

PENTECOST UNIVERSITY COLLEGE

**FACULTY OF HEALTH AND ALLIED
SCIENCES**



**BSc PHYSICIAN ASSISTANSHIP
STUDIES**

STUDENTS' HANDBOOK

1.0 INTRODUCTION

Welcome to the Physician Assistantship (PA) programme. The PA programme is a 4-year programme leading to the award of BSc. Physician Assistantship Studies. The programme is designed to train a critical group of professionals who are often the first-line of management of patients and ideally work under the supervision of a qualified physician. The PA works in primary care and specialty care roles in both rural and urban settings. They also have a role to play in preventive Medicine, as well as in educational, research, and administrative activities. Graduates from the PA programme are certified by the Ghana Medical and Dental Council to exercise a level of autonomy in the performance of clinical responsibilities within Ghana's health care delivery system.

The first two years of the programme are dedicated to preparing the student to cover foundational sciences and introduction to the profession. The third and fourth years focus on the professional training. Students will be trained to take medical histories, perform physical examinations, order and interpret diagnostic tests, formulate a working diagnosis and implement a treatment/management plan. In the third year, the student will learn about Preventive Medicine, Evidence Based Medicine, Pharmacology and Therapeutics, Diagnostic Methods, Health Administration as well as the foundation of Clinical Medicine. The final year will be predominantly cover clinical clerkships. Students will do clerkships in the major medical disciplines, including Internal Medicine, Surgery and its allied fields, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Emergency Medicine, Family Medicine and Primary Care. These clerkships will be done in primary, secondary and tertiary health facilities, under the supervision of specialists in the health institutions. The acquisition of surgical skills in both Surgery and Obstetrics will be particularly emphasized, in addition to the Primary Care and Family Medicine elements of the course. There are vocational training periods during the long vacations, during which the student will learn and develop practical skills. Each student will undertake a research project in an area of Clinical. The PA programme is suited for the student who has an interest in Medicine and a desire to care for the sick.

1.1 Educational Philosophy

The educational philosophy of the PUC Physician Assistantship Studies Programme is to provide all students with the necessary liberal arts and basic science foundation necessary to build solid medical knowledge and humanistic skills by which to ultimately provide high quality patient care to future patients. For students to thrive in the field of medicine they must not only develop a substantial fund of knowledge, but they must acquire skills to be life-long learners. It is the goal of the PUC Physician Assistantship Studies programme to foster critical thinking among its students and to prepare students to develop the problem-solving skills they will need in clinical practice. Using multiple modalities of instruction, students will actively engage in a competence-based learning. Through small group work, problem-based learning, and practical application of information, students develop key characteristics of a future health care provider such as teamwork, communication skills, and a responsibility to other members of the group. The Curriculum of PUC's Physician Assistant Studies programme will empower our graduates to be leaders in the healthcare sector, striving for excellence in all

academic and professional endeavors while delivering professional healthcare service to those in need.

1.2 VISION

The vision of the Department of Physician Assistantship Studies on which the PA programme is founded is:

To elevate the standard of Physician Assistant education in Ghana and continuously adapt our educational curriculum to address the emerging challenges in healthcare, and to imbue characteristics of Christian leadership in both our students and faculty in a collegial environment that fosters innovation and cultivates excellence in research, teaching and learning.

1.3 MISSION

The PUC Physician Assistantship Studies Programme strives to improve access to healthcare through the education and development of compassionate, highly competent Physician Assistants who are prepared to provide quality patient-centered care in a collaborative environment and who are dedicated to:

- **Clinical Competence** – Utilizing an investigative and analytic approach to clinical situations and providing care that is evidence-based, safe and equitable. Instilling an appreciation of the importance of life-long learning and a commitment to scholarship.
- **Medical Professionalism** – Improving access to high-quality health care by providing care with respect, compassion and integrity. Advocating for a just and cost-effective distribution of finite resources and maintaining trust by managing conflicts of interest.
- **Leadership** – Working effectively with health care professionals as a member or leader of a health care team or other professional/community group. Mentoring and developing future leaders within the profession and the community. Advancing the formal pursuit of clinical and scientific scholarship in the PA profession.
- **Community Outreach** – Demonstrating responsibility and accountability to patients, society and the profession through active community involvement and volunteerism.
- **Cultural Humility** – Enhancing sensitivity and developing the ability to function effectively to meet the needs of a diverse patient population. Promotion of an inclusive culture of Ghanaian global citizenship.
- **Innovation** – Utilizing the power of collaboration and visionary thinking to develop innovative solutions to address the healthcare needs of Ghana.

1.4 CORE VALUES

The PA programme is anchored on the following underlisted core values derived from PUC's core value of Godliness, honesty, diligence, curiosity, innovations, creativity, friendliness and respect for diversity. In aspiring to achieve the vision and mission of

the PA programme, the department consistently strives to employ the following core values:

- **Excellence** – A commitment to teaching and research excellence and championing quality, evidence-based healthcare in an innovative and supportive learning environment that fosters the student's personal effectiveness.
- **Accountability** – Demonstrating responsibility to students, the University College patients, society and the Physician Assistant profession utilizing a continuous process improvement system.
- **Integrity** – Honesty and adherence to the highest standards of professional behavior and ethical conduct.
- **Teamwork and Collaboration** – Building partnerships within the University College and the community to transform the healthcare system and to educate students in a collaborative team model that promotes critical thinking and medical problem-solving skills.
- **Advocacy and Equity** – Seeking to eliminate disparities and barriers to effective, quality healthcare through patient advocacy and advocacy of the Physician Assistant profession.
- **Intellectual Curiosity** – Exhibiting self-reflection, intellectual curiosity and initiative, critical thinking and learning that is active, creative and continuous within a supportive environment that encourages research and scholarship.
- **Compassion** – Developing students to be compassionate so they show genuinely concern about the other person or people's needs; being altruistic and selfless.

2.0 PROGRAMME LEARNING OUTCOMES

At the end of the programme, the Physician Assistant degree holder should be able to:

1. Manage sub-district health activities and resources such as personnel, drugs and equipment
2. Assess the health status of community members, diagnose the sick and appropriately manage them using available resources and to give relevant operational support at the district level.
3. Identify cases of emergencies and cases beyond his scope of knowledge and skills and make referrals to the district level.
4. Educate the patient and the community on disease prevention, family planning, child health care and nutrition.
5. Identify community health problems and conduct research and communicate findings to community members as part of problem solving activities.
6. Prepare and communicate regular reports on the primary health care (PHC) activities to the district health authority.
7. Assist the medical doctor to improve care of patients at all levels.

2.1 COURSE STRUCTURE

The Structure of the programme is shown in semester-by-semester layout of courses with the corresponding credit values (T is theory hrs; P is practical hrs; C is total credit hrs) as presented below.

YEAR ONE (LEVEL 100) SEMESTER ONE

Course Code	Course Title	T	P	C
PHAS 101	Clinical Anatomy I	2	3	3
PHAS 103	Human Physiology I	2	3	3
PHAS 105	Biochemistry I	2	3	3
PHAS 107	History of Western Medicine in Ghana	2	0	2
PUGE 109	Communication Skills I	2	0	2
PUIT 101	IT & Computer Fundamentals	2	3	3
PUGD 110	Introduction to Christianity	2	0	2
PUGD 121	French I	2	0	2
TOTAL				20

YEAR ONE (LEVEL 100) SEMESTER TWO

Course Code	Course Title	T	P	C
PHAS 102	Clinical Anatomy II	2	3	3
PHAS 104	Human Physiology II	2	3	3
PHAS 106	Biochemistry II	2	3	3
PHAS 108	Basic Nursing	2	3	3
PUGE 110	Communication Skills II	2	0	2
PHAS 114	Medical Sociology	2	0	2
PUGD 122	French II	2	0	2
PUUG 220	African Studies	2	0	2
TOTAL				20

PHAS 100 *Vacation Attachment I 0 12 4

*This is a Six (6)-Week long Vacation Clinical Experience in **Basic Nursing Skills** offered during the second semester break

YEAR TWO (LEVEL 200) SEMESTER ONE

Course Code	Course Title	T	P	C
PHAS 201	Clinical Methods I	2	3	3
PHAS 203	Quantitative Literacy	2	0	2
PHAS 205	Pharmacology I	2	3	3
PHAS 207	Human Physiology III	2	3	3
PHAS 209	Clinical Microbiology I	2	3	3
PHAS 211	Public Health I	2	0	2
PUUG 150	Critical Thinking and Reasoning	2	0	2
PUGD 130	Christianity & Professional Ethics	2	0	2
PHAS 213	Introduction to Clinical Psychology	3	0	3

TOTAL				23
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YEAR TWO (LEVEL 200) SEMESTER TWO

Course Code	Course Title	T	P	C
PHAS 202	Clinical Methods II	2	3	3
PHAS 204	Microbiology II	2	3	3
PHAS 206	Pharmacology II	2	3	3
PHAS 208	Pathology I	2	3	3
PHAS 222	Public Health II	2	3	3
PHAS 212	Internal Medicine I	2	3	3
PHAS 214	Health, Law & Ethics	2	0	2
PHAS 216	Health Service Management & Admin I	2	0	2
TOTAL				22

PHAS 200	* Vacation Attachment II	0	12	4
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*This is an Eight (8)-Week long Vacation Clinical Experience in **Internal Medicine and Child Health** offered during the second semester break

YEAR THREE (LEVEL 300) SEMESTER ONE

Course Code	Course Title	T	P	C
PHAS 301	Internal Medicine II	2	3	3
PHAS 303	Obstetrics & Gynaecology I	2	3	3
PHAS 305	Paediatrics I	2	3	3
PHAS 307	Basic Surgical Skills I	2	3	3
PHAS 309	Health Service Management & Admin II	2	0	2
PHAS 311	Pathology II	2	3	3
PHAS 315	Human Ecology	2	0	2
PHAS 317	Public Health III	2	3	3
PHAS 313	Oral Health	1	3	2
TOTAL				24

YEAR THREE (LEVEL 300) SEMESTER TWO

Course Code	Course Title	T	P	C
PHAS 302	Internal Medicine III	2	3	3
PHAS 304	Obstetrics & Gynaecology II	2	3	3
PHAS 306	Paediatrics II	2	3	3
PHAS 308	Basic Surgical Skills II	2	3	3
PHAS 318	Basic Nutrition	2	0	2
PHAS 312	Environmental & Occupational Health	2	0	2
PHAS 314	Research Methods	2	3	3
PUBD 401	Entrepreneurship	2	0	2
TOTAL				21

PHAS 300	* Vacation Attachment III	0	12	4
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* This course is an Eight (8)-Week long Vacation Clinical Experience in **Surgery, and Obstetrics & Gynaecology** offered during the second semester break.

YEAR FOUR

LEVEL 400 (SPECIALTY LECTURES/ CLINICAL YEAR) SEMESTER ONE

Course Code	Course Title(Clerkship)	T	P	C
PHAS 401	ENT/Ophthalmology/Dermatology	3	3	4
PHAS 403	Internal Medicine 5 Week Attachment	2	9	5
PHAS 405	Emergency Medicine 5 Week Attachment	2	9	5
PHAS 407	Surgery 5 Week Attachment	2	9	5
PHAS 409	Psychiatry	2	3	3

TOTAL 22

PHAS 401, PHAS 403, PHAS 405, PHAS 407 and PHAS 409 are a Fifteen-Week (15) long In-semester Clinical Experience in **Psychiatry, Surgery, Internal Medicine, Emergency Medicine ENT, Ophthalmology and Dermatology** offered in the course of the semester.

YEAR FOUR (LEVEL 400 - CLINICAL YEAR) - SEMESTER TWO

Course Code	Course Title (Clerkship)	T	P	C
PHAS 402	Obstetrics & Gynaecology 5 Week Attachment	2	9	5
PHAS 404	Pediatrics 5 Week Attachment	2	9	5
PHAS 406	Public Health 5 Week Attachment	2	9	5
PHAS 408	Project Work II	0	0	6
TOTAL				21

PHAS 402, PHAS 404 and PHAS 406 are a Fifteen-Week (15) long In-semester Clinical Experience in **Obstetrics and Gynaecology, Pediatrics and Public Health** offered in the course of the semester

2.2 MODE OF DELIVERY

The mode of delivery for a course shall comprise one or more of several formats as appropriate to the year of study and the course:

- Lectures
- Tutorials
- Team-Based Learning (TBL)
- Practical Sessions

- Ward Rounds
- Bed-side Teaching
- Case Presentation
- Out-patient Clinics (OPD)
- Clinical Attachments - during second semester vacation periods
- Field Work

Clinical Attachment

This course shall be assessed using logbooks with specified knowledge, skills and attitudes to be attained by students and written-portfolios. Students may be required to submit special reports on specific assignments/projects. On-site assessments and an oral examination at the end of the course may be undertaken.

Project Work

All candidates shall be required to undertake an oral defence of their project work. A minimum of 50% (grade D) shall be required to pass.

3.0 METHODS OF EXAMINATION

The methods of examination for clinical courses (Years 3, 4) shall consist of one or all of the following formats as determined by the Department:

- Written – Multiple Choice Questions, short essays, fill in the gap, short answers, matching questions
- Objective-Structured Practical Examinations (OSPE)
- Clinical – one long case and two short cases
- Objective Structured Clinical Examination (OSCE) in various subjects as required
- Orals as determined by the Department
- Other format(s) as may be agreed on by various Departments or courses

The pass mark for all examinations shall be 50 and above in line with the affiliate Institution (UCC). Final mark for each course will consist of:

- Continuous Assessment (30%)
- Final Examination (70%)

For all clinical examinations (end-of-semester, end-of-rotation and final), an aggregate failure in the clinical part of the examination shall result in a failure of that examination irrespective of the marks obtained in the other parts of that examination. The grading scale for all examinations is presented in the table below.

Grading Scale

Raw Score	Grade	Credit Value	Interpretation
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good

70-74	B	3.0	Good
65-69	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
Below 50	E	0	Fail

3.1 Eligibility for Examinations

- A student shall attend all such lectures, tutorials, seminars, ward rounds and clerkships and undertake all other assignments as approved by PUC
- Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer.
- The candidate who has not complied with the prescribed requirement for any course or who has not performed satisfactorily in work prescribed or associated with a course of instruction may, on the recommendation of the relevant Department, be refused admission to the examination of the course concerned and be required to repeat part or the whole of the course of instruction leading to the particular examination.
- In any case, a student who is absent for a cumulative period of 25% from all lectures, tutorials, ward rounds, clerkships and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to sit for the examination of that course. The exception would be for absence due to ill-health which is supported by a medical report. Such a student shall be allowed to take the supplementary examination.

3.2 Registration for Examinations

All students shall be required to register their courses at the beginning of the semester and shall be eligible to take examinations in only those registered courses. No student shall be allowed to take an examination in a course that has not been registered for.

3.3 Supplementary/Resit Examinations

- Supplementary/Resit examinations for end-of-semester examinations for all courses rotations/clerkships taken in each year shall be held during the long vacation, three weeks after the end of the second semester of each year.
- A Supplementary/Resit Examination for the Year 3 shall be held at least one month after that Final Examination.
- A candidate who fails in any course shall be on probation and shall be referred in that course and shall be required to take the examination in the referred course at the supplementary examination to be organised during the long vacation at the end of the academic year.
- The Supplementary/Resit Examination for Year 4 courses/rotations/clerkships shall be taken at the same time as the Year 3 Examination.
- A candidate shall not postpone the taking of the supplementary examination without special permission from the Academic Board.

- A candidate shall not take more than six (6) courses at any one supplementary examination. The Examiners' Board shall recommend whether the candidate needing to take more than six (6) courses at a supplementary examination shall:
 - Repeat all courses;
 - Be advised to withdraw from the College
- If a student passes the Supplementary Examination, he or she shall be awarded a mark not exceeding 54% (Grade D)
- Calculation of the final grade of a course for which a student has taken a Supplementary Examination shall not include any continuous assessment marks accrued by the candidate enrolled in the course during any previous semester. The exams shall be scored over 100%
- A student who fails to obtain the requisite pass in a core course in a Supplementary Examination shall be asked to repeat the academic year
- If a student repeats a course and passes its examination, he or she shall be awarded the full grade earned on that occasion. The student's transcript will show the number of occasions the candidate took the examination for that particular course and the grades earned on all such occasions.
- A student shall be allowed to re-sit a failed course only upon payment of the appropriate fee.
- A student shall not be allowed to take the Supplementary Examination for more than six (6) courses enrolled within the same year in the programme. For the avoidance of doubt, any student who has failed more than six (6) courses at one Level of the programme shall be directed by the Examiners' Board to re-register for those courses and to repeat the Level at which he or she has failed instead of sitting Supplementary Examination for those courses.
- A student who repeats a Level shall be required to audit all courses which he or she has passed at that Level during the previous semesters. Such student shall be required to take all continuous assessment tests but not the end-of-semester examination in those previously passed courses. A grade AUDI shall be awarded for all such courses.
- All pass and fail course marks obtained previously by a student who has repeated an entire Level shall remain on the student's transcript record.

3.4 Regulation for Passing

- A student who fails any course after repeating an entire Level outright without taking the Supplementary shall be required to re-write the course examination at the next Supplementary Examination. If the student fails to obtain a pass mark or grade upon the third attempt, then he or she shall not be allowed any further attempts. A student who fails any core course after three (3) attempts shall not be allowed to re-sit any further examinations or to make further attempts to pass that course.

3.5 Regulation for Progression

- A student shall proceed to the next Level of the programme if and only if he or she has passed all the core courses as prescribed and required elective courses in all examinations of the preceding Level.
- There shall be no probation.

3.6 Regulation for Withdrawal

- A student who does not satisfy the above requirements and therefore does not qualify to progress shall be directed by the Registrar to withdraw from the University.

3.7 External Examiners

- External examiners shall be required for both the Final Examination and its supplementary/resit examinations in Obstetrics & Gynaecology, Paediatrics, Internal Medicine, General Surgery, and Family / Community Health.
- All External Examiners shall be required to submit a written report to the Examiners' Board on all aspects of the examination in which they took part.

3.8 Deferment of Examination

- On Grounds of Ill Health: A student who has satisfied all the requirements as specified in this handbook and the general students' handbook but is unable to take the End-of-semester or Final examination on grounds of ill health, shall, on application to the Registrar, PUC and on provision of a Medical Certificate issued or endorsed by the Head of the PUC clinic be allowed to take supplementary examination as his/her main examination. He/she shall be credited with the grade obtained in the supplementary examination.
- Subsequent application for deferment, on grounds of ill-health, shall be subject to a Medical Certificate issued by a properly constituted Medical Board convened by the Head of the PUC clinic.
- On grounds other than ill health: In cases of deferment on grounds other than ill health, the Registrar (or delegated Officer) of PUC shall invite the applicant for interview. It shall be the student's responsibility to satisfy the PUC beyond reasonable doubt, as to why he/she wishes to defer the examinations.
- In all cases of deferment of examinations, the applicant(s) shall obtain written response from the Registrar before leaving PUC.

4.0 5 – YEAR STRATEGIC PLAN

Over the next 5 years, the PA programme will be steadily expanded in the following areas:

4.1 Student Enrolment

There will be increase in student enrolment. The increasing numbers will however not be at the expense of quality of training. The projected student enrolments for the next five (5) years is presented in the Table below:

Academic Year	Year 1	Year 2	Year 3	Year 4	Year 5
Male	25	35	45	55	70
Female	25	30	35	45	60

Total	50	65	80	100	130
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4.2 Faculty Development Plan

There will be a determined and sustained effort to attract qualified staff into the department to ensure that the programme is delivered with success. The faculty for the programme shall be progressively develop, motivated and retained to cater for increasing student enrolment as well as promote research in allied health sciences.

4.3 Infrastructure Development Plan

Over the next five years, the University college shall commit sufficient financial resources to expand/develop the following infrastructure/facilities in order to promote and enhance teaching and learning in the department.

- Procure the required medical books in the Library, Medical Audio-visual Aids etc, for the library. It is anticipated that 10% of the current library stock shall be added on year on year basis over the 5-year period.
- We anticipate expanding the current available lecture halls for the programme which can cater for 500 students to be able to accommodate 1200 by the end of the 5th year.
- The current Skills Laboratory (Demonstration Unit) meant for simulation studies can accommodate 35 students at a time. This is expected to be doubled to 70 students within the 5 years.
- Laboratories spaces available currently has a seating capacity for twenty students. We plan to set up a new laboratory with a seating capacity of 100 students by the end of the 5th year. To this end, 30% of income accruing from the programme shall be set aside for infrastructure and facilities development.

4.4 Memoranda of Understanding with Health Institutions

Memorandum of Understanding (MoU) will be developed with as many health institutions as possible across the country to provide adequate spaces for clerkship, internship and practical training sessions. Referral hospitals, teaching hospitals, regional hospitals, district hospitals, polyclinics, health centers and CHPS compounds shall be targeted for the MoUs.

5.0 SEXUAL HARASSMENT POLICY

PUC is committed to an equal opportunities policy. This means that all individuals working and studying at PUC are treated equally and fairly, regardless of age, sex, ethnicity, colour and religion.

PUC believes that all members of the university community have the right to a workplace devoid of exploitation, harassment, discrimination or any other form of hindrance to effective execution of their duties.

PUC adheres to the following Sexual Harassment Policy that applies to ALL members of the University – staff, lecturers, students, administrators, workers of all other categories and guests of PUC. PUC abhors sexual harassment and will take steps to ensure that it does not occur. If it does, however, the victim should be free to seek

redress without fear of victimisation, reprisal or intimidation. This document governs the University's response in the event of such a complaint of sexual harassment.

Application

This policy applies to the PUC and any staff member, worker, affiliate or student in relation to PUC. The policy applies to all conducts:

- between staff members;
- between affiliates;
- between staff members and affiliates;
- by staff or affiliates and students;
- between students;
- by students towards staff or affiliates;
- in respect of bullying, between workers, between workers and affiliates, by workers towards students, between students and by students towards workers; and;
- in respect of unlawful discrimination and harassment, by staff and affiliates towards members of the public.

For the avoidance of doubt:

- the obligations of staff and affiliates under this policy are in addition to obligations set out in the General Students Handbook, the University Statutes and the Ethics policy of the University.

5.1 DEFINITION OF SEXUAL HARASSMENT

Sexual harassment occurs within a situation of unequal power between parties and, therefore, any policy must consider the power inequities within which any form of harassment is alleged to have occurred. Sexual Harassment has been defined as:

“Unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature, whether on a one-time basis or a series of incidents that might cause offense, humiliation, awkwardness or embarrassment, or that might reasonably be conceived as placing a condition of a sexual nature on employment, opportunity for promotion, grades, etc” (AWLA 2003:10)

Sexual Harassment can be considered as a continuum from unwanted sexual advances to rape. Any non-consensual sexual conduct is an offence under this policy. What constitutes sexual harassment in this University (Department) shall include but not limited to the following:

- Verbal, physical, written, or pictorial communication relating to gender or sex which has the purpose or effect of unreasonable interference with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient.
- Unwelcome and irrelevant comments, references, gestures or other forms of personal attention which are inappropriate to the academic, employment, or residential setting- for example, the classroom, hostel, or office- and which may reasonably be perceived as sexual overtures or denigration.

- A request for sexual favours when submission to, or rejection of such a request might reasonably be viewed as a basis for evaluative decision affecting an individual's future.
- Sexual imposition that is non-consensual touching.
- Abuses of power relations such that individuals receive unfair treatment based on gender or sexuality.
- Threat or coercion of sexual relations; sexual contact which is not freely agreed to by both parties, including rape. It should be understood that many of the above terms are subject to interpretation. While overt forms of sexual harassment shall usually be obvious, more subtle forms may be difficult to recognize. Perpetrators may not realize that their behaviour is “unwelcome” or inappropriate. Conduct which leads to the harassment of another person is not acceptable and shall render the individual responsible liable to disciplinary action.

5.2 CONSENT

Consent is the act of agreeing to engage in specific sexual conduct. In order for consent to be valid, both parties must have unimpaired judgment and a shared understanding of the nature of act to which they are consenting, including safe sex practices. Silence does not mean consent. If at any time, consent is withdrawn, the conduct must stop immediately. Consent here excludes sexual relations between individuals of unequal power relations which provides avenues for the receipt of benefits.

5.3 CONSENSUAL INTIMATE RELATIONSHIP

Intimate sexual relations between senior members and students or between senior members and staffs or any other category of persons where one party is in a supervisory position over the other are not favoured by the University since they raise concerns about sexual harassment and conflict of interest.

5.4 RETALIATION

The Sexual Harassment Policy is designed to ensure that retaliation for bringing a case will not occur. The committee is charged with maintaining confidentiality at all times and in protecting all parties involved from retribution. Unfounded or frivolous charges will be discouraged.

5.5 HOSTILE ENVIRONMENT

A hostile environment is one that a reasonable person would find offensive or abusive and one that the particular person who is the subject of the harassment perceives to be offensive or abusive. A hostile environment is determined by looking at all the circumstances, including:

- Frequency of the allegedly harassing conduct
- Severity of the allegedly harassing conduct
- Whether such conduct interferes with an employee's work performance, or with a student's academic performance or the full enjoyment of University programmes or services.
- Whether such conduct has the effect of emphasizing the gender or sexuality in a manner offensive to a reasonable person.
- Whether such conduct has the effect of creating an intimidating or offensive environment in the workplace or inside or outside the classroom.

- Whether such conduct has been brought to the alleged perpetrator by the alleged victim as being unwelcome and offensive.

5.6 OFFENCE

Any non-consensual sexual conduct is an offence. Examples of offence include:

- Sexual Harassment – any unwanted sexual attention including, but not limited to sexual threatening or offensive behaviour
- Sexual Imposition – non-consensual sexual touching.
- Sexual Assault – a non-consensual sexual act including, but not limited to unwelcome kissing of lips, mouth, breast, or other body parts, touching of breast, chest, buttocks, thighs, vagina, penis or their body part other than under a medically necessary procedure and vaginal penetration, anal penetration and oral sex. Penetration, however slight, includes the insertion of objects or part or part of the body.

It is important to note that sexual harassment offences may be:

- Verbal – including unwelcome remarks, cat calls, suggestions and propositions, malicious gossip, jokes and banter based on sex, race, sexual orientation or gender or songs.
- Non-Verbal – offensive literature or pictures, graffiti, wolf whistle, mode of dressing.
- Physical – including unnecessary touching, gesture or assault.

5.7 THE POLICY

The University College (PUC) is committed to a working and learning environment that is free of discrimination or intimidation. It abhors any of the activities spelt out in the above of this Harassment Policy and shall take steps to ensure that they do not occur. Any form of intimidation, abuse or harassment based on gender is contrary to the ideals of the University College and jeopardizes the integrity of the University community. All students, staffs, visitors, contractors and persons acting on behalf of the University College shall respect the rights of others and shall refrain from any activity that corresponds with those described in this document. The University takes a serious view of sexual harassment and such behaviour may result in disciplinary action. Individuals shall be held personally accountable for their actions and behaviour in the event of complaints of sexual harassment against them.

The University shall follow the procedure outlined below in dealing with complaints and appeals against decisions in connection with complaints. All Programme Managers, Heads of Departments, Deans, Directors, Unit Managers, Management staff shall be responsible for eliminating sexual harassment, and they shall report complaints or any observation they may have made which they believe constitute sexual harassment to the Chair of the Sexual Harassment Committee for further action.

5.8 PROCEDURE FOR COMPLAINT

Any student or employee, who perceives herself/himself to have been sexually harassed or to have been subjected to retaliation following a sexual harassment incident, must do the following in order to protect his or her rights:

The complainant can follow with the **formal** or **informal** procedure. Complainants are encouraged to use the informal procedures in the first instance. However, in certain cases, the formal procedure is strongly recommended.

5.8.1 INFORMAL PROCEDURE

A student or employee, who feels that he/she has been a victim of sexual harassment, is encouraged not to ignore the situation or the offending person. In the first instance, the recipient of the harassment should ask the person causing the harassment to stop the harassing behaviour. If this is not possible for any reason, or the harassment continues, or if it stops but the recipient feels that he/she would like advice or support in order to protect his/her rights, he or she should not hesitate to follow the approach outlined below:

- The complainant, with or without an agent or person offering the complainant emotional support, may contact any of the following persons or offices where a form will be completed and where there is trained personnel to handle the complaint:
 - a. Designated Counsellors' in the University
 - b. A Hall/Hostel Tutor
 - c. Either the Assistant Registrar or the Heads of Department
 - d. Any member of the Sexual Harassment Committee
 - e. Deans
 - f. Designated contact person(s) e.g. The Sexual Harassment Committee Officer.

CONCERNS BROUGHT TO THE CONTACT PERSON SHALL BE HELD IN THE STRICTEST CONFIDENCE

These individuals named above shall guide the complainant through the best process for resolving the problem. They shall listen and offer advice.

Depending on the nature of the complaint, the contact person shall talk to the alleged perpetrator (offender) or bring the two parties together for mediation.

POSSIBLE ACTIONS THAT MAY RESULT FROM THE CONSULTATION SHALL INCLUDE:

- The recipient of the action confronting the offender about what they did;
- Having the contact person(s) talk to the offender;
- If the offender is employed by the University College, having the contact person(s) or members of the Sexual Harassment Committee advise or assist with an appropriate intervention;
- Taking no further action.

SAFETY OF PARTIES

If the immediate safety of the parties involved is at stake, the contact person(s) shall inform a member of the Sexual Harassment Committee or one of the above names contact persons, who shall work out the appropriate means to address the safety of the complainant. This may include visiting a clinic/ hospital or the police station.

If a complaint cannot be resolved through the above options, or if, in the course of the informal procedure, the alleged offender is not cooperative, then the formal procedure of this document is available.

5.8.2 FORMAL PROCEDURE

The formal procedure shall usually be embarked upon in the following instances:

- Where the alleged offender does not cooperate in the informal procedure.
- Where the alleged offender has several complaints against him/her.
- Where the immediate safety of the parties involved is at stake.
- Where informal mediation does not appear to stop the harassment.
- Where the following types of harassment have occurred:
 - Sexual assault
 - Threat or coercion of sexual relation
 - Sexual contact which is not freely agreed to by both parties
 - Sex that may appear consensual but reflects unequal power relations and which provides avenues for the receipt of benefit, (such as sex or sexual contact between a Head of Department and a subordinate).

5.9 GUIDELINES FOR HANDLING COMPLAINTS

The following guidelines shall apply:

- The complainant shall formally request to the Sexual Harassment Committee to take further action.
- The Sexual Harassment Committee shall notify the alleged offender that the matter is being taken further, and that it may result in disciplinary action.
- The Sexual Harassment Committee shall as soon as possible, but not later than 14 working days from receiving a relevant request, initiate separate investigatory meetings with the complainant and the alleged offender, together with their agents (if any), to attempt to resolve the matter, unless both the complainant and the alleged offender agree to a joint meeting being convened.
- The Sexual Harassment Committee shall, within seven days of the close of hearing, advise the complainant and the alleged offender in writing of the outcome of the investigations, including any recommendations made or sanctions imposed.

5.9.1 APPEALS PROCEDURE

In the event that the complainant or the alleged offender is aggrieved with the outcome of the investigations and / or the action to be taken, he/she has a right to appeal to be exercised within seven (7) days.

The Rector shall, as soon as possible but not later than twenty – one (21) working days, review the case and render a decision. In reviewing the case, the Rector, as the final arbiter, shall call for such information as he/ she shall deem necessary.

5.9.2 SANCTIONS

Sanctions that may be imposed by the Sexual Harassment Committee and/or, the Rector shall include but are not limited to the following:

- Public apology
- Mediation
- Relocation of the offender to another Department/Section (under no circumstances should the complainant be relocated).
- Suspension
- Expulsion
- Referral to the appropriate law enforcement body
- Termination of employment

6.0 USE OF NARCOTIC DRUGS

It shall be an offence for Junior Members to cultivate, posses, use or peddle narcotics and other drugs as listed in the Drug and Pharmacy Act, 1961 (act 64). THE SANCTION FOR THIS OFFENCE IS DISMISSAL.

6.1 PHARMACY AND DRUGS ACT, 1961 (ACT 64) PART II- NARCOTIC DRUGS

1. Indian Hemp
2. Coca leaves, cocaine (including synthetic cocaine) and their respective salts, the esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one tenth per cent of cocaine.
3. Any product obtained from any of the ecgonine alkaloids of the coca leaf, not being a product which, on the 13th July, 1931, has been used for medicinal or scientific purposes.
4. Raw opium. Medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13th July, 1931, was being used for medical or scientific purposes.
6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one per cent of morphine.

7.0 ORGANOGRAM FOR THE PROGRAMME



