

Bethel Physician Assistant Program

A5.0 (B2.2) Remediation	Review Date: 29 July 2024
Source: ARC-PA Accreditation Standards for Physician Assistant Education, 5th Edition	Author:
Initiated Date: August 3, 2023	Authorized by: F&S Vote 09112024
Standards Addressed: 5th Standards: A2.05 d-f, A3.15 a, c, C1.01 b, c, d	Reviewed and Revised by: Policy & Procedures Subcommittee

Rationale for the Policy:

The ongoing planning and implementation for the PA Program is guided by the ARC-PA standards for accreditation. This policy is written to demonstrate compliance with the standards related to student attrition, deceleration, and remediation.

Standard(s): 5th edition

A2.05 Principal faculty and the Program Director must be responsible for, and actively participate in the processes of:

- d) evaluating student performance,
- e) academic counseling of students, and
- f) ensuring the availability of remedial instruction.

A3.15 The program must define, publish, consistently apply, and make readily available to students upon admission:

- a) any required academic standards, and
- c) policies and procedures for remediation and deceleration.

C1.01 The program must define its ongoing self-assessment process that is designed to document program effectiveness and foster program improvement. At a minimum, the process must address:

- b) effectiveness of the didactic curriculum,
- c) effectiveness of the clinical curriculum, and
- d) preparation of graduates to achieve program defined competencies.

Didactic Policy:

The ARC-PA definition of remediation is "The program defined and applied process for addressing deficiencies in a student's knowledge and skills, such that the correction of these deficiencies is measurable and can be documented." The Bethel University PA Program's academic policy as it relates to remediation is as follows:

Remediation is the opportunity to correct unsatisfactory performance and progress in the program. If a student requires remediation, the course instructor will contact the Academic Manager and faculty tutor, if needed. The student's grade on the exam

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and/or check-off will determine the course of action. At that point, the student will then be notified.

Remediation will be required if a student **earns a grade <78%** on any evaluation requirement, and/or fails to "meet expectations" during a check-off.

If a student **earns a grade <78%** the student will be notified and required to attend a mandatory review, which consists of reviewing the evaluation requirement while being proctored.

If a student **earns a grade <75%** the student will be required to attend a mandatory review and meet with the primary course instructor or faculty tutor for additional remediation and instruction of the material. Remediation may cover but is not limited to tutoring, additional reading, additional examinations, written assignments, or study resources.

If a student **earns a grade <70%** the student will be required to attend a mandatory review and meet with the primary course instructor or faculty tutor for additional remediation and instruction. The student will be given additional study time (if needed) and will be required to demonstrate proficiency in the subject matter in the way of another evaluation requirement. The requirement will cover the same topics as the failed evaluation. The evaluation may consist of verbal or written examination. The purpose of the remediation evaluation requirement is to measure competency in the subject matter. If the student fails to demonstrate minimum competency on the remediation evaluation requirement, the student will be required to meet with the PRD committee to discuss future in the program.

Students will be allowed to remediate 2 times per course per semester, or 5 times total per semester before meeting with the PRD committee to discuss their future in the program.

Didactic Procedure:

1. The primary course instructor will provide notification of grade to the Academic Manager and faculty tutor, if needed.
2. The student will be notified, and an appointment will be scheduled with the course instructor or faculty tutor.
3. The Academic Manager will provide a remediation form to the primary course instructor or faculty tutor and the student will be assigned an appointment time for remediation. The remediation form will be completed by the faculty following completion of the student's remediation.
4. The form will then be forwarded to the student's advisor for signature, and then returned to the Academic Manager. This completes the remediation process.

Clinical Policy

If a student is identified as having deficiencies in a mid-rotation evaluation, they may receive additional faculty instruction and will be provided supplemental study material. If a student receives an end of rotation evaluation final grade below 80%, the student must meet with the PRD committee and may receive a failing grade for the rotation even if the final average is above 80%.

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If a student fails an end of rotation (EOR) examination/oral board (grade below 80%) but passes the rotation, the student must remediate the EOR exam or oral board. The Clinical Director will determine if the remediation takes place orally with an assigned faculty member or by taking and passing a written remediation exam. The student's grade will determine the course of action and the student will be notified.

Remediation will be required if a student **earns a grade <80%** on any evaluation requirement.

If a student **earns a grade <80%** the student will be required to review their topic list provided by the clinical faculty.

If a student **earns a grade <78%** the student will be required to attend a mandatory review.

If a student **earns a grade <75%** the student will be required to attend a mandatory review and complete a remediation written assignment. Remediation may cover but is not limited to tutoring, additional reading, or study resources. If the student successfully conveys that they understand the material, they will be allowed to continue in the program.

If a student **earns a grade <70%** the student will be required to repeat the evaluation requirement and attend a mandatory review. The student will be given additional study time and the opportunity to meet with the faculty or tutor. The student will be required to demonstrate proficiency in the subject matter in the way of a written or oral remediation exam.

The purpose of the remediation exam is to measure competency in the subject matter. If the student **earns a grade of 70-77%** on the evaluation requirement, then the student will continue remediation as outlined in the above requirements. If the student **earns a grade < 70%** on the remediation evaluation requirement, the student will be required to meet with the Promotion, Retention, and Disciplinary (PRD) committee to discuss future in the program.

If a student fails an end of rotation examination or other evaluation requirement and the average of the preceptor and examination grade is below 80%, the student must complete and pass another evaluation requirement that will be given by an assigned faculty member. Supplemental material may be provided, and the evaluation requirement will be scheduled during the upcoming rotation. The student will be allowed to progress to the next scheduled rotation. If the student fails the evaluation requirement (below 80%), they will receive a failing grade for the rotation and be referred to the PRD committee. The committee will determine the student's future in the program.

If it is determined by the PRD committee that the student will be decelerated, the Clinical Director will schedule the repeat rotation according to availability of clinical sites. This is usually scheduled in the spring of the third year and will delay the student's graduation.

Clinical Procedure

1. The Clinical Director will provide notification of grade to the appropriate clinical faculty/staff.
2. The student will be notified and provided with an assignment with a deadline for completion.
3. The Clinical Remediation Form will be completed by the faculty following completion

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of the student's remediation.

4. The form will then be forwarded to the student's advisor for signature and then returned to the Clinical Manager. This completes the remediation process.

Summative Policy

Students who have achieved **<80%** on their OSCE, clinical skills, oral boards, or cumulative final exam will be given additional study material and additional faculty instruction. Then the student will be reexamined prior to the end of the summative phase. The student must demonstrate competency and a **passing grade of 80%** on all components of the summative.

If the student fails the remediation exam with **<80%**, they will meet with the PRD and options will be discussed. This may include continued remediation efforts, deceleration, or dismissal from the program.

Regardless of the student's calculated grade for a particular element of the summative course and if the faculty or staff identifies a serious deficit in any of the student's performance (including professionalism), the PRD may recommend corrective action including dismissal from the program.

Summative Procedure:

1. The summative course director will provide notification of a grade <80% to the student.
2. The student will be notified of the scheduled remediation with clinical faculty.
3. The Summative Remediation Form will be completed by faculty following each remediation with recommendations for further remediation, if needed.
4. The student's documentation will be processed for graduation once all remediation requirements have been met and the student has had the final PRD.
5. This completes the remediation process.

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REMEDIATION FORM

Student: _____ Date Remediated: _____

Course # _____ Score: _____

Check Off / Exam # _____ Exam Date: _____

Remediation will be required if a student earns a grade <78% and/or fails to "meet expectations" on any evaluation requirement.

If a student earns **a grade <78% and/or fails to "meet expectations"** the student will be notified and required to attend a mandatory review.

If a student earns **a grade <75%**, the student will be required to attend a mandatory review and meet with the primary course instructor or faculty tutor for additional remediation and instruction of the material. Remediation may cover but is not limited to tutoring, additional reading, additional examinations, written assignments, or study resources.

If a student earns **a grade <70%**, the student will be required to attend a mandatory review and meet with the primary course instructor or faculty tutor for additional remediation and instruction. The student will be given additional study time (if needed) and will be required to demonstrate proficiency in the subject matter in the way of another evaluation requirement. The re-evaluation will cover the same topics as the failed evaluation. The purpose of the re-evaluation is to measure competency in the subject matter. If the student fails to demonstrate minimum competency on the re-evaluation, the student will be required to meet with the PRD committee to discuss future in the program.

Students will be allowed to remediate 2 times per course per semester, or 5 times total per semester before meeting with the PRD committee to discuss future in the program.

Student satisfactorily completed remediation: Yes No

Initiated by: _____ Date: _____

Remediated by: _____ Date: _____

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

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REMEDIATION FORM

Clinical Year

Student: _____ Original EOR Exam Grade: _____

Remediation will be required if a student **earns a grade <80%** on any evaluation requirement.

If a student **earns a grade <80%** the student will be required to review the evaluation requirement, which may consist of a topic list provided by the clinical faculty.

If a student **earns a grade <78%** the student will be required to review the feedback of the evaluation requirement and complete a written assignment on the evaluation requirement. There are detailed instructions for this written assignment for EOR Exams located on Google Classroom. The written assignment will be due in one week. Remediation may cover but is not limited to tutoring, additional reading, or study resources. Upon faculty review of the re-evaluation content demonstrating acceptable remediation, the student will be allowed to continue in the program.

If a student **earns a grade <70%** the student will be required to repeat the evaluation requirement. The student will be given additional study time and the opportunity to meet with the faculty or tutor. The purpose of the re-evaluation is to measure competency in the subject matter.

The purpose of the remediation exam is to measure competency in the subject matter. If the student **earns a grade of 70-77%** on the evaluation requirement, then the student will continue remediation as outlined in the above requirements. If the student **earns a grade < 70%** on the remediation evaluation requirement, the student will be required to meet with the Promotion, Retention, and Disciplinary (PRD) committee to discuss future in the program.

This form is to be completed when a clinical year student fails one end of rotation (EOR) or Oral Board exam during clinical year. If the student has failed two EOR exams, an Academic Warning form is required.

Student satisfactorily completed remediation: Yes _____ No _____

Remediation Exam: Pass _____ Fail _____ N/A _____

Rotation: _____ Date of Exam: _____

Remediated by: _____ Date: _____

Student Signature: _____ Date: _____

Advisors Signature: _____ Date: _____

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Summative Remediation Form

Student: _____ PACO: _____

Clinical Skills/OSCE/Oral Board/Cumulative Exam (circle one) Description:	Score: _____ Score: _____
Meeting Date: _____ Faculty: _____	
Resources/Prep:	
Recommendations:	
Remediation: __/__/__ Graduation: __/__/__ PANCE: __/__/__	
Clinical Skills/OSCE/Oral Board/Cumulative Exam (circle one) Description:	Score: _____ Score: _____
Meeting Date: _____ Faculty: _____	
Resources/Prep:	
Recommendations:	
Remediation: __/__/__ Graduation: __/__/__ PANCE: __/__/__	
Clinical Skills/OSCE/Oral Board/Cumulative Exam (circle one) Description:	Score: _____ Score: _____
Meeting Date: _____ Faculty: _____	
Resources/Prep:	
Recommendations:	
Remediation: __/__/__ Graduation: __/__/__ PANCE: __/__/__	