PHYSICIAN ASSISTANT MEDICINE ADMISSIONS SUB-COMMITTEE

Policy and Procedure

Mission

The Department of Physician Assistant Medicine (PAM) Admissions Sub-Committee composition and the manner in which it conducts business shall be in compliance with ARC-PA Accreditation Standards and the University of Tampa (UT) Office of Graduate and Continuing Studies policies and procedures pertaining to PA admissions.

The PAM Admissions Sub-Committee is responsible for selecting applicants for admission to the PA Program and evaluating and recommending admissions pre-requisites and admissions policy and procedures. The PAM Admissions Sub-Committee is also responsible for evaluating the admissions program and reporting their findings and recommendations to the PA Evaluation Committee (PAEC) for action.

Membership

The Admissions Sub-Committee shall be made up of all full-time PAM faculty members, the PAM Medical Director, the Assistant Dean from the College of Natural and Health Science, a representative from the Office of Graduate and Continuing Studies, and up to a maximum of 3 community members. The members of the sub-committee will serve on the sub-committee if they occupy the position qualifying them for placement on the sub-committee. The optional community members of the Admissions Sub-Committee will serve staggered 3-year terms and are not renewable. The Chair of the Admissions Sub-Committee must be a PAM faculty member and hold the title of Director of PA Admissions and be in good standing. The community members of the Admissions Sub-Committee will be nominated by the Chair with final approval by the Department Chair of Physician Assistant Medicine. The Chair of the Admissions Sub-Committee may invite guests to meetings as determined by the agenda and needs of the sub-committee.

Selection

The PAM Admissions Sub-Committee shall evaluate in a holistic manner all applicants for the PA program who have completed the application process. Using a method and criteria approved by the PAM Admissions Sub-Committee, applicants will be selected for an interview each application cycle and no applicant is guaranteed an interview. The PAM Admissions Sub-Committee will render a conditional admit, wait-list, or reject decision. The UT Office of Graduate and Continuing Studies will correspond with all applicants on behalf of the sub-committee.

Interview

The PAM Admissions Sub-Committee will be assisted in conducting its business by a group of interviewers. Interviewers will evaluate each applicant using a standard evaluation instrument. No one shall be granted acceptance to the PAM Program without an interview.
Interviewers will be selected by sending a solicitation of interest annually via various methods to UT faculty and selected community stakeholders. The interviewers will be selected from those individuals expressing strong interest in serving as an interviewer. Attempts will be made to have a diverse cadre consistent with the University’s diversity statement. An adequate size interviewer pool will be selected in accordance with the anticipated number of interviews to be conducted in the admission cycle. Appointment to the interviewer pool is for a one year term. There is no limit on the number of terms an individual may serve.

**Decision**

The PAM Admissions Sub-Committee shall review the final evaluation provided by the interviewers for each applicant interviewed and review overall data for the applicant interview pool to assure accuracy and uniformity of the information. All applicant materials and interview performance will be evaluated and graded to choose the final cohort as well as alternates for admission.

A quorum of the Admissions Committee will be at least 2/3 of the total PAM Admissions Sub-Committee members and will be necessary to conduct any official business regarding an individual applicant.

The PAM Admissions Sub-Committee shall make final admissions decisions by a simple majority vote. Such decisions shall be forwarded by the PAM Admissions Sub-Committee Chair to the UT Office of Graduate and Continuing Studies who will correspond to all applicants. An applicant shall not be entitled to appeal the sub-committee’s admissions decision.

**Conditional Acceptance**

- Applicants will be given three weeks to accept the offer of admission to the program and must remit a non-refundable fee of $1000 applied toward tuition.

- Acceptance is conditional upon completing the following:

  1. Completion of an outstanding Bachelor’s degree by July 1 of the year matriculating with a last 60 credit hours of ≥ 3.0.

  2. Passing the criminal background check. Criminal convictions of any nature may create difficulty placing the student in clinical rotations, as well as potentially resulting in ineligibility for the national board examination and licensing in many states. It is the student’s responsibility to address any such issues and determine the continued viability of their program candidacy. Refer to NCCPA and Florida Board of Medicine for further information. Applicants with felony convictions will not be admitted due to the inability to place them into clinical rotation experiences equivalent to their peers.

  3. Passing the urine drug screen. Positive drug screens may create difficulty placing the student in clinical rotations, as well as potentially resulting in ineligibility for the national board examination and licensing in many states. It is the student’s responsibility to address any such issues and determine the continued viability of their program candidacy. Please refer to NCCPA and Florida Board of Medicine for further information.
4. Completion of all required immunizations. Required immunizations will be published annually and updated based on the CDC recommendations for health care workers and the individual requirements of the clinical sites the program uses for site placement.

5. Completion of AHA BLS Certification.

6. Completion of physical examination that includes an acknowledgement that the candidate meets the technical standards for admission.

7. Completion of any outstanding paperwork/transcripts required by UT's Office of Graduate and Continuing Studies.

Delayed Matriculation

Conditionally accepted students may be permitted to delay matriculation for up to one year on a case by case basis. The written request must be submitted to the Chair of the Progression, Promotion and Professionalism (PPP) Committee as soon as possible, but no later than the first day of class. The PPP Chair will forward the committee’s recommendation to the PAM Chair for a final decision. The decision may not be appealed.

Advanced Standing and Transfer Students

The PA program does not offer advanced placement and does not accept transfer students or provide credit for experiential learning. The program does not give credit for prior applicant experience working in the health care field. All incoming students will take all the courses outlined in the program curriculum and no exceptions will be made. The policy and decision may not be appealed.

Self-Study Evaluation

The Admissions Committee will submit an annual evaluation of the admissions program related to PAM Mission and Goals and related ARC-PA Standards to the PAEC and to provide self-identified PA program admission strengths and areas in need of improvement, as well as recommended modifications in policy and procedure for the PAEC to consider. Any changes to PAM Admissions must be approved by the PAEC prior to implementation.