Clinical Education

The Office of Clinical Education provides resources to support students during the Application, Discovery, and Translation Phases. Some of the major activities of this office include:

• Plan and implement Orientation to the Clinical Years
• Career counseling and assistance with selecting a clinical advisor
• Determine student schedules during the Application and Translation Phases
• Review clinical student assessments and provide counsel to students in need of remediation
• Organize and implement informational class meetings, including Residency Days, for students in their clinical years
• Write student Medical Student Performance Evaluation (MSPE) letters for residency applications
• Issue tokens to access ERAS and upload documents
• Counsel and assist students with the residency application process - selecting letter writers for letters of recommendation, residency program choices, interviewing, NRMP rank list, etc.
• Counsel unmatched students with the Supplemental Offer and Acceptance Program (SOAP)
• Assign student lockers for storing personal belongings while rotating at Grady
• Set up VSAS access for Emory students
• Screen and process visiting student applications, and place visiting students into electives
• This office is supported by the Grady Campus Student Affairs staff listed below.

Office of Clinical Education

Joel Felner, MD
Associate Dean of Clinical Education
404-778-1372

Sheryl Heron, MD, MPH
Assistant Dean of Clinical Education
404-778-1366

Mary Kaye Garcia
Registrar, School of Medicine
Associate Director, Student Affairs
Emory University School of Medicine
404-712-9921

Grady Campus
Emory University Faculty Office Building
49 Jesse Hill Jr. Drive
Suite 102

Barbara Bingham
Administrative Manager
Clinical Education and Student Affairs
404-778-1372

**Theresa Hicks**
Secretary
404-778-1368

**Laura Hopkins**
Program Coordinator
Clinical Education and Student Affairs
404-778-1365 (Grady campus)
404-712-9948 (Emory Main campus)

**Michele Rutherford**
Academic Electives Program Coordinator
404-778-1371

**Last modified:** 7/24/2019