

 <p>UNIVERSITY OF MANITOBA</p> <p>Master Physician Assistant Studies</p>	<p>Internal Admissions Policy & Procedure</p>
<p>Effective Date</p>	<p>December 8, 2010 current practice update</p>
<p>Revised Date</p>	<p>December 1, 2015</p>
<p>Review Date</p>	<p>December 2017</p>
<p>Approving Body</p>	<p>MPAS Admissions and Curriculum Committee</p>
<p>Authority</p>	<p>MPAS Curriculum Committee</p>
<p>Implementation</p>	<p>Chair, PA Curriculum Committee (or designate)</p>
<p>Contact</p>	<p>Master of Physician Assistant Studies Program Director</p>
<p>Applies to</p>	<p>Master of Physician Assistant Studies College of Medicine</p>

The MPAS admission requirements follow those described on the Faculty of Graduate Studies Regulations. This policy is design to clarify and detail the process followed in consideration of admission in the Master of Physician Assistant Studies Program.

A. Introduction

1. Admission to the Faculty of Graduate Studies is a requirement for consideration for admission to the Master of Physician Assistant Studies. Final determination of admission status is made by the Faculty of Graduate Studies.
2. Admission to the MPAS is competitive and a combination of factors is considered in the admission decision, including assessment of:
 - a) The past academic performance of the applicant;
 - b) Preparation and suitability to the course of study and profession;
 - c) The capacity of the department to provide the program of study;
 - d) The availability of the program to provide clinical learning opportunities;

B. Admissions Committee Role

1. The Admissions Committee (See separate Terms of Reference) oversee all aspects of the student selection to the Master of Physician Assistant Studies (MPAS) and;
2. Recommends admission of appropriate candidate learners to the Faculty of Graduate Studies (which has final determination).

C. Chairperson and Membership of Admission Committee is as follows:

- a) The Chair of the Committee shall be the Program Director, MPAS (or designate).
The membership of the Committee shall consist of:
- b) Medical Director MPAS
- c) One Core Faculty Member or Academic Course Instructor
- d) One Graduate Physician Assistant
- e) One Addition Member to achieve diverse membership on the committees in accordance with the College of Medicine Diversity Policy.

D. Committee Responsibility

1. The Admission Committee is responsible for overseeing and establishing the aspects of the student selection and to recommend admission of appropriate candidate learners to the MPAS, which includes without limitation:
 - a) Recommending the weighting of factors for admission,
 - b) Interview selection processes
 - c) Recommending on all aspects of the eligibility requirements for applicants seeking admission to MPAS;
 - d) Recommending on all aspects of the process for selection of applicants
 - e) Selecting from among the eligible applications those to whom an offer of admission shall be made, in accordance with developed guidelines and criteria;
 - f) Exercising its discretion in determining matters relating to the admission of MPAS students, when not explicitly covered by the rules and regulations of the Faculty of Graduate Studies, the Senate, or otherwise within the University rules and regulations;
 - g) Regular reporting on its activities and providing other recommendations for approval to the MPAS Curriculum Committee.

E. Conflict of Interest

1. Committee members, individually and collectively, shall deal with matters before the Committee in such a way that the interests of the Faculty of Health Sciences College of Medicine, and the Faculty of Graduate Studies, take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

F. Eligibility for application:

1. The candidate at a minimal must:
 - a) Meet the admission requirements of the University of Manitoba and the Faculty of Graduate Studies;
 - b) Be a Canadian Citizen or Permanent Resident of Canada;
 - c) Be a graduate of or enrolled in the final year of a four-year Bachelor's degree from a college or university recognized by the University of Manitoba*;
 - d) Have achieved a minimum GPA of 3.0 in the most recent 60 credit hours of study (full time or part time study);
 - e) Provide a total of 3 letters of recommendation
 - a. 2 letters as required by the Faculty of Graduate Studies, plus 1 additional letter as required by MPAS.
 - b. One of the referees must be the current/most recent employer, supervisor, student advisor, or professor;

- c. The referees must be able to provide information regarding character, communication skills, professionalism, and suitability for practice as a Physician Assistant.
- f) Submit official transcripts by the application deadline of November 30th for the courses completed at time of application or currently enrolled in the University of Manitoba.
- g) Be able to follow the instructions on the On-Line application form
- h) Have successfully completed or be enrolled in undergraduate level courses (three-credit hours each) in:
 - a. Human Anatomy,
 - b. Human Physiology and
 - c. Biochemistry
- i) All students in the MPAS must possess the Technical Standards of cognitive, communication, sensory, motor, and social skills necessary to interview, examine, and counsel patients as defined in the "Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MPAS" document.

G. Tuition, books, fees, and clinical rotation costs

- a) Tuition and fees for Accepted Students is determined by the University of Manitoba Registers Office independent of the MPAS program.
- b) Responsibility to post this information on the www.Umanitoba.ca/physicianassistant web page is the Program Director.

H. Assessment of application materials

1. All Applications are screened by the faculty of graduate studies for completeness and sorted into a spreadsheet:
 - a. Only completed applications are reviewed
 - b. Spread Sheet generated by FGS with admission requirements from application.
2. Applications are reviewed and evaluated by the Admissions committee:
3. All application files are scored as per criterion outlined on Student Selection and Admission Rating Form
4. All applicants personal statements are blinded where possible (no names, no photos) by Program Director for review and scoring by admissions committee regarding the three questions the program asks:
 - a. Why you want to be a Physician Assistant (PA)?
 - b. What would you consider your most significant accomplishment so far? And,
 - c. What would you like to accomplish in the next 10 years?
5. Using the file score, the personal statement score, and social-cultural rating tool a ranking of candidates is made by Admission Committee, using the Student Selection Matrix.
6. From this ranking, the top applicants are invited for interviews

I. The interview process

1. The interview process will consists of three components: a multiple-mini interview (MMI), a panel interview and a written essay station to rank applicants
2. If an offer is declined then the next highest rated applicant is offered a position.
3. The MMI will consists of 8-10 stations–
4. Interviewers are to be provided first name and assigned numbers to track candidates.
5. Standardized scoring sheets are used to evaluate candidate performance on a station.

6. The Panel Interview with the Admissions Committee will occur to allow candidate to ask questions
7. The Written Essay Station is to be scored by Medical Director using an established rubric. Candidates' essays are assigned numbers only, ensuring blinding of the Medical Director.

I. Social Cultural Economic Rating

1. In order to address the under-representation of individuals who come from socio-economically disadvantaged backgrounds the cohort of applicants will be instructed to complete and submit a questionnaire. The questionnaire will use a priority matrix approach to assign relative value to each characteristic or attribute within categories or attributes of Family History; Economic Information and other Sociocultural Determinants.

J. Final assessment

1. Total interview score is calculated –Pre-interview score + interview scores.
2. Candidates are ranked, highest to lowest, based on numerical score.
3. The Program Director and Medical Director
4. Seats in the class are offered to the top 12 candidates or as space allows
5. In the event that a candidate declines a seat in the class, the next candidate in order on the list is to be contacted.