
	Student Employment Policy – PA Program	Type:	Tier * 3
		Original Effective Date:	
		Current (Revised) Date:	March 17, 2016
		Contact:	PA Program
Approval Signature: 		Date of Signature:	March 17, 2016
Name and Title: Zachary Hartsell, PA-C, MPAS, Program Director, PA Program			

1) General Policy Statement:

This policy informs Wake Forest PA Program students regarding options for employment while enrolled in the PA Program.

- a) Scope: All Wake Forest PA Program students are responsible for complying with this policy.
- b) Responsible Department/Party/Parties:
 - i. Policy Owner: PA Program Policy Committee
 - ii. Procedure: The PA Program Policy Committee is charged with determining and defining the procedures relative to implementation and administration of this policy in conjunction with the Director of PA Student Services and the PA Student Progress Committee.
 - iii. Supervision: The PA Program Director is charged with managing compliance with regulations and operations to which this policy applies.
 - iv. Implementation: PA Policy Committee with the Director of Student Services

2) Policy Guidelines:

- a) General Requirements
 - i.) Employment by Wake Forest Baptist Medical Center or in the Wake Forest School of Medicine PA Program during the period of matriculation is strictly prohibited. Students must not work, substitute, or function as instructional faculty or staff in the PA Program itself or in any instructional sites, to include clinical rotation sites where a student is placed.
 - ii.) Due to the rigorous nature of the curriculum, employment outside of the Wake Forest School of Medicine PA Program during the period of matriculation is highly discouraged.

3) Review/Revision/Implementation

- a) Review Cycle: This policy shall be reviewed by the PA Program Policy Committee at least every 3 years from the effective date.

b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy. The PA Program will also house this policy in a policy database.

4) Related Policies

5) Governing Law or Regulations

ARC-PA Standards:

A3.04 PA students must not be required to work for the program.

A3.05 Students must not substitute for or function as instructional faculty.

A3.06 Students must not substitute for clinical or administrative staff during supervised clinical practical experiences.

6) Attachments

7) Revision Dates