geographic proximity to the VA facility.

L. Conduct periodic reviews of academic programs and policies according to VA policies.

TERMS OF AGREEMENT

Ultimate responsibility for the control and operation of VA facilities and programs rests with VA. Ultimate responsibility for academic education rests with the affiliated institutions. Through this agreement, a collaboration is created with VA to enhance patient care, education, and research.

The participating institutions and VA comply with Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Public Law 104-91, the Age Discrimination Act of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, sex, disability, or age under any program or activity receiving federal financial assistance.

Nothing in this agreement is intended to be contrary to state or federal laws. In the event of conflict between terms of this agreement and any applicable state or federal law, that state or federal law will supersede the terms of this agreement. In the event of conflict between state and federal law, federal law will govern.

Properly appointed faculty members and trainees of the sponsoring institutions, when at VA healthcare facilities or on VA assignment at offsite facilities and while furnishing professional services covered by this agreement, will have personal liability protection by the provisions of the Federal Employees' Liability Reform and Tort Compensation Act, 28 U.S.C. 2679 (b)-(d). The liability, if any, of the United States for injury or loss of property, or personal injury or death shall be governed exclusively by the provisions of the Federal Tort Claims Act.

Amendments must be bilaterally executed in writing, signed by authorized representatives of both agencies. No oral or unilateral amendments will be effective. Only terminations done in accordance with the terms of this agreement may be done unilaterally.

Should disagreement arise as to the interpretation of the provisions of this agreement that cannot be resolved between the parties' designated Points of Contact, the area(s) of disagreement will be reduced to writing by each party and presented to the authorized officials at both participating entities. If settlement cannot be reached at this level, the disagreement will be raised to the next level in accordance with the parties' procedures for final resolution. Both parties will proceed diligently in performing their obligations under this agreement pending final resolution of any dispute arising hereunder.

TERMINATION OF AFFILIATION AGREEMENT

This affiliation agreement is in force until 1-28-2026 *[insert a date that is not to exceed ten years in the future and that allows for completion of the last training cycle during that period]* and supersedes any previous affiliation agreement. It may be terminated in writing at any time by mutual consent with due consideration of patient care and educational commitments, or by written notice by either party 6 months in advance of the next training experience.

SIGNATURES FOR ACADEMIC INSTITUTION

Leslie W Hall

Signature of Dean or Equivalent Responsible Official for the Educational Institution or Program

12/10/15

Date of Signature

Leslie W. Hall, MD

Typed Name of Individual Signing Above

Executive Dean

Typed Title of Individual Signing Above

SIGNATURES FOR DEPARTMENT OF VETERANS AFFAIRS

Signature of Responsible VA Official for Educational Program

1-6-16

Date of Signature

B. James McCallum, MD FACP

Typed Name of Individual Signing Above

Associate Chief of Staff for Education

Typed Title of Individual Signing Above

Signature of VA Designated Education Officer

1-6-16

Date of Signature

B. James McCallum, MD FACP

Typed Name of Individual Signing Above

Associate Chief of Staff for Education

Typed Title of Individual Signing Above

Amy M. Allen

Signature of Affiliate Official

12-10-15

Date of Signature

Amy M. Allen, PA-C

Typed Name of Individual Signing Above

Physician Assistant Program Director

Typed Title of Individual Signing Above

Amy E. Stone

Signature of Affiliate Official

12-17-15

Date of Signature

Amy E. Stone

Typed Name of Individual Signing Above

Secretary, University of South Carolina

Typed Title of Individual Signing Above

Additional signature page for
University of South Carolina Officials

Signature of Director or Equivalent Responsible Official for VA Healthcare Facility

1-8-16

Date of Signature

Timothy B. McMurry

Typed Name of Individual Signing Above

Medical Center Director

Typed Title of Individual Signing Above

Signature of VISN Director or Designee for Department of Veterans Affairs

1-28-2016

Date of Signature

Leslie Wiggins

Typed Name of Individual Signing Above

Director, VA Southeast Network (VISN 7)

Typed Title of Individual Signing Above

Physician Assistant Student
Education Affiliation Agreement
Between
University of South Carolina
School of Medicine
(Sponsoring Institution)
Physician Assistant Program
Columbia, South Carolina
And
Palmetto Health
(Participating Institution)
Columbia, South Carolina

This AGREEMENT is made to be effective July 1, 2015, by and between The **University of South Carolina School of Medicine** (herein after referred to as "Sponsoring Institution") and **Palmetto Health** herein after referred to as ("Participating Institution") to include all departments, campuses, and physician practice sites herein after referred to as ("Facility") of Palmetto Health, a South Carolina non-profit corporation.

WHEREAS, Sponsoring Institution and Participating Institution desire to guide and direct a working relationship between the parties in providing learning opportunities for Physician Assistant Students of Sponsoring Institution (hereinafter referred to as "Program Participant(s)"); An Affiliation partnership under this agreement will benefit both parties by contributing to the educational preparation and workforce development of future Physician Assistants availability for the state of South Carolina: and

WHEREAS, the parties are desirous of cooperating in a plan to provide facilities for instruction and training to Program Participant(s) of Sponsoring Institution: and

WHEREAS, Participating Institution desires to provide Program Participant(s) of Sponsoring Institution with an opportunity to obtain training and experience:

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth below, the parties agree as follows:

1. Participating Institution Facilities: Participating Institution agrees to provide facilities to permit Program Participant(s) of Sponsoring Institution to receive training and supervision under the supervision and responsibility of a mutually agreed upon attending physician (Site Preceptor).

2. Term and Termination: This Agreement will commence on July **1, 2015** and will expire on **June 30, 2020**. No automatic renewal. This Agreement may be terminated at any time upon sixty (60) days written notice of termination given by either Sponsoring Institution or Participating Institution. Notwithstanding any termination of this Agreement, the provisions of this Agreement insofar as applicable to any Program Participant(s) who are engaged in a rotation at Participating Institution on the date of termination shall be observed by both parties until the end of the rotation then in effect for such Program Participant(s).

3. Amendment: This Agreement may be modified by mutual consent at any time or may be terminated by either party submitting notice of such intent in writing at least sixty (60) days in advance of the requested amendment. Notice must be in writing addressed to the following:

If to Sponsoring Institution: University of South Carolina
School of Medicine
AMY M. ALLEN, PA-C
PHYSICIAN ASSISTANT PROGRAM DIRECTOR
6311 Garners Ferry Road, Building 3
Columbia, SC 29208
Ph: 803-216-3951
F: 803-216-3953

If to Participating Institution: Palmetto Health
Corporate Offices
James Raymond, MD
Chief Medical and Academic Officer
1301 Taylor Street, 9th Floor
Columbia, SC 29203
James.raymond@palmettohealth.org
Ph: 803-296-2152

I. **SPONSORING INSTITUTION AGREES TO**:

A. Ensure that a **Preceptor Agreement** (attachment A) is initiated at the beginning of each academic year between the Sponsoring Institutions Physician Assistant Training Program and the appropriate facility or site and Preceptor at the Participating Institution at least 45 days in advance of requested rotation experience. Preceptor Agreement shall specify and must be mutually agreeable, Program Participant (PA Student) name, attending faculty/Site Preceptor name at Participating Institutions facility, dates of rotation, goals and objectives, evaluation method, rules and regulations.

B. Work directly with Facility personnel and coordinate all Student activities.

C. Prepare and transmit to Facility/Site Preceptor a comprehensive program of instruction, goals and objectives, and responsibilities of Site Preceptor no later than two (2) weeks prior to the beginning of each semester.

D. Recruit, counsel, and discipline Students in each program area.

E. Carry requisite insurance to cover students and instructors participating in the Rotation consistent with coverage acceptable to the Facility and in accordance with South Carolina state law. e ("requisite insurance"), Professional liability

insurance ("requisite insurance") shall comply with the South Carolina Tort Claims Act.

F. Admit only those Students to the training program who have not only met all the program prerequisite courses for their particular rotation sequence but also satisfied the Facility's eligibility criteria.

G. Provide the services of experienced, qualified, and currently competent Instructors for each instructional experience as a liaison between Sponsoring Institution and Facility. Sponsoring Institution will ensure Instructors are duly licensed, registered, or certified to practice in South Carolina and that Instructors' licenses are current and unrestricted during the term of this Agreement. Instructor duties to Facility shall include but shall not be limited to the following:

1. Advance notification of assignments, as required by Participating Institution Facility, including dates, hours number of Students, assigned Instructors and types of experiences and

2. Supervision and evaluation of Student assignments and experiences; monitoring and evaluating the competence and performance of each Student

3. Removal of any Student from the rotation when the Student is unacceptable to Facility for reasons of health, performance, behavior, or other causes which violate hospital standards

4. Advising Students of their responsibilities during their rotation at Facility to include keeping confidential all medical and health information pertaining to clients in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security standards. Advise Students that the minimum protected health information (PHI) will be disclosed only to perform functions necessary to the assigned rotation. Advise Students that Facility computer system access granted to them will be solely for the purposes of the assigned rotation and that the information accessed via the computer is the Facility property and may not be transmitted or reused in any manner not otherwise prescribed in this agreement.

G. Verify to Facility that Students and Instructors assigned to Facility have met all required immunizations and tests including but not limited to: (i) TB; (ii) Hepatitis B vaccination series (or waiver); (iii) influenza vaccination and any other test that is now or may in the future be required by state or federal law or regulation.

It is recommended, unless otherwise contraindicated, that all students and faculty should receive vaccination for influenza prior to beginning their experience.

H. For each Instructor and Student who will participate in the Rotation program, provide verification to Facility that the following have been completed within 90 days of admission to the rotation:

1. Criminal background check for places of residence for prior seven (7) years (SLED required in South Carolina)

2. National Sex Offender Registry Database Search

3. Check of the Office of Inspector General List of Excluded Individuals and Entities (LEIE)

4. Check of the General Services Administration (GSA) list of excluded individuals/entities

5. Federal Criminal File Search

6. National Criminal File Search

Costs of such background checks are the responsibility of the Student. Criminal background checks will be conducted by such agency or company that is agreeable to both Sponsoring Institution and Facility.

Notify each Instructor and Student that he/she must report to Sponsoring Institution any arrests and/or criminal charges or convictions filed subsequent to completion of the criminal background check and that failure to do so may result in dismissal from the rotation program. Sponsoring Institution further agrees to notify Facility as soon as possible, but not later than seven (7) calendar days of learning of such charges or convictions.

For all students and all faculty, the following requirements are included in this agreement:

1. Conviction of certain crimes may make an individual ineligible to participate in the educational experience.

2. Conviction of, plea of guilty, plea of nolo contendere (no contest), or pending criminal charges involving the following may bar admission to and may be grounds for dismissal from an educational experience.

3. Crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction, robbery.

4. Crimes occurring within 5 years involving the distribution of drugs.

5. Crimes occurring within 5 years involving illegal use or possession of

weapons including but not limited to guns, knives, explosives or other dangerous objects.

6. Crimes occurring within 5 years involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check).

7. Any other crime or pattern of criminal behavior that, in the Facility's opinion, warrants exclusion or dismissal from rotation.

8. Costs of the background checks are not the responsibility of Facility and will be coordinated by the educational facility prior to the student experience.

An excluded participant may submit a written appeal to Facility through their educational institution. The appeal will be considered by Facility staff, which may include the affected department/area, Human Resources, and the appropriate Vice President. The decision of Facility will be final.

I. Notify each Instructor and Student that Facility may require a drug screen prior to participation in the Rotation program and at other times in accordance with Facility's policies and that failing a drug screen will likely bar participation in or continuation in the Rotation program.
The school will notify each participant that should the facility require a drug screen, the cost of the drug screens are not the responsibility of Facility and will be coordinated by the educational facility prior to the student experience.

J. Provide to Facility, if requested, any documents or records regarding health screens or background checks.

K. Keep Facility informed as to needs of the program to comply with the standards as stated in *Essentials of an Accredited Educational Program* as published by the appropriate accrediting organization.

L. Ensure that Instructors and Students of the Sponsoring Institution are advised of and abide by the applicable Facility policies and procedures, including but not limited to wearing appropriate name tags as required by Facility in accordance with the "Lewis Blackmon Patient Safety Act of 2005."

M. Ensure that instructors and students of the Sponsoring Institution will abide by Joint Commission (JCAHO) standards.

N. All participants must comply with the policies and procedures of Facility. In addition, upon receipt of the roster or at any time after the experience begins, Facility may refuse to allow any student or faculty to participate in the experience if the individual has unfavorable record with Facility from previous employment, another experience, or any other reason.

O. Student ID badges will be returned to the instructor at the end of each year.

P. Meeting requirements for inclusion in a student experience does not imply meeting requirements for employment.

II. **PARTICIPATING INSTITUTION AGREES TO:**

A. Designate Facility employees to serve as Coordinators for the Rotations program and to work directly with Sponsoring Institution.

B. Provide Instructors with copies of Facility's policies, rules, regulations, and procedures that are applicable to Students' and Instructors' participation in the program.

C. Permit Students and Instructors to assist Facility for which students have been prepared academically. Facility retains responsibility for the care of its patients/clients and maintains responsibility for administrative and professional supervision of Students insofar as their presence and program assignments affect the operation of the Facility and it's care of patients/clients.

D. Maintain standards of care and services that are conducive to sound rotation for Students and that meet regulations of the South Carolina Department of Labor, Licensing, Regulation (LLR) and other certifying agencies.

E. Provide Sponsoring Institution Instructors and Students with an orientation to Facility.

F. Provide reasonable Student facilities such as a classroom or conference rooms and equipment.

G. Make Facility's library available to the Students for reference and lending.

H. Furnish Facility policy and procedure manual to Sponsoring Institution and have manuals available for reference by Instructors and Students.

I. Provide emergency medical care for Students and Instructors on facility premises, with charges remaining the responsibility of the Student and/or the Sponsoring Institution.

J. At Facility's option, provide an examination of Students suspected of a condition that may be harmful to the patient population for determination as to whether Student will continue on the assigned rotation.

K. Provide access to Facility computer systems for Students and Instructors in accordance with Facility's policies and procedures. Facility will provide orientation for network access, systems security and facility HIPAA-specific practices to protect Electronic Protected Health Information (EPHI).

L. Maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

M. Palmetto Health's, Palmetto Health Baptist Columbia's, and Palmetto Health Richland's, Palmetto Health Baptist Parkridge and Physician Practices indemnification shall be limited to the limitations of liability for charitable entities under the South Carolina Code of Laws.

III. **MUTUAL RESPONSIBILITIES**

A. In accordance with Section V(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations") Sponsoring Institution and Facility agree to the following:

1. Information and Training. Sponsoring Institution shall be responsible for compliance with the Regulations, including but not limited to responsibility as "the employer" to provide all Instructors and Students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to blood and other potentially infectious materials, and (c) information as to the reasons the Instructors and Students should participate in Hepatitis B vaccination and post exposure evaluation and follow-up.

2. Protective Equipment. Facility shall be responsible for providing Sponsoring Institution employees and Students served under this agreement with personal protective equipment which is necessary to comply with Regulations.

B. Conduct coordinating conferences consisting of representatives of Facility and Sponsoring Institution periodically or as deemed necessary by either party.

C. Provide completed reports, data, self-studies, and other reasonable information that may be requested and/or required by professional or educational accrediting agencies, governmental bodies, or facility accrediting bodies. This information may not be released to third parties without express written permission, except as required by law.

IV. **CONFLICTS AND REMOVAL OF STUDENTS OR INSTRUCTORS**. If a conflict arises between an employee of the Facility and an Instructor or Student, the Coordinators shall intervene within seven (7) calendar days in an attempt to resolve the matter. Facility may require that Sponsoring Institution immediately remove a Student or Instructor from a rotation when Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, poses a threat to the health, safety or welfare of a patient, employee or any other person, or for any other reason deemed necessary by the Facility. In addition, upon receipt of the roster or at any time after a rotation begins, Facility may refuse to allow any Student or Instructor to participate in the rotation if the individual has an unfavorable record with Facility from

previous employment, another rotation, or any other reason. If Facility determines that Student or Instructor is not suitable for participating in a rotation, Facility will notify Sponsoring Institution as provided in Paragraph VIII.

V. **TERMINATION**

A. Termination for Cause. Facility may immediately terminate this Agreement for cause upon notice to Sponsoring Institution upon the occurrence of any of the following events: (1) failure of Sponsoring Institution to maintain insurance coverage as required by the Agreement; or (2) Sponsoring Institution fails to bar a Student from participating in a Rotation after Facility has informed Sponsoring Institution to remove a Student for reasons permitted under this Agreement; or (c) the intentional breach of HIPAA and confidentiality policies and procedures.

B. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate the Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

C. Termination Without Cause. Either party may terminate the Agreement by giving 6 months prior written notice to the other party.

VI. **RESPONSIBILITY FOR ACTIONS**. Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors, and affiliates. A party shall not be liable for any claims, demands, actions, costs, expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If any party is an agency or institution of the State of South Carolina, its liability shall be governed by the South Carolina Tort Claims Act.

VII. **DISCLAIMER OF INTENT TO BECOME PARTNERS**. Facility and Sponsoring Institution shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

VIII. **NOTICES**. Any notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mail, postpaid, to the addresses or numbers set forth below the signatures of the parties.

IX. **CONFIDENTIALITY**. Sponsoring Institution shall and Sponsoring Institution must require Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of Facility, including patient information, unless such information (1) is or becomes generally available to the public other than as a

result of disclosure by Sponsoring Institution, Instructors or Students or (2) is required to be disclosed by law or by a judicial, administrative or regulatory authority. Sponsoring Institution, Instructors, and Students shall not use such information except as required to provide patient care services in the rotations. Facility and its staff shall protect and not divulge to anyone else confidential Student and Instructor information obtained through the course of conducting background checks, health and drug screenings.

X. **HIPAA COMPLIANCE**.

A. Sponsoring Institution must and Sponsoring Institution shall require Instructors and Students to appropriately safeguard the protected health information of patients in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as it may be amended from time to time. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

B. With respect to information obtained or received from Facility, Sponsoring Institution shall: (1) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (2) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (3) report to Facility any use or disclosure of the information not provided for by this Agreement of which Sponsoring Institution becomes aware; and (4) require that any agents to whom Sponsoring Institution provides protected health information received from or on behalf of Facility agrees to the same restrictions and conditions that apply to Sponsoring Institution.

C. Sponsoring Institution or Student will immediately report to the Facility's designated privacy and/or security officer any use or disclosure of PHI that is not allowable under this Agreement and all actual or suspected security incidents, including breaches of unsecured PHI by Student. The notice should include the identification of each individual whose unsecured protected health information has been or is reasonably believed by the business associate to have been accessed, acquired, or disclosed during such breach, as well as certain other information specified by regulations.

XI. **NON-DISCRIMINATION**. Facility, Sponsoring Institution, Instructors, and Students shall not discriminate on the basis of race, color, gender, age, religion, national origin, disability, or veteran's status in the performance of the Agreement. Sponsoring Institution represents that all services are provided without discrimination on the basis of race, color, gender, age, religion, national origin, disability, or veteran's status.

XII. **SEVERABILITY**. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

XIII. **NO ASSIGNMENT**. Neither party may assign its rights or delegate its duties under the Agreement without prior written consent of the other as provided in Paragraph VIII herein.

XIV. **BINDING EFFECT**. This Agreement shall be binding upon, and shall inure to the benefit of the parties and their respective legal representatives, successors and permitted assigns.

XV. **GOVERNING LAW**. This Agreement shall be governed by and construed in accordance with the law of the South Carolina.

XVI. **RIGHTS CUMULATIVE; NO WAIVER**. No right or remedy conferred upon or reserved to the Facility in this Agreement is intended to be exclusive of any other right or remedy. Every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either Facility or Sponsoring Institution to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

XVII. **NO THIRD PARTY BENEFICIARIES**. This Agreement is not intended to confer any right or benefit upon or permit enforcement of any provision by anyone other than the parties to this Agreement.

XVIII. **ENTIRE AGREEMENT**. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties. This Contract -

[SIGNATURES]

SPONSORING INSTITUTION

UNIVERSITY OF SOUTH CAROLINA
SCHOOL OF MEDICINE
Physician Assistant Program
6311 Garners Ferry Road, Building 3
Columbia, SC 29208

BY: Amy M. Allen
AMY M. ALLEN, PA-C
ITS: PHYSICIAN ASSISTANT PROGRAM DIRECTOR

BY:
Francis G. Spinale, M.D., PhD.
Its: Associate Dean for Research and Graduate Education
Date: 11/2/15

BY:
AMY E. STONE
ITS: SECRETARY, UNIVERSITY OF SOUTH CAROLINA

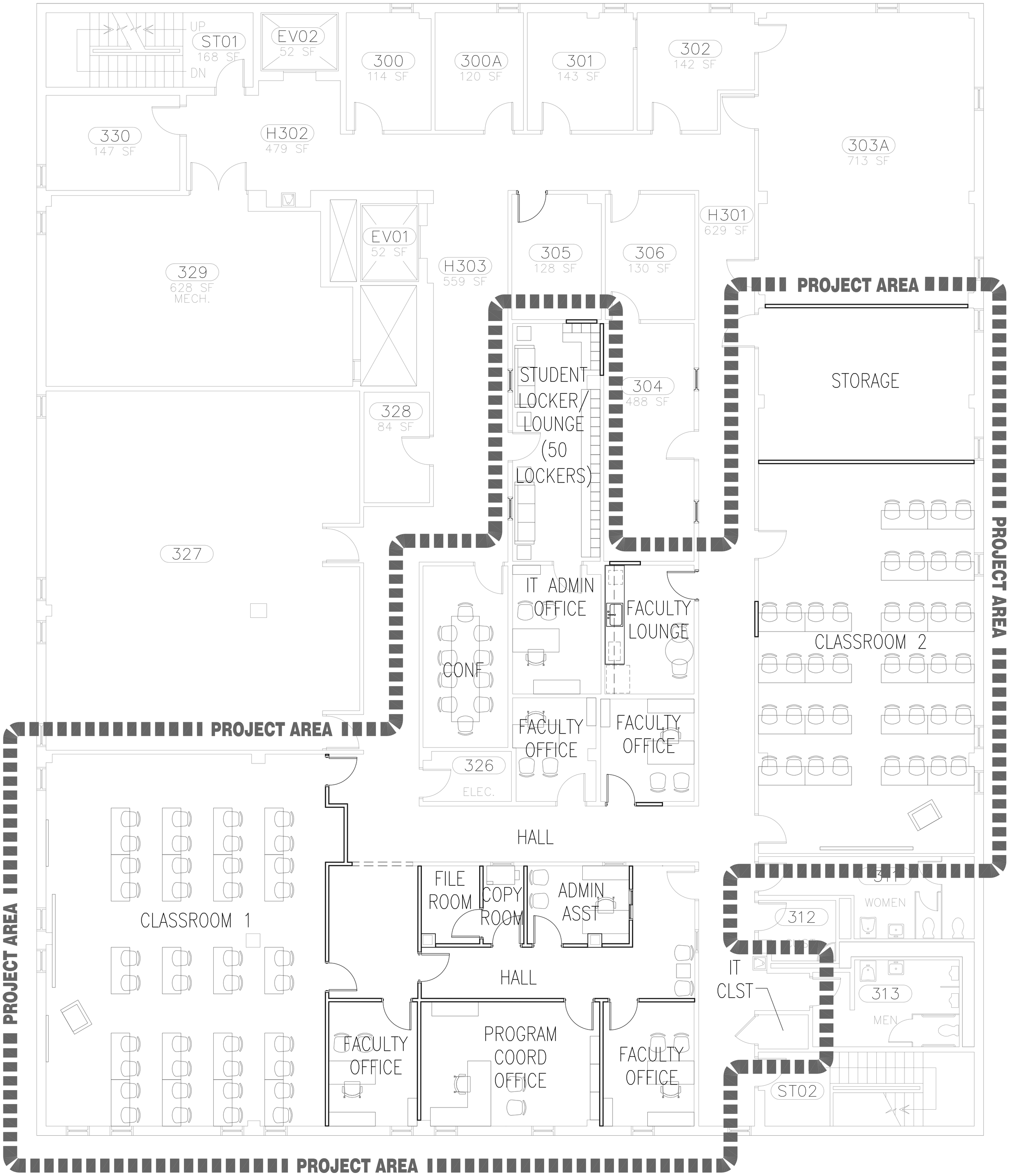
PARTICIPATING INSTITUTION

PALMETTO HEALTH
1301 Taylor Street, 9th Floor
Columbia, SC 29203
Ph: 803-296-2152

BY:
JAMES RAYMOND, MD
ITS: CHIEF MEDICAL AND ACADEMIC OFFICER

BY:
Katherine G. Stephens, MBA, PhD, FACHE
ITS: VP Medical Education and Designated Institutional Official (DIO)

PH Legal ID#10815



USC SCHOOL OF MEDICINE PHYSICIAN ASSISTANT PROGRAM

SCALE: 1/4" = 1'-0"

PA Classrooms and Admin Offices Projected Budget

HVAC Upfit	$213,479
Classroom A/V Equipment	$68,723
50 Lockers (Includes tax & shipping)	$3,305
Classroom tables (Includes tax & shipping)	$7,006
Classroom Chairs (Includes tax & shipping)	$11,300
Office & conference furniture	$35,000
Sub Total	**$338,813**

Wall track & studs	$300
Ceiling tile 30 cartons @ $43.00	$1,290
Ceing tile track & grid	$750
Lights (New)	$2,413
Lights (Retrofitted)	$1,000
Sheetrock & Joint compound (5/8)	$600
Paint 60 gals @ $70/gal	$4,200
Wire, conduit, receptacle boxes	$1,700
Doors 3 @ $200	$600
Door Hardware	$750
Data cable 5 @ $195	$975
Plumbing	$1,000
VCT for lounge	$500
Carpet 351 yd/2 @ $30 / yd/2	$10,530
Fire Alarm device modification	$650
Asbestos Abatement (duct demo)	$7,000
Doors (8" throat) 2 @ $350	$700
Sub Total	**$34,958**

Sub Totals	$338,813
	$34,958
	$373,771
Contengeny @ 10%	$37,377
Grand Total	**$411,148**

Total project budget request to Board of Trustees	**$450,000**