2017 - 2018

Emory University

PA Student Handbook

Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097

Emory University School of Medicine is accredited by the Liaison Committee on Medical Education of the American Medical Association and the Association of American Medical Colleges.

Emory University SOM Physician Assistant Program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc.

All information in this handbook is accurate at the time of publication (7.26.17). The PA Program reserves the right to make changes at any time with timely notification to students.
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INTRODUCTION AND PURPOSE

This handbook is a reference for physician assistant students and others seeking information concerning the formal administrative policies, rules and regulations of Emory University and the School of Medicine. In addition, this Student Handbook contains procedural policies for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student organizations, student health and disability insurance, academic and personal counseling, and student health. Nothing in this document constitutes a contract or creates a contractual obligation on the part of Emory University. The University reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the University. The University further reserves the right to alter or modify any statement contained in this document without prior notice. Every student enrolled in the School of Medicine is accountable for reading, understanding, and abiding by the regulations listed in this handbook as well as the general Rules and Regulations of the University as set forth in detail in the Campus Life Handbook, distributed annually to all students within the University.

It is the responsibility of each student enrolled in the Emory University School of Medicine to understand and abide by the regulations and policies within this handbook and within Emory University Publications.

Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master, education specialist, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Emory.

THE EMORY UNIVERSITY SCHOOL OF MEDICINE MISSION STATEMENT

The Emory University School of Medicine is a leading institution with the highest standards in education, biomedical research, and patient care.

We are committed to recruiting and developing a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care.

We foster a culture that integrates leading edge basic, translational, and clinical research to further the ability to deliver quality health care, to predict illness and treat the sick, and to promote health of our patients and community.

Our mission encompasses the following objectives:

- Provide outstanding educational programs for medical and graduate students, and for training health care professionals.
- Develop outstanding clinicians and investigators who are lifelong learners, who will provide the highest quality compassionate care, and who will serve the needs of their community and the world in the best traditions of our profession.
- Conduct innovative and collaborative research and integrate this knowledge into the practice of medicine.
- Advance the early detection, treatment, and prevention of disease.
- Ensure the highest ethical and professional standards in all of our endeavors.
PHYSICIAN ASSISTANT OBJECTIVES AND COMPETENCIES

PA Program Mission
The Emory Physician Assistant Program recruits, educates and mentors a diverse group of students to become highly regarded, sought after physician assistants providing compassionate health care of the highest quality.

Competencies for the Physician Assistant Profession

Preamble
Between 2003-2004, the National Commission on Certification of Physician Assistants (NCCPA) led an effort with three other national PA organizations (Accreditation Review Commission on Education for the Physician Assistant (ARC-PA), American Academy of Physician Assistants (AAPA), and Physician Assistant Education Association (PAEA) -- formerly Association of Physician Assistant Programs (APAP)) to define PA competencies in response to similar efforts being conducted within other health care professions and the growing demand for accountability and assessment in clinical practice.

The resultant document, Competencies for the Physician Assistant Profession, provided a foundation from which PA organizations, other PA organizations and individual PAs could chart a course for advancing the competencies of the PA profession.

In 2011, representatives from the same four national PA organizations convened to review and revise the document. The revised manuscript was then reviewed and approved by the leadership of the four organizations in 2012.

Introduction
This document serves as a map for the individual PA, the physician-PA team, and organizations committed to promoting the development and maintenance of professional competencies among PAs. While some competencies will be acquired during formal PA education, others will be developed and mastered as PAs progress through their careers. The PA profession defines the specific knowledge, skills, attitudes, and educational experiences requisite for PAs to acquire and demonstrate these competencies.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies for PAs include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement and systems-based practice.

Patient-centered, PA practice reflects a number of overarching themes. These include an unwavering commitment to patient safety, cultural competence, quality health care, lifelong learning, and professional growth. Furthermore, the profession’s dedication to the physician-PA team benefits patients and the larger community.

Medical Knowledge
Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention. PAs must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, PAs are expected to demonstrate an investigative and analytic thinking approach to clinical situations. PAs are expected to understand, evaluate, and apply the following to clinical scenarios:

- evidence-based medicine
- scientific principles related to patient care
• etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions
• signs and symptoms of medical and surgical conditions
• appropriate diagnostic studies
• Management of general medical and surgical conditions to include pharmacologic and other treatment modalities
• interventions for prevention of disease and health promotion/maintenance
• screening methods to detect conditions in an asymptomatic individual
• history and physical findings and diagnostic studies to formulate differential diagnosis

Interpersonal & Communication Skills
Interpersonal and communication skills encompass verbal, nonverbal, written, and electronic exchange of information. PAs must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients’ families, physicians, professional associates, and other individuals within the health care system. PAs are expected to:

• create and sustain a therapeutic and ethically sound relationship with patients
• use effective communication skills to elicit and provide information
• adapt communication style and messages to the context of the interaction
• work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group
• demonstrate emotional resilience and stability, adaptability, flexibility, and tolerance of ambiguity and anxiety
• accurately and adequately document information regarding care for medical, legal, quality, and financial purposes

Patient Care
Patient care includes patient- and setting- specific assessment, evaluation, and management. PAs must demonstrate care that is effective, safe, high quality, and equitable. PAs are expected to:

• work effectively with physicians and other health care professionals to provide patient-centered care
• demonstrate compassionate and respectful behaviors when interacting with patients and their families
• obtain essential and accurate information about their patients
• make decisions about diagnostic and therapeutic interventions based on patient information and preferences, current scientific evidence, and informed clinical judgment
• develop and implement patient management plans
• counsel and educate patients and their families
• perform medical and surgical procedures essential to their area of practice
• provide health care services and education aimed at disease prevention and health maintenance
• use information technology to support patient care decisions and patient education

Professionalism
Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one’s own. PAs must acknowledge their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. PAs must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements. PAs are expected to demonstrate:
• understanding of legal and regulatory requirements, as well as the appropriate role of the PA
• professional relationships with physician supervisors and other health care providers
• respect, compassion, and integrity
• accountability to patients, society, and the profession
• commitment to excellence and on-going professional development
• commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
• sensitivity and responsiveness to patients’ culture, age, gender, and abilities
• self-reflection, critical curiosity, and initiative
• healthy behaviors and life balance
• commitment to the education of students and other health care professionals

Practice-Based Learning and Improvement
Practice-based learning and improvement includes the processes through which PAs engage in critical analysis of their own practice experience, the medical literature, and other information resources for the purposes of self- and practice-improvement. PAs must be able to assess, evaluate, and improve their patient care practices. PAs are expected to:

• analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
• locate, appraise, and integrate evidence from scientific studies related to their patients’ health
• apply knowledge of study designs and statistical methods to the appraisal of clinical literature and other information on diagnostic and therapeutic effectiveness
• utilize information technology to manage information, access medical information, and support their own education
• recognize and appropriately address personal biases, gaps in medical knowledge, and physical limitations in themselves and others

Systems-Based Practice
Systems-based practice encompasses the societal, organizational, and economic environments in which health care is delivered. PAs must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that balances quality and cost, while maintaining the primacy of the individual patient. PAs should work to improve the health care system of which their practices are a part. PAs are expected to:

• effectively interact with different types of medical practice and delivery systems
• understand the funding sources and payment systems that provide coverage for patient care and use the systems effectively
• practice cost-effective health care and resource allocation that does not compromise quality of care
• advocate for quality patient care and assist patients in dealing with system complexities
• partner with supervising physicians, health care managers, and other health care providers to assess, coordinate, and improve the delivery and effectiveness of health care and patient outcomes
• accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems-based factors that negatively impact patient care
• apply medical information and clinical data systems to provide effective, efficient patient care
• recognize and appropriately address system biases that contribute to health care disparities
• apply the concepts of population health to patient care
TECHNICAL, NON-ACADEMIC STANDARDS

Section 1: INTRODUCTION

Overview

Essential Abilities and Characteristics Required for Admission and Completion of the MMSc Degree

Essential abilities and characteristics required for completion of the MMSc degree consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the entire course of study and participate fully in all aspects of medical training, with or without reasonable accommodation.

The following abilities and characteristics are defined as technical standards, which, in conjunction with academic standards established by the faculty, are requirements for admission, promotion, and graduation. Delineation of technical standards is required for the accreditation of the Program. Although these standards serve to delineate the necessary physical and mental abilities of all candidates, they are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Candidates with questions regarding technical standards are encouraged to contact the Admissions Department immediately to begin to address what types of accommodation may be considered for development to achieve these standards. Admission to the Physician Assistant Program at Emory University is conditional on the candidate’s having the ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all of the skills, attitudes, and attributes of each candidate on a case-by-case basis.

The Program has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the faculty, students interact with patients throughout their education. Patient safety and well-being are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. Candidates must have the physical and emotional stamina and capacity to function in a competent manner in the hospital, classroom, and laboratory settings, including settings that may involve heavy workloads, long hours, and stressful situations. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.

Section 2: TECHNICAL, NON-ACADEMIC STANDARDS

Observation – Candidates must be able to observe demonstrations and participate in experiments of science, including but not limited to such things as dissection of cadavers. Candidates must be able to accurately observe patients and assess findings. They must be able to obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.

Communication – Candidates must be able to communicate effectively and efficiently with patients, their families, and members of the health care team. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish therapeutic relationships with patients. Candidates must be able to record information accurately and clearly, and communicate effectively in English with other health care professionals in a variety of patient settings.

Motor Function – Candidates must possess the capacity to perform physical examinations and diagnostic maneuvers. They must be able to respond to emergencies in a timely manner and
provide general and emergency care. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.

**Intelligence, Conceptual, Integrative and Quantitative Abilities** – Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information across modalities. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem solving in diagnosis and treatment of patients in a variety of clinical modalities.

**Behavioral and Social Attributes** – Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must be capable of regular, reliable, and punctual attendance at classes and in their clinical responsibilities. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. It is expected that minimum accommodation will be requested concerning this set of standards.

**Ethical and Legal Standards** – Candidates must meet the legal standards to be licensed to practice medicine. As such, candidates for admission must acknowledge and provide written explanation of any felony offense or disciplinary action taken against them prior to matriculation in the Program. In addition, should the student be convicted of any felony offense while in the Program, they agree to immediately notify the Program Director as to the nature of the conviction. Failure to disclose prior or new offenses can lead to disciplinary action that may include dismissal.

**Section 3: EQUAL ACCESS TO THE SCHOOL OF MEDICINE’S EDUCATIONAL PROGRAM**

The Emory University Physician Assistant Program intends for its students and graduates to become competent and compassionate clinicians who will meet all requirements for medical licensure.

The Program has an institutional commitment to provide equal educational opportunities for qualified students with disabilities who apply for admission to the program, with a strong commitment to full compliance with state and federal laws and regulations (including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990). As previously noted, admitted candidates with disabilities are reviewed individually, on a case-by-case basis. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards, or poses an undue administrative or financial burden.
Section 4: PROCESS
As stated above, admission and promotion at the School of Medicine is conditional on the candidate’s having the willingness and ability to satisfy the technical standards, with or without reasonable accommodation.

Admitted candidates who have a disability and need accommodations should initiate discussions with the Access, Disability Services, and Resources (ADSR) Office as soon as the offer of admission is received and accepted. It is the responsibility of a candidate with a disability to provide sufficiently current information documenting the general nature and extent of his/her disability, and the functional limitations proposed to be accommodated.

Should a candidate have or develop a condition that would place patients, the candidate, or others at risk or that may affect his/her need for accommodation, that student should receive an evaluation. As in initial assessments, a complete and careful reconsideration of all the skills, attitudes, and attributes of each candidate will be performed.
PROFESSIONAL CONDUCT

Section 1: EXPECTATIONS

Overview

*Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to students and to the general community.* To accomplish these objectives and responsibilities requires that the University be free from violence, threats and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior among our professions.

Ethical behavior includes, but is not in any way limited to *honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients:*

**Honesty** – Being truthful in communication with all others, while in the healthcare arena or in the community at large.

**Maintenance of Patient Confidentiality** – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms;

**Trustworthiness** – Being dependable; following through on responsibilities in a timely manner; maintaining the confidentiality of patient information.

**Professional Communication and Demeanor** – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs); maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances.

**Respect for the rights of others** – Dealing with all others, whether in a professional or non-professional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients’ modesty and privacy.

**Personal accountability** – Participating responsibly in patient care to the best of one’s ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with University Policies and Procedures in an honest and forthright manner.
Concern for the welfare of patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks with sexual overtones; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one’s ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient’s beliefs and desires.

Responsibility to duty– Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, small groups, rounds, conferences and other duties; timely notification of supervisory faculty, residents and Deans of absences or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on duty.

STANDARDS OF DRESS AND APPEARANCE
This section describes standards for dress and appearance necessary to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional health care worker.

Patient trust and confidence in the health care provider are essential to excellent acute and chronic care. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most socially conservative patients and families. Physicians-in-training should present themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort. Body art and body piercing should not be worn or displayed by physician assistant students or physician assistants in professional settings.

The following guidelines help Emory students establish a successful caregiver-patient relationship:
During much of the Foundations Phase and at times during the remaining phases of the curriculum, students may spend time in lectures or other activities that do not involve patients. While in lectures or small group activities that do not involve patient contact, attire should be comfortable but should not detract from the serious educational atmosphere.

When patient contact is part of the educational experience or when students enter a clinical venue, students are expected to dress professionally. This includes actual or standardized patient encounters in the hospital, clinic, lecture hall, or EXCEL suite. Professional dress is described below:

General Standards
For security purposes and for patient comfort in identifying professional personnel, nametags or badges should be worn at all times. Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid perfumes or colognes, as they may precipitate allergic responses or be sensitizing to patients or colleagues.

Hair Maintenance
Hair should be neat, clean, and of a natural human color. Hair should be styled off the face and out of the eyes. Shoulder length hair should be secured to avoid interference with patients or work
duties. Avoid scarves or ribbons (unless culturally appropriate). Beards/mustaches must be neatly trimmed. Unless head coverings are required for religious or cultural reasons, hats should be avoided.

Clothing
Clothing should be clean, professionally styled, and in good repair. Women should wear tailored slacks, dresses, or skirts of medium length. Men should wear slacks, a dress shirt and necktie. Shorts and blue jeans are not appropriate professional dress. All students should wear a clean, white, jacket-length coat over their clothing (or at the discretion of the supervising attending, professional dress without a white coat). Shoes must be closed-toe, comfortable, clean and in good repair.

IMPORTANT NOTES: scrub suits should be worn in specific patient care areas only. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Scrubs are NOT to be worn in the School of Medicine Building (including the OSCE suite and ExCEL center) unless otherwise specified. Stained or soiled scrub suits must be changed as soon as possible; they are a source of potential contamination.

Jewelry
Keep jewelry at a minimum, as it may have a potential for cross-infection.

USE OF SOCIAL MEDIA
As described above, behavior of students in the academic setting and beyond must be in keeping with the ideals of the institution and the profession of medicine. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for his or her postings on the Internet and in social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of Emory students. Students responsible for such postings are subject to the conduct code process as for other unprofessional behavior that occurs outside the academic setting and may face disciplinary actions including dismissal from the School of Medicine.

Students within the School of Medicine are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

1. There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Medicine" are required.

2. Internet activities may be permanently linked to the author, so that all future employment (residency, fellowship and beyond) may be hampered by inappropriate behavior on the Internet.

3. Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are subject to sanctions described in the School of Medicine Conduct Code.

4. Do not share information in violation of any laws or regulations. Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule applies to deceased patients also.
5. For Emory’s protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory’s own copyrights and brands. Curricular materials developed by Emory faculty and staff or faculty/staff of other medical schools or educational institutions should not be used, distributed, or redistributed inappropriately. When in doubt, students should seek guidance regarding appropriate use of such materials.

6. Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

Section 2: EMORY UNIVERSITY SCHOOL OF MEDICINE CONDUCT CODE
Given the goals of the University as a place of academic freedom, and the School of Medicine as a site of training for highly ethical health care providers, a system is necessary to provide the proper balance between the academic freedoms allowed a member of the University and his or her responsibility as a citizen of the University community and a future health care professional. For this purpose and in accordance with the By-laws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Executive Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for Emory School of Medicine students.

The University community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed a member of the University and his or her responsibility as a citizen of the University community. For this purpose and in accordance with the By-laws of the University, the President of the University has defined the interests of the University community to be promoted and protected by such a system and has delegated to the Executive Associate Dean for Medical Education and Student Affairs for the School of Medicine the responsibility of designing and maintaining a conduct code for medical and academic health students.

This Code may be reviewed annually and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs and review and approval by the Senior Vice President and Dean for Campus Life. Provisions of this Code may be revised, supplemented, or amended at any time by action of the appropriate University authorities.

Once a student matriculates as a medical or academic health student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth within this Conduct Code.

The Emory University School of Medicine Conduct Code pertains to misconduct of medical and academic health students enrolled in the School of Medicine outside of an academic setting. Academic and professional discipline of students is not covered by this Code but rather falls within the jurisdiction of either the School of Medicine Honor Code or the Progress and Promotions Committee.

Basic Expectations/Inherent Authority
The primary purpose for the imposition of non-academic discipline in the School of Medicine setting is to protect and preserve the quality of the educational environment in the campus community. This purpose entails several basic expectations:
1. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;

2. That each student is responsible for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.

The School of Medicine reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Executive Associate Dean for Medical Education and Student Affairs is charged with the welfare of all medical and health professions programs students. Accordingly, in emergencies, this individual has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The School of Medicine is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution’s relationship with them as provided in this Code.

The Senior Vice President and Dean for Campus Life is delegated responsibility pertaining to all student organizations and student government and, in conjunction with the Executive Associate Dean for Medical Education and Student Affairs, has the responsibility and authority to discipline such organizations whose members are students within the School of Medicine.

Once a student is accepted as a student into the School of Medicine until the day of completion of his or her degree program and graduation from Emory University he or she is considered a student of the School of Medicine and governed by the principles set forth above.

Confidentiality
Students’ conduct records are confidential and will not be released outside the University without the student’s specific written permission except as provided by applicable law. If a student is found to have violated the Conduct Code, the resulting sanctions can be included in the student’s records which may be shared with future employers or institutions providing further education. Conduct code violations and sanctions may also be reported to other agencies, such as the military, the federal government, licensing boards, and others if requested by the agency and accompanied by a signed release from the student.

Violations of the Law and This Code
Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this Code. Those accused of violations of this Code are subject to the disciplinary proceedings outlined in this Code while criminal, civil, or other internal proceedings regarding the same conduct are pending. Accused students may not challenge the disciplinary proceedings outlined in this Code on the grounds that criminal charges, civil actions, or other internal proceedings regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The University will refer matters to federal, state, and local authorities for prosecution when appropriate.

Prohibited Conduct
Each student may be subject to this Code whether misconduct occurs on University premises, at University or School of Medicine sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University or the School of Medicine.

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. Violations of the Standards of Professionalism may also constitute “Prohibited Conduct” that is subject to this Code of Conduct. The following list includes but is not limited to conduct that may subject a student to disciplinary action:
1. Attempting, assisting, or encouraging any conduct as described below.
2. Causing physical harm to any person or causing reasonable apprehension of such harm.
3. Disorderly or indecent behavior including but not limited to destroying or damaging University property or the property of others.
4. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
5. Violating the University’s Policy on Sexual Misconduct.
6. Violating the University’s Policy Statement on Discriminatory Harassment.
7. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
8. Misrepresenting information or furnishing false information to the University or its representatives.
9. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
10. Providing alcoholic beverages to an individual under 21 years of age or to one, who is noticeably intoxicated, or possession or use of alcoholic beverages by an individual less than 21 years of age.
11. Unauthorized possession of an open container of an alcoholic beverage.
12. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
13. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
14. Unauthorized use, possession, or storage of any weapon.
15. Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
16. Intentionally or recklessly misusing or damaging fire or other safety equipment.
17. Theft or misuse of property or services.
18. Substantially interfering with the freedom of expression of others.
19. Interfering with normal University or School of Medicine functions, University-sponsored activities, or any function or activity on University premises including but not limited to studying, teaching, public speaking, research, University or School of Medicine administration, or fire, police, or emergency services.
20. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.
21. Disregarding or failing to comply with the directive of an officer of the law acting in the performance of his or her duties.
22. Disrupting University or other computer systems; unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of University or other computer system or material; improper access to University or other computer files and systems; or violation of copyright or proprietary material restrictions connected with University or other computer systems, programs, or materials.
23. The display or distribution of lewd, offensive, threatening or inappropriate material via paper or electronic means. Such material includes pictures, videos, or written content that portray oneself or others in a manner that brings dishonor to the profession of medicine.

24. Violating any government laws or ordinances, or of any University or School of Medicine rules, regulations, or policies including but not limited to the “Standards of Professionalism” set forth above. Such rules, regulations, or policies shall include but are not to be limited to the regulations and policies contained in the Campus Life Handbook, Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook or Allied Health Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.

25. Information Technology Division (ITD) materials, Policy Statement on Discriminatory Harassment, Sexual Assault Policy Statement, School of Medicine Medical Student Handbook; regulations relating to entry (opening and closing hours) and use of University facilities; traffic and parking regulations; regulations and policies on the sale, consumption or misuse of alcoholic beverages; and on the misuse of identification cards.

26. Failure to report any arrests, criminal charges, positive results of drug tests or Criminal Background Checks (CBCs) that occur from the time of acceptance until graduation.

27. Recording any other person without the consent of the person(s) being recorded.

Additional important information including Conduct Procedures, Student Conduct Hearing Boards, Hearing Procedures, Hearing Decisions, Sanctions, Appeals, School of Medicine Conduct Appeal Board, Notification and Retention of Records can be found here https://med.emory.edu/handbook/#22 under Section 2.
ACADEMIC INTEGRITY

STATEMENT
Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage\(^1\). The Emory University School of Medicine seeks to involve every member of the community in cultivating a culture of academic integrity and promoting communal standards.

Pursuant to this goal, the students, faculty, and administration of the Emory University School of Medicine have created the Honor Code, which presents our standards of academic integrity and outlines the consequences for violations thereof.

This section of the student handbook outlines the School of Medicine Honor Code, along with academic regulations and procedures, promotional guidelines, graduation requirements, and the granting of awards and honors.


EUSOM HONOR CODE

Preamble
The students, faculty, and administration of the Emory University School of Medicine join together in support of this MD STUDENT HONOR CODE for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and c) cultivating lifelong professional conduct.

To promote this purpose, matters regarding academic misconduct shall fall under the jurisdiction of the Honor Code, while other aspects of a student’s medical education will be covered by the guidelines stated in the Student Conduct Code. Students who matriculate in the Emory University School of Medicine are obligated to uphold the Honor Code.

Statement of the MD and Academic Health Student Honor Code
Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics. Such offenses include, but are not limited to, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, misrepresenting attendance, or knowingly passing off work of another as one’s own.

Honor Code Violations Definitions and Policies include:
- Cheating includes knowingly acquiring, receiving, or passing on information about the content of an examination prior to its authorized release or during its administration; provision or utilization of unauthorized aids; or impermissible collaboration.
- Plagiarism is defined as the act of incorporating into one’s own work, the work or expression of another, without appropriately and adequately indicating the source.
- Sabotage is defined as intentional and malicious actions that impair another student’s academic performance.
- Falsifying or manipulating data is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.
- Acts observed that appear to be in violation of the Honor Code will be reported to the HONOR COUNCIL. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.
- Lack of knowledge of the aforementioned precepts will not stand as adequate defense for violation of the Honor Code.
The following pledge may be signed at the end of all final examinations, hour quizzes, and other important projects on which the pledge is required by an instructor:
"On my honor, I have neither given nor received any aid on this (examination, quiz, or paper), nor am I aware of anyone who did."

However, absence of this pledge does not exempt the student or the assignment from the obligations set forth under this Honor Code.

Each student upon entering the School of Medicine must sign a matriculation pledge stating that he/she has read, understands, and is aware of his/her responsibilities under the Honor Code.

THE STUDENT COUNCIL ON HONOR
The academic health Student Council on Honor, hereafter, referred to as the Honor Council, will have primary jurisdiction over the supervision of the Honor Code as applies to medical students. A separate Academic Health Council on Honor will supervise the Honor Code as applies to academic health students.

The Honor Council will consist of one elected Student Representative from each program, and 2 (two) Faculty Representatives. In addition, there will be two (2) alternate Student Representatives from each program, and four (4) Alternate Faculty Representatives. The leadership of the Council will be under the direction of a Chair, Vice Chair, and Secretary who are elected by the student membership from the Student Representatives on the Honor Council.

Student Representatives and Alternates
Elections will be held by November 1 of each academic year. A Student Representative and two Alternate Student Representatives will be elected by each program’s students to serve for a one-year term. The elections will be open to any student, including previous members of the Honor Council. The Dean will approve the list of candidates.

Vacancies will be filled by special election of the respective program, when possible. If a program is unable to elect any representatives, alternates from other programs will serve on a rotational basis until a new Student Representative can be elected.

Faculty Representatives and Alternates
To establish a pool of six faculty members, three of whom are replaced each year, the following process will be utilized:
- Programs will submit nominations for faculty membership to the Academic Health Professions Advisory Committee for consideration for appointment. Selected faculty nominees will be forwarded to the Dean.
- In the first year, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a one-year term and one Faculty Representative and two Alternate Faculty Representatives for a two-year term.
- Each November thereafter, the Dean will appoint one Faculty Representative and two Alternate Faculty Representatives for a two-year term.
- Each appointed member can serve no more than two years without reappointment by the Dean.
- Faculty members will be limited to three consecutive terms.
- Vacancies will be filled by appointments by the Dean.

Leadership of the Honor Councils
- Chair and Vice-Chair: The Chair and Vice-Chair will be Student Representatives elected by the student membership of the Honor Council who are presently enrolled in programs of at least two years in length. This election will be held by December 1 of each academic year.
following the first year of implementation. The Dean must approve these elected officers.

- Secretary: The Secretary will be a Student Representative and will be elected for a one-year term by the entire Council from the pool of Student Representatives whose program length allows fulfillment of the term. The Dean approves this officer.

- All matters reviewed by the Council will be kept strictly confidential.

**Procedures for Reporting and Investigating Violations**

If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.

1. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.

2. Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case. The Secretary will then inform the Honor Council Chair that an investigation has been initiated. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of OMESA that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair may deem necessary. The student named in the allegation will be informed of the investigation prior to its onset. Upon notification of the investigation, the student will be provided with a list of available advisors with whom to consult, at the student's discretion.

3. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient evidence exists to warrant a formal hearing. Between the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.

4. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation, and the options available to the student concerning assistance by an advisor.

5. The hearing will take place within a reasonable time (no more than 21 days) after the accusation is reported to the Honor Council. (In rare instances, the Honor Council, based upon the specific circumstances of the case, may determine a different time period.)

6. The student will be permitted to continue academic endeavors until a final decision is made. The student and advisor may review and gather evidence prior to the hearing.

7. For each hearing, the Honor Council consists of eight members: five student members, the Chair (or Vice-Chair) and two faculty members. The five student members are randomly chosen by the Chair and will include a student member from the program of the accused. If any member is unable to serve for any reason, including conflict of interest, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

8. It will be the responsibility of the Secretary to inform the Honor Council members of the alleged violation (date, person involved, and nature of the accusation). The
Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote.

THE HEARING

Rules of law do not apply to any hearings or proceedings regarding the Honor Code.

Order of Proceedings

1. Call to order
3. Statement of the alleged Honor Code violation
4. Presentation of evidence: The Investigators and the accused may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the accused, and the advisor to the accused may ask questions of witnesses, but the Chair shall have the right to determine whether such questions are appropriate.
5. Discussion and deliberation by the Council are held in a private executive session.

Rules Governing Proceedings

1. All hearings will be conducted in closed-door session and will remain confidential.
2. Participants in the hearing will be limited to the following:
   a. Chair (or Vice-Chair) of the Honor Council
   b. Members of the Honor Council to include the Secretary or, if needed, a temporary secretary appointed by the permanent Secretary.
   c. Student accused of violation
   d. Two Alternate Council Members who served as investigators for the case.
   e. Relevant witnesses who may be present only while testifying
   f. Advisor for the accused.
3. The Secretary or his/her appointee will take notes during the hearing and make them available to the Honor Council.
4. The accused has the option of selecting an individual from the School of Medicine, but not a member of the Honor Council, to assist in an advisory capacity prior to the hearing and to be present at the hearing. This individual will not be permitted to testify or to make statements of any nature other than asking questions.

Decisions and Penalties

1. For a student to be found guilty of an Honor Code violation, the unanimous vote of the seven voting members of the Honor Council will be required. [The Chair (or Vice-Chair) will not be eligible to vote].
2. The penalty recommended for an Honor Code violation will be by a plurality vote of the seven voting members of the Honor Council. In case of a tie, the Chair (or Vice-Chair) will cast a vote.
3. The Dean will be informed promptly following the decision of the Honor Council.
4. Recommendation for penalties regarding violations of the Statement of the Honor Code:
   1. The standard penalty for violation of the Honor Code is (a) mandatory leave of absence from Emory University School of Medicine for at least one academic term (semester); and b) a grade of "Incomplete" for all courses in which the student is enrolled at the time of the infraction.
   2. The Honor Council may recommend to the Dean a penalty more severe than a mandatory leave of absence (e.g., permanent expulsion) or may recommend a less severe penalty (e.g., disciplinary probation for Honor Code violation), dependent upon the circumstances of the case.
   3. Upon receipt of a mandatory leave of absence, the student cannot advance to the next term until he/she has completed the term in which the “Incomplete” grades
were given.

4. At the discretion of the Program Director, the student may be required to enroll as a student in special standing for purposes of review prior to re-enrollment as a full-time student.

**Decision of the Dean of the School of Medicine**

The final decision rests with the Dean. The decision of the Dean will be effective immediately unless there is an appeal. The appeal, including the basis for the appeal, must be submitted by the student in writing to the Dean within one week after the decision of the Dean. If an appeal is requested, the Dean will appoint an ad hoc committee consisting of three faculty members from the School of Medicine. The committee will review the data and render its recommendation to the Dean for upholding or repealing the decision, following which the Dean will issue the final decision in the matter.

**Amendments to the Honor Code**

Amendments to the Honor Code may be proposed by the Honor Council at any point in the academic year; proposed amendments must be approved by the Dean before becoming effective. If an amendment is approved while a case is under active review that amendment will not apply to that case. Any new amendment, once approved, will become effective as soon as all allied health students have been notified of the change via mail or email.
PHYSICIAN ASSISTANT PROGRAM POLICIES

The Emory University School of Medicine takes great pride in the development and accomplishments of its physician assistant students and of the medical providers it graduates. A combination of academic success and professional development provides the cornerstone of a competent PA.

To that end, various safeguards are in place to monitor and access the progress, performance and promotion of physician assistant students. This chapter outlines the components that address this growth and progression. All policies from the University and the School of Medicine are expected to be upheld by the students in the Physician Assistant Program.

The Progress and Promotion Committee monitors academic and professional development or inadequacies throughout a student’s career at Emory and will make recommendations for remediation or other actions.

*The School of Medicine Honor Code* addresses student misconduct of an academic nature. The *School of Medicine Conduct Code* addresses student misconduct outside of the academic setting. Ultimately, continued enrollment in Emory University School of Medicine is subject to the decision of the Progress and Promotions Committees, the Program Director, the Executive Associate Dean, and the Dean who must be assured that academic grades and overall performance are satisfactory, that the student is complying with the rules and regulations of the University and the School of Medicine, and that the best interests of the School and of the other students are being served through the student’s continued enrollment.

**Section 1: DIDACTIC PHASE ATTENDANCE, ABSENCES AND TIMELINESS**

Attendance, on time arrival, and participation is the expectation for every student. This includes all classes, examinations, labs, small group sessions, society meetings, preceptorships, and patient presentations.

Classes and exams will begin on time. Students who arrive after an examination has begun may be refused admission to the exam, thus jeopardizing their course grade. Additional time will not be given for late arrivals. Students who arrive more than 15 minutes late to an exam will not be allowed to take the exam and will receive a zero for this exam grade.

Each student is allowed three (3) absences per semester to use at their discretion. Any absence on a particular day, independent of the length of that absence, counts as one of the three allowable absences. These absences may not be on consecutive days. These absences do not require approval, but do require notification to the student’s faculty advisor via email. Any additional absences must be approved by the student’s advisor and will require documentation of reason of absence. Absences that require more than five (5) consecutive class days are addressed under Leave of Absence policy.

**Section 2: CLINICAL PHASE ATTENDANCE, ABSENCES AND TIMELINESS**

Attendance at clinical rotation on the scheduled dates and time is mandatory and monitored carefully. Transportation and alternate childcare arrangements must be made prior to beginning the clinical year. The rotation hours, including weekends, holidays, call schedule, etc. are determined by the clinical service. Students on a clinical rotation will be on call and work weekends as scheduled by the supervising physician. Under no circumstances may a student leave a clinical rotation without prior approval from the program director or a clinical educator unless there is physical danger. Any other departure will be treated as abandonment of the
rotation and is subject to sanctions by the Progress and Promotions committee, including possible dismissal from the program. All students are required to do three (3) Emory arranged and approved out-of-town rotations. Please be prepared for these rotations by ensuring adequate child and pet care.

Students may take three (3) planned personal days during the clinical year. These must be approved no later than 2 weeks before the absence. No more than one personal day may be taken in any single rotation. A personal day may not be taken on an End-of-Rotation day. Absences other than those for illness, emergency, or a pre-approved personal day are not permitted and will result in reduction of the final rotation grade by one grade for each missed day.

Clinical year student absences for illness or emergency must be reported within 8 hours to the one of the Clinical Educators and to the individual preceptor. The student must provide the program with the name of rotation and preceptor, reason for absence, expected return date, and a telephone number where the student can be reached. When absence due to illness extends beyond 48 hours, a signed physician’s report may be required (from the University Student Health Service or from the student’s personal physician). This is done primarily for the student’s protection against any accusation of neglect or indifference, as well as to ensure that students have sought proper health care when appropriate. The program will provide written notification of approved personal day absences to the individual preceptor.

Arriving late or leaving early from a rotation without approval is considered an unexcused absence for the entire day.

Section 3: POLICY STATEMENT ON RELIGIOUS OBSERVANCES
The School of Medicine recognizes that excellence in medical education cannot be dependent solely upon any calendar, since patient illness respects no calendar, be it secular or religious. Faculty members recognize that some students may have special needs in the scheduling of examinations and clerkship duties because of religious beliefs and practices.

Religious Observances during the Didactic Phase
Students who anticipate conflicts with regularly scheduled classes or examinations due to religious observances should notify the course director at least 2 weeks in advance of any conflict and arrange to reschedule the work or exams.

Religious Observances during the Clinical Phase
Students with conflicts with schedule of patient care and clinical rotations due to religious observances must notify the Clinical Coordinator, arrange substitutions and make-up work in consultation and agreement with the Clinical Coordinator and the attending senior supervisor (resident, intern, etc). Due to the “non-scheduled” nature of the clinical training, each student is expected to recognize his/her own personal responsibility for patient care and his/her own learning experience. Preparing students to assume the responsibility for patient care is the nature of clinical training and is critical to students’ professional training.

Section 4: LEAVE OF ABSENCE
A Leave of Absence (LOA) is defined as a planned or unplanned absence from PA Program activities of five (5) consecutive school days or longer and requires approval by the PA Program Director. In making the determination regarding the request, both the reason for the LOA as well as the academic standing of the student at the time of the request will be considered.
Any LOA may not extend beyond 12 months. If the LOA extends beyond 12 months, the student must reapply to be accepted back into the PA program and may require restarting with the first semester of the program.

**Procedures for requesting a LOA for Students in Good Academic Standing:**

1. Request the LOA in writing using the Emory PA program LOA form specifying the reason for the LOA, the LOA start date, and the anticipated return to the program date,
2. Meet with the PA Program Director, faculty and/or community advisor
3. Have the PA Program Director sign the form approving the leave prior to the departure if at all possible.
4. Provide appropriate documentation for a return to the Program if medical issues were the underlying cause of the LOA.

**Students Not in Good Academic Standing:**
Request the LOA using the same procedure as above. However, please note that the LOA for students not in good academic standing (defined as being on academic warning or on academic probation) will be granted at the discretion of the PA Program Director.

**Military Leave of Absence:**
A military deployment is addressed according to Federal Law.

**Section 5: STUDENT ASSESSMENT AND GRADING**

**Definitions**

For all classes and rotations, the following guidelines for grading will be used:

- **A** 90.0 – 100%
- **B** 80.0 – 89.99%
- **C** 70.0 – 79.99%
- **D** 65.0 to 69.99%
- **F** 64.99% and below

**Academic Warning** is defined as an official warning given by the Progress and Promotion Committee to a student whose performance is of concern. A student on Academic Warning is Not in Good Academic Standing. Students given an Academic Warning receive written notice of their status from the Program Director, noting the specific concern(s). A copy of the letter is placed in the student’s file and made available to subsequent Progress and Promotion Committees during the student’s course of study. The designation of Academic Warning may result in the loss of financial aid.

**Academic Probation** is defined as a conditional status that may be designated by the Progress and Promotion Committee when a student’s performance is unsatisfactory. A student on Academic Probation is Not in Good Academic Standing. Students placed on Academic Probation receive written notice of their status from the Program Director, noting the specific concern(s). The letter is placed in the student’s file and made available to subsequent Progress and Promotion Committee Meetings. Academic Probation is a serious reprobation and is indicated on the student’s transcript, and requires that a student maintain adequate performance for the period designated as the probationary period. The designation of Academic Probation may result in the loss of financial aid.

**Promotional Guidelines for Didactic Phase**
For every semester of the program, a student must demonstrate professionalism and academic success, as defined below and evaluated by the Progress and Promotion Committee.
Guidelines for Didactic Phase Professionalism:
Professionalism may be part of any course’s evaluation and grade. Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for Academic Warning, Academic Probation, dismissal, or other appropriate sanctions. The designation of Academic Probation may result in the loss of financial aid.

Guidelines for Didactic Phase Academic Performance:
Students who score less than 65% on all exams (oral or written) in a course/module (regardless of the overall grade) will need to repeat the entire course (offered only once per year) assuming they meet GPA requirements to remain in the PA Program.

In a single semester:

- A student with a semester GPA >2.80 will be considered in Good Academic Standing.
- A student with a semester GPA between 2.51 - 2.80 is Not in Good Academic Standing and will be placed on Academic Warning. Remediation or repetition of courses may be required.
- A student with a semester GPA between 2.20 - 2.50 is Not in Good Academic Standing and will be placed on Academic Probation. Remediation or repetition of courses may be required.
- A student with a semester GPA <2.20 is Not in Good Academic Standing and may be considered for dismissal from the program by the Progress and Promotion Committee.

Students Not in Good Academic Standing for multiple semesters:

- A student with a GPA below 2.80 for two semesters will be placed on Academic Probation. Remediation or repetition of courses may be required.
- A student with a GPA of 2.50 or below for two semesters may be considered for dismissal from the program by the Progress and Promotion Committee.
- A student with a GPA of 2.80 or below for three semesters may be considered for dismissal from the program by the Progress and Promotion Committee.

Guidelines for Evaluation of the Pre-Clinical Summative Examination
All PA students are required to successfully complete all aspects of the pre-clinical summative evaluation scheduled at the end of the didactic phase in order to progress to the clinical phase. This evaluation process is designed to ensure that every student has the requisite knowledge and skills to progress to the clinical year. The evaluation is comprised of three components.

A. Preceptor assessment: Preceptors assess students’ performance in the final encounter in the Didactic Experiential Learning Program (DELP) using a standardized assessment form. This comprehensive examination is worth 25% of the pre-clinical summative exam.
B. Objective Structured Clinical Examination (OSCE): Students will complete a multi-station objective examination covering basic clinical skills. This skills examination is worth 25% of the pre-clinical summative exam.
C. Multiple Choice Examination: This is a 225-question examination, administered via computer over approximately 2.5 hours. Exam questions are based on the NCCPA blueprint and follow in topic weight the PANCE exam. A satisfactory score is defined as $\geq$ 1 standard deviation above the national mean. For purposes of the pre-clinical summative examination, this examination counts for 50% of the grade.

An unsatisfactory outcome requires remediation and retesting and is defined as a:
- score of less than 70% in the preceptor assessment
- score of less than 70% on the OSCE
• score of less than one standard deviation below the national mean for the multiple-choice examination

Any student earning unsatisfactory scores in two or more components of the pre-clinical summative examination will not be allowed to progress to clinical rotations and will be required to complete faculty directed remediation for a minimum of 5 weeks prior to retesting. A failing grade on a retest will result in inability to progress to the clinical year until evaluated by the Progress and Promotion committee for decisions on further procedure.

**Guidelines for Performance in the Clinical Phase**

Performance during the clinical year requires assessment of knowledge, attitudes, skills and behavior. The following guidelines do not preclude the Progress and Promotions Committee from recommending repetition of courses, assignment of academic warning or academic probation, or dismissal based on the Committee’s overall assessment of student performance, regardless of the specific grades. Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for a period of academic warning, academic probation, dismissal, or other appropriate sanctions.

**Students in Good Academic Standing at Start of Clinical Year:**

1. Students entering the clinical year in good academic standing will be placed on **Academic Warning** based on any of the following criteria:
   - One (1) final rotation grade of ‘C’
   - Two (2) End of Rotation examinations with a score less than 70%

2. Students entering the clinical year in good academic standing will be placed on **Academic Probation** based on any of the following criteria:
   - Two (2) final rotation grades of ‘C’
   - One (1) final rotation grade of ‘D’
   - One (1) final rotation grade of ‘C’ plus two (2) End of Rotation examinations with a score less than 70%
   - Three (3) End of Rotation examinations with a score less than 70%

3. Students entering the clinical year in good academic standing may be **dismissed** based on any of the following criteria:
   - Three (3) final rotation grades of ‘C’
   - Two (2) final rotation grades of ‘D’
   - One (1) final rotation grade of ‘F’
   - One (1) final rotation grade of ‘C’ plus three (3) End of Rotation examinations with a score less than 70%
   - Four (4) End of Rotation examinations with a score less than 70%
   - Removal of student by preceptor from the rotation

Additionally, a student who receives a final rotation grade of D or F for any rotation must repeat that rotation if they are not dismissed from the program.

**Students Not in Good Academic Standing at the Start of the Clinical Year:**

1. Students entering the clinical year on Academic Warning will be placed on Academic Probation based on ANY of the following criteria:
   - One (1) final rotation grade of ‘C’
   - Two (2) EOR examinations with a score less than 70%

2. Students entering the clinical year on Academic Probation may be subject to dismissal based on ANY of the following criteria:
• Two (2) final rotation grades of ‘C’
• One (1) final rotation grade of ‘D’
• One (1) final rotation grade of ‘F’
• Three (3) EOR examinations with a score less than 70%

Section 6: REMEDIATION OF EXAMS

Remediation of Written Exams
In order to ensure that all students in the program have achieved academic proficiency before advancing to the next level, deficient course material will be successfully remediated. Students who fail to make a 70% or greater on any written exam in the Emory PA Program are required to remediate deficient content areas for each test. The remediation process does not change the exam grade. Remediation must take place within two (2) weeks of receiving the deficient grade. Failure to do so will result in the additional loss of five (5) points from the exam.

Remediation of Written Exams Process
Initiation of the remediation process is the student’s responsibility.

Written Exam Remediation Process:
1. Make appointment for remediation session in the PA Program office under supervision of the Academic Support Administrator
2. Bring lecture handouts, files, and assigned reading to the remediation with blank paper
3. Obtain exam for remediation from the Academic Support Administrator
4. For each missed question, the following should be done:
   a. Identify the correct answer
   b. Explain the correct answer in one paragraph or less
   c. Site all sources used to determine correct answer including page number of textbook or eBook and slide number for PowerPoint slides. Only assigned readings or lecture notes are accepted as references.
5. Return the exam and remediation packet to the Academic Support Administrator
6. Copying of exams or questions is not allowed (no photos, no photo copies and no written reproduction)
7. No information from the exams is to be shared in any fashion

Students are expected to earn 100% on remediated questions. Students who earn <100% will be required to meet with the Course Director to review deficient content and demonstrate proficiency of the subject material.

Remediation of OSCE Exams
Students who earn less than 70% on an OSCE exam (including SP session and SOAP note) are required to remediate the failed content of the exam. Remediation must take place within two (2) weeks of the exam.

Remediation of OSCE Exams Process
Initiation of the remediation process is the student’s responsibility.

OSCE Exam Remediation Process:
1. Review videotaped SP session and the proctor comments
2. Review pertinent assigned readings, lectures and labs
3. Review critiqued SOAP note
4. Write a brief yet thorough report on what you would do or ask differently in future SP sessions to improve history, physical exam, communication skills and/or professional skills
5. Write a brief report on how you would improve recording subjective and objective information and better develop the assessment and plan in your SOAP note
6. Send these reports electronically to the module director

Section 7: RIGHT OF APPEAL
Students are encouraged to discuss evaluations and final grades with the course director, preceptor, academic and clinical coordinators as appropriate. If a student wishes to appeal a final course grade or summative evaluation, this should be presented in writing to the Program Director (PD) within 30 days of receiving the grade. The appeal may be based on the process that leads to the final grade/evaluation and/or questions of factual content of the evaluation process. The PD will then review the basis for the appeal of the final evaluation and/or grade. The PD may review the final grade or evaluation in terms of 1) the process that led to the final grade/evaluation, and/or 2) questions of factual content that led to the final grade/evaluation.

Upon review, the PD may find that there is no basis, based on process or factual content, for a change of final grade or evaluation. Alternatively, the PD may recommend that the academic or coordinator consider any of the following: 1) recommend that the course director or clinical coordinator submit the questions and answers to a group of faculty in the field for review; 2) suggest additional assessment of student performance and subsequent reconsideration of the evaluation/grade; or 3) suggest a change of grade/evaluation. The course director will then consider the recommendation made by the PD and submit a written response to the PD and a reconsidered final grade/evaluation. All grade appeals along with responses by the course, or clerkship director and the PD will be forwarded to the Chair of the Progress and Promotions Committee that covers the grade or evaluation in question, for their information and record.

After review by the PD and submission of the re-considered grade/evaluation, the student may appeal any decision to the Executive Associate Dean whose decision shall be final.

In all cases involving academic or non-academic disciplinary decisions, whether the problem is academic, psychiatric, or conduct-related, the student has the right to request a rehearing and/or to appeal to the Executive Associate Dean of the School of Medicine.

Section 8: REQUIREMENTS FOR THE MASTER OF MEDICAL SCIENCE DEGREE (PA DEGREE)
To be eligible to receive the degree of Master of Medical Science Physician Assistant from Emory University School of Medicine, students must:

I. Have a satisfactory standing in all courses required for the degree
II. Have credit for the full 29 months of study undertaken at the Emory University School of Medicine, PA Program
III. Have completed all academic requirements within no more than three (3) academic years and six (6) months from the time of admission
IV. Satisfactorily pass the summative evaluation of PA competencies during the final semester
THE DUAL DEGREE PROGRAM - PA/MPH
(Master of Medical Science/Master of Public Health)

This dual degree option offers students the opportunity to earn an MPH degree in conjunction with training in the Emory University School of Medicine Physician Assistant Program. The PA Program, within the Department of Family and Preventive Medicine, recruits, educates and mentors a diverse group of students to become physician assistants providing quality health care.

The PA Program emphasizes primary health care and preventive medicine and seeks to interest students in working in medically underserved areas. The program uses didactic and clinical training, promotes physician/PA team care, fosters an appreciation for research, leadership and the need to be flexible in meeting the changing needs of the health care climate, and empowers faculty and students to become advocates for the physician assistant profession and for the delivery of primary health care. Students may apply their combined PA/PH skills in such areas as population or clinical research, health administration leadership and community health promotion.

Students must apply to and be accepted by both the PA and the MPH program through their independent admissions process. Students apply to a specific department in the School of Public Health. Students enroll in the school of public health for one calendar year (fall, spring, summer) and complete 32 semester hours of course work. They include the required MPH core courses, required departmental courses and, in most instances, a thesis. Students must also complete a practicum, a structured field experience of relevance to public health.

Students who complete the MPH degree requirements prior to entering the PA course of study may wish to combine their MPH thesis with the required scholarly project for the PA program. Consultation with the Director of Dual Degree Students is necessary to assure that the project meets both schools’ requirements. Students may engage in a four-week public health-related practicum during the time they are enrolled in clinical or advanced didactic phase of the PA program. The MMSc degree is awarded when the student successfully completes the degree requirements of the PA Program.

As 10 semester hours of PA courses count towards the MPH degree (i.e., students must complete 32 rather than 42 semester hours), the MPH degree is awarded when the requirements for the PA Program and MPH program are completed.

The PA Program requires 29 months of training including courses and clinical rotations. During enrollment in the MPH program, the student will be charged the rate of tuition established by the School of Public Health. When enrolled in the PA Program, the student will be charged the rate of tuition approved by the School of Medicine for the PA Program.
UNIVERSITY POLICIES

All of these policies apply to the Physician Assistant Program Students

Section 1: Equal Opportunity and Discriminatory Harassment, Policy 1.3

Emory University Nondiscrimination Statement

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University’s commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veterans status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy: http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm

This policy also supersedes and retires Policy 8.6, Grievance Procedures - Employee and Student Complaints of Discrimination, and unifies the grievance process. The effective date represents only the date that this version was published on policies.emory.edu and does not reflect the original effective date of this policy.

Additional important information including Contact Information, Applicability, Policy Details such as Reporting Sexual Misconduct, Investigation and Adjudication, Hearing Procedures, Appeals, Support Services and Options for Students going Through the Sexual Misconduct Process, Contact Information of Title IX Coordinators, Definitions, and Related Links can be found here https://med.emory.edu/handbook/#312 under policy 1.3.

Section 2: Sexual Misconduct, Policy 8.2

Overview

Emory University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veterans status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory University students. Sexual
misconduct is a form of sexual harassment that is prohibited under federal law and the Emory University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking.

The university will take seriously every allegation or report of sexual misconduct received. Emory University’s response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Concerns, complaints, or questions relating to this Policy may be directed to the staff members listed below:
Lynell A. Cadray, Associate Vice Provost
Office of Institutional Equity and Inclusion
Emory University
Atlanta, GA 30322
404-712-8541
lynell.cadray@emory.edu

Judith Pannell, Title IX Coordinator for Students
Special Assistant, Emory Campus Life
413E Dobbs University Center
Drawer PP; 605 Asbury Circle
Atlanta, GA 30322
Phone: (404) 727-4079
jpanne2@emory.edu

**Applicability**
The following policies and procedures apply to situations in which a student is alleged to have engaged in sexual misconduct. Allegations of sexual misconduct not involving a student, or involving a student acting in an employment capacity, are primarily addressed through the university’s Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3). However, a student acting in an employment capacity may be subject to this Policy as well as any applicable employment policies.
The University Title IX Coordinator monitors and oversees Emory University’s compliance with federal regulations concerning sexual harassment and discrimination. Upon receipt of a report of alleged sexual misconduct, the University Title IX Coordinator will monitor responsive action to ensure that the educational environment at Emory University is free of discrimination and discriminatory harassment. Additionally, the University Title IX Coordinator monitors the steps taken, as appropriate, to remedy the effects of the sexual misconduct on the complainant. This may include commencement of disciplinary proceedings against a respondent.

This policy applies to sexual misconduct that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Emory, whether those programs take place in university facilities, at a program sponsored by the university at another location, or elsewhere.

Additional important information including Contact Information, Applicability, Policy Details such as Reporting Sexual Misconduct, Investigation and Adjudication, Hearing Procedures, Appeals, Support Services and Options for Students going Through the Sexual Misconduct Process, Contact Information of Title IX Coordinators, Definitions, and Related Links can be found here https://med.emory.edu/handbook/#312 under policy 8.2.
Section 3: Alcohol and Drug Abuse Policy, Policy 8.8

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one’s overall physical and emotional health; academic and/or professional performance; and adversely impact family, friends and co-workers.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia's Drug-Free Postsecondary Education Act of 1990.

This policy is also designed to convey the university’s care and concern for its members and their well-being, given that alcohol and other drug misuse on college campuses is a major public health concern. In order to foster academic achievement, personal success and wellness, and to promote the safety of the community, the university has adopted the following tenets to guide the prevention of alcohol and other drug misuse:

Emory University complies with and upholds all applicable federal, state, and local laws related to alcohol, illicit drugs and controlled substances. Violations of such laws that come to the attention of university officials may be addressed within the university or through prosecution in the courts, or both.

The university strives to create an environment that supports individuals who choose not to use alcohol and individuals who choose to use alcohol legally and in moderation. The illegal sale, distribution or use of alcohol is not permitted.

The university encourages individuals with prescription medications to safely and legally use such medications in compliance with their prescriptions. The misuse of prescription medication or other controlled substances is not tolerated.

The sale, distribution or use of illegal drugs is not permitted.

The university seeks to create an environment of personal development and supportive community. It supports individuals seeking services for alcohol, tobacco and/or other drug misuse and makes confidential services available to them.

In instances where individuals are found to be in violation of the university’s Alcohol and Drug Abuse Policy, the university’s response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impacted parties and the community.

Emory is a Tobacco-Free Campus. The use or sale of tobacco products in or on Emory owned or Emory leased property is prohibited. See Policy 4.113 Tobacco-Free Environment for more information (http://policies.emory.edu/4.113), including resources for tobacco cessation.

Applicability

All Emory University full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on university-owned property and to all other university-sponsored events. This policy is distributed annually to all Emory University faculty, staff, and students.

Emory University permits the purchase and use of alcoholic beverages with university funds under certain conditions but expects individuals and organizations to take measures to prevent
alcohol and drug misuse. The university expects that individuals and organizations will take responsibility for complying with the policy as outlined. This policy provides minimum expectations regarding alcohol and other drug prevention and services; individuals and organizations are encouraged to utilize best practices and to develop additional steps to support community safety.

Specific offices have been designated to provide clarification about the procedures and guidelines for event planning, as well as services and resources available to faculty, staff and students for reducing at-risk behaviors related to alcohol and drug use.

Prospective students that fail to comply with Georgia law and university policy can experience parental/guardian notification, the removal from campus, and may additionally compromise their consideration for admission to the university, in addition to possible law enforcement processes.

Additional information on Applicability, Standards of Conduct, General GA and DeKalb Restrictions, Sanctions and Penalties, Notifications of Drug-Related Convictions, Advertisements and Promotions, Purchasing Alcohol with University and Student Activity Fee Funds, Storage of Alcohol, Use of Alcohol in Residence Halls, Use of Alcohol at Athletic Events, Procedures for Events with Alcohol, Additional Information and Definitions can be found here https://med.emory.edu/handbook/#411 under Policy 8.8

Section 4: Student Complaints

Overview

Emory University is committed to receiving and addressing written student complaints against the university, its faculty, staff, or administrative personnel in a timely manner. Appropriate procedures are described below and should be adhered to in response to student complaints. Students should first attempt to resolve their complaints with the office most directly responsible for the action being challenged. Each school at Emory has an office of Student Services that can further assist students and direct them within their specific school if they are uncertain about where to start. In addition, students may use the ombudsperson (http://ombudsperson.emory.edu/index.html) to assist with complaints if they are uncertain or wish to discuss a situation confidentially before taking more formal action.

Federal financial aid laws and regulations require that each state has a process to review and act on complaints concerning educational institutions in the state. You may file a complaint about Emory University with the State of Georgia Office of Inspector General by following the directions at the OIG website. In the event that OIG receives a student complaint relating to financial aid, it will forward it to the Office of Inspector General of the U.S. Department of Education.

Additional important information including Applicability, Policy Details such as Documentation of Complaint, Complaint Resolution, Record Retention and Definitions can be found here https://med.emory.edu/handbook/#415 under Policy 10.12
Section 1: STUDENT MISTREATMENT
The School of Medicine strives for an environment that is respectful of all community members and does not tolerate mistreatment of students. Emory students are protected by two University Policies as stated in the following two paragraphs.

The University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3) can be found at http://policies.emory.edu/1.3 and is incorporated into this Policy. Per Policy 1.3, Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Director of Equal Opportunity Programs. Emory faculty, administrators and supervisors are required to immediately report any complaints they receive or incidents of discrimination or discriminatory harassment they witness, to their immediate report or to the Office of Equal Opportunity Programs.

The Emory University Sexual Misconduct Policy (Policy 8.2) can be found at http://policies.emory.edu/8.2. Per Policy 8.2, every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator.

In conjunction with the two University Policies listed above, the School of Medicine Student Mistreatment Policy addresses additional types of behavior that will not be tolerated. Mistreatment of medical students includes, but is not limited to, students:

- Being treated in a manner that a reasonable person would find belittling, humiliating or disrespectful under the circumstances
- Being sexually harassed
- Being denied opportunities for training or rewards, or receiving lower evaluations or grades based on the basis of any prohibited consideration, including race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law (referred to as “prohibited considerations”).
- Being maliciously and intentionally left out of communications to the detriment of a student
- Being subjected to offensive sexist, racist, or ethnically offensive remarks or names
- Being required to perform inappropriate personal services (i.e. babysitting, shopping)
- Being threatened with physical harm (e.g. hit, slapped, kicked)

Additional important information including Resolution Process, Direct Communication with the Person Alleged to have Mistreated the Student, File and Internal Complaint (within the School of Medicine), File an External Complaint, Consensual Teacher (Faculty or Resident) - Student (Resident or Student) Relationships, and Separation of Roles can be found here https://med.emory.edu/handbook/#416 under Section 2.

Section 2: CRIMINAL BACKGROUND CHECKS AND DRUG TESTING
Emory Physician Assistant students undergo Criminal Background Checks (CBCs) before matriculation. The Admissions Committee will review any findings to determine what, if any, action is required. Students may also be required to undergo additional background checks or drug testing as part of their clinical activities at Emory University School of Medicine or at other institutions. Additionally, students may be required to undergo drug testing as part of their preparation for clinical rotations, or if required to do so as an evaluation initiated to evaluate their fitness to participate in their medical education.
A report of the background checks or drug testing is provided to Emory School of Medicine prior to a student’s enrollment.

After review of the results of the CBC and/or drug test, the committee may seek additional information from the student, in writing or via interview.

Given the reports and the follow-up information provided, the committee will provide the Executive Associate Dean for Medical Education and Student Affairs with one of the following recommendations:

1. Revocation of the acceptance to Emory University School of Medicine Physician Assistant Program (for students who have been accepted but not yet enrolled)
2. Referral to a conduct committee for further consideration (for enrolled students)
3. No further action to be taken (for both enrolled and accepted but not yet enrolled students)

The Executive Associate Dean will consider the report of the faculty committee and relay his decision to the student in writing. Based on the nature of the CBC report, The Executive Associate Dean reserves the right to immediately suspend a student, pending further investigation. The student may appeal the decision of the Executive Associate Dean to the Dean of the School of Medicine in writing.

Section 3: MANDATORY HEALTH INSURANCE
Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. Coverage must be continuous from the date of enrollment until the date of graduation. An overview of the Emory/Aetna Student Health Insurance Policy is available at http://studenthealth.emory.edu/hs/insurance_fees/aetna/index.html.

Students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. There is no dependent coverage for domestic students; however, coverage is available to dependents of international students to satisfy visa requirements.

Students who have health insurance coverage through another carrier must complete an online waiver at www.opus.emory.edu confirming they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring prior to matriculation. After the online waiver has been completed, the charge for the Emory/Aetna Student Health Insurance Policy will reverse on the student’s university account.

Maintaining health insurance coverage is a requirement for continued enrollment. Students are responsible for informing themselves of the current policy.

As a result of national healthcare reform, students may be eligible to remain on a parent’s insurance plan until age 26. Contact your insurance carrier if you have questions about current federal or state law.

Section 4: INDUSTRY RELATIONS
The primary missions of the School of Medicine are to provide outstanding educational programs for medical and graduate students and trainees; to provide the highest standard of clinical care for patients; to develop outstanding, knowledgeable physicians and scientists who serve the community and the world; and to conduct innovative and collaborative research and integrate this knowledge into the practice of medicine. The School of Medicine is committed to ensuring that
its faculty, staff, students, and trainees strive for the highest degree of ethical and professional standards in carrying out its missions. As part of this commitment, the School supports principled relationships with industry in which its faculty, staff, students, and trainees collaborate with industry on advances in science and medicine that enhance Emory’s missions and are beneficial to the public.

Industry has a long history of principled collaborations with academic faculty that have contributed to our educational, clinical, service, and research missions in ways that benefit individual and public health through the development of new drugs, devices, equipment, computer technology, therapies, and services. For example, industry provides grants to Emory University to fund clinical trials and other research conducted by faculty; and faculty consult with industry to advise on research directions and health needs.

The primary intent of this policy is to support faculty, staff, students, and trainees in effectively engaging in principled relationships with outside entities. The individual, the School and University can work together to enhance the beneficial outcomes of principled personal external relationships and to prevent situations that might create actual or perceived conflicts of interest and might harm the public, the institution, or the individual. The entire policy can be found at: http://www.med.emory.edu/administration/policies/industry_relations/index.html

Policies that directly affect allied health students include the following.

Emory students:

- May not accept gifts from industry, on or off the Emory campus (pens, pads, cash, food and drink, entertainment, books, software, etc.). Travel expenses are also considered a gift, and therefore prohibited.
- May not accept donations of medications.
- Must not disclose information regarding clinical trials of medical devices or drugs to any outside entity.
- Must not provide advice or training to industry regarding selling, marketing, or promoting of a company’s products.
- May not receive remuneration for listening to sales talks or attending industry-sponsored education and training.
- May be part of interactions between industry representatives and faculty that concern research being done by the faculty member and industry, as long as the meeting does not include sales, marketing, or promotion.
- Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.
- Submit proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for the activities.
- Additional regulations in this policy include:
  - Commercial Exhibits are prohibited in School of Medicine Buildings.
  - Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member’s chair.
  - Faculty presentations to allied health students and residents should disclose all their personal, professional financial relationships with industry in each presentation.

Any violation of this policy by a student will be considered unprofessional behavior and will subject the student to actions by the appropriate Progress and Promotions Committee or by a Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs.
Section 5: INVOLUNTARY WITHDRAWAL AND READMISSIONS
Emory University considers the safety and welfare of its students, faculty and staff a top priority. When a student engages in behavior that violates Emory’s rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy or process. It is not intended to apply to situations in which a student engages in behavior that violates the University’s rules of conduct. It is intended to apply when a student’s observed conduct, actions and/or statements indicate a direct threat to the student’s own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the Dean of the School of Medicine shall have final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal of a student.

Criteria
A student may be withdrawn involuntarily from Emory University School of Medicine if the School determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University; or (3) is unable to fulfill his/her role as a student of the healthcare profession.

Additional important information including Evaluation, Informal Hearing, Appeal to the Dean, Emergency Suspension, and Conditions for Re-enrollment, can be found here https://med.emory.edu/handbook/#416

Maintaining Academic Eligibility for Financial Aid
An underlying requirement for all federal, state and institutional financial aid is the need for students to meet minimum academic standards. Students who do not meet these standards may lose their eligibility for financial aid (including loans) even if they meet all other requirements of the aid programs. Some students could lose their eligibility for financial aid even if their academic program allows them to continue with their studies. These minimum academic standards are part of the Financial Aid Satisfactory Academic Progress Policy. Please note that the Financial Aid Satisfactory Academic Progress Policy is distinct from the Satisfactory Academic Progress that governs progress and promotions.

Financial Aid Satisfactory Academic Progress Policy
This policy has been developed to ensure that the student financial aid programs meet or exceed requirements set forth by federal regulations governing Satisfactory Academic Progress for financial aid eligibility.

Scope
This policy applies to those students receiving Title IV federal aid, state aid and university- and school-funded aid.

Students may receive financial aid for a limited amount of time, depending on the standard length of their specific academic program. The general guideline is 150% of the required time to complete the program with full-time status. For example, a student in a four-year program must
complete it within six years. Students attending part-time can have their time limit extended proportionately.

Students in joint degree programs must complete both programs within 150% of the time required for both programs combined.

Students who do not meet this requirement will be suspended from financial aid eligibility.

Section 6: PROGRESS AND PROMOTION
Each academic program has a Progress and Promotions Committee that meets regularly to review the academic progress of each student. If a Progress and Promotions Committee determines a student is not meeting the requirements leading to completion of the degree, that student will be placed on financial aid probation for one academic year.

Since the Committees are charged with evaluating students on character, professionalism, attitude and abilities in addition to academic achievement, the Committees may determine that a student is not making satisfactory progress even if the student is meeting the conditions of sections III and IV above. In the event a student is determined to not be meeting the program standards by the Progress and Promotions Committee, the Committee’s decision will prevail.

If a Progress and Promotions Committee deems that a student on financial aid probation is not meeting the program’s degree requirements at the end of the probationary year, the student’s financial aid eligibility will be suspended.

Additional important information including Appeals of Financial Aid Suspension, Reinstatement and Enforcement can be found here https://med.emory.edu/handbook/#416.
MEDICAL EDUCATION AND STUDENT AFFAIRS
ADMINISTRATIVE UNITS

The School of Medicine Office of Medical Education and Student Affairs (OMESA) is composed of multiple units, each focused on specialized tasks to help students succeed both academically and personally so that they graduate well-prepared for a career in medicine.

Office of Medical Education and Student Affairs
100 Woodruff Circle
P384
Atlanta, GA 30322

OMESA (Office of Medical Education and Student Affairs)
The School of Medicine Office of Medical Education and Student Affairs (OMESA) is composed of multiple units, each focused on specialized tasks to help students succeed both academically and personally so that they graduate well-prepared for a career in medicine.

Office of Medical Education and Student Affairs 100 Woodruff Circle P384 Atlanta, GA 30322

EMORY CENTER FOR EXPERIENTIAL LEARNING (ExCEL)
The Emory Center for Experiential Learning (ExCEL) is located in the medical school building and includes both the Simulation Center and the Clinical Skills Center. The Center is a state-of-the-art facility encompassing over 10,000 square foot of educational space. ExCEL includes spaces for low-tech task trainers, sophisticated human patient simulators, and virtual reality equipment for surgical techniques.

Simulation rooms have the capacity for direct and remote observation and recording. Much of the equipment will be mobile allowing integration of experiential learning into the classroom and small group learning.

The Clinical Skills (OSCE) Center is used for standardized patient education, clinical skills education, physical diagnosis and other educational experiences. It contains four suites each of which contain a central debrief room with projection capability and 4 examination rooms equipped with examination table and standard clinic equipment.

FINANCIAL AID OFFICE
The goal of the Financial Aid Office is to help students find the necessary resources to cover their medical education expenses and provide counseling to minimize and manage personal expenses while enrolled. It reviews applications for financial assistance to determine eligibility for federal and University funds and certifies loan applications. In addition, the Financial Aid Office offers education loan indebtedness counseling for allied health students.

Emory University Office of Financial Aid - Detailed instructions and information regarding the financial aid application process: www.studentaid.emory.edu

Emory University Student Financial Services - This is the student accounts office. They send bills, accept payment for tuition and fees, and process refunds: www.studentfinancials.emory.edu

Free Application for Federal Student Aid (FAFSA) - www.fafsa.ed.gov
**Tuition and Fees**

Tuition covers a normal program of study for the Master of Medical Science degree. In addition, students must pay the following mandatory fees each semester: Activity Fee, Athletic Fee, Immunization and Disability Insurance Fee, Mental Health Fee, Clinical Administration Fee, Technology Fee and a Housing Fee. Tuition payments cover three semesters of study (fall, spring and summer) however loans are distributed only in fall and spring semesters. Tuition rates are subject to change and will affect all students unless otherwise specified.

**Emergency Loans**

Students in need of emergency loans should contact the Associate Director of Financial Aid and Scholarships. Short-term, interest-free loans are available to students in certain situations. All emergency loans will be future dated and posted to the student’s account when issued. On the date the emergency loan is due, this amount will become a current charge and will appear on the student’s bill in the next billing cycle. Finance charges will accrue on the account if payment is not made by the end of the month. Any amounts due on emergency loans will automatically be deducted from the student’s refunds at the time of registration.

**Policy Statement on Refunds**

Physician Assistant students who choose to withdraw from the curriculum for any reason may qualify for a tuition refund on a per semester basis. Please refer to the Withdrawal Deadlines Schedule posted on the Student Financial Services webpage for the most current refund policy for complete withdrawals: http://studentfinancials.emory.edu/

There will be no refunds given after the fifth week of any semester.

**Financial Aid and Academic Probation**

An underlying requirement for all federal, state and institutional financial aid is the need for student to meet the minimum academic standards. Students who do not meet these standards may lose their eligibility for financial aid (including loans) even if they meet all other requirements of the aid programs. Some students could lose their eligibility for financial aid even if their program allows them to continue with their studies. These minimum academic standards are part of the Financial Aid Satisfactory Academic Progress Policy. Please note that this policy is distinct from the Satisfactory Academic Progress Policy that governs progress and promotions.

**REGISTRAR’S OFFICE**

The Registrar’s Office manages and maintains the academic records of all active and former Doctor of Medicine students. The Registrar is responsible for the registration of all students, management of all student records, verification and processing of attendance, satisfactory progress, transcript requests and degree candidate information. The School of Medicine Registrar’s Office works closely with the University Registrar’s Office. Official transcripts are only available through the University Registrar’s Office.

**Registration, Cancellation, and Withdrawal**

Every student is required to be registered prior to each academic year. Those who have not followed standard procedures in any way must present their plan of study for the entire medical course to the dean or the dean’s designate for approval.

Registration for any term is not complete until the student is in compliance with all published procedures and until tuition and other financial responsibilities to the University have been met. Registration information may be obtained from the Office of Medical Education & Student Affairs (OMESA) or any of the program offices. After the last date for changing courses, registration may only be permitted by joint consent of the Executive Associate Dean or their designee, the director, the registrar, and the faculty of the desired courses. Registration is not permitted after eight
calendar days following the date on which classes began. Tuition or housing fees are due and payable at registration each semester. Registration is not complete until the student has complied with all procedures and has met all tuition and other financial obligations.

An applicant's registration and attendance of classes is considered as agreement to comply with the rules and regulations of the University as published in the catalogs and other official publications of the school and as amended or revised during the student's continued enrollment.

Registration may be cancelled during the first week of classes as stated in the academic calendar with the precise date each semester. Cancellation of registration means that no deficiencies will be noted on the student's transcript. A student who wishes to leave the University after the first week must officially withdraw; honorable dismissal requires that this procedure be followed. Withdrawal forms may be obtained at OMESA.

Tuition refunds are partial. A student may cancel registration during the first week of the semester in which case only the deposit is forfeited (or twenty-five dollars if no deposit was required). After the first week of class, a student may voluntarily withdraw, and the tuition forfeiture increases progressively. Please contact OMESA or the Bursar for a forfeiture percentage schedule. No refund is given if students drop only part of their coursework after the last day specified for approved schedule changes. No refund is given to a student who is dismissed.

Refunds for first-time Emory University students who are federal aid recipients (Title IV) will be prorated in accordance with the Higher Education Amendments of 1992 and any related regulations.

Readmission of students following withdrawal for medical reasons requires medical clearance by designated University health officials.

A student who withdraws may not continue to live in University housing or participate in student activities and is ineligible for University health services.

**Student Records**

The official record of each Emory University School of Medicine student is maintained in the School of Medicine. These records include information that assists in evaluating the progress of students in obtaining their medical education. Student records are kept secure and are not available to anyone other than faculty members and administrators of the School who have an appropriate need to review a student’s attendance or progress.

**IMMUNIZATION REQUIREMENTS 2017-2018**

Documentation of the following immunizations and tests is required prior to matriculation for all entering students:

**Tetanus/Diphtheria/Pertussis** – primary series of 3 doses of Diphtheria/Tetanus/Pertussis (DTP or Dtap), followed by a Tdap booster within the past 10 years.

**Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR -OR- 2 doses of each individual vaccination or laboratory evidence of immunity to each disease.

**Varicella (Chickenpox)** – clinical history of chickenpox -OR- positive Varicella titer -OR- 2 doses of Varicella vaccine given at least 1 month apart.

**Hepatitis B** – series of 3 doses, followed by a post-vaccine quantitative antibody titer.
**Tuberculosis Screening** – one PPD/Mantoux skin test must be completed within 6 months and at least 2 weeks prior to matriculation. Upon matriculation, incoming students will be required to obtain a SECOND PPD, to be administered during Orientation and at the expense of the School of Medicine. Thereafter, students will receive PPDs at the beginning of each academic year throughout their enrollment at the expense of the School of Medicine. Students whose PPDs convert from negative to positive (reading of >9 mm induration) while enrolled full-time in the School of Medicine Medical will be referred for care by a physician affiliated with Emory University Student Health Services and will receive their treatment at the expense of the School of Medicine.

NOTE: Entering students with a positive PPD are required to have a negative chest x-ray -OR- qualifying blood test (only the Quantiferon gold or t-spot blood tests can be accepted) prior to matriculation.
STUDENT RESOURCES

SAFETY AND SECURITY
Emory University School of Medicine is enriched by the legacy and energy of Atlanta, while subject to possible urban crime and violence.

Every effort is made to provide a safe and secure environment for our students on all campuses. Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services.

The School of Medicine facility provides 24-hour study space for SOM students with a Security Guard on duty after hours. The entire SOM building is card-access only after hours. The Security Guard checks student ID cards to limit the after hours use to registered School of Medicine students.

Students in need of escorts to and from parking decks or for motorist assistance on the Emory Campus are instructed to dial (404) 727-8005. The Emory Police Department can be reached by dialing (404) 727-6111. DeKalb County Police may be reached through the emergency 911 number. Students on the Grady Campus dial 5-4025 or (404) 616-4025 to reach Grady Security.

Emergency "blue light" phones located throughout campus link callers directly to the department in order to report emergencies and request security escorts.

The Office of Critical Event Preparedness and Response coordinates campus-wide activities related to unusual events. CEPAR uses www.emory.edu website bulletins, cell phone text messages, emails and other means to notify community members about precautions and plans.

The Emory University-affiliated hospitals have public safety departments with officers on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Department at 404.712.5598 (Emory University Hospital), 404.686.2597 (Crawford Long Hospital), or 404.616.4024 (Grady Hospital) concerning any activity which may compromise the student's safety and/or the safety of other students, physicians, residents, hospital employees, patients, and visitors.

STUDENT HEALTH

General
The health and wellbeing of Emory allied health students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, allied health students are not exempt from having physical and/or mental illness. All students are expected to take responsibility for maintaining personal wellness by utilizing the multiple resources at Emory outlined below and notifying the dean's office when personal health becomes a concern.

Student Health and Counseling Services
The mission of Emory University Student Health and Counseling Services is to empower students to take responsibility for their health and to complement the academic mission of the university by providing unified medical, counseling and health promotion services that result in a healthy campus culture. Student Health and Counseling Services is committed to providing caring professional clinical services to a diverse student body and to reducing the stigma associated with seeking mental health services. Emory University Student Health and Counseling Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC). The Emory University Counseling and Psychological Services’ Psychologist Training Program is fully accredited by the American Psychological Association (APA).
**Student Health Services**

Emory University Student Health Services is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. Students’ spouses, qualified domestic partners and dependents over the age of 18 on the Emory Aetna Student Insurance Plan can also be seen at Student Health Services on a fee-for-service basis. Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, post-blood borne pathogen exposure follow-up care, dermatology, contraception, IUD insertion and colposcopy, mental health and counseling, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

Services available are outpatient primary medical care, physical examinations, confidential HIV testing, STI testing, post-blood borne pathogen exposure follow-up care, dermatology, contraception, IUD insertion and colposcopy, mental health and counseling, preventive medicine, sports medicine, allergy injections, immunizations, PPD tuberculin skin tests, referrals to specialists, health education, international travel information and immunizations, nutrition counseling, and alcohol, tobacco and substance abuse counseling.

A Student Health physician is available for telephone consultation when the office is closed and can be contacted by calling the EUSHS paging operator at 404-727-7551, option 0.

Professional fees for primary care visits to Emory Student Health Services and Counseling Services during regular hours are covered by Emory tuition. Other services, such as laboratory tests, x-rays, immunizations and allergy injections are not covered by tuition and must be paid for by the student or their insurance. Charges incurred at EUSHCS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health and Counseling Services (EUSHCS) is now a member of 42 national PPO networks, including most major insurance carriers with the exception of Blue Cross/Blue Shield (BC/BS). Students on BC/BS are considered out-of-network at EUSHCS and will be responsible for any charges incurred at the time of the visit. The EUSHCS will provide the necessary paperwork to submit for reimbursement. Most other insurance carriers will be billed directly. Students will be responsible for any outstanding charges that are not covered by insurance. Payment by cash, check, Visa, and MasterCard are accepted.

Students’ spouses, qualified domestic partners and dependents (over age 18) on the Emory/Aetna Student Health Insurance Plan can be seen at EUSHS on a fee-for-service basis.

The Student Health “Your Patient Portal” is a 24-hour Internet communication tool for Emory students. Students can access Your Patient Portal at https://www.shspnc.emory.edu/login_directory.aspx. By using this system, Emory students are able to communicate online with Student Health Services in a private, confidential and secure manner that meets federal HIPAA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

**Appointments**

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. Appointments are scheduled by calling (404) 727-7551 (press 1) during office hours, or you can schedule your own appointment through the on line appointment system (Your Patient Portal). You will be scheduled as follows:

For routine care, appointments are scheduled up to two weeks in advance.

For urgent conditions, an appointment or urgent consultation can be arranged for the same day.
For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work-in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time or 24 hours in advance before specialty clinics. Charges do apply for not showing up (No Show) for a scheduled appointment.

Emory University Student Health Services: 404-727-7551
Michael J. Huey, MD, Executive Director
Student Health Immunization Nurse: 404-727-0392
www.studenthealth.emory.edu

**Student Counseling and Psychological Services (CAPS)**
The Emory University Student Counseling & Psychological Services (CAPS) is located in 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate and professional students at Emory University. CAPS staff also provides consultations to students and faculty or staff who is concerned about an Emory student. Finally, CAPS provides outreach and educational workshops on a variety of topics.

Services are provided by competent, caring psychologists, social workers, and psychology and social work trainees. Services at CAPS are covered by the Mental Health & Counseling Fee. CAPS also provides referrals to other agencies on campus, low-cost services in the community, or private practitioners in the community when necessary and/or requested.

An Emory student interested in arranging an appointment can call (404) 727-7450 or come to the Counseling Center between 8:30 a.m. and 5:00 P.M., Monday through Friday. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551. Counselors are on call in case of emergency.

For more information about CAPS services, visit: http://studenthealth.emory.edu/cs/

*Other after-hours resources include:*
Dekalb County Mental Health Support Line: 404-892-464
In case of an emergency the Police should be called by dialing 911.

**Faculty Members that Assist Students in Obtaining Psychiatric Evaluation**
These individuals are designated by the Chairperson of the Department of Psychiatry and Behavioral Science and may assist students in obtaining appropriate psychiatric assistance. They will serve as triage and may be able to help identify the most appropriate person either within the Emory Department of Psychiatry or among private practice psychiatrists in the community.

Students on the Emory/Aetna student health insurance plan (offered by Aetna Student Health in 2014-2015) should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

For a list of Emory Core providers, go to www.aetnastudenthealth.com or call the Student Health and Counseling Services Insurance Office at 404-727-7560


**Department of Psychiatry Outpatient Psychotherapy Training Program**
Please contact Jennice Vilhauer in the Dept of Psychiatry - jvilhau@emory.edu
This program is a confidential service staffed by senior residents with faculty supervision. Charges are on a sliding scale basis. The program has proven to be helpful to selected students, but referrals must be made by one of the triage faculty members in the Department of Psychiatry or by the Emory University Student Health Services psychiatrist. Although it is one of the lowest cost arrangements available, students should be aware that the clinic does not bill insurance, including the Emory student health insurance plan.

Additional Psychiatrists or Clinical Psychologists
The Office of Medical Education & Student Affairs has compiled a list of therapists who have been of assistance to Emory University School of Medicine students in the past. Some are full-time or volunteer faculty members; others are not. This is only a limited list of practitioners and in no way attempts to be all-inclusive. There are many other psychiatric and counseling care options in the community for students, and students can consult counselors/psychiatrists at Emory Student Health and Counseling Services for recommended off campus options. Once again, students on the Emory/Aetna student health insurance plan (offered by Aetna Student Health in 2011-2012) should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

The Respect Program
The Emory University Respect Program’s mission is to engage the Emory community to prevent and respond to sexual assault and relationship violence. To learn more about the program please contact Lauren Bernstein, the Assistant Director for the Respect Program at lauren.bernstein@emory.edu or visit: http://studenthealth.emory.edu/hp/programs/respect_program/.

EMORY CARES 4 U
Emory Cares 4 U provides culturally relevant awareness and support that fosters an integrated community of caring and enhanced well-being in order to reduce stigma and prevent suicide at Emory University.

http://www.emorycaresforyou.emory.edu/emory_cares_4_u/index.html

Crisis Numbers
404-727-6111 Emory Police or 911 off campus
1.800.273.8255 National Suicide Prevention Lifeline
1.800.715.4225 Georgia Crisis and Access Line
404.727.7450 Emory Counseling Center (M-F 8:30-5:00)
404-727-7551 Psychiatry at Emory Student Health Services or
404.778.5000 for the Emory Psychiatrist on Call after hours
404-712-7100 Emory Hospital University Emergency Department

INFECTION CONTROL PROTOCOLS
Needlesticks and Other Blood/Body Fluid Exposures
1. Always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital’s Employee Health Service). It is
especially important that you report your exposure to the hospital’s Employee Health Service as soon as possible so that a timely evaluation can be performed. Additionally, your exposure may guide future preventive efforts (e.g., education, training, selection of devices). If prophylactic medications are indicated, it is recommended they be initiated as soon as possible after the exposure, ideally within two hours.

5. If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred, call the Woodruff Health Sciences (WHSC) Needlestick Hotline for assistance at 404-727-4736.

6. Acute serology should be drawn to establish one’s baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).

7. Depending on the results of one’s serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.

8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or "prophylactic" antiretroviral medications) to decrease the risk of patient-to-health care worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needlestick injury. The hospitals have protocols and will counsel you and give advice as needed. PEP regimens are complicated; therefore, be sure that the individual who manages your exposure consults with the Hospital Epidemiologist (see list below). Again, call the WHSC Needlestick Hotline 404-727-4736 if you have any questions about management of the needlestick or other occupational exposure.

9. The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

**Grady Memorial Hospital and Affiliated Sites**
Daytime hours, Monday thru Friday:
Employee Health Service call 404-616-7849 (STIX) or 404-616-4600

After hours and on weekends:
**Occupational Health Services** - Call 404-616-7849 (STIX) to leave a voicemail with exposure retails. You will be instructed to contact the On-Call Health System Administrator at 404-319-7367.

Dr. Susan Ray, Hospital Epidemiologist, Division of Infectious Diseases
*If you are unable to reach any of the above individuals, call the WHSC Needlestick Hotline 404-727-4736.*

**VA Medical Center**
Daytime hours, Monday thru Friday: Occupational Health, CLC Room 2C
Joyce Thompson RN: 404-321-6111, Ext. 6472

After hours and on weekends: Emergency Room 404-321-6111, Ext. 6640
Dr. Robert Gaynes, Division of Infectious Diseases
Office: 404-321-6111, ext. 7508; Pager: Pager 404-485-7918

*If you are unable to reach any of the above individuals, call the WHSC Needlestick Hotline 404-727-4736.*
Emory University Hospital - Midtown
Daytime hours, Monday thru Friday (7 am to 4 pm):
Employee Health Service 404-686-2352

After hours, and on weekends:
Page Administrative Nursing Supervisor (PIC#11917)
Dr. Jesse Jacob, Division of Infectious Diseases
Office: 404-686-1564; Pager: 404-686-5500, ID# 16623; Home: 404-876-4717

If you are unable to reach any of the above individuals, call the WHSC Needlestick Hotline 404-727-4736.

Emory University Hospital
Daytime hours, Monday thru Friday (7 am to 4 pm):
Employee Health/Occupational Injury Management Office - 1364 Clifton Road, Room D219
Occupational Injury Management (Worker’s Compensation) 404-686-8587
Employee Health Services 404-686-8589

After hours and on weekends:
Page Administrative Nursing Supervisor (PIC#13087)
Emergency Room 404-712-7100
Dr. Bruce Ribner, Hospital Epidemiologist, Emory University Hospital and Emory Division of Infectious Diseases Office: 404-727-1580; Pager: 404-686-5500, PIC# 15326; Home: 404-417 0225

If you are unable to reach any of the above individuals, call the WHSC Needlestick Hotline 404-727-4736.

Children’s Healthcare of Atlanta (Egleston or Scottish Rite)
Daytime hours, Monday thru Friday:
Employee Health, Digital Pager 1-800-682-4549 or Needlestick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)

After hours and on weekends: same as above.
Dr. Harry Keyserling, Pediatric Infectious Diseases

If you are unable to contact any of the above individuals, call the WHSC Needlestick Hotline 404-727-4736.

Any of the following physicians may be contacted for assistance and additional advice, but the injury should first be reported as outlined in #9, above, for immediate help.
Henry M. Blumberg, M.D., Grady Memorial Hospital, 404-727-5096
Harry Keyserling, M.D., Egleston Hospital, 404-727-5642
Susan M. Ray, M.D., Grady Memorial Hospital, 404-251-8712
Bruce Ribner, M.D., M.P.H. Emory University Hospital, 404-727-1580
J. William Eley, M.D., M.P.H., Medical School Administration, 404-310-6022
Jesse Jacob, M.D., Emory University Hospital Midtown, 404-686-1564

The cost of the follow-up and necessary medications may be borne by Emory University Affiliated Hospitals or may need to be submitted through the student’s health insurance. Any uncovered costs will be covered through the Office of Medical Education & Student Affairs if the following procedures are followed below.
IMPORTANT: For medical students and students in the health professions, initial evaluation of the exposure should be as above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported within 4 days to the Director of the Office of Medical Education & Student Affairs, Margo Kuisis, or her designee in the Office of Medical Education and Student Affairs at Emory University (404-727-5655 or margo.kuisis@emory.edu), i.e., incident report and follow-up plans.

Conversions
PPD tuberculin skin tests will be performed every year (at a minimum) or at the time of exposure for students. Those with PPD conversions will be referred to an appropriate physician in the University Health Services for follow-up. Expense of drugs, x-rays, and laboratory testing will be covered as long as protocol is followed.

Students Infected with HIV, Hepatitis B, Hepatitis C
Emory University School of Medicine requires any student who is infected with Human Immune Deficiency Virus (HIV), Hepatitis B virus “e” antigen positive, or Hepatitis C virus to notify the Executive Associate Dean for Medical Education and Student Affairs of his/her positive status so that the School may help to define any limitations necessary on clinical rotations and make such accommodations as may be reasonable to permit the student’s continued matriculation.

The Executive Associate Dean for Medical Education and Student Affairs, or his/her designee, will make recommendations on a case-by-case basis, utilizing the best currently available scientific knowledge and any established recommendations from the U.S. Centers for Disease Control and Prevention and other applicable governmental guidelines regarding what, if any, limitations need to be applied to clinical activity. In conducting this evaluation and making such recommendations, the Executive Associate Dean will consult with the student, the student’s personal physician and others, including faculty of the School of Medicine, as determined appropriate to assist in this individualized judgment. Within the parameters of existing law, the student’s confidentiality will be maintained during this process.

Reasonable efforts to assist the student in completing the requirements for an M.D. degree will be made by the School of Medicine. In addition, the student will be offered counseling concerning the options for the future selection of a career pathway in the profession of medicine.

More Specific Guidelines on Students Infected with Blood-Borne Pathogens
Students should be allowed to complete the M.D. degree if at all possible with an effort by all to maintain confidentiality to the degree that it is possible.

In such instances, the clinical Department Chairs need not be notified of the name of an individual student involved or the type of blood-borne pathogen involved. However, the Clerkship Director for the Departments of Surgery, Obstetrics/Gynecology, Emergency Medicine and any other Clerkship Directors (if indicated) will be informed of the name of the individual student so that any special assignments can be made if indicated. If the student is Hepatitis B “e”-antigen positive, the Clerkship Director will be given that data.

Students will be carefully counseled concerning their potential risk to patients and their risk to themselves. They will be instructed to be punctilious in the use of universal precautions and up-to-date hospital infection control techniques. They will be referred to appropriate physician caregivers for optimal follow-up and therapy.

The student will also be counseled carefully about future career plans based on current medical and legal data.
Invasive procedures considered as potential risks for Health Care Workers-to-Patient transmission by the Centers for Disease Control and Prevention will be strictly avoided by students who are Hepatitis B "e"- antigen positive. Students with other known blood-borne pathogens will be advised on a case-by-case basis. In general, because of their lack of experience, students with HIV or HCV infections will be advised like HBV-infected students. Recommended practices include double gloving and not performing any procedures that have been previously identified as associated with a risk of provider-to-patient HBV transmission. The student will be allowed to withdraw without penalty from any clinical setting that the student feels might present a risk for infectivity.

HIV-positive students should undergo screening for Tuberculosis every six to twelve months and receive pneumococcal vaccine, annual influenza vaccine, and other appropriate preventive immunizations.

The student’s condition will be re-evaluated at least annually by the Dean to determine if any additional limitations are indicated. The student’s viral load, CD4 count and clinical status as well as the regimen of anti-retroviral therapy that is being employed can be useful in assisting in any decision making by the medical school if the student will allow the Executive Associate Dean to discuss the results with his/her health care provider.

Students who fail to show a response to Hepatitis B vaccination by serologic means will be counseled to see a physician to determine their Hepatitis B antigen status and to see if they are Hepatitis B “e”-antigen positive. If they are “e”-antigen positive, they will be encouraged to report this finding to the Office of the Executive Associate Dean, Medical Education & Student Affairs and then to be followed as per protocol.

**Access, Disability Services and Resources**

Students requiring assistance are referred to the Office of Access, Disability Services and Resources (ADSR) [http://www.ods.emory.edu/students/index.html](http://www.ods.emory.edu/students/index.html). This office is responsible for managing access needs, providing ADA accommodations, and ensuring compliance with local, state, and federal civil rights regulations pertaining to disability law. All requests for classroom assistance or special accommodations for testing must be made through this office. There is a designated OMESA staff member who can provide assistance in contacting the ADSR office.

For accommodations, an assessment is given in the ADSR office. This assessment will help determine what special accommodations are necessary. A letter is produced from the ADSR office that indicates the type of assistance the student needs. (e.g. taking exams in a separate location, computer exams only, etc.). A copy of the letter must be submitted to the Office of Medical Education and Student Affairs Director, Margo Kuisis and to the designated OMESA staff member. At that time the student will be informed of the procedures necessary to utilize their accommodations.

A review of accommodations and a copy of the letter should be renewed at least once a year.

**STUDENT INSURANCE**

**Disability**

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. A summary of the plan and an electronic copy of the benefit booklet is distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., 1-800-214-7039. Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber, is also available by phone to discuss the options available to graduating seniors.
**Liability**

Students are covered by professional medical liability insurance while they are observing or assisting in the provision of care under the supervision of Emory faculty, or under the supervision of faculty at other institutions as part of an Emory approved elective at other institutions.

This would include a) activities that are an official component of the curriculum, including required and elective courses, b) clinical activities that students may participate in, but are not required, at the invitation of faculty, as part of the faculty members SOM clinical duties, and c) volunteer clinical activities supervised by Emory faculty (i.e. volunteer service at the Open Door Clinic). At all times, students must be under supervision of faculty in performing clinical service, and the performance of such services must be within the scope of their education/training.

Students who volunteer their time providing medical services outside of the School of Medicine curriculum and/or with non-Emory faculty physicians are NOT covered by University liability and therefore are advised not to engage in such activities unless other liability coverage is provided.

**Health**

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. Coverage must be continuous from the date of enrollment until the date of graduation. An overview of the Emory/Aetna Student Health Insurance Policy is available at http://studenthealth.emory.edu/hs/insurance_fees/aetna/index.html.

Students are automatically enrolled and charged for the Emory/Aetna Student Health Insurance Plan. There is no dependent coverage for domestic students; however, coverage is available to dependents of international students to satisfy visa requirements.

Students who have health insurance coverage through another carrier must complete an online waiver at www.opus.emory.edu confirming that they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring prior to matriculation. After the online waiver has been completed, the charge for the Emory/Aetna Student Health Insurance Policy will reverse on the student’s university account.

Incoming MD (including MD/PhD students starting in July) must complete the waiver by the August date only, as those students start in the fall term. Beginning with students’ second year, the waiver process must be completed annually for EACH year they are enrolled at Emory. The fall waiver site opens late May, and the deadline is late August.

**Maintaining health insurance coverage is a requirement for continued enrollment.** Students are responsible for informing themselves of the current policy.

As a result of national healthcare reform, students may be eligible to remain on a parent’s insurance plan until age 26. Contact your insurance carrier if you have questions about current federal or state law.

**ACADEMIC COUNSELING**

In general, students are expected to maintain “satisfactory” grades in all courses. If a student is having academic difficulty, academic counseling or tutoring may be recommended. It is always advisable for students to seek academic assistance from instructors/course directors as a given course proceeds rather than to wait until examination time. In spite of the expected degree of self-discipline and good study habits that students developed before entering into PA school,
there are instances in which students may need assistance. In addition, some degree of guidance is necessary when making up work missed because of illness (or any other unforeseen event). Students are requested to make an appointment with their advisor for counsel and advice concerning academic problems unresolved by discussions with instructors/course directors.

**WOODRUFF HEALTH SCIENCES CENTER LIBRARY**
The Woodruff Health Sciences Center Library (WHSC Library) offers a broad range of services and resources that support medical education, biomedical research and clinical care. Comprehensive print and electronic collections of books and journals are accessible via web services and discoverE, the university online library catalog. All major works can be found in permanent and course reserves, housed at the Information Desk. Library services include assistance with information and knowledge management, project management, use of multiple information sources for problem solving, biomedical imaging, and access to data sets.

Woodruff Health Sciences Library, 1462 Clifton Road – Atlanta, GA 30322

**health.library.emory.edu**
- Monday thru Thursday: 8:00 AM - Midnight (Summer Hours until 10:00 PM)
- Friday: 8:00 AM - 7:00 PM
- Saturday: 10:00 AM - 7:00 PM
- Sunday: 12:00 PM - Midnight (Summer Hours until 10:00 PM)

**Contact Information:**
- Ask A Librarian - http://health.library.emory.edu/ask-librarian/
- Information Desk - 404.727.8727

**Informatics Center, School of Medicine Building, Room 329**
- Monday through Friday: 9:00 - 5:30
- Instructional Design & Technologies Informationist: 9:00 am - 5:30 pm
- Medical Education & Technologies Informationist: 8:30 am-12:30 pm or by appointment

**Contact Information:**
- Informatics Center Informationist: 404-712-9936

**Emory University Hospital Branch Library, 1364 Clifton Road – Atlanta, GA 30322,**

**Emory University Hospital, Room H-140**
- 24/7 card access available to students on rotations with activated ID card
- To have your ID programmed, take your schedule to Public Safety, room HB43

**Contact Information:**
- EUh Branch Clinical Informationist: 404-727-3090

**Emory University Hospital Midtown Branch Library, 550 Peachtree St. NE – Atlanta, GA 30308, 5th Floor Medical Office Tower, EIMS**
- 24/7 card access available to students on rotations with activated ID card
- To have your ID programmed, take your schedule to Security Services, Orr Building

**Contact Information:**
- EUH Midtown Branch Clinical Informationist: 404-686-1978

**Grady Branch Library, 69 Jessie Hill, Jr. Drive - Atlanta, GA 30303**
- Monday thru Friday: 8:00 AM - 5:00 PM

**Contact Information:**
- Grady Branch Desk: 404-251-8777

**To Access Resources and Services, always start at Woodruff Health Sciences Center Library:**

To Access Resources and Services, always start at Woodruff Health Sciences Center Library:

health.library.emory.edu/

**To Connect to Library Resources from Any Off-Campus Location**
- Start at the library’s website
- Identify yourself with your network ID and password when prompted
As an alternative, install software from vpn.emory.edu

**To Research Questions & Topics, Download Literature, or Analyze Data, Start Here**

- Clinical Decision Support - Cochrane Library, DynaMed
- Databases - PubMed, EMBASE, CINAHL, Web of Science, Ovid
- eJournals - Searchable A-Z List of Emory’s Electronic Journals
- eBooks - AccessMedicine, AccessEmergency Medicine, Books@Ovid, and more
- eTools - EndNote, SPSS

**To Obtain Journal Articles from Database Search Results**

- Click on the Find it@Emory button to view full-text availability and other options
- If there is no full-text, click the discoverE -GO- button to check for print availability
- If there is no full-text or print available, click the ILLiad -GO- button to request the article

**To Make Online Requests, go to the Library’s Services page under Using the Library**

- Get an article delivered from another institution if not available at Emory
- Schedule a consultation
- Have an Informationist complete a literature search for you

**To Contact Your Library or Service Point**

- Ask a Librarian - http://health.library.emory.edu/ask-librarian/
- WHSC Library Information Desk - 404.727.8727
- Informatics Center - SOM 329 - 404.712.9936
- Emory University Hospital Branch Library - 404.727.3090
- Emory University Hospital Midtown Branch Library - 404-686-1978
- Grady Branch Library - 404.251.8777

**To Visit Your Library or Service Point**

- WHSC Library - 1462 Clifton Road (across the pedestrian bridge)
- Informatics Center - School of Medicine Bldg., Room 329
- Emory University Hospital Branch Library - Emory University Hospital, Room H-140
- Emory University Hospital Midtown Branch Library – 550 Peachtree St. NE, 5th Floor MOT, EIMS
- Grady Branch Library - 69 Jesse Hill Jr., Drive, Glenn Bldg. 1st Floor

**PARKING AND TRANSPORTATION**

**Vehicle Registration**

All students operating automobiles at Emory must register with Transportation and Parking Services, 1945 Starvine Way (in the Clairmont Campus Parking Deck), immediately after arrival on campus or as soon as the vehicle is acquired.

University regulations, strictly enforced on campus, are specified in a regulation booklet furnished at the time of parking registration. Persons with vehicles on campus are expected to know and abide by these regulations. Failure to do so may result in fines and/or removal of vehicles from campus and disciplinary action as described in the code of conduct. For more information, contact Transportation and Parking Services, 404.727.PARK.

Emory University issues parking hang tags, which provide greater flexibility to those who register for University parking privileges. One tag is issued to each registered driver, and registered drivers may transfer hangtags from one vehicle to another. This parking permit carries the philosophy that the University registers drivers rather than vehicles. All registered drivers share a responsibility to maintain safety and to follow the University Traffic and Parking Rules and Regulations. All traffic and parking rules and regulations are managed by and available from the University Parking Office located at the Starvine Parking Deck on the Clairmont Campus (404-727-PARK or 404-727-7275) or http://transportation.emory.edu.
Cars are not to be parked in the loading dock areas unless a special tag is given and are subject to towing and fines.

**Emory Parking Permit Options***

*Emory University parking rates are increasing this fall. All permits will expire, and students will need to purchase new ones.*

- **Annual Pass**
  - Term is August 15 – August 14
  - Rate – $665
  - If a student needs to turn it in early because they are on a leave of absence or withdrawn, they can get a pro-rated refund.

- **Summer Pass**
  - Term is May 19 – August 14
  - Rate – $150
  - If a student doesn’t start until June or July, the cost will be pro-rated.

- **Temporary Permit**
  - Length of term – up to 6 months
  - Buy for only the dates needed. Can be customized to any specific dates (not just by calendar month), such as start of June 30 – July 18.
  - Rate – daily rate x number of days needed. Daily rate is based on $665/yr ÷ 9 months.
  - Semester rate – $332.50

- **Eagle Pass**
  - Length of term – 2-year permit/ 20 swipes
  - Rate – $100
  - Any students with a current Eagle Pass will need to purchase a new one for August 15 effective date.
  - Parking office will refund any swipes left on the current card but only by request.

*While multiple options may work, the student should analyze which will be the lowest cost.*

Please note: The annual pass can be prorated for a partial year, which would be completely appropriate for students during the Foundations and Discovery Phase (if done at Emory). The other option would be available for students during the Applications and Translations Phases. The Eagle Pass has the advantage of “online” loading for additional swipes. Another option is to use the Cliff Shuttle or ride your bike to school. The School of Medicine has showers, bike lockers and bike racks if you desire. The OMESA Welcome Center is where you can sign up for a locker.

**Parking at Affiliated Hospitals**

As students begin their clinical clerkships in their Applications Phase, instructions regarding parking at affiliated hospitals, hospital regulations, and other matters pertaining to clerkship duties are given to the students by the Office of the Dean for Clinical Education at Grady. You can reach the Grady Office by calling 404-778-1372.

**Emory Midtown** – Barbara Bingham will arrange. No charge for parking.

**CHOA** – Emory students use Emory parking office arrangements; Visiting students arrange parking through CHOA security office.

**VAMC** – Students should park in the back of the hospital. No sticker/pass or charge for parking.

**Grady** – Students purchase through Grady parking office. Rate is $21.50/mo. or $5/day. They do not prorate the parking pass fee. Students must have a Grady ID badge prior to arranging for parking.
Transportation Services
Emory Transportation Services offer shuttles on campus, for commuters, between major affiliated hospitals and other routes such as Georgia Tech, Oxford and shopping facilities. In addition, late-night service and SafeRide are available.

Cliff routes & schedules can be found on the Emory Website.

http://transportation.emory.edu/index.html

Contact Information: Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322). Office Hours: Mon-Fri, 7:30 am - 4:30 pm

Phone: 404-727-1829
Fax: 404-712-9219
Email: shuttles@emory.edu

RESERVING SPACE IN SCHOOL OF MEDICINE BUILDING
All student activities in the School of Medicine that require the reservation of space must submit a request for approval of your event to the OMESA Welcome Center. Once approval has been given the student leader can proceed with the following steps.

2. Go online and request the space and let the Welcome Center know the request is now in the system so the confirmation can be completed if time is of concern.
3. The OMESA Welcome Center can assist you in getting a diagram of your set-up for your event to Staging in Campus Services. This is needed only if changes must be made to the space and Campus Services will need it in order to set up and return the space to its original order.
4. All users of space in the School of Medicine must abide by the official School of Medicine space policy. Failure to do so would prevent confirmed reservations in the future.

The Welcome Center can advise student leaders on their staging (tables and chairs) requests or needs for custodial or FMD services in conjunction with their events.

Students must use the on-line request procedures. Only one student group at a time is allowed to reserve space for a lunchtime talk. Should a need arise for another student group to use one of the smaller spaces then the second student group needs to clear that lunchtime talk with the first group that registered.

SUPPLIES
Equipment
Equipment for the PA Program is purchased as a required package as you enter the program. The complete package must be purchased. Additional details are provided prior to orientation.

Books
The Emory University Medical Bookstore, located on Oxford Road on the Emory Campus, offers books and supplies at reasonable prices to students, faculty, and staff.
OUTSIDE EMPLOYMENT OF STUDENTS
The schedule of studies in the School of Medicine requires the full time attention of the student. The administration, therefore, views with disfavor, but does not prohibit, outside employment that may interfere with the quality of academic performance. Students are encouraged to discuss their situation with their advisor or the Program Director before accepting outside employment.

STUDENT ORGANIZATIONS
University Senate
The elective membership of the University Senate includes nine student members, elected for one-year terms, with eligibility for no more than two successive terms. The members are chosen from full-time students in good standing. The Schools of Nursing, Law, Theology, and Business Administration each have a student representative on the University Senate every other year, so that there are three students from these schools each year. The Office of Student Affairs regularly appoints one representative to the University Senate from the sophomore class for the medical student body.

Student Government Association (SGA)
The governing body for student activities at Emory University is the Student Government Association (SGA). Student legislative power is vested in the student legislature of the SGA, to which the student body of each school elects members according to a formula based on enrollment. The formula calls for election of one legislator for each 200 full-time students enrolled and for an additional legislator for any fraction thereof over one-half. The SGA constitution states that it is the responsibility of all students of Emory University to obey the honor/conduct code of their respective schools and of the University. All University student organizations must apply to SGA for charter.

Pi Alpha Honor Society (PiA)
PiA is the only national physician assistant honor society and has an active chapter at Emory. Election to PiA is a distinction that accompanies a physician assistant throughout his/her career. Members can be elected as students, alumni, or faculty of an affiliated institution or on an honorary basis because of distinguished achievement in any field. Chapter members elect undergraduate students who are in the senior year of school. Criteria for election include scholastic excellence (top ¼ of the class), integrity, and capacity for leadership, compassion, and fairness in dealing with one’s colleagues. The number elected may not exceed one-sixth of those expected to graduate.

Admissions Committee
Physician assistant students are invited to volunteer for service on committees interviewing applicants. Seniors may also serve as needed. Juniors or seniors are scheduled for each interview day and serve as guides to selected medical school facilities for the applicants interviewed on that day. All arrangements for this are handled through the Office of Admissions within the program.

Good Samaritan Health Clinic
The Good Samaritan Health Clinic, founded in 1998 by Dr. Bill Warren, operates on a sliding fee scale model, with only 20% of its expenses paid through patient fees. Up to 80% of its operating expenses are through private donations and volunteer work by physicians, PAs, NPs, dentists, and other volunteers. In 2004 a monthly, extended-hours clinic on Saturdays using the skills of PA faculty and students opened its doors. These Saturday sessions are staffed by a variety of volunteers, and students see patients under the supervision of physicians and physician assistants and provide an opportunity to learn medicine, cultural sensitivity, and social
responsibility.

**Student Academy of the American Academy of Physician Assistant (SAAAPA).**
The AAPA is the professional society for Physician Assistants in the US and functions to represent the best interests of its members in different means. In addition to receiving a subscription to JAAPA, membership as a student in this organization allows participation in national legislative decisions through state and national conferences. Emory’s chapter also works to benefit the school and the community through sponsorship of annual benefits for various causes.

**Class Officers**
Listed below are class office positions and a brief description of their responsibilities. Most offices are only loosely defined. This is because the success of student government depends primarily on the creativity and enthusiasm of the class officers. Student government helps students to cooperate in making the Emory Campus a vibrant, encouraging place to study.

a. **President:** The president must promote, coordinate, and assist in the efforts of other officers. The president will in one capacity or another oversee most physician assistant student activities. Most importantly, the president serves as a representative. The president should be available to listen to the concerns of fellow students and convey them to other medical school classes, the administration, the faculty, and other university organizations. When members of the Emory University community wish to communicate with a class, they will usually do so through the class president.

b. **Vice President:** The Vice President has a critical role of finding creative solutions to class issues. The primary duties of the Vice President are to conduct fundraising activities for the class, arrange community service projects, or provide students with extra clinical experience. The Vice President also joins the President in attending Advisory Committee meetings and Student Government Association meetings.

c. **Treasurer:** Each class in the School of Medicine has its own account in which it keeps money received from SGA, as well as money generated by fundraising efforts. The treasurer is responsible for issuing checks for this account to pay for class activities. In addition, the treasurer prepares and submits a budget to SGA in order to receive funds for next year.

d. **Secretary:** The secretary takes care of class business that requires signup sheets, rosters, announcements, or elections. This role is essential in keeping student government organized and effective.

e. **Course Reps:** Each semester, each class elects course representatives to act as intermediaries between the class members and the course directors.
THE PHYSICIAN ASSISTANT DIVISION

1462 Clifton Rd, NE Suite 280, Atlanta, GA 30322
Main Office Number  404-727-7825
Admissions Office  404-727-3027

LEADERSHIP
William Eley, MD, MPH, Executive Associate Dean for Medical Education and Student Affairs
Theodore Johnson, MD, Chairman, Department of Family and Preventive Medicine
Maha Lund, DHSc, PA-C, Program Director
Jodie Guest, PhD, MPH, Associate Program Director
Ami Steele, MMS, PA-C, Associate Program Director
Susana A. Alfonso, MD, MHCM, FAAFP, Medical Director
Antonio A. Graham, DO, Associate Medical Director
Felicia Mobley, MHA, FACHE, Assistant Director, Programs

FACULTY DIRECTORY

<table>
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<td></td>
<td>Education</td>
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### STAFF DIRECTORY

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