PHYSICIAN ASSISTANT

Student Handbook 2026 - 2027

EMORY UNIVERSITY SCHOOL OF MEDICINE

Physician Assistant Program

Handbook Disclaimer

The policies and procedures appearing in the PA Program Handbook reflect the current policies and procedures for the PA Program and the School of Medicine but are subject to amendment and change without prior notice.

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

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INTRODUCTION AND PURPOSE

This Student Handbook is a reference for physician assistant students and others seeking information concerning the administrative policies, rules, and regulations of Emory University (Emory), the Emory University School of Medicine (EUSOM) and the Emory University School of Medicine Physician Assistant Program (PA Program). This Handbook contains policies and procedures 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.

These policies and procedures are in place to maximize student success and help students maintain the high academic and professional standards necessary to be a PA. The PA Program and EUSOM abides by and follows all Emory policies except where noted.

Being an excellent PA includes knowing and meeting expectations. These skills will continue to serve students well as they obtain and maintain licensure, hospital privileges, credentialing, etc.

All policies apply to all students in the PA Program in all locations.

HANDBOOK DISCLAIMER

This Handbook reflects current policies and procedures of Emory, EUSOM, and the PA Program. However, they are subject to amendment and change without prior notice. EUSOM and the PA Program reserve the right to change policies, procedures, and programs. Minor changes will be posted directly to the Student Handbook. When major changes occur, a notification will be sent to all PA students.

Every student enrolled in the PA Program is accountable for reading, understanding, and abiding by the regulations and policies listed in this Handbook as well as the Rules and Regulations of the University and the School of Medicine as set forth in detail on the School of Medicine Connections Canvas site.

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

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.

Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities).

Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

ACCREDITATION

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 on Emory University accreditation.

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.

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued Status to the Emory University Physician Assistant Program sponsored by Emory University. Accreditation-Continued Status is granted when a currently accredited program is in compliance with ARC-PA Standards.

EMERGENCY PREPAREDNESS

CEPAR (Center for Emergency Preparedness and Response)

The Office of Critical Event Preparedness and Response (CEPAR) serves as the center for Emory enterprise-wide planning for and coordinated response to catastrophic events affecting Emory and the broader community.
https://emergency.emory.edu/index.html

Emergency Notification System

The Emory Emergency Notification program is a multi-modal system for alerting students, staff, faculty and visitors of an emergency affecting the Emory community. The wide array of notification options affords Emory the flexibility to convey emergency information in the most appropriate manner and provides redundancy to help ensure the message gets out. Not all emergencies require all of the notification components to be engaged simultaneously.

Students can access the Emergency Alert Information page by logging into OPUS or PeopleSoft. Students should enter their cell phone number and provider information. Students should be sure to update their information if changes to cell phone number or mobile carrier occur.

LiveSafe App

LiveSafe is a personal safety mobile app that Emory University provides to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Emory University safety officials, enhancing your overall safety and allowing Emory University Police to better protect you. We encourage all students to download the app at https://emergency.emory.edu/livesafe/index.html

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 our endeavors.

Commitment to inclusive education in health sciences

The Emory University School of Medicine is committed to ensuring a climate of inclusion and organizational equity by leveraging the varied attributes of diversity in our community. Our commitment is amplified by our Mission to recruit and develop a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care.

EMORY PHYSICIAN ASSISTANT PROGRAM MISSION AND VALUES STATEMENTS

PA Program Mission

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

PA Program Values

The Program values the highest standards of professionalism and team-based medicine with a commitment to the medically underserved. Graduates are prepared to practice evidence-based primary care and preventive medicine and engage in lifelong learning and assume future leadership roles.

PHYSICIAN ASSISTANT COMPETENCIES

- Core Competencies for New Physician Assistant Graduates, https://paeaonline.org/wp-content/uploads/2023/06/core-competencies-for-new-pa-grads-097119.pdf
- Competencies for the PA Profession, amended 2021 https://www.aapa.org/download/90503/

PA PROGRAM REQUIRED COMPETENCIES

Physician Assistants must have the knowledge and skill to practice in clinical situations and to render a wide range of care based on the patient's needs. To complete the PA clinical training, students must exhibit proficiency in their clinical education regarding the six program competencies (C1-C6) listed below.

C1 Medical Knowledge

- Evaluate, diagnose, treat, and manage patients with common complaints
- Assess a patient and demonstrate clinical decision-making skills to form an assessment and treatment plan
- Apply evidence-based medicine in medical decision making to apply first-line treatment for common complaints
- Promote health and disease prevention through patient education about a healthy lifestyle modality
- Determine age-appropriate screening to detect asymptomatic conditions in adults (including hypertension, colon cancer, breast cancer, lung cancer, cervical cancer, osteoporosis, HIV, hepatitis C and B or AAA)

C2 Interpersonal and Interprofessional Communication Skills

- Demonstrate patient-centered communication skills (e.g., empathetic listening) with patients and their families to build meaningful, therapeutic relationships
- Provide culturally sensitive patient education on common issues including normal development and aging, health maintenance, disease prevention, screening techniques, immunizations, or risks/benefits of various lifestyle choices-all at a level that is meaningful to the patient
- Work collaboratively with members of the health care team to coordinate patient care

C3 Clinical and Technical Skills

- Collect a complete medical history including
  - Chief complaint
  - History of present illness
  - Past medical history
  - Family history
  - Social history
  - Review of systems
- Perform a comprehensive and problem-focused physical exam and differentiate between normal and abnormal findings
- Triage patients and prioritize patient complaints as acute, chronic, urgent, and emergent
- Deliver comprehensive and problem-focused oral presentations
- Write comprehensive and problem-focused medical documentation
- Perform a comprehensive physical exam, including the following special exams
  - Breast exam
  - Pelvic exam
  - Testicular exam
  - Digital rectal exam
- Perform the following core duty procedures
  - Universal Precautions
  - Aseptic technique (scrubbing, gowning, gloving) and maintaining a sterile field
  - Venipuncture, arterial puncture

    - Subcutaneous, intradermal, intramuscular injections
    - Nasogastric tube insertion and removal
    - Obtain and interpret electrocardiograms
- BLS for HC providers certification (managing a choking or pulseless patient)
- ACLS certification (applying electrical and pharmacologic therapy to a pulseless or apneic patient)
- Urethral catheter insertion and removal
- Perform a dipstick urinalysis
- Cutaneous biopsies (punch, shave, incision)
- Skin closure procedures (suturing, adhesive, stapling) and suture/staple removal
- Knot tying (one or two-handed, surgeon's knot, instrument tie)
- Local anesthetic administration (direct infiltration or digital block)
- Casting and splinting of long bones and joints
- Interpretation of common radiographs
- Performance of Point of Care Ultrasound technique

C4 Professional Behavior

- Articulate a physician assistant's role and responsibilities to others
- Demonstrate a commitment to and recognize all aspects of patient privacy
- Recognize personal bias and practice cultural humility
- Demonstrate professional behavior through dependability, respect, and compassion
- Appreciate diversity and understand health disparity
- Reflect on personal and professional limitations in providing care
- Demonstrate awareness and sensitivity to social, legal, or ethical issues

C5 Clinical Reasoning and Problem-Solving Abilities

- Formulate an appropriate differential diagnosis for a chief complaint
- Order laboratory and imaging studies for work up of those differentials
- Interpret common laboratory and imaging studies within the work up
- Demonstrate critical thinking skills

C6 Community Engaged Learning

- Participate in clinical rotation with underserved and vulnerable populations
- Understand social determinants of health
- Be aware of and provide community resources

TECHNICAL, NON-ACADEMIC STANDARDS

INTRODUCTION

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 can 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. 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 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.

TECHNICAL STANDARDS

Observation – Candidates must be able to observe demonstrations and participate in experiments of science, including but not limited to activities such as dissection of cadavers. Candidates must be able to accurately observe patients and assess their findings. They must be able to obtain a medical history and perform a complete physical examination 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.

Intellection, 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 in 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.

ACCOMMODATIONS

Department of Accessibility Services (DAS)

Emory University provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. Students requiring accommodations are referred to the Department of Accessibility Services (DAS). The DAS office offers a wide variety of services to students with documented disabilities.

As the administrative office responsible for managing access needs, providing ADA accommodations, ensuring compliance with local, state, and federal civil rights regulations pertaining to disability law, and serving as a critical resource for the enterprise, it is DAS's role to embody Emory's commitment to its mission "in work and deed."

DAS assists eligible students and faculty/staff in obtaining a variety of services (i.e., alternative testing, note taking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Eligible students and faculty/staff must register and request services – contact DAS at Emory University or Emory's Oxford College. Confidentiality is honored and maintained.

In compliance with the Americans with Disabilities Act, Emory University School of Medicine is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives.

Students with disabilities who wish to request accommodations under the ADA must follow the University's procedures for verification of ADA eligibility by submitting supporting documentation to the Department of Accessibility Services (DAS). Once DAS verifies an individual's ADA eligibility, the student will work with each of their course directors to coordinate their accommodations during that course. Further information about documentation requirements and the eligibility process can be found on the DAS website.

Once a student's ADA eligibility has been verified, there is no need to repeat the registration process unless the student's situation or needs change. Students must request an updated accommodation letter each term to share with their course directors. If an adjustment to the accommodation is needed, it is the student's responsibility to reach out to DAS. Accommodations are only determined by DAS.

Any confidential records and documentation submitted by the student to DAS to support determination of ADA eligibility will be retained and kept confidential in the DAS office. Once an accommodation letter has been generated, it is the student's responsibility to share this letter with their course directors. This is an official notice of the individual's ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual's needs.

It is the responsibility of the student to request the accommodation needed. Once a request is made, the student will meet with a DAS staff member to assist in the implementation of necessary accommodations. Unless a request is made, and the student authorizes release of the information regarding the need for accommodations appropriate to others (faculty, staff, etc.), the medical school will not proceed with arranging accommodations. No retroactive consideration will be given to students who fail to request or to complete the approval process.

Notification to faculty and others about a student's need for accommodations will contain a statement of the student's ADA eligibility as well as guidelines for necessary accommodations. No information about the student's diagnosis, condition or history will be available in any way to course instructors or others from whom a student might request accommodation.

Students will be apprised of ADA eligibility within the timeframe that is established by DAS. If a request for eligibility verification is made at the start of an academic period, accommodations cannot be implemented until the student's registration is finalized with DAS. Because of the number of verifications being processed at the beginning of the academic period, students are urged to submit their request for eligibility verification and accommodations as far in advance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.

Requesting Accommodations and Determining Initial Eligibility

Students who need accommodations to participate fully in Emory's programs must file a formal request for accommodations with DAS. This includes students who may develop an impairment due to an illness, accident, or surgery. DAS may be contacted about potential accommodations for a temporary disability. The best time to do so is immediately after registering for classes each semester or term or following the development of an impairment. This allows DAS to adequately coordinate services and provide instructors with reasonable notice.

Students new to Emory or the accommodations process must follow DAS policies and procedures for determining initial eligibility. Determination of eligibility for DAS services and accommodations is not part of the admission process. Returning students will skip this step.

Fill out Emory's student registration form and submit it along with the appropriate medical/disability documentation.

A DAS staff member will review the application materials and determine appropriate accommodations specific to the individual's disabilities. Accommodations are developed for students on an individual basis and, depending on the course content and format, may vary by semester or term.

If a student is determined to be eligible for reasonable accommodations, a DAS staff member will meet with the student to discuss approved accommodations. Otherwise, DAS may assist the student in identifying voluntary and readily achievable means for meeting their needs.

Students have the primary responsibility of advocating for themselves during the accommodation process. They should not rely on their parents, faculty members, or others to do so for them.

Implementing Accommodations

After registering with DAS and receiving approved accommodations, the student will request an accommodation notification letter. Students who are already registered with DAS must request accommodation letters each term.

It is each student's responsibility to provide a copy of the official notification letter to individual faculty members, clerkship directors and coordinators responsible for teaching and/or administering an assessment of the student in which an accommodation is requested.

Accommodations Policy

Students must contact each course director or clinical year faculty at the beginning of the course and submit the official letter from the Department of Accessibility Services to coordinate logistics of administration of any assessments in which accommodations will be used. It is the students' responsibility to disclose to the director and/or coordinator of each course or rotation, if they choose to do so.

PROFESSIONAL CONDUCT

EXPECTATIONS

Emory University is an institution dedicated to providing educational opportunities for its students, transmitting, 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.

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

- **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.
- **Professional communication and demeanor** – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; 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; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).
- **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 ; 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

Students are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients. In all educational settings

(classroom, laboratory, clinical environment) students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites. When patient-student contact is part of the educational experience (including interactions in the clinic, in the hospital, and with standardized patients), students are expected to dress professionally and wear a clean white coat unless otherwise instructed by EUSOM faculty. When patients are invited into the classroom as part of the curriculum, PA students should wear respectful and professional attire; white coats are not necessary. PA students are expected to wear their EUSOM identification badges, ideally placed at the collar or top of the shirt/dress or at the breast pocket of a lab coat, always in clinical and academic settings. Of note, students must conform to dress policies set by each healthcare facility in which they rotate.

All students are required to be clean and maintain appropriate personal hygiene regarding their body, hair, and nails. Hair and nails need to be clean, neat, and of a reasonable length to not interfere with the student's and/or patient's safety or ability to perform their duties.

Professional dress for clinical duty is outlined below:

- **Hair Maintenance** – Hair, including facial hair, should be neatly groomed, clean, and of a length that does not interfere with student and/or patient safety (including interfering with standardized personal protective equipment) or ability to perform clinical duties. No extreme hair styles or color are allowed. Unless head coverings are required as part of a medical uniform or for religious, cultural, or medical reasons, hats or other head coverings should be avoided.
- **Clothing** – Students should wear business attire that is clean and in good repair. In general, clothes should be of a length, fit and style that are appropriate for the clinical environment. Avoid clothing with rips, tears, or frayed edges. Shorts and jeans are not appropriate professional dress. Shoes must be clean, close-toed and in good repair. Sandals should not be worn.
- **Scrubs** – 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 ExCEL) unless otherwise specified. Scrubs may be worn in the Anatomy Lab when appropriate; there are changing rooms adjacent to the lab to use for returning to street attire when leaving the lab area. Stained or soiled scrub suits must be changed as soon as possible; they are a source of potential contamination. All Personal Protective Equipment (e.g., masks, hats, booties) must be removed upon leaving OR's/procedural/patient room areas.
- **Body Piercing and Tattoos** – Tattoos should be covered to the extent possible. Piercings, other than simple ear and nose piercings, should be covered or removed in professional settings. Body jewelry should be minimal. Necklaces, earrings, bracelets, rings, or other adornments should be of a size and design to not interfere with student and/or patient safety or the ability to perform clinical duties.
- **Nails –** Nails need to be clean, neat, and of a length to not interfere with the student's and/or patient's safety or ability to perform their duties. Students are not allowed to have artificial nails of any kind when caring for patients. Artificial nails are defined as any material applied to the nail but not limited to any fingernail enhancement or resin bonding product, including wraps, acrylics, nail jewelry, shellac, gel polish, SNS, or tips. Regular nail polish is allowed if it is not chipped. The length of the fingernail is not to exceed 1/4 inch from the nail bed. Nails should not be seen from the front of the hand.
- **Nametags/Badges** – Students should always wear their nametag/badge in the clinical environment. Nametags/badges should be above the waist, near eye level.

The above guidelines represent minimum standards for dress and appearance to ensure that students present a positive and professional image to patients. You will receive feedback about your grooming and attire from standardized patients, faculty, course directors, and peers when your appearance does not meet expectations for professional and clinical environments. If a faculty member, course or clerkship director or staff member feels that the dress is inappropriate for the setting, they may also ask you to change prior to continuing in that environment.

USE OF SOCIAL MEDIA

As described above, the 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 their 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:

- 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 or website] are my own and do not reflect the views of my University or the School of Medicine" are required.
- Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
- 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.
- Do not share information in violation of any laws or regulations (i.e. HIPAA). 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 also applies to deceased patients.
- 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 distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.
- Do not share confidential or proprietary information that may compromise Emory’s research efforts, business practices or security.

Social Media Guidelines for Social Networking

*Adapted from Social Media Guidelines for the American Medical Student Association (AMSA). As students and medical providers, we should represent our profession well. Always adhere to rules of ethical and professional conduct.

- **Be professional.** As medical students and physicians, we should represent our profession well. Always adhere to rules of ethical and professional conduct.
- **Be responsible**. Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- **Maintain separation**. Avoid interacting with current or past patients through social media and avoid requests to give medical advice through social media. (e.g., replying to a post on social media asking to be diagnosed)
- **Be transparent/use of disclaimers**. Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or university with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a student or medical provider.
- **Be respectful**. Do not use defamatory, vulgar, libelous, and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.
- **Follow copyright laws**. Comply with copyright laws. Make sure you have the right to use material before publishing.
- **Protect client/patient information**. Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- **Avoid political endorsements**. Political endorsements of candidates should be avoided outside your own personal social media accounts, even their comments should be carefully considered.
- **Comply with all legal restrictions and obligations**. Remember, the use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- **Be aware of risks to privacy and security**. Read the site’s Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

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 their responsibility as a future health care professional. For this purpose and in accordance with the Bylaws 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.

This Code may be reviewed annually, and changes require the approval of the Executive Associate Dean for Medical Education and Student Affairs 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.

From the time an individual accepts an offer of admission to a program of the School of Medicine until the day of completion of the degree program and graduation from Emory University they are 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 health professions 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 Student Progress 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:

- That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all its members.
- 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 and the patients we serve. 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.

Confidentiality

The details of Conduct or Progress and Promotions meetings 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 any performance assessment or letter of recommendation requested by the student or an outside entity. 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 as described above in this student handbook 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:

- Attempting, assisting, or encouraging any conduct as described below.
- Causing physical harm to any person or causing reasonable apprehension of such harm.
- Disorderly or indecent behavior including but not limited to destroying or damaging University property or the property of others.
- 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 their 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.
- Violating the University's Policy on Sex and Gender-Based Harassment and Discrimination.
- Violating the University's Policy Statement on Discriminatory Harassment.
- Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- Misrepresenting information or furnishing false information to the University or its representatives.
- Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- 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.
- Unauthorized possession of an open container of an alcoholic beverage.
- 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.
- Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- Unauthorized use, possession, or storage of any weapon.
- Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
- Intentionally or recklessly misusing or damaging fire or other safety equipment.
- Theft or misuse of property or services.
- Substantially interfering with the freedom of expression of others.
- 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.
- 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 their duties.
- Disregarding or failing to comply with the directive of an officer of the law acting in the performance of their duties.
- 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. 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.
- 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.
- 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.
- Recording any other person without the consent of the person(s) being recorded.
- Inappropriate use of social media.

Conduct Procedures

Anyone wishing to report an alleged incident of misconduct under this Code may make such a report to the Executive Associate Dean for OMESA or to any Assistant or Associate Dean for Medical Education and Student Affairs. Reports generated by the Emory Police will be forwarded to the Dean for Campus Life or their designee and to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean for OMESA will decide as to whether an action should be taken in response to a report. If it is determined that further action should be taken, the Executive Associate Dean for OMESA will notify the student in writing that they must make an appointment for a preliminary meeting within five days of the date on the notice for the purpose of reviewing the report. Failure to schedule or attend this preliminary meeting will automatically result in formal charges as described below.

Following this preliminary meeting, an investigator (faculty member) will be appointed by the Executive Associate Dean for Medical Education and Student Affairs to investigate to determine if the report has merit. The investigator may recommend the matter should proceed to formal charges or be disposed of administratively by agreement of the parties involved on a basis acceptable to the Executive Associate Dean for Medical Education and Student Affairs.

If the matter is not so resolved, the Executive Associate Dean for Medical Education and Student Affairs will then meet again with the student and present the student with a letter stating the formal charges and a copy of all documents relevant to the case

If a student admits to having violated the Code of Conduct as charged, the student shall have the following options as to how sanctions will be determined:

- The student may waive their right to a hearing and have the Executive Associate Dean for Medical Education and Student Affairs determine the appropriate sanction.
- The student may choose a hearing with a Conduct Committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to determine the appropriate sanctions.

This selection shall be made in writing within five days of the student's request for a hearing and be recorded by the Executive Associate Dean for Medical Education and Student Affairs.

If the student does not admit to having violated the Code of Conduct as charged, the charges will be referred for a hearing and a copy of all documents relevant to the case will be forwarded to the appropriate hearing body and the student involved.

If an accused student fails to respond to any notification in writing concerning the conduct process, their case will be automatically referred to a hearing with an ad hoc conduct committee.

The School of Medicine reserves the right to place a "hold" on the diploma, degree certification, or official transcripts of a student who has been charged with a conduct violation under the Code even though they may have completed all academic requirements. The diploma, degree certification, or official transcripts may be withheld until the conduct charges have been resolved and/or sanctions completed.

School of Medicine Conduct Committee

The School of Medicine Conduct Committee is an ad hoc committee appointed by the Executive Associate Dean for Medical Education and Student Affairs to hear non-academic medical or health professions programs student conduct cases. The Conduct Committee is composed of:

- A Chair appointed by the Executive Associate Dean for the Office of Medical Education and Student Affairs (OMESA), who shall be a faculty member but not a voting member of the Council and an alternate
- Two voting faculty members and one alternate
- One voting School of Medicine administrator (Dean, Director, Associate or Assistant Director) and one alternate
- Three voting student members (medical students or health professions students, determined by the school enrollment status of the student accused of misconduct) and one alternate.

The Conduct Committee must have a minimum of five members present to convene, two of whom must be faculty.

Hearing Procedures

The Executive Associate Dean for Medical Education and Student Affairs may require any student, faculty, or staff member of the School of Medicine to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this Code, the accused student and the complainant, if any, shall be given at least seven (7) calendar days written notice of the charges alleged against the accused student and of the date, time, and place of the hearing.

The ad hoc Conduct Committee shall conduct the hearing. The committee may require witnesses to testify at the hearing who are students, faculty, or staff of the School of Medicine and who are available to attend. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the accused student, and the complainant, advisors to the accused student and the complainant.

Witnesses will be present at the hearing only during the actual time of their testimony.

An advisor of their choice may assist the accused student and the complainant. The advisor must be a member of the Emory University School of Medicine faculty or staff, or a student currently enrolled in the School of Medicine. The Chair of the Conduct Committee will consider exceptions. The advisor may not be an attorney.

Both parties and/or their advisors are allowed to:

- Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the student or the advisor or the complainant fails to appear at the hearing, the hearing may be held in their absence.
- Present tangible and documentary evidence and evidence by witness or by signed witness statements of witnesses who do not attend the hearing including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence.
- It is the responsibility of the accused student and of the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.
- Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the ad hoc Conduct Committee shall have final decision on what evidence may be presented and the tone of questioning. The Chair may decide to stop the questions at any time.

Hearing Decisions

The decisions of the ad hoc Conduct Committee as to both violation and sanctions are in all cases advisory to the Executive Associate Dean for Medical Education and Student Affairs. The ad hoc Conduct Committee shall deliberate and decide whether the accused student has violated this Code. The hearing body may decide that the student is in violation of a less serious offense than that originally charged. A determination that a student has violated the School of Medicine Conduct Code requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of a violation is determined, the hearing body shall be provided with the record of previous disciplinary proceedings in which the student was found in violation. Based on the hearing and the student's previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

A written decision will be issued from the hearing committee to the student within seven (7) days of the date of the hearing. The accused shall receive written notice of the outcome of the hearing which includes: (1) a statement of charges; (2) a summary of the facts in the case; (3) the decision; (4) a brief statement of the hearing body's reasoning; and, if a violation is found, (5) sanction(s). The accused student will also receive information on the rights of appeal. The Executive Associate Dean for Medical Education and Student Affairs shall review all decisions of the Conduct Committee. The Dean of the School of Medicine shall also review any decision resulting in a sanction of suspension or expulsion. The Executive Associate Dean for Medical Education and Student Affairs and the Dean shall make a final decision regarding the recommendations of the Hearing Committee.

Sanctions

The following sanctions, singularly or in combination, may be imposed upon any student found to have violated the School of Medicine Conduct Code:

- **Warning**: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- **Probation**: A written reprimand for violation of specific regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

- **Restitution**: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
- **Discretionary Sanctions**: Work assignments or service to the School of Medicine, the University or the community.
- **Suspension**: Separation of the student from the School of Medicine for a definite period, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Expulsion**: Permanent separation of the student from the School of Medicine.

Conduct sanctions Suspension and Expulsion shall be entered permanently on a student's record. Sanction Probation shall be entered on a student's record for the term of the probation. Any sanction may include mandatory referral to university-based resources for medical or mental health evaluation and treatment if necessary. An evaluation supporting the student's reentry to medical school may be needed before reentry into course work or clinical rotations.

Appeal

The accused student may appeal decisions rendered by the ad hoc Conduct Committee to the Dean of the School of Medicine. To initiate an appeal, the accused student must submit a signed, written statement of the specific reason(s) to the Dean within seven (7) days of receipt of the hearing decision.

The Dean will review the process and the decision to determine:

- Whether or not the hearing was conducted in accordance with the procedures outlined in the Conduct Code
- Whether or not the interpretation of the code was appropriate
- Whether or not the sanction(s) imposed were appropriate
- After reviewing the documents pertaining to the case, the Dean will issue a written review of the hearing decision with a reasonable period from the receipt of the request for review.

The Dean will either:

- Affirm the hearing decision
- Affirm the findings of the hearing decision but recommend a different sanction or
- Remand the case to the Executive Associate Dean for Medical Education and Student Affairs to assign a new ad hoc School of Medicine Conduct Appeal Board to conduct a new hearing.

School of Medicine Conduct Appeal Board

The Appeal Board will be established at the time the Dean remands a case to the Executive Associate Dean for Medical Education and Student Affairs for conducting a new hearing.

The Board shall be composed of:

- One voting administrator appointed by the Executive Associate Dean for Medical Education and Student Affairs
- Up to three voting faculty members appointed by the Dean
- One voting medical or health professions student, depending on the status of the accused, appointed by the Dean

The Appeal Board shall follow the same guidelines as the initial hearing, reviewing the case independently, and make a final recommendation to the Dean. The Executive Associate Dean for Medical Education and Student Affairs shall provide the recommendation of the School of Medicine Conduct Appeal Board to the Dean whose decision shall be final.

Notification and Retention of Records

additional incident occurs, the SPC will assemble to consider the issuance of a professional citation, sanctions, and a professionalism remediation plan. The SPC will offer the student the opportunity to speak to the SPC, and/or submit an additional written statement for consideration prior to the determination of academic status and other actions. determines a change to professionalism status is warranted, a remediation plan will be outlined and provided to the student with specific goals, expectations and timeline(s) for completion. A faculty member will be assigned to oversee the student’s progress and timely completion of the plan. The student will be restored to Good Professional Standing once the plan is completed and 90 days have passed without an additional professionalism concern. comply with or complete the remediation plan as outlined, the SPC will meet again to discuss additional resources, sanctions, up to and including an additional Professionalism citation. appeal a Professionalism citation issued by the Student Progress Committee. To initiate an appeal, the student must submit a written statement to the Program Director within 7 calendar days of issuance of the citation. regarding the appeal will be made by the Program Director within 14 calendar days and communicated to the student in writing.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

All incoming PA students must undergo a Criminal Background Check (CBC) before matriculation as facilitated by a contracted vendor. Acceptance to Emory School of Medicine Physician Assistant Program is contingent upon the authorization to conduct CBC as well as the release of its findings to Emory.

The Program Director will review any findings to determine what, if any, action is required. Students may also be required to undergo additional CBCs and drug screening as required by clinical rotation sites, or if required to do so as an evaluation of their fitness to participate in their medical education.

All positive and multiple negative-dilute drug screenings, and any findings from the CBC that were not previously disclosed by the applicant prior to acceptance, will be reported to the Executive Associate Dean for Medical Education and Student Affairs, and then referred to a faculty committee for further consideration. After reviewing the results of the CBC and/or drug screening, the committee may seek additional information from the student, in writing or via interview. In the case of multiple negative-dilute drug screenings, the committee may require the student to submit to a blood-based drug screening.

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

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

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

HEALTH AND IMMUNIZATION REQUIREMENTS FOR INCOMING PA STUDENTS

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which PA students are subjected to in the course of clinical work, certain tests and immunizations are required of all students prior to matriculation.

Entering students are required to provide documentation of all required immunizations using the Emory University Student Health Services (EUSHS) Immunization Form. This form must be signed by a healthcare provider and returned to EUSHS prior to matriculation.

A physical examination is also required prior to matriculation and must be recorded on the School of Medicine Physical Examination Form. This form must also be signed by a healthcare provider and returned to EUSHS prior to matriculation.

Students will not be allowed to register or participate in any clinical activities until both forms are on file with EUSHS. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance lapses. For re-admission after withdrawal for medical reasons, medical clearance by designated University health officials is required.

Registration and attendance at classes are considered as an agreement to comply with the Rules and Regulations of the University as published in the PA Handbook and other official publications of the University and as amended or revised during the student's continued enrollment.

Immunizations Requirements

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

- **COVID-19 Vaccine** – All Emory medical students must be vaccinated against COVID-19. This includes a full series of initial vaccine, plus at least one booster.
- **Tetanus/Diphtheria/Pertussis** – primary series at or after age 11, followed by a Tdap booster every 10 years.
- **Measles/Mumps/Rubella (MMR)** – 2 doses of a combined MMR – OR – 2 doses of Measles, 2 doses of Mumps, and 1 dose of Rubella – OR a positive antibody titer for each disease.
- **Varicella (Chickenpox)** – positive Varicella antibody titer – OR 2 doses of the Varicella vaccine given at least 1 month apart.
- **Hepatitis B** – complete 2 or 3 dose series, followed by a positive quantitative antibody titer.
- **Tuberculosis Screening** - students must provide a negative IGRA tuberculosis blood test (QuantiFERON Gold or T-spot) that has been administered within six months prior to matriculation**.**

- **TB screening notes:** Entering students with a positive test for latent TB are required to provide a negative chest x-ray and will be asked for the history of treatment. Students who have received BCG vaccination in the past are required to have a negative IGRA tuberculosis blood test (QuantiFERON Gold or T-spot). If the IGRA is positive, students are required to provide a negative chest x-ray.

Exceptions

Emory Student Health Services is aware that some students request medical or religious exemptions to vaccination with one or more of the required vaccines. In the case of a medical contraindication, EUSHS requires the student to submit a letter of explanation, signed by both the student and the student's healthcare provider, along with other immunization records to EUSHS through the Student Patient Portal. To see more details about medical and religious exemption processes, please visit our immunization page and scroll to the FAQs section.

ACADEMIC INTEGRITY

Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. The Emory 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 School of Medicine have created the Honor Code, which presents our standards of academic integrity and outlines the consequences for violations thereof.

EUSOM HONOR CODE

The students, faculty, and administration of the Emory University School of Medicine join in support of this 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 Health Professions 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 as detailed below. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.

Students are expected to abide by the terms of the Honor Code and a lack of knowledge of the actions prohibited by the Honor Code is not a valid defense and does not excuse a violation of the Honor Code.

To uphold this Honor Code and its purpose, an instructor may ask students to sign the following pledge at the end of all final examinations, quizzes, and other important projects: "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."

The 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.

Student Council on Honor

The Health Professions Student Council on Honor (Honor Council) will have primary jurisdiction over the supervision of the Honor Code as applies to health professions students. A separate Council on Honor will supervise the Honor Code as applies to medical students.

The Honor Council will consist of one elected Student Representative from each program, and two Faculty Representatives. In addition, there will be two alternate Student Representatives from each program, and four 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.

- 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.
- Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility 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.
- 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.
- 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.
- 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.)
- 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.
- 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.

- 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 the 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

- Call to order
- Reading of Parts I and II of the Honor Code (Preamble and Statement of the Honor Code).
- Statement of the alleged Honor Code violation
- 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.
- Discussion and deliberation by the Council are held in a private executive session.

Rules Governing Proceedings

All hearings will be conducted in closed-door session and will remain confidential.
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.

The Secretary or his/her appointee will take notes during the hearing and make them available to the Honor Council.
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

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.
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.
The Dean will be informed promptly following the decision of the Honor Council.
Recommendation for penalties regarding violations of the Statement of the Honor Code:

a. 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.
b. The Honor Council may recommend to the Dean a more severe penalty 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.
c. 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.
d. 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.

Student Mistreatment

The School of Medicine strives for an environment that is respectful of all community members and does not tolerate mistreatment of students. Per the University Equal Opportunity and Discriminatory Harassment Policy (Policy 1.3), Emory encourages anyone who has knowledge of discrimination on campus to report alleged violations of Policy 1.3 to the Emory University Office of Institutional Equity and Compliance. 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 Emory University Office of Institutional Equity and Compliance.

Per the Emory University Sex and Gender-Based Harassment and Discrimination Policy (Policy 8.2) every university employee who is informed about an allegation of sexual misconduct involving any student is required to notify the Department of Title IX. In conjunction with these two University Policies, the School of Medicine Student Mistreatment Policy addresses additional types of behavior that will not be tolerated.

Student Mistreatment Group

The School of Medicine SMG is convened to review the aggregate, deidentified data on reports of student mistreatment that occur in the learning environment and recommend actions to improve the student clinical learning experience. The SMG will include faculty and staff from Emory School of Medicine and representatives of all programs.

Reporting Mistreatment

School of Medicine students who experience mistreatment themselves or observe other students experiencing possible mistreatment are expected and encouraged to follow the following reporting process. The initial step is for students to discuss the incident of mistreatment is to either confidentially report via the Student Mistreatment Form (preferred) or talk to their program leader, the deans, academic advisor, career counselor, or Small Group Advisor (SGA). All reports of student mistreatment will be routed first to Dr. Christen Hairston, Associate Dean for Student Success, who will follow the algorithm below.

Prohibition of Retaliation

The School of Medicine prohibits retaliation against a student who, in good faith, complains about or participates in an investigation of student mistreatment. Any student who feels they have been retaliated against or threatened with retaliation should report the allegation immediately to the Associate Dean of Student Success. The appropriate department related to the incident will investigate the alleged retaliation and make a report to the Executive Associate Dean for Medical Education and Student Affairs, when possible, within 30 days of the filing of the complaint. While mistreatment issues may be written in student evaluations of residents or faculty and evaluations of courses or clerkships, students should NOT rely on those mechanisms as the primary or sole means to report mistreatment. The reporting mechanisms described above have been established to produce a timely and effective resolution to any mistreatment concerns.

PHYSICIAN ASSISTANT PROGRAM POLICIES

The PA Program and EUSOM takes great pride in the development and accomplishments of its PA students. 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 assess the progress, performance, and promotion of PA students. This chapter outlines the components that address this growth and progression.

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

Ultimately, continued enrollment in the PA Program is subject to the decision of the Program's Student Progress Committee, the PA Program Director, the Executive Associate Dean of EUSOM, and the Dean of EUSOM, 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.

The PA Program is divided into two phases:

- Didactic Phase: Fall, Spring, Summer of AY 1, and Fall Semester of AY 2
- Clinical Phase: Spring and Summer of AY 2, and Fall Semester of AY 3

Student Employment

The schedule of studies and clinical activities of the PA Program requires full-time engagement of each student. Employment during any part of the educational program may interfere with studies and clinical rotations and seriously jeopardize a student's ability to complete the program. While employment is strongly discouraged by the PA program, any student contemplating employment during the program for any reason should discuss the matter with the Program Director before undertaking employment. If at any time there is evidence that the student's academic performance is placing the student at risk for failing, the student's employment status will be reviewed with the student. This could result in being asked to terminate employment.

Students are not required to work for the PA program. PA students must not substitute for or function as instructional faculty or clinical or administrative staff.

ATTENDANCE, ABSENCES AND TIMELINESS

Didactic Phase

Attendance, on-time arrival, and participation are the expectations for every student during the Didactic Phase. This includes all classes, examinations, labs, society meetings, preceptorships, and patient encounters.

Students who need to miss a class must contact the course or module director at the earliest possible time in advance of the absence. Students with multiple absences may be referred to the Student Progress Committee for professionalism infraction. Absences that require five consecutive class days or more are addressed under the Leave of Absence policy.

Students who arrive after an examination has begun may not be given extra time and may be refused admission to the exam, potentially jeopardizing their exam and course grade.

Clinical Rotation and Scheduling Policy

Students will be assigned to rotation sites within the metro-Atlanta area (up to a 50-mile radius from the Emory University campus) as well as out-of-town locations. Students must ensure appropriate arrangements for child and pet care throughout the clinical year. Rotation hours will vary based on the preceptor and site, and may include weekdays, weekends, evenings, overnight shifts, and on-call responsibilities. Students are not permitted to attend clinical rotations on University-sanctioned holidays. All students are required to accept the rotation schedule assigned to them. Refusal to accept the assigned schedule may result in reassignment to an alternative schedule, which could delay graduation. It is the student's sole responsibility to secure and maintain adequate housing for the duration of the clinical year.

Students are only able to leave a clinical site early if prior authorization by a Clinical Educator or Program Director has been obtained. Any other departure will be treated as abandonment of the rotation and is subject to sanctions by the Student Progress Committee, including possible dismissal from the program.

Clinical Phase Absences Policy

Students may take five discretionary days during the clinical year. These must be approved no later than 2 weeks prior to the absence. No more than two discretionary days may be taken in a single rotation, and no more than two discretionary days may be taken consecutively in a single rotation.

Discretionary days do not have to be made up; however, any additional time beyond the allotted five discretionary days must be made up and approved by the clinical team. A discretionary day may not be taken for CME activities or any End-of-Rotation Didactics. End-of-Rotation Didactics is mandatory. An absence in any portion of End-of-Rotation didactics will result in a 10% reduction in the final rotation grade. Absences eligible for approval outside of the above criteria include emergency and illness. Missed clinical time for approved activities will not count as a discretionary day. Absences taken that are not emergent or pre-authorized will result in a reduction of the final rotation grade by one grade level for each missed day. Arriving late or leaving early from a rotation without approval from the preceptor or clinical faculty is considered an unexcused absence for the entire day.

Instances of illness or emergency must be reported as soon as possible and within 24 hours to 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, medical documentation may be required from the student's healthcare provider. This protects the student against any accusation of neglect or indifference, as well as ensures that students have sought proper health care when appropriate.

Clinical Rotation Travel Expectations

Clinical rotation sites are distributed across the metro-Atlanta area, with several located in rural regions throughout Georgia. Students are responsible for arranging their own travel and covering fuel expenses to and from all assigned sites. Commute times can vary significantly, and in some cases may exceed one hour one-way, depending on traffic conditions. Students with specific needs may be required to seek accommodation through the Department of Accessibility Services. For out of state rotations, students are responsible for all aspects of housing and travel.

Inclement Weather Policy:

In the event of inclement weather, clinical year students must follow communications provided by the School of Medicine Dean, Program Director, and Clinical Educators. If Emory University closes due to inclement weather, students will not be required to report to their clinical rotation site as scheduled. Additionally, students will not be required to make up missed time nor use discretionary days due to school closures for inclement weather.

If the University remains open, or transitions to remote/virtual reporting, students should report to their clinical site as previously scheduled. Exceptions to this include:

- Excusal by clinical facility or preceptor
- Difficulty commuting to the clinical site due to unsafe road conditions

Students must notify the clinical team if either of the above exceptions apply.

Student Participation in Conferences and Community Service

Students selected as representatives for AAPA and GAPA must be in Good Academic Standing and receive approval from the Program Director to attend these conferences. Students interested in participating in Jornada de Salud, Good Samaritan, and/or the Emory Farmworker Project who are not in Good Academic Standing must also obtain approval from the Program Director before engaging in these activities.

Policy Statement on Religious Observances

The Emory School of Medicine recognizes and respects the importance of individual religious beliefs and practices. While the School of Medicine calendar includes only religious observances recognized as U.S. Federal Holidays, the school seeks to accommodate student religious needs reasonably and within the requirements of the academic schedule. There shall be no adverse or prejudicial effect resulting to any student requesting excused absences for religious observances. Students assigned to patient care educational activities may request assignments that allow the student to meet their religious needs; on occasion, students may be asked to attend patient care activities that cannot be reasonably re-scheduled, such as on-call time with a care team. The required academic work missed as part of an excused absence must be made up to the satisfaction of the supervising faculty member.

LEAVE OF ABSENCE

A Leave of Absence is the delay of progression through the PA Program from 5 consecutive days up to one calendar year due to personal or medical reasons. A leave of absence commonly results in the need for the student to decelerate and requires the approval of the Program Director. The student desiring an extension beyond one calendar year may be required to apply for readmission to the PA Program.

Procedure to request a Leave of Absence.

- Submit a completed Leave of Absence Form to the Program Director
- Meet with the PA Program Director for approval
- Discuss the terms and requirements for reentry into the program
- Signed documentation is placed in the student's file.

Military Leave of Absence

A military deployment is addressed according to Federal Law

Student Request

Student-initiated deceleration is a voluntary request by the student to pause academic progress and take a leave of absence by decelerating progression and joining the next PA class cohort. Students must follow the procedures to request Leave of Absence as listed above.

SPC Recommendation

If a student does not meet the Professionalism Guidelines or the Academic Performance Guidelines section of the Satisfactory Academic Progress Policy, the SPC may recommend the student decelerate or be dismissed from the program. The Program Director determines the final decision for deceleration.

Deceleration Considerations

Didactic Phase

If the student decelerates at any point in the didactic phase, the terms for their return must be approved by the Program Director. The student will reenter the program with the next incoming cohort of students and will be required to successfully repeat some up to all the didactic curriculum, before progressing to the clinical phase. Final course grades from any repeated courses will be included in SPC decisions after reentry, but course grades submitted to the Registrar prior to deceleration are final and cannot be replaced. Repeated courses will not incur additional tuition.

Clinical Phase

If the student decelerates at any point in the clinical phase, the student must repeat clinical rotations, their associated coursework, and any associated EOR exams as determined by the program to meet all pertinent clinical requirements, as defined by the Guidelines for Clinical Performance and Definitions of Intervention/Corrective Actions policy. When rejoining the program, any revisions in curriculum requirements and policies of the new class year must also be adhered to and completed.

Deceleration automatically results in delayed graduation and additional financial burdens to the student and will affect financial aid processes. Students are fully responsible for any additional tuition and fees, including changes in tuition and fees resulting from deceleration. Deceleration may also delay eligibility for obtaining state licensing. Students are advised to discuss these issues with the university financial aid office prior to making any decisions regarding requesting deceleration and/or returning to the program if granted the option of deceleration.

Graduate in Residence status (GIR)

Graduate in Residence is a special registration category for eligible Emory School of Medicine students who need additional time to meet program requirements. GIR status carries no academic credit but does require students to follow specific eligibility and outcome requirements.

A student with GIR status is one who faces an academic challenge that requires them to step out of their program's traditional curriculum and take additional time to study and remediate a portion of the program's requirements. Students can remain in GIR status for up to one calendar year. For a student to be eligible for GIR status, they must outline and complete a project, paper, or program, approved by Executive Associate Dean or designee. Failure to complete the approved requirement of GIR status can result in a "U" on the transcript for the semester(s) in which the student is enrolled in the status. The plan must be fully outlined and approved using the Academic Learning Plan template, which must be submitted, approved, and ultimately completed for a student to receive the financial aid, loan, and credit hour classifications for the GIR status.

To enroll in GIR status for any semester, the student must submit an Academic Learning Plan to the Executive Associate Dean or their designated approver for review. Once approved, the student will be notified of the approval of their special registration status and must acknowledge the approved academic learning plan.

Students enrolled in this status will have no academic credit and will show no additional credit hours on their Emory transcript. Students will be charged a flat University fee, and will maintain all benefits of a student, including student health insurance, if applicable.

GRADE DEFINITIONS

For all classes, courses and modules in the Didactic and Clinical Phases, 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

Grades will not be rounded up or down.

DIDACTIC PHASE: ASSESSMENT, GRADING AND REMEDIATION

Satisfactory Academic Progress Policy

Students must meet minimum professionalism and academic standards each semester and their cumulative GPA throughout the Program. Students must maintain a cumulative and semester GPA of 3.0 and demonstrate professional behavior to be in Good Standing in the Program. Students whose cumulative GPA falls below 2.8 will have the next semester to bring their cumulative GPA to 2.8 or higher to remain in the program. Students who fail to meet these standards may be placed on academic sanctions or be considered for dismissal from the Program.

The academic progress of all students is tracked each semester by the Student Progress Committee to ensure that all learners meet program standards. Academic standards of the didactic phase are determined by final course grade, semester GPA, cumulative GPA, and professional standards of conduct. Professionalism may be the sole criterion for which a student may be recommended by the Student Progress Committee for academic sanctions, including dismissal.

Academic Warning is defined as a student whose academic performance or professional conduct is of concern. Students given an Academic Warning receive a digital letter of their status by the Program Director noting the specific concern(s), and a copy is placed in the student's file as a permanent part of their record. The designation of Academic Warning may result in the loss of financial aid.

Academic Probation is defined as a student whose academic performance or professional conduct is unsatisfactory. Students placed on Academic Probation receive a digital notice of their status from the Program Director noting the specific concern(s), and a copy is placed in the student's file as a permanent part of their record. Academic Probation is a serious reprobation and is indicated on the student's transcript. The designation of Academic Probation may result in the loss of financial aid.

Academic Status in Didactic Phase

Status by Cumulative GPA, Semester GPA, or Course/Module Grade	GPA/Course Grade	Academic Status	Program Sanctions
Semester GPA	≥ 3.0	Good Academic Standing	None
	2.8-2.99	Academic Warning	Remediation of courses may be required
	2.79-2.5 GPA	Academic Probation	Remediation of courses may be required. If cumulative GPA is <2.8, student has 1 semester to get cumulative GPA ≥2.8 or will be dismissed
	< 2.5	Dismissal	Regardless of cumulative GPA, 1 semester is grounds for dismissal
Cumulative GPA	GPA <2.8	Academic Probation	Student has 1 semester to get cumulative GPA ≥ 2.8 or will be dismissed. Remediation of courses may be required.
Course/Module Grade	D/F for a course/module grade	Academic Probation	Regardless of semester or cumulative GPA, students must successfully remediate and repeat the entire course/module, even if they meet GPA requirements to remain in the PA Program

Examination Start and End Time Policy

All written examinations will have a clearly designated start time and end time, as stated in the course syllabus and official course calendar. Expectations regarding examination timing are consistent with professional and academic norms and are the responsibility of all students to uphold. This policy applies to all courses, examinations, and students within the program and will be enforced consistently. For all written exams in all courses, no work or studying can be done during the exam time in the exam space. Other specifics about the exam (closed notes, open notes, etc. can be found in each course syllabus).

Late Arrival

- Students who arrive after the scheduled start time may be permitted to begin the examination at the discretion of faculty or proctors; however, **the examination end time does not change** for late-arriving students.
- No additional time will be granted for late arrival.
- *Example:* A student who arrives 20 minutes late to a 60-minute exam will have 40 minutes to complete the exam.

Examination End Time

- All students must stop working and submit their examination at the designated end time and/or when instructed by faculty or proctors.
- Students may not continue to engage with the examination after the exam end time.
- Failure or refusal to stop and submit an exam at the designated end time constitutes a violation of academic integrity and is considered an attempt to obtain an unfair academic advantage and will incur the following consequences:
    - A grade of zero on the examination, and
    - Referral to the Honor Council for review.

Remediation

Remediation is the process used to improve the knowledge base, study process, and testing proficiency of deficient course material. To ensure that all students achieve a minimal threshold of content proficiency, learners who have not met academic or professionalism standards will undergo remediation.

Students who fail an examination, assignment or activity may be required to undergo remediation with the course or module director. The goal of the remediation process is to identify deficient material, improve study strategies, uncover and address barriers to learning, and connect the student to resources. It is the responsibility of the student to schedule a meeting within two days of notification of their grade. Remediation of course content may include retaking the exam or similar or performing additional assignments to demonstrate proficiency. The student may be encouraged to seek further support within the School of Medicine or with community practitioners, which may include any of the following: peer tutoring, a psychoeducational assessment, neuropsychiatric testing, behavioral health evaluation, or a medical referral.

End of Didactic Phase Assessments

Didactic Summative Exam

The Didactic Summative is an assessment given to all students at the end of the Didactic Phase and is designed to ensure that students have the requisite medical knowledge, communication skills, clinical and technical skills, professional behaviors, and clinical reasoning abilities to begin the clinical year. This exam consists of a written and clinical skills assessment. A satisfactory score for each component is ≥ 70%, and students who underperform on any portion must remediate the material and demonstrate proficiency prior to progressing to clinical rotations.

PAEA PACKRAT Exam

The PAEA PACKRAT is a self-assessment tool administered to all students at the end of the didactic phase. This 225-question examination is based on the NCCPA blueprint and follows the PANCE exam in topic weight. A satisfactory score is defined by a score above 0.75 standard deviations below the national mean. Students may be asked to meet with their faculty advisor or other faculty for study strategies targeting academic improvement.

CLINICAL PHASE: ASSESSMENT, GRADING AND REMEDIATION

Guidelines for Clinical Performance

Performance during the clinical year requires assessment of knowledge, attitudes, skills, and behavior. The following guidelines do not preclude the Student Progress Committee (SPC) from recommending repetition of courses, enrollment in the Core Support Program, assignment of Academic Warning or Academic Probation, or dismissal based on the Committee's assessment of student performance, regardless of specific grades.

Independent of the final course 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.

Successfully completing a rotation

To successfully complete a clinical rotation, students must earn a grade of A or B for the rotation, achieve a Pass or Low Pass on the End of Rotation (EOR) exam, and receive a grade of A or B on the evaluation from their preceptor.

Student Progress Committee (SPC) Process during Clinical Rotation Phase

Clinical Rotation Phase Issue	Current Academic Status	New Academic Status	Intervention/Corrective Actions	Return to Good Academic Standing
PAEA EOR exam score 0.5-1.0 SD below national mean (low pass) (first time)	Any	No Change	Remediation of PAEA EOR exam. Student will be enrolled in the Core Advising Program.	
PAEA EOR exam score 0.5-1.0 SD below national mean (low pass) (second time or more)	Any	No Change	Remediation of PAEA EOR exam. Student will be enrolled in the Core Advising Program. Additional sanctions are at the discretion of SPC.	
PAEA EOR exam score > 1.0 SD below national mean (no pass) (first time)	Good standing	Academic Warning	Remediation of EOR exam, enrollment in the Core Advising Program, and take Version 2 of exam. If version 2 is not passed with a score above 1 SD below the national mean, the student will be enrolled in Essential Learning Skills (ELS) course. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations.
PAEA EOR exam score > 1.0 SD below national mean (no pass) (first time)	Academic Warning	Academic Probation	Remediation of EOR exam, enrollment in the Core Advising Program, and take Version 2 of exam. If version 2 is not passed, the student will be enrolled in ELS. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
PAEA EOR exam score > 1.0 SD below national mean (no pass) (first time)	Academic Probation	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will remediate the EOR exam, will be enrolled in ELS. Repetition of rotation may be required as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
PAEA EOR exam score > 1.0 SD below national mean (no pass) (second time)	Good Standing or Academic Warning	Academic Probation	Remediation of EOR exam, enrollment in ELS, and repetition of rotation may be required as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
PAEA EOR exam score > 1.0 SD below national mean (no pass) (second time)	Academic Probation	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will remediate the EOR exam and will be enrolled in ELS. Repetition of rotation may be required as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
PAEA EOR exam score > 1.0 SD below the national mean (no pass) (third time)	Any	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will remediate the EOR exam, will be enrolled in ELS. Repetition of rotation may be required as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Removal of student by preceptor from the rotation	Any	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, additional sanctions are at the discretion of the SPC.	After successful completion of 3 rotations
Rotation grade of C (first time)	Good standing	Academic Warning	Additional sanctions are at the discretion of SPC	After successful completion of 3 rotations
Rotation grade of C (first time)	Academic Warning	Academic Probation	Additional sanctions are at the discretion of SPC	After successful completion of 3 rotations
Rotation grade of C (first time)	Academic Probation	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will repeat a rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of C (second time)	Academic Warning	Academic Probation	Repetition of rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of C (third time)	Any	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will repeat a rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of D (first time)	Good standing	Academic Probation	Repetition of rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of D (first time)	Academic Warning or Academic Probation	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will repeat a rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of D (second time)	Any	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will repeat a rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Rotation grade of F	Any	Possible Dismissal	Student dismissal at discretion of SPC. If not dismissed, the student will repeat a rotation as chosen by the SPC. Additional sanctions are at the discretion of SPC.	After successful completion of 3 rotations
Unsatisfactory Preceptor Evaluation	Any	NA	Repetition of rotation at discretion of SPC	After 3 rotations with passing preceptor evaluations

Definitions of Intervention/Corrective Actions

Repetition of a Rotation - If a student must repeat a rotation, the following applies:

- The original rotation grade will not be replaced
- The PAEA EOR exam will be successfully repeated
- The Portfolio Assignment will be repeated
- Typhon reporting during the repeated rotation is required
- The student must earn a B or above from their preceptor in the repeated rotation
- The repeat rotation will be an additional rotation, unless decided otherwise by the Student Progress Committee.

Remediation of PAEA EOR exams will occur in the two days following the EOR exam, usually Saturday and Sunday. Students will receive a list of deficient content areas immediately after the exam. The student must prepare documentation focusing on these areas and will submit this documentation to the clinical team faculty for review. If a PAEA EOR exam retake is required, on the Monday following the EOR exam, the student will take Version 2 of the PAEA EOR exam and must pass with a score above 1.0 SD below the national mean.

The Core Advising Program is a structured 4-week independent study curriculum designed to help Emory PA students build awareness of their study habits, improve time management and organization skills, and enhance learning with evidence-based learning strategies to perform better in testing and clinical scenarios. The student will work closely with their advisor for goal setting and check-ins while on their rotation.

Essential Learning Skills (ELS) Course Overview

The Essential Learning Skills (ELS) course is a 5-credit hour remediation course designed for clinical learners who do not meet the Clinical Phase Guidelines of Performance. The curriculum focuses on strengthening core medical knowledge, enhancing study strategies, and improving test-taking skills. Students may enroll in the ELS course up to two times during the clinical year. To successfully complete ELS and reenter clinical rotations, students must pass the Family Medicine or other relevant End-of-Rotation (EOR) exam.

In addition to ELS enrollment, the Student Progress Committee may impose further requirements, such as repeating a core rotation or completing an elective rotation or other assignments. Students who are unable to meet these requirements will be recommended for dismissal from the program.

Enrollment in ELS results in delayed graduation. Rotations not completed due to ELS are scheduled at the end of the clinical curriculum. Students are responsible for tuition and fees for any additional rotations required to complete the program. This deceleration may also impact financial aid eligibility and processing

End of Clinical Phase Assessments

Clinical Summative Exam

The Clinical Summative Exam is an assessment given to all students in the last 4 months of the Clinical Phase and is designed to ensure that students have the requisite medical knowledge, communication skills, clinical and technical skills, professional behaviors, and clinical reasoning abilities to graduate. This exam is comprised of a multi-station clinical skills assessment, a multiple-choice written exam, and the PAEA End of Curriculum exam. A satisfactory score for each clinical skills station and the written exam is ≥ 75%, and students who underperform on any portion must remediate the material and demonstrate proficiency prior to graduation.

End of Curriculum Exam

The PAEA End of Curriculum Exam is an assessment administered to all students at the end of the clinical phase. The purpose of this exam is to assess a PA student's general medical knowledge as one component of their readiness for graduation. This 300-question examination is based on the NCCPA blueprint. A satisfactory score is defined by the national standard deviation and is provided to the students annually prior to the exam. Students scoring below this threshold may be tasked with remediation activities.

CLINICAL PHASE REQUIREMENTS AND EXPECTATIONS

Clinical Rotation Phase information, including specific requirements for each clinical rotation site, can be found on the CANVAS site. Emory PA students are required to comply with SOM policies in a timely manner including clinical site ID badge procurements, releasing information to the clinical site, maintaining annual immunizations such as the flu shot and PPD within the mandated time and the sharing of this information with the PA Program.

Criminal Background Check

Each student initiated a criminal background check (CBC) prior to entering the PA program. A second CBC must be completed prior to the start of the clinical year.

The CBC includes the following:

- Criminal Background Check - each state and county of residency for the previous 7 years
- National Sexual Offender Registry Search
- Social Security Verification
- Residency History
- National Healthcare Fraud and Abuse Scan
- US Patriot Act

Conduct at Clinical Rotations

Students are guests at each rotation site. They are not considered employees and are not covered by hospital/clinic Worker's Compensation regulations, nor can they receive free medical care. Students must comply with all hospital policies pertaining to students at their facilities. Students are covered by Emory's liability insurance when they are on PA Program approved rotations.

Students will wear their short white coat and student ID badge while on rotations identifying them as physician assistant students from Emory University.

Each student is assigned to a preceptor and may only interview, examine, test, diagnose, treat or counsel patients with the preceptor present in the hospital or clinic and with the consent of both the preceptor and the patient or patient's guardian. Students cannot substitute in any way for clinical or administrative staff during a rotation. Students must always sign patient encounter documentation with their name followed by PA-S to designate their student status. Students shall never take pre-signed blank prescriptions from a provider.

New Clinical Rotation Site Development

Students are not required to identify or secure clinical rotation sites or preceptors. However, if a student wishes to propose a site that is not currently affiliated with the Emory PA Program, the site must meet specific program requirements. It is important to note that submitting site information does not guarantee approval or placement. The Program's decision to consider a student-identified site will be based on several factors, including the Program's clinical placement needs, the student's academic standing and professional behavior, and the clinical faculty's assessment of the proposed site. For student-proposed sites, affiliation agreements must be attained which can take up to 6 months to secure. The student must return for EOR testing and activities as scheduled.

The program may approve a new clinical rotation site under the following conditions, as determined by the clinical faculty:

- The rotation must allow the student to meet the learning outcomes of the rotation
- Student may request one elective rotation if not offered within the current Emory rotation network
- Student may request one pediatric rotation
- Student may request one OBGYN rotation

International Rotations

If international elective rotations are available, only students in good academic standing will be considered. If approved by the clinical faculty, students must comply with all requirements as defined by the Emory Office of Global Engagement.

APPEAL PROCESS

Grade Appeal

Students are encouraged to discuss evaluations and final grades with the course director, preceptor, or director of didactic or clinical education as appropriate. Although grades are assigned as an accurate and fair representation of a student's work, students have the right to appeal a grade and to receive an independent review of the grading criteria and their performance.

If a student wishes to appeal a final course grade or summative evaluation score, this should be presented in writing to the Program Director (PD) within 14 days of receiving the grade. The appeal may be based on the process that led to the final grade and/or questions of factual content use in the evaluation process. The PD will then review the basis for the appeal of the final grade.

Upon review, the PD may find that based on process or factual content, there is no basis for a change of an evaluation or grade. Alternatively, the PD may recommend that the grade be changed.

After review by the PD and submission of the re-considered grade, the student may appeal any decision to the Executive Associate Dean for Medical Education and Student Affairs. The decision of the Executive Associate Dean for Medical Education and Student Affairs shall be final.

Dismissal Appeal Process

Students may appeal a dismissal decision by the PA Program. This request must be presented in writing to the Executive Associate Dean within 14 calendar days of receiving the dismissal decision by the SPC and the PD.

The appeal may be based on the following grounds:

- To consider new information, sufficient to alter the decision, or other relevant facts that the student appealing the decision feels the SPC may not have known, but was relevant, in considering their academic sanction.
- To allege a procedural error within the process that led to the SPC decision that may have substantially impacted the fairness of the decision.

For appeals**,** the Executive Associate Dean for Medical Education and Student Affairs may appoint an ad hoc committee to review the decision and appeal. The ad hoc committee shall review the case independently and make a final recommendation to the Executive Associate Dean for Medical Education and Student Affairs, whose decision shall be final.

All appeal decisions are final. It should be noted that all appeals should be conducted in a professional manner by the student involved; that is, demonstrating respectful disagreement with the perspective and judgment used by faculty members. Failure to exhibit appropriate professional attitudes may immediately terminate the appeal process and lead to an unprofessional conduct report.

REQUIREMENTS FOR THE MMSc DEGREE

To be eligible to receive the degree of Master of Medical Science Physician Assistant from Emory University School of Medicine, students must:

- Have a satisfactory standing in all courses required for the degree
- Have credit for the full 29 months of study undertaken at the Emory University School of Medicine, PA Program
- Have completed all academic requirements within no more than three (3) academic years and six (6) months from the time of admission
- Satisfactorily pass the summative evaluation of PA competencies during the final semester

DUAL DEGREE PROGRAM - PA/MPH (Master of Medical Science/Master of Public Health)

This dual degree option offers students the opportunity to earn a Master of Public Health (MPH) degree in conjunction with the Master of Medical Science (MMSc) degree in the PA Program.

Students must apply to and be accepted by both the PA and the MPH program through their independent admissions processes. 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 ensure 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.

EMORY UNIVERSITY and EMORY UNIVERSITY SCHOOL OF MEDICINE POLICIES

All Emory University and Emory University School of Medicine policies apply to Physician Assistant Program Students. These policies are found on the School of Medicine Connections Canvas site at: https://canvas.emory.edu/courses/81619 and include:

UNIVERSITY POLICIES

- Equal Opportunity and Discriminatory Harassment
- Faculty, Staff and Student External Volunteer Guidelines
- Travel and Expenses Policy
- Child Abuse Reporting
- Anti-Hazing
- University Recognized Student Organization
- Missing Student Notification
- Respect for Open Expression
- Sex and Gender-Based Harassment and Discrimination
- Alcohol and Drug Abuse
- Student Vehicle Use
- Student Complaints (Grievances)

EMORY UNVERSITY SCHOOL OF MEDICINE POLICIES

- Clinical Supervision of Medical Students
- Confidentiality of Student Evaluations
- Consensual Teacher-Student Relationships
- Gross Anatomy Laboratory
- Inclement Weather
- Industry Relations
- Involuntary Withdrawal of Student from EUSOM
- Learner model Abnormal Finding Reporting
- Personal Recordings
- Research Studies Involving School of Medicine Students as Subjects
- Separation of Roles
- Students as Chaperones
- Students as Interpreters
- Student Employment During the Program
- Student Mistreatment
- Use of School of Medicine Buildings

SCHOOL OF MEDICINE OFFICES AND CONTACTS

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.

Address:
100 Woodruff Circle
P384
Atlanta, GA 30322

Please see details on the School of Medicine Connections Canvas site at: https://canvas.emory.edu/courses/81619, that includes information on the following topics:

- Accommodations
- Counseling and Psychological Services (CAPS)
- Financial Aid
- Human Simulation Education Center (HSEC)
- Office of Multicultural Affairs (OMA)
- OMESA Contacts
- Registrar
- Simulation
- SOM IT
- SOM Leadership and
- Student Affairs

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.

All students are responsible for registering for courses each semester prior to the deadline provided by the Registrar. Courses and course numbers will be provided by the PA program.

Class registration for any term is not complete until the student follows all published procedures and until tuition and other financial responsibilities to the University have been met. Students with a hold on their account preventing registration will be contacted to clear the hold before class registration can proceed. After the last date for changing courses, registration may only be permitted by joint consent of the Executive Associate Dean for Medical Education and Student Affairs 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 and fees are due and payable at registration each semester.

An applicant's registration and attendance of classes is considered as an 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 in the School of Medicine Registrar's Office.

Tuition Refunds

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 refer to the Withdrawal Deadlines Schedule posted on the Student Financial Services webpage for the most current refund policy for complete withdrawals.

No refund is given after the fifth week of any semester. 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.

Withdrawal Adjustments

A student may completely withdraw from Emory with permission from the appropriate school dean. Unofficial withdrawal results in 100% forfeiture of tuition. When officially withdrawing, a student may be eligible for an adjustment of tuition and fees depending on the date of withdrawal**.** Tuition adjustments are only processed for complete withdrawals**.** Financial aid awards also may be prorated accordingly. Federal (Title IV) aid will be prorated in accordance with federal regulations.

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.

Other than information covered in the "Consent to Release Information" form, no information is released to external sources without written permission from the student.

While students are enrolled in the School of Medicine, the student record may contain the following:

- Official pre-PA education transcripts
- Admission application
- Letter of acceptance
- Georgia residency affidavit
- Consent to Release Information Form
- Verification of immunizations, TB and mask fit testing
- Verification of annual OSHA and HIPAA training
- Information regarding research or scholarship activities
- Honor Code compliance signature
- Letters concerning probation, deceleration, leave of absence, failure to be promoted, or disciplinary actions.

Students' Immunization records are kept in the program student files while all other student health records are kept at Student Health Services. Faculty and staff do not have access to students' health records.

Access to Student Records

Per Emory University policy under the Family Education Rights and Privacy Act (FERPA), each student has the right to access their education records, except confidential letters of recommendation and financial records of the student's parents. These rights include:

- The right to inspect education records.
- The right to limit disclosure of personally identifiable information contained in educational records, except to the extent that FERPA authorizes disclosure without consent (i.e., directory information, faculty members and administrators of the school who have an appropriate need to review a student's attendance or progress).
- The right to request correction of the educational record.

Students who wish to review their file must do so in writing to the School of Medicine Registrar by completing a request to review Educational records Form. The School of Medicine complies with a request within a reasonable time, at most within 45 days. Arrangements are made for the student to read their academic file in the presence of a staff member.

Without exception, all requests for letters of reference or for completion of forms relating to academic performance and/or personal qualities require written authorization from the student (or graduate) for release of such information. This also applies to requests for information from faculty or administrative officers. Students have the right to access letters or statements given such information unless, in the authorization for release, the student waives this right and agrees that the information to be sent is to be held confidential. Confidential references are often requested by agencies or institutions to which students apply for aid or a clinical position.

Without a formal request, School of Medicine students have access to review information about themselves within the educational system used by their program that contain courses taken, clinical schedules, assessments, and grades received.

Requesting Certified University Transcripts

At the end of each semester, student can log into the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average.

If any discrepancies appear on the transcript, students are encouraged to contact the School of Medicine Registrar immediately so the record can reflect the correct information.

The School of Medicine Registrar does not produce transcripts. Students can request certified transcripts by clicking "Request Emory Transcript" under the Academic Record section of the login page. Certified transcripts are delivered electronically to a specified individual, agency or organization, provided the student's financial status with the University is clear (no indebtedness except for loans with approved repayment schedules). Emory University utilizes the services of a third party called Parchment, Inc. to process requests. Before initiating the request, students must obtain an email address of the recipient. The transcript will be transmitted within 30 minutes of the online request. If the recipient will not accept an electronic transcript, an option to request a paper copy still exists and can be arranged through the same online process. There is no charge to request an electronic or paper transcript. If a student requests that expedited shipping of the transcript, a shipping fee will be charged to the student. All transcripts include the entire academic record at Emory University; the Registrar will issue no partial statements of record as transcripts. Report of performance in courses before the end of the academic year may be sent to any agency or institution by one of the school's administrative officers on written request by the student.

FINANCIAL AID OFFICE

The goal of the Financial Aid Office is to help students find the necessary resources to cover their education and living expenses and provide counseling to minimize and manage personal expenses while enrolled. Financial aid personnel review applications for financial assistance to determine eligibility for federal and University funds and certifies loan applications. In addition, staff offer education loan indebtedness counseling for all students.

Contact:
Maria Carthon, Assistant Director Financial Aid, Scholarships and Student Affairs
404-727-5387
mcartho@emory.edu

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

Free Application for Federal Student Aid (FAFSA):
https://www.studentaid.gov/fafsa

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/Counseling Fee, Clinical Administration Fee, Technology Fee, and Housing Fee. Tuition payments cover three semesters of study (Fall, Spring and Summer). 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 up to $1,500 are available to students for their living expenses. These emergency loans are available within 90 days of the next financial aid disbursement date. Any amount due on emergency loans will be deducted from the student's next financial

aid disbursement on the disbursement date. If the disbursement does not cover the emergency loan amount, the student must cover the remaining balance out of pocket. Finance charges will accrue monthly on any remaining balance.

Maintaining Academic Eligibility for Financial Aid

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 the Financial Aid Satisfactory Academic Progress Policy is distinct from the Satisfactory Academic Progress that governs progress and promotions.

Financial Obligations for Graduation

It is a requirement for graduation that all financial obligations to the University shall have been satisfied. Students with an unpaid balance on their student accounts may have a hold placed on their diploma and transcripts until the balance is paid in full.

HUMAN SIMULATION EDUCATION CENTER (HSEC)

The Human Simulation Education Center (HSEC) is in the James P. Williams School of Medicine Building on the 3rd floor. The Center is a state-of-the-art educational space designed for simulated participant (SP) encounters.

HSEC is utilized for SP education, clinical skills education, physical examination practice, diagnosis assessment and other educational experiences. It contains four suites, each of which contain a central debrief room with projection capability and four adjacent examination rooms equipped with examination tables and standard clinic equipment. All HSEC rooms have the capacity for direct and remote observation and recording through our simulation software system.

HSEC is a resource for the entire School of Medicine. Currently, many of the school's educational programs, residencies, fellowships, and faculty programs work with the Center staff to build robust Human Simulation educational experiences.

EMORY CENTER FOR EXPERIENTIAL LEARNING (ExCEL)

The ExCEL Simulation Center is in the James P. Williams School of Medicine Building and includes state-of-the-art spaces and equipment such as task trainers, high fidelity electronic mannequins, mock clinical spaces such as an operating room and ICU used for immersive simulation scenarios for individual and interdisciplinary team learning, and virtual reality equipment for learning various procedural techniques. All ExCEL rooms have the capacity for direct and remote observation and recording.

ExCEL is a resource for the entire School of Medicine. Currently, many of the school's educational programs, residencies, fellowships, and faculty programs work with the Center staff to build robust simulation educational experiences.

OFFICE OF MULTICULTURAL AFFAIRS (OMA)

The Office of Multicultural Affairs (OMA) provides programs to support the development and matriculation of diverse learners, including those enrolled in EUSOM degree and pipeline programs. View up to date information here https://med.emory.edu/education/multicultural-med-student-affairs/index.html

STUDENT RESOURCES

SAFETY AND SECURITY

Emory University School of Medicine is enriched by the legacy and energy of Atlanta, but the location also means that urban crime and violence are possible.

Every effort is made by the Emory University School of Medicine and Emory University to provide a safe and secure environment for our students at all sites (campuses, healthcare facilities etc.). Emory maintains its own police department that manages law enforcement, fire safety and emergency medical services as well as advising schools and individuals on public safety matters. The Emory University School of Medicine is made aware of all public safety matters and acts on them accordingly. Grady and the VA have their own security departments, and we work in conjunction with them to maintain a safe environment for all students.

The James J. Williams School of Medicine building provides 24-hour study space for School of Medicine students and a security guard on duty after hours. The entire SOM building can be accessed outside of business hours only by using an Emory ID card. The Security Guard checks student ID cards to limit the afterhours use to registered School of Medicine students only.

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.

We encourage students to request a security escort to or from the parking decks. Each campus also provides motorist assistance. Contact information for security escorts at each site:

- Emory Main Campus – 404-727-7555
- Emory Midtown – 404-686-2597
- Grady – 404-616-4025
- Veterans Hospital – 404-728-7641 or 404-321-6111 (ext. 4911)
- Children's Healthcare of Atlanta – Egleston – Call the Emory Main Campus escort if your car is parked on Emory's campus or call 404-785-6142 if your car is parked in the ED parking at Egleston
- Children's Healthcare of Atlanta – Hughes Spalding – Call Grady Escort above

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

Although parking decks have restricted access, the possibility still exists for break-ins. Please remove all valuables from your vehicle and either store them in locked storage spaces provided at each site or leave them at home.

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

Emory University-affiliated Hospitals Public Safety Departments

Officers are on duty twenty-four hours each day. Students are encouraged to notify the Public Safety Departments concerning any activity which may compromise an individual student's safety and/or the safety of any other students, physicians, residents, hospital employees, patients, or visitors.

- Emory University Hospital – 404-712-5598
- Emory University Midtown Hospital – 404-686-2597
- Grady Hospital – 404-616-4024
- Veterans Hospital - 404-321-6111 (ext. 4911) or 404-728-7641
- Other important numbers to have include the following:
- Emory Police Department – 404-727-6111
- DeKalb County Police – emergency 911 number

STUDENT HEALTH SERVICES

General

The health and wellbeing of Emory students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, health professions 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.

The mission of Emory University Student Health Services (EUSHS) and Counseling and Psychological Services (CAPS) 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 Services and CAPS are 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 Services is very proud to be fully accredited by the Accreditation Association for Ambulatory Healthcare, Inc. (AAAHC). The Emory Counseling and Psychological Services' (CAPS) Psychologist Training Program is fully accredited by the American Psychological Association (APA).

Student Health Services

Emory University Student Health Services is in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care for enrolled students. 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.

An after-hours medical call center is available for telephone consultation with provider backup when the office is closed and can be contacted by calling 404-727-7551, option 0.

A Student Health provider is available for telephone consultation when the office is closed and can be contacted by calling 404-727-7551, option 0. Professional fees for primary care visits to Emory Student Health 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 EUSHS are covered 100% by the Aetna Student Health Insurance Policy. The Emory Student Health Services (EUSHS) is now a member of 43 national PPO networks, including most major insurance carriers. 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 options are available by calling the front office at 404-727-7551 and discussing with the billing office.

The Student Health "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 can communicate online with Student Health Services in a private, confidential, and secure manner that meets federal HIPAA/FERPA privacy standards. Your Patient Portal can be used to schedule appointments, request prescription refills, view recent billing statements and request medical records releases.

PA program faculty, the program director and the medical director are precluded from providing medical care to PA students except in emergency situations.

Appointments

The Emory University Student Health Services operates on an APPOINTMENT ONLY system, including same day/urgent care appointments. 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.

Due to the impact of COVID, we have added Telemedicine visits for those living in Georgia. We have COVID and non-COVID-related in-person appointments available. If you develop symptoms of COVID, send a message in the patient portal to the "COVID Assessment Provider" and a provider will call you to develop next steps. Student Health has the availability of point of care COVID-

19 PCR testing which results in 30 minutes for those experiencing symptoms of COVID-19 or have a significant exposure. For non-COVID related appointments, call the front office at 404-727-7551 or access an appointment through the patient portal as they are made available.

Student Health Services will continue to provide (via our HIPAA-compliant Zoom platform) telehealth options for psychiatry and primary care for those students in Georgia. In addition, TimelyMD (a.k.a. TimelyCare) which is a third-party telehealth company is also available to supplement access to care, especially for those who are not currently in Georgia or during after-hours and weekends.

If you cannot keep your appointment, please call to cancel at least two 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.

Contacts:

- Emory University Student Health Services: 404-727-7551
- Student Health Immunization Nurse: 404-727-0392
- https:// www.studenthealth.emory.edu

STUDENT COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

The Emory University Student Counseling & Psychological Services (CAPS) is 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 are concerned about an Emory student. In addition, CAPS provides outreach and educational workshops on a variety of topics. Telemental health visits are available for those living in Georgia as an option for care.

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 am and 5:00 pm, Monday through Friday. Same day crisis triage appointments are available between 8:30 am and 3:30 pm. Psychiatric services are available at Student Health Services at 1525 Clifton Road, phone (404) 727-7551.

Telemental health visits through CAPS are available for those living in Georgia as an option for care. Emory University has also contracted with a 3rd party vendor, TimelyMD (timely.md/emory), to provide 24/7 mental health support. This support includes scheduled counseling visits (12/year) and 24/7 access to emotional support with their TalkNow program. TalkNow is also available to international students. CAPS also offers consultation, support/discussion groups (e.g., International support group, Black graduate student support), and various types of helpful workshops (e.g., stress & mindfulness programming) via our HIPAA-compliant Zoom platform that are available to all students, regardless of where they are located.

Learn more information about CAPS services.

Other after-hour resources include:

- TimelyMD's TalkNow services: https://www.timely.md/emory
- Crisis Text Line – free, 24/7, confidential text message service for those in crisis – text HOME to 741741 or text STEVE to 741741 (to reach a person of color) crisistextline.org
- Suicide Prevention Lifeline: (800) 273-8255
- Transgender Crisis Hotline: (877) 656-8860
- LGBTQ+ Hotline: (866) 488-7386
- Graduate Student Helpline: (800) 472-3457
- Veterans Helpline: (800) 838-2838
- SAMHSA Disaster Distress Helpline: (800) 985-5990
- Georgia Crisis & Access Line (GCAL) at 1-800-715-4225, available 24/7
- In case of an emergency the Police should be called by dialing 911.

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 the Respect Advocate at 404.727.1514. Assistance is always available on the Respect Hotline at 470-270-5360 or visit: the RESPECT Program website.

STUDENT INSURANCE

Mandatory Health Insurance

Student Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students. See Emory Mandatory Student Insurance Policy 8.7. All new and continuing degree-seeking and international Emory University students are required to have health insurance. Coverage must be continuous from the date of matriculation until the date of graduation and must meet University minimum coverage requirements.

The Emory University Student Health Insurance Plan (EUSHIP) provides care for enrolled Emory students. View an overview of the Emory University Student Health Insurance Plan.

All students are automatically enrolled and charged for the Emory University Student Health Insurance Plan. The charge will appear on students' tuition statements.

Students who have health insurance coverage through another carrier must complete an online waiver in OPUS confirming they have health insurance coverage that is comparable and meets Emory University waiver criteria. The Health Insurance Waiver site opens every spring (April or May) prior to matriculation. After the online waiver has been completed and approved through the online audit process, the charge for the Emory University Student Health Insurance Plan will reverse on the student's university account.

Incoming PA students must complete the waiver by the August date only, as July starts the fall term for the PA program. Beginning with students' second year, the waiver process must be completed annually for EACH year they are enrolled at Emory.

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.

Disability Insurance

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2021-2022 academic year this coverage is provided by The Guardian Insurance Co., Inc. 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 Insurance

Students are covered by professional medical liability insurance any time they are enrolled in a clinical course for credit, 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 their Emory educational program.

This would include:

- activities that are an official component of the curriculum, including required and elective courses
- clinical activities that students may participate in, at the invitation of faculty, but which are not required as part of that faculty member's SOM clinical duties
- volunteer clinical activities supervised by Emory faculty

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 the supervisor's training and certification.

Students who provide medical services outside the scope of the School of Medicine curriculum or with non-Emory faculty physicians are NOT covered by University liability insurance. Students are advised not to engage in such activities unless other liability coverage is provided for them.

WELLNESS AND WELL-BEING

Emory University School of Medicine is committed to the wellness and well-being of learners, faculty, and staff from diverse backgrounds. This is facilitated through multiple domains which is longitudinal and begins at the start of the PA program and extends to graduation. These faculty and student-driven initiatives are in alignment with the EUSOM 's goal on wellness which is to "facilitate system-wide cultural changes to maximize the success and well-being of our patients, learners, and teachers".

While not an exhaustive list, EUSOM supports student wellness including mental and physical health, and financial, environmental, and social well-being. Well-being resources include:

- **Relationships and Community**: Emory organizes social events, and other offerings that help promote a healthy learning environment and a sense of belonging within the community for students.
- **Purpose**: EUSOM helps students develop their professional identity and find meaning within their educational experience. EUSOM embraces the value of diversity and personal growth and encourages students to pursue their passions (via elective and other opportunities).
- **Mental and physical health**: Emory provides counseling and psychological (CAPS) and student health services (SHS) for all PA students. EUSOM encourages the practice of meditation, supports the enhancement of the physical environment (such as the Healthy Emory Sustainable initiatives) and strives to ensure students build their resiliency. EUSOM provides support systems and encourages healthy habits such as allowing students time to go to their doctor's appointments. In addition, Emory is a Tobacco Free Campus. E
- **Security**: EUSOM promotes student safety through policies and procedures regarding student mistreatment, harassment, and equal opportunity, and by ensuring a safe environment with the help of Emory's Public Safety Departments. EUSOM helps promote financial security by organizing workshops on debt management and finances throughout the curriculum.
- **Wellness Days**: The PA program has built wellness days into the didactic curriculum to allow students to engage in any preventative wellness activity. The number of wellness days depends on the didactic schedule.

Other resources include your Society Group Advisors, Associate Program Directors and Program Director.

INFECTION CONTROL PROTOCOLS

Needlesticks and Other Blood/Body Fluid Exposures

Always observe Standard Precautions (Universal Precautions). If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water. 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.

Follow to the fullest the protocol of the hospital in which the incident occurred, 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.

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).

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.

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).

If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred,or if you have any questions about management of the needlestick or other occupational exposure, call the **Woodruff Health Sciences (WHSC) Needlestick Hotline for assistance at 404-727-4736**.

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

Healthcare workers should go directly to the Employee Health and Wellness (EHW) Center (now located on the ground floor). An EHW nurse will facilitate post-exposure care in collaboration with an EHW doctor. EHW staff will arrange for source patient testing. EHW staff may call the ID attending on call for needle sticks/other body fluid exposures for consultation as needed.

After hours and on weekends: Healthcare worker should NOT go to the emergency room unless they need an emergency eye wash. Healthcare worker calls STIX Hotline (**404-616-STIX**) and follow directions:

- Press 4: to be connected directly to the cell phone of the Health System Administrator (HSA) who is physically present in the hospital). This cell number is: 404-319-7367
- Press 5: to leave a voicemail message for the HSA. This message will be delivered immediately to their cell phone and they will return the call promptly.

Healthcare workers may also call the WHSC Needle Stick Hotline and the Grady ID attending on-call for blood and/or body fluids (BBF) exposures will be paged. The attending will inform reporting procedures and assist them. The HSA will personally arrange for source patient testing. Rapid HIV test results should be back within the 4 -hour time frame for starting ART PEP.

If source patient is known to be HIV positive or the rapid test returns positive, the HSA will escort the HCW to the Emergency Department where they will receive care from an ED attending with consultation from the ID attending on call for BBF exposures. The HSA will contact the ID attending on call for BBF exposures. The ID attending will discuss the exposure with the ED attending (and the HCW) and make recommendations for ART PEP. The first dose of PEP will be given in the ED. Additional doses needed to last until the next business day will also be provided directly to the HCW.

If the source patient tests HIV negative, the healthcare worker will be instructed to report to EHS on the next business day to get final lab results on the source patient (hep C, hep B sAg) and determine if additional follow-up is needed.

Other contacts at Grady:

- Employee Health Nurse on call (from home): 404-809-7470
- Susan Raye, MD cell: 404-536-8233 or PIC 17255

VA Medical Center

Report incident directly to VA Occupational Health Injury Management

- Location: 1B 170
- Email: VHAATGOccupationalHealth1@va.gov
- Phone number: extensions: 20-5400 (x5400) and 20-1521 (x1521) (main number is 404-321-6111)

After hours and on weekends

- Contact the nurse supervisor on call (physically present in the hospital): Call hospital operator and ask for the “AOD” on call.
- The HCW is seen in Emergency Room for Treatment with follow-up in VA Occupational Health the next business day. This is important for OH to forward BBPE information to Emory for further follow-up.

Other contacts at VAMC

- Lauren Epstein, MD, Hospital Epidemiologist – cell: 202-255-3672
- Alton Greene, MD, VA Occupational Health Director – x5400
- If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404-727- 4736.

Emory University Hospital - Midtown

Daytime hours, Monday thru Friday (7am to 4pm):

- Occupation Injury Management 404-686-2352

After hours, and on weekends:

- Healthcare worker calls Occupation Injury Management (PIC 50464) or calls the WHSC Needle Stick Hotline (404- 727-4PEM).
- If WHSC Needle Stick Hotline is called, the on-call OIM nurse practitioner will be paged (PIC 50464). The Occupational Injury Management (OIM) nurse practitioner will facilitate immediate post- exposure care. Healthcare worker should go to OIM during the next business day to have baseline labs drawn.

Other contacts at Midtown:

- Hospital epidemiologist pager: 51427

If you are unable to reach any of the above individuals, call the WHSC Needle Stick 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:

- Healthcare worker calls Occupational Injury Management (OIM) (PIC 50464) or calls the WHSC Needle Stick Hotline (404-727-4PEM)
- If WHSC Needle Stick Hotline is called, the on-call OIM nurse practitioner will be paged (PIC 50464). The OIM nurse practitioner will facilitate immediate post-exposure care.
- Healthcare workers should go to OIM during the next business day to have baseline labs drawn.

Other contacts at EUH:

- Hospital epidemiologist pager: 51090

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, Scottish Rite, or Hughes Spalding)

- Any needle sticks or blood borne pathogen exposure is referred to the 24/7 hotline 404-785-7777. This is staffed by an employee health nurse who will provide guidance to students.
- Employee Health Digital Pager 1-800-682-4549 or Needle Stick Hotline (ext. 4444 at Egleston and ext. 824444 at Scottish Rite)

Other contacts at CHOA (if student cannot reach employee health nurse via hotline or pager)

- Andi Shane, MD – cell: 404-354-7692 or office 404-727-9880
- Infectious Disease Service Team on Call – pager: 404-785-7778 and ask for the ID Service Team on Call

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

Financial considerations of accidental needle sticks

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.
For medical students and students in the health professions, initial evaluation of the exposure should be as explained above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported within 4 days to the Registrar Mary Kaye Garcia (404-727-5655 or mkgarci@emory.edu).

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 if 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 for students continued education 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 for persons with the given condition. In conducting this evaluation and making such recommendations, the Executive Associate Dean will consult with the student, the student's personal physician, student affairs deans 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 a PA 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.

Specific Guidelines on Students Infected with Blood-Borne Pathogens

Students should be allowed to complete the PA 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.

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.

Students with blood-borne pathogen infections (HIV, Hepatitis B, Hepatitis C) will be advised on a case-by-case basis. There are now therapies for HIV, Hepatitis B and Hepatitis C which are able to effectively suppress viral loads (HIV and Hep B) and even eradicate infection (Hepatitis C). Students who are on antiviral therapy and achieve effective suppression of HIV and/or Hepatitis B (HIV undetectable, HBV load <= 1000 IU) and undetectable Hepatitis C (sustained viral response (SVR)) should not have any restrictions on their patient care activities.

For students who do not have effective treatment (viral tests above the thresholds detailed above), there should be a careful review by an oversight panel (chosen by the Deans) to determine whether/which "exposure prone" procedures the student may assist with or participate in during their training. "The oversight panel should determine the precise procedures for which permission is sought, the historical risks for HCP-to-patient bloodborne pathogen transmission associated with these procedures in the literature and as reported in their facility, the HCP's experience with such procedures, and the likelihood of patient exposure to HCP blood during these procedures. Thus, the list of exposure-prone procedures may be best determined for each practitioner in conjunction with the oversight panel. The panel should also gather evidence regarding the HCP's skills, practices, and adherence to infection prevention procedures (particularly with respect to standard precautions) while making every effort to assure privacy and confidentiality. Also, with the HCP, the panel should investigate and discuss the availability of safer devices that may mitigate the risk for patient exposures." (source: SHEA White Paper - Management of healthcare personnel living with hepatitis B, hepatitis C, or human immunodeficiency virus in US healthcare institutions; ICHE 2020 doi:10.1017/ice.2020.458) The student will be allowed to withdraw without penalty from any clinical setting that the student feels might present a risk for infectivity.

The student's condition will be re-evaluated at least annually by the Executive Associate Dean for Medical Education and Student Affairs to determine if any additional limitations are indicated. The student's 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 healthcare 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 viral load. 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.

ACADEMIC COUNSELING

All students are assigned faculty advisors at the beginning of the program. These advisors assist in mentoring the student. Students are expected to maintain "satisfactory" grades in all courses. If a student is having academic difficulty, academic counseling or tutoring may be suggested by the faculty. It is always advisable for students to seek academic assistance from instructors/course directors immediately, during a course or rotation – rather than waiting until examinations or final grades are issued.

Despite the self-discipline and good study habits that students developed, which have afforded them acceptance into the PA program, there are many occasions when students may need assistance for the first time in their academic career. In addition, guidance may be necessary to help students make up for work time lost because of an illness (or any other unforeseen event).

Students are requested to make an appointment with their Advisor or the Program Director for counsel and advice concerning unresolved academic problems by discussions with course directors or clinical year faculty.

LIBRARY AND INFORMATION TECHNOLOGY

Information Technology Conditions of Use

As a student who is issued an Emory NetID computer account, it is important for you to know the policies that apply to connecting to the Emory network and Emory IT resources. See https://emory.ellucid.com/documents/view/17569/active

School of Medicine Information Technology Services (SOMITS)

The School of Medicine's Information Technology Services Department collaborates with OMESA in the delivery of student support services. Information Technology Services' primary objective is to manage and maintain technology utilized for the delivery of the School of Medicine's curriculum.

For help with Emory University School of Medicine's IT Resources: Student Computing, Equipment Checkout, Public Printing, SOM Computer Labs, Mobile Video Conferencing, Audio / Visual Assistance, Classroom Podiums, Classroom Audio / Visual Training, and SOM Event Consultation:

- Phone: 404-72-SOMITS (7-6648)
- Web: https://emory.sharepoint.com/sites/SOMITS
- Email: meded-help@emory.edu
- Hours: Monday - Friday, 8 am - 5 pm.*Excludes Emory Observed Holidays

Contacts:

- Director, SOMITS (Operations) 404-727-9805 tdquinn@emory.edu
- Jess Bowling IT Manager, Curricular Support jbowlin@emory.edu 404-712-8824
- Jon Hamilton Manager, Audio Visual jon.hamilton@emory.edu 404-712-1563

Smart Device Security

The Emory Smart Device Security Policy applies to any smart device, either Emory owned or privately owned, that accesses Emory Exchange e-mail, and/or stores sensitive Emory data.

Woodruff Health Sciences Center Library

The Woodruff Health Sciences Center Library (WHSC Library) supports medical education, biomedical research, and clinical care through a wide range of services and programs such as:

- Personalized consultation and customizable group training for research, knowledge management, and evidence-based projects
- Instruction on how to use different databases and information resources for problem solving, biomedical imaging, and access to data sets.
- Assistance with publication analysis and research impact reporting, and expert support for systematic reviews

Address and Hours:
Woodruff Health Sciences Library
1462 Clifton Road
Atlanta, GA 30322

- Monday thru Thursday: 8:00 AM - 11AM
- Friday: 7:30 AM - 9:00 PM
- Saturday: 9:00 AM - 7:00 PM
- Sunday: 9:00 AM - 11:00 PM

Website:

- https://libraries.emory.edu/health

Contacts:

- https://libraries.emory.edu/health/about/contact for "Ask a Librarian", Library Staff, and Consultations
- Information Desk: 404.727.8727

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
- 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 take your schedule to Security Services, Orr Building
- 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
- Grady Branch Desk: 404-251-8777

How to use Library Resources and Services

- Always start at the Woodruff Health Sciences Center Library: https://libraries.emory.edu/health
- Login with your network ID and password when prompted.
- Looking for a book or journal? Search online library catalog, discoverE, to locate print and electronic collections of books and journals.

Course Reserves

- Instructors make materials such as links to full-text articles, e-books, streaming media, and physical books available via Course Reserves.
- Students access their course materials directly through Canvas by clicking on the Library Course Reserves link within a course.

Remember: When searching Emory databases, look for the "Find it at Emory' button". Click to view full text availability and other options. If full text or print is unavailable, click on "Request via ILLiad." https://illiad.library.emory.edu/logon/

Other Resources:

- Go to the WHSC Library's Services for Students. https://libraries.emory.edu/health/using-library/services-students
- Need materials not available at Emory? Request via Interlibrary Loan. https://illiad.library.emory.edu/logon/
- Any other questions, suggestions, or concerns? Please send to Ask a Librarian (link above).

PARKING AND TRANSPORTATION

Emory Campus Parking

Parking on the Emory Campus requires the display of a valid permit.

- Only permits issued by Emory Transportation and Parking Services are valid.
- Permits are the property of Emory University.
- Permits are non-transferable and are for use by the permit holder.
- Any permit purchased requires submission of vehicle information for all vehicles which will be used with the permit. Vehicle information includes the make, model, color, style, and state issued license plate number. Failure to maintain current vehicle information with Parking Services will result in a fine.
- Permits can be requested in person at the Parking Office or online.
- Acceptance of a permit indicates acknowledgement and agreement to abide by the Transportation and Parking Services Rules and Regulations.
- Parking privileges be suspended or revoked for violation of the Rules and Regulations.
- Permit ownership is non-transferable.
- Falsifying information to obtain a permit is a violation of parking regulations.
- There is a replacement cost for a lost or stolen permit which is nonrefundable.
- All vehicles that belong to the immediate family of a student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.
- Permit owners are responsible for maintaining current vehicle information with Parking Services.
- Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine will be applied if a vehicle is not registered with Parking Services.
- Individuals with outstanding fines will not be allowed to purchase new permits until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.
- 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 Registration and Permit Costs
https://transportation.emory.edu/student-parking

Parking at Affiliated Hospitals
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. They do not prorate the parking pass fee. Students must have a Grady ID badge prior to arranging for parking.

Shuttle 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. https://transportation.emory.edu/shuttles

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
To report shuttle delays or problems, call 404-727-1829 or email shuttles@emory.edu

SUPPLIES

Medical 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. Please note, many textbooks are available online through the Woodruff Health Science Center Library.

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 the 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
Pi Alpha is the only national physician assistant honor society and has an active chapter at Emory. Election to Pi Alpha 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 their 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. Students may serve in various role during this process. All assignments are made through the PA Program's Office of Admissions.

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.

- 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.
- 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.
- 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 to receive funds for next year.
- 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.

PHYSICIAN ASSISTANT DIVISION

LOCATION AND CONTACT INFORMATION

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

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- William Eley, MD, MPH, Executive Associate Dean for Medical Education and Student Affairs
- Theodore Johnson, MD, Chair, Department of Family and Preventive Medicine
- Alex Kendall, MMSc, PA-C, PA Program Director
- Jodie L. Guest, PhD, MPH, Associate Program Director
- Susana A. Alfonso, MD, MHCM, FAAFP, PA Program Medical Director

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