

- I. **Policy Title:** Policies and Procedures for Student Employment While Enrolled in the Program

II. **ARC-PA Standard(s) Addressed**

A3.03 The program publishes and makes readily available, and consistently applies a policy that PA students do not substitute for or function as:

- a) Instructional faculty
- b) Clinical or administrative staff

A3.14 The program publishes, consistently applies, and makes readily available to enrolled and prospective students:

- i) policy for student employment while enrolled in the program

III. **Purpose and Scope**

This policy establishes clear guidelines regarding student employment while enrolled in the PA program to ensure students can fully dedicate themselves to the demanding academic and clinical requirements. In compliance with ARC-PA Standard A3.14i, the policy applies to all enrolled students and addresses both outside employment limitations and prohibitions against students substituting for instructional faculty, clinical staff, or administrative personnel within the program.

IV. **Responsible Party**

Program Director and Principal Faculty

V. **Definitions of Policy**

- **Administrative Staff:** Personnel responsible for program management, student services, record-keeping, and other non-instructional support functions within the PA program.
- **Clinical Site:** Healthcare facilities, practices, or institutions where students complete their supervised clinical practice experiences.
- **Compensation:** Any form of payment, wages, salary, stipend, or other monetary remuneration for services rendered.
- **Instructional Faculty:** Program faculty members responsible for teaching, curriculum delivery, student evaluation, and educational oversight.
- **Instructor of Record:** The faculty member officially designated as responsible for a course or curriculum component, including grading and academic oversight.
- **Outside Employment:** Work performed for employers external to the PA program that may interfere with academic commitments and learning opportunities.
- **Preceptor:** A qualified healthcare professional who supervises and teaches students during clinical rotations and supervised clinical practice experiences.

- **Primary Instructor:** The main faculty member responsible for delivering instruction and managing a specific course or educational component.

VI. Policy

Student Work

In accordance with ARC-PA standards and TNU PA Program policies, PA students are not required to work for the Program in any capacity.

PA Student Employment: Students are discouraged from employment while enrolled in the PA Program. Employment requirements often interfere with learning opportunities. The Program will not take outside employment activities into consideration when constructing class schedule(s), scheduling assessments, program related trips or projects, individual course activities or special projects. Note that program requirements and experiences may include evenings and/or weekends. Once accepted into the Program students are expected to devote their time and energy to meeting the rigors of the PA Program.

Enrolled students of the Trevecca Nazarene University PA Program are not required to work for the Program in any capacity.

PA Students Must Not Substitute for Instructional Faculty, Clinical or Administrative Staff Policy

Enrolled students of the Trevecca Nazarene University PA Program must not substitute for or function as:

- Instructional faculty and
- Clinical or administrative staff.

Enrolled students who possess specific prior knowledge, experiences, and skills may assist program faculty in instructional and/or laboratory session(s) to share their knowledge and skills. Students are not to serve as the primary instructor or instructor of record for any component of the Program's curriculum, nor as program administrative personnel.

Students must not accept compensation for any duties performed for the preceptor, clinical site, or practice during the student's Supervised Clinical Practice Experiences (SCPEs).

Published

- Trevecca Nazarene University Physician Assistant Program Student Handbook

- Program website

Review Cycle: Annually