

---

# *Emory University School of Medicine*

---

## *PHYSICIAN ASSISTANT STUDENT HANDBOOK Academic Year 2011-2012*

Dana Sayre-Stanhope, Ed. D., PA-C  
Director

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

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

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



## Table of Contents

---

<b>I.</b>	<b>INTRODUCTION and PURPOSE</b> .....	<b>5</b>
<b>I - A</b>	<b>THE EMORY UNIVERSITY SCHOOL OF MEDICINE MISSION STATEMENT</b> .....	<b>6</b>
<b>I - B</b>	<b>OBJECTIVES AND COMPETENCIES</b> .....	<b>7</b>
<b>II</b>	<b>EMORY UNIVERSITY POLICIES AND REGULATIONS</b> .....	<b>14</b>
<b>II - A</b>	<b>EQUAL OPPORTUNITY WITHIN EMORY UNIVERSITY</b> .....	<b>15</b>
<b>II - B</b>	<b>POLICY STATEMENT ON DISCRIMINATORY HARASSMENT</b> .....	<b>15</b>
<b>II - C</b>	<b>EMORY UNIVERSITY ALCOHOL POLICY</b> .....	<b>17</b>
<b>II - D</b>	<b>SEXUAL ASSAULT POLICY STATEMENT</b> .....	<b>17</b>
<b>III</b>	<b>ACADEMICS AND PROFESSIONALISM</b> .....	<b>19</b>
<b>III - A</b>	<b>ACADEMIC REGULATIONS</b> .....	<b>19</b>
<b>III - B</b>	<b>PROFESSIONAL BEHAVIOR</b> .....	<b>25</b>
<b>III - C</b>	<b>PROGRESS AND PROMOTIONS COMMITTEES</b> .....	<b>29</b>
<b>III - D</b>	<b>STUDENT HONOR CODE</b> .....	<b>38</b>
<b>III - E</b>	<b>THE PHYSICIAN ASSISTANT STUDENT COUNCIL ON HONOR</b> .....	<b>40</b>
<b>III - F</b>	<b>EMORY UNIVERSITY SCHOOL OF MEDICINE CONDUCT CODE</b> .....	<b>46</b>
<b>III - G</b>	<b>CRIMINAL BACKGROUND CHECKS AND DRUG TESTING</b> .....	<b>55</b>
<b>IV.</b>	<b>THE DUAL DEGREE PROGRAM - PA/MPH (Master of Medical Science/Master of Public Health)</b> .....	<b>57</b>
<b>V.</b>	<b>STUDENT AFFAIRS</b> .....	<b>59</b>
<b>V - A.</b>	<b>FINANCIAL AID INFORMATION AND ASSISTANCE</b> .....	<b>59</b>
<b>V - B</b>	<b>STUDENT BUDGETS</b> .....	<b>64</b>
<b>V - C</b>	<b>STUDENT RECORDS</b> .....	<b>65</b>
<b>V - D</b>	<b>STUDENT LIFE</b> .....	<b>68</b>
<b>V - E</b>	<b>STUDENT ORGANIZATIONS</b> .....	<b>72</b>
<b>V - F</b>	<b>SCHEDULING CLASSES AND SPACE IN THE SCHOOL OF MEDICINE</b> .....	<b>75</b>
<b>VI.</b>	<b>STUDENT RESOURCES</b> .....	<b>76</b>
<b>VI - A</b>	<b>EMORY UNIVERSITY STUDENT HEALTH SERVICES</b> .....	<b>76</b>
<b>VI - B</b>	<b>INFECTION CONTROL PROTOCOL</b> .....	<b>83</b>

VI - C	INFORMATION TECHNOLOGY SERVICES.....	90
VI - D	WOODRUFF HEALTH SCIENCES CENTER LIBRARY.....	90
VII.	ADMINISTRATION: THE OFFICE OF MEDICAL EDUCATION AND STUDENT AFFAIRS (OMESA) .....	93
	Office of Medical Education and Student Affairs Directory.....	95
	The Central Office Staff.....	95
VIII.	THE PHYSICIAN ASSISTANT DIVISION .....	98
	The Physician Assistant Division Directory .....	99
	Office Staff.....	100

## I. INTRODUCTION and PURPOSE

---

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

The Bulletin of the School of Medicine is revised annually or biannually and distributed to prospective applicants upon request. The Handbook is available to current or potential physician assistant students on the program web site [www.emoryypa.org](http://www.emoryypa.org).

## I – A THE EMORY UNIVERSITY SCHOOL OF MEDICINE MISSION STATEMENT

---

The Emory University School of Medicine is committed to excellence in medical education, biomedical research and patient care.

The Emory University School of Medicine seeks to develop leaders in medicine, science, and clinical care by fostering a culture that integrates and recognizes the interdependence of biomedical science and the delivery of health care.

This goal encompasses the following objectives:

- To provide outstanding educational programs in health and biomedical sciences;
- To create new knowledge leading to innovative technology and treatments and to integrate them into the practice of medicine;
- To advance the detection, treatment and prevention of disease processes;
- To teach and exemplify the highest standards of professionalism and ethical behavior; and
- To develop outstanding clinicians who provide quality patient care that assures compassion and concern and serves the needs of the community.

**Emory's Vision for Teaching and Education**

Emory University School of Medicine will have the highest quality educational programs in undergraduate, graduate, post-graduate, allied health, and continuing medical education. The school's programs will achieve national and international recognition for programs that:

- Promote life-long learning by focusing on scholarship and the skills for independent and critical thinking;
- Educate outstanding clinicians with both an understanding of basic sciences and a high degree of competence and compassion in the diagnosis and treatment of disease;
- Provide a strong foundation for training of both specialty and primary care physicians who are dedicated to delivery of superior health care;
- Develop clinical and academic leaders who possess a strong foundation in research;
- Foster the student-faculty relationship in an environment of cooperation that equally values education, research and clinical service; and
- Endorse a commitment to public health and community service.

**PA Program Mission Statement**

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

**PA Program Vision Statement**

The program emphasizes evidence-based primary care and preventive medicine, the provision of health care to the medically underserved and utilization of information technology to achieve these goals. The Program promotes team care, patient advocacy and the delivery of primary health care for all patients. Graduates are prepared to assume leadership roles, support research, to practice clinically in a wide variety of primary care and specialty settings and to engage in life-long learning.

### PA Program Value Statement

The PA program faculty values the highest standards of professionalism and seeks to prepare graduates who have the ability to be strong supporters of team-based practice, to be flexible in meeting the challenges of a changing health care environment and to be role models for the profession.

### PA Program Philosophy

The Emory PA program believes that students need a supportive environment to be able to take full advantage of the education opportunities at Emory, while managing the challenges of the personal life. The PA faculty appreciates student diversity as a tool to enhance the learning environment. Although students are expected to be responsible and accountable for their learning, the program also expects students to share their strengths and work together towards the goal of successful completion of the training program by all class members. The program also expects a respectful team approach to learning by the faculty and students, to communicate concerns and needs, which may easily be resolved with University resources and to demonstrate the appropriate level of tolerance for differences, and intolerance of unprofessional behavior through constructive conflict resolution methods. The program, in its entirety, is considered to be a learning environment, not just for the attainment of knowledge, but also for the practice of appropriate professional behavior.

### **Competencies for the Physician Assistant Profession**

---

- A. Medical Knowledge
- B. Interpersonal and Communication Skills
- C. Patient Care
- D. Professionalism
- E. Practice-Based Learning and Improvement
- F. Systems-Based Practice.

### **Preamble**

In 2003, the National Commission on Certification of Physician Assistants (NCCPA) initiated an effort to define PA competencies in response to similar efforts being conducted within other health care professions and growing demand for accountability and assessment in clinical practice. The following year, representatives from three other national PA organizations, each bringing a unique perspective and valuable insights, joined NCCPA in that effort. Those organizations were

the Accreditation Review Commission for Education of the Physician Assistant (ARC-PA), the body that accredits PA educational programs; the Association of Physician Assistant Programs (APAP), the membership association for PA educators and program directors; and the American Academy of Physician Assistants (AAPA), the only national membership association representing all PAs. The resultant document, *Competencies for the Physician Assistant Profession*, is a foundation from which each of those four organizations, other physician assistant organizations and individual physician assistants themselves can chart a course for advancing the competencies of the PA profession.

## Introduction

The purpose of this document is to communicate to the PA profession and the public a set of competencies that all physician assistants regardless of specialty or setting are expected to acquire and maintain throughout their careers. This document serves as a map for the individual PA, the physician-PA team and organizations that are committed to promoting the development and maintenance of these professional competencies among physician assistants.

The clinical role of PAs includes primary and specialty care in medical and surgical practice settings. Professional competencies for physician assistants include the effective and appropriate application of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, systems-based practice, as well as an unwavering commitment to continual learning, professional growth and the physician-PA team, for the benefit of patients and the larger community being served. These competencies are demonstrated within the scope of practice, whether medical or surgical, for each individual physician assistant as that scope is defined by the supervising physician and appropriate to the practice setting.

The PA profession defines the specific knowledge, skills, and attitudes required and provide educational experiences as needed in order for physician assistants to acquire and demonstrate these competencies.

### A. Medical Knowledge

Medical knowledge includes an understanding of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion and disease prevention. Physician assistants must demonstrate core knowledge about established and evolving biomedical and clinical sciences and the application of this knowledge to patient care in their area of practice. In addition, physician assistants are expected to demonstrate an investigatory and analytic thinking approach to clinical situations. Physician assistants are expected to:

- understand etiologies, risk factors, underlying pathologic process, and epidemiology for medical conditions

- identify signs and symptoms of medical conditions
- select and interpret appropriate diagnostic or lab studies
  - manage general medical and surgical conditions to include understanding the indications, contraindications, side effects, when interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities
  - identify the appropriate site of care for presenting conditions, including identifying emergent cases and those requiring referral or admission
- identify appropriate interventions for prevention of conditions
- identify the appropriate methods to detect conditions in an asymptomatic individual
  - differentiate between the normal and the abnormal in anatomic, physiological, laboratory findings and other diagnostic data
- appropriately use history and physical findings and diagnostic studies to formulate a differential diagnosis
- provide appropriate care to patients with chronic conditions

#### B. Interpersonal & Communication Skills

Interpersonal and communication skills encompass verbal, nonverbal and written exchange of information. Physician assistants must demonstrate interpersonal and communication skills that result in effective information exchange with patients, their patients' families, physicians, professional associates, and the health care system. Physician assistants are expected to:

- create and sustain a therapeutic and ethically sound relationship with patients
- use effective listening, nonverbal, explanatory, questioning, and writing skills to elicit and provide information
- appropriately adapt communication style and messages to the context of the individual patient interaction
- work effectively with physicians and other health care professionals as a member or leader of a health care team or other professional group apply an understanding of human behavior
- demonstrate emotional resilience and stability, adaptability, flexibility and tolerance of ambiguity and anxiety
- accurately and adequately document and record information regarding the care process for medical, legal, quality and financial purposes

### C. Patient Care

Patient care includes age-appropriate assessment, evaluation and management. Physician assistants must demonstrate care that is effective, patient-centered, timely, efficient and equitable for the treatment of health problems and the promotion of wellness. Physician assistants are expected to:

- work effectively with physicians and other health care professionals to provide patient-centered care
- demonstrate caring and respectful behaviors when interacting with patients and their families
- gather essential and accurate information about their patients
- make informed decisions about diagnostic and therapeutic interventions based on patient information and references, up-to-date scientific evidence, and clinical judgment
- develop and carry out patient management plans
- counsel and educate patients and their families
- competently perform medical and surgical procedures considered essential in the area of practice
- provide health care services and education aimed at preventing health problems or maintaining health

### D. Professionalism

Professionalism is the expression of positive values and ideals as care is delivered. Foremost, it involves prioritizing the interests of those being served above one's own. Physician assistants must know their professional and personal limitations. Professionalism also requires that PAs practice without impairment from substance abuse, cognitive deficiency or mental illness. Physician assistants must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population and adherence to legal and regulatory requirements. Physician assistants are expected to demonstrate:

- understanding of legal and regulatory requirements, as well as the appropriate role of the physician assistant
- professional relationships with physician supervisors and other health care providers
- respect, compassion, and integrity
- responsiveness to the needs of patients and society
- accountability to patients, society, and the profession
- commitment to excellence and on-going professional development
- commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices
- sensitivity and responsiveness to patients' culture, age, gender, and disabilities
- self-reflection, critical curiosity and initiative

#### E. Practice-Based Learning And Improvement

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

- analyze practice experience and perform practice-based improvement activities using a systematic methodology in concert with other members of the health care delivery team
- locate, appraise, and integrate evidence from scientific studies related to their patients' health problems
- obtain and apply information about their own population of patients and the larger population from which their patients are drawn
- apply knowledge of study designs and statistical methods to the appraisal of clinical studies and other information on diagnostic and therapeutic effectiveness
- apply information technology to manage information, access on-line medical information, and support their own education
- facilitate the learning of students and/or other health care professionals
  - recognize and appropriately address gender, cultural, cognitive, emotional and other biases; gaps in medical knowledge; and physical limitations in themselves and others

#### F. Systems-Based Practice

Systems-based practice encompasses the societal, organizational and economic environments in which health care is delivered. Physician assistants must demonstrate an awareness of and responsiveness to the larger system of health care to provide patient care that is of optimal value. PAs should work to improve the larger health care system of which their practices are a part. Physician assistants are expected to:

- use information technology to support patient care decisions and patient education
- effectively interact with different types of medical practice and delivery systems
- understand the funding sources and payment systems that provide coverage for patient care
- practice cost-effective health care and resource allocation that does not compromise quality of care
- advocate for quality patient care and assist patients in dealing with system complexities
- partner with supervising physicians, health care managers and other health care providers to assess, coordinate, and improve the delivery of health care and patient outcomes

- accept responsibility for promoting a safe environment for patient care and recognizing and correcting systems- based factors that negatively impact patient care
- apply medical information and clinical data systems to provide more effective, efficient patient care
- use the systems responsible for the appropriate payment of services

Vers. 3.5 (3/22/05)

## II EMORY UNIVERSITY POLICIES AND REGULATIONS

---

The Board of Trustees of Emory University has adopted a Statement of Policy dealing with University-student relationships. A digest of this policy is published in the Bulletin of every University division. Since application for admission is voluntary, students are free to withdraw at their pleasure, subject to compliance with the regulations of their School or College and to the fulfillment of their financial obligations to the University. Upon matriculation, each student agrees to be bound by the rules, policies, procedures, and administrative regulations as they exist at the time of his/her admission and as duly constituted authority may change them. Students have the opportunity to participate in the development of rules and procedures to the extent that such participation and its results are consistent with the orderly processes and with the responsibilities of the Trustees and the Administration. Rules of student organizations need not be uniform so long as they do not contravene any policy established by the Board of Trustees.

As an educational institution, Emory is not a vehicle for political or social action but does endorse the right of dissent and protects and encourages this right. The Board of Trustees and the President of the University have published a statement clarifying policy concerning abuse of this right. Each physician assistant student should read the digest of this statement in the School Bulletin, since all members of the University are expected to abide by the standards outlined in this digest promoting their views.

To accomplish its objectives and responsibilities, the University must be free from violence, threats, and intimidation and must be dedicated to the rational approach to a resolution of human problems. In accordance with the By-Laws of the University, the President of the University has delegated to the deans and faculties of each school primary responsibility for designing and implementing the school's educational program and whatever procedural guidelines and regulations may be deemed necessary to carry out the school's educational objectives appropriately. The dean of each school has the authority and responsibility for final judgment and action in all cases, provided that established procedures are followed.

Discretionary responsibility for handling extreme cases is retained by the President of the University. In particular situations, other offices or agents of the University must promulgate rules and regulations applicable to the area for which they are responsible (such as Housing, University Health Service, Food Service, Traffic and Security, Libraries, Student Organizations and Activities, Athletics and other public events).

Rules and regulations contained herein conform to University policy but in some cases include specific requirements for students in the School of Medicine. The University *Campus Life Handbook* contains detailed listing of University Policy and is distributed to all medical and allied health students annually who are accountable to its contents.

## II – A EQUAL OPPORTUNITY WITHIN EMORY UNIVERSITY

---

Emory University offers equal opportunity to all members of its faculty, staff and applicants for employment without discrimination in regard to race, color, creed, sex or sexual orientation, national origin, veteran’s status, handicap, or age. Likewise, applications for admission are considered on the basis of the *qualifications* of the applicant student without discrimination in regard to race, color, creed, sex, sexual orientation, national origin, veteran’s status, disability, or age. Students, faculty, and staff are assured of participation in programs and in the use of University facilities without discrimination; all members of the student body, faculty, and staff are expected to assist in making this policy valid in fact.

### Equal Opportunity Programs

1599 Clifton Road  
Dr. Robert W. Ethridge, Vice President  
(404) 727-9867  
[robert.ethridge@emory.edu](mailto:robert.ethridge@emory.edu)

## II – B POLICY STATEMENT ON DISCRIMINATORY HARASSMENT

---

It is the policy of Emory University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran’s status is a form of discrimination specifically prohibited in the Emory University community. Any employee, student, student organization, or person privileged to work or study in the Emory University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University.

Discriminatory harassment includes conduct (oral, written, graphic or physical) directed against any person or group of persons because of their race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity;
- Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, of a student's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

All University Vice Presidents, Deans, and Division and Department Chairpersons should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, faculty, and staff are expected to assist in implementing this policy.

The scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this policy. It is the intent of this paragraph that academic freedom is allowed to all members of the academic community. Accordingly, this provision shall be liberally construed but shall not be used as a pretext basis for violation of this policy.

Any physician assistant student with a complaint of sexual or discriminatory harassment should contact a member of the administrative staff in the Office of Medical Education and Student Affairs (e.g., Executive Associate Dean, Associate Dean, Assistant Dean or Director of Medical Education Services) or the Executive Associate Dean or Assistant Dean for Administration. In addition, students with these complaints should feel free to contact the Associate Vice President for Equal Opportunity Programs to obtain information on the University procedure for handling such complaints.

Additional information concerning grievance procedures may be found in the 2009-2010 edition of the Campus Life Handbook available to each Emory University School of Medicine Student at their designated orientation or from the Office of Medical Education and Student Affairs.

## II - C EMORY UNIVERSITY ALCOHOL POLICY

---

Emory University is committed to the health and well being of the members of its staff, faculty, and student body. As part of this commitment, Emory University complies with and upholds all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of University officials will be addressed within the University or through prosecution in the courts, or both.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. Also, as administrator of certain state-funded financial aid programs for students, Emory University adheres to Georgia's Drug Free Post-secondary Educational Act of 1990. Accordingly, all Emory University full-time, part-time, and temporary faculty, staff, students and employees are required to abide by the standards of conduct that Emory University applies to all activities conducted on University owned property and to all other University-sponsored activities. A detailed Summary of State of Georgia and DeKalb County Laws on Alcohol, University Regulations, and Additional Policies Regarding Alcohol may be obtained from the Campus Life Handbook and on the web at: [http://www.emory.edu/CAMPUS\\_LIFE/pdf/2010\\_2011\\_cl\\_handbook.pdf](http://www.emory.edu/CAMPUS_LIFE/pdf/2010_2011_cl_handbook.pdf)

## II - D SEXUAL ASSAULT POLICY STATEMENT

---

The community of Emory University and the School of Medicine expects its students to treat other persons with respect and dignity and will not tolerate any form of sexual assault. Both parties should explicitly agree upon sexual activity. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any student charged with a violation of this policy.

Under this policy, sexual assault includes but is not limited to rape or attempted rape, sexual battery, or other physical acts of a sexual nature that are accomplished toward another without his/her consent. The School of Medicine shall proceed with disciplinary and/or remedial actions as needed when it appears that the prohibition against any form of sexual abuse has been violated. A student charged with sexual assault may be disciplined under the Conduct Code as well as prosecuted under

Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the School of Medicine and the University retain the right to proceed with disciplinary action at any time and need not await the disposition of any such criminal prosecution. Such disciplinary action shall be handled in accordance with the School of Medicine Conduct Code. Emory University has in place procedures to provide the victim with emotional and medical support once a report is made.

Any person wishing to report a violation of this policy may contact: **404-727-1514** or contact Public Safety: 404-727-6111 to report the violation.

Students should feel comfortable contacting the Program Director and or any faculty member to report the violation.

### III ACADEMICS AND PROFESSIONALISM

---

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

To that end, various safeguards are in place to monitor and assess the progress, performance and promotion of physician assistant students. This chapter outlines the components that address this growth and progression. Academic regulations and professional standards provide the basics for satisfactory performance in the physician assistant program.

The Progress and Promotion Committee monitors academic and professional development or inadequacies throughout a student's career at Emory. Academic or professional deficiencies are discussed within this committee with recommended remediation or actions put forward.

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

#### III - A ACADEMIC REGULATIONS

---

##### *III - A - 1 Attendance*

Although attendance at all scheduled classes is encouraged, it is not required. However, attendance is mandatory for all small group sessions, society meetings, preceptorships, and patient presentations. Attendance is mandatory for all examinations, both written and oral. Students are responsible for being present prior to the beginning of all examinations. Exams will begin ON TIME; students who arrive after an examination has begun may be refused admission to the examining room, thus jeopardizing their course grade.

Attendance on clinical rotation on the scheduled dates and time is mandatory and monitored carefully. Transportation and alternate child care arrangements must be made prior to beginning the clinical year. The hours including weekends, holidays, call schedule, rotation site, etc. are determined by the clinical service. It is expected that a student on a clinical rotation will be on call and work weekends as scheduled by the supervising physician. Under no circumstances may a student leave a clinical rotation without prior approval from the program director or a clinical coordinator. Unless there is physical danger such a departure will be treated as abandonment of the rotation and subject to sanctions by the Progress and Promotions committee which may include dismissal from the program. All students are required to do three (3) Emory arranged and approved out-of-town rotations. These do not include any elective rotations that, with the approval of the clinical coordinators, you may identify. Please be prepared for these rotations by ensuring adequate child and pet care.

Students are provided the opportunity for three (3) planned personal days during the clinical year which must be approved no later than 2 weeks before the absence. No more than one personal day make be taken in any single rotation. A personal day may not be taken on an End-of-Rotation day. Absences other than that for illness, emergency or a pre-approved personal day will not be tolerated and, in addition to requiring the time to be made up, will result in one course grade being deducted from the final grade for each day missed.

### *III - A - 2 Reporting of Absences*

---

Second year student absences for illness or emergency must be reported within 8 hours to the Director of Clinical Education or Clinical Coordinator and to the individual preceptors. The student must provide the program with the name of his/her rotation and supervising physician, the reason for the absence, when he/she expects to return and a telephone number where the student can be reached. When absence due to illness extends beyond 48 hours, a signed physician's report may be required (from the University Student Health Service or from the student's personal physician). This is done primarily for the student's protection against any accusation of neglect or indifference, as well as to ensure that students have sought proper health care when appropriate. Written notification of personal day absences will be sent from the program to the individual preceptor when appropriate.

The penalty for arriving late or leaving early without approval is the same as if you are absent the entire day and will be treated as an unexcused absence.

### *III – A – 3 Policy Statement on Religious Observances*

---

The School of Medicine recognizes that excellence in medical education cannot be dependent solely upon any calendar, since patient illness respects no calendar, be it secular or religious. Faculty members recognize, however, that some students may have special needs in the scheduling of tests, final examinations, and clerkship duties because of religious beliefs and practices. To this end, students who anticipate conflicts with regularly scheduled classes, tests, examinations, and/or the delivery of patient care should notify the Director, at least 15 days in advance of any conflict.

During the clinical years, when the schedule of patient care and clinical conferences conflicts with a student's religious observances, after notification to the Clinical Coordinator, the student should arrange substitutions and make-up work in consultation with, and in agreement with, the Clinical Coordinator and the attending senior supervisor (resident, intern, etc). Due to the "non-scheduled" nature of the clinical training, each student is expected to recognize his/her own personal responsibility for patient care and his/her own learning experience. Preparing students to assume the responsibility for patient care is the nature of clinical training and is critical to students' professional training.

### *III – A – 4 Involuntary Withdrawal and Readmission*

---

Emory University considers the safety and welfare of its students, faculty and staff a top priority. When a student engages in behavior that violates Emory's rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

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

#### *Criteria*

A student may be withdrawn involuntarily from Emory University School of Medicine if the School determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or

threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the University; or (3) is unable to fulfill his/her role as a student of a healthcare profession.

#### *Procedure*

When the Executive Associate Dean for Medical Education and Student Affairs (EAD), or his/ her designee (usually the Program Director), based on a student's conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, he or she may initiate an assessment of the student's ability to safely participate in the Physician Assistant program.

The EAD or Program Director initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from the University and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions necessary prior to re-enrollment, and will be referred for appropriate mental health services. If the student refuses to withdraw voluntarily from the University, and the EAD/PD continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the EAD/PD may require the student to be evaluated by an appropriate mental health professional.

#### *Evaluation*

The EAD/PD may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health professional will be selected by the EAD so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be initiated within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written statement authorizing the exchange of relevant information among the mental health professional(s) and the University. Upon completion of the evaluation, copies of the evaluation report will be provided to the Executive Associate Dean, the Program Director and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student's ability to safely participate in Emory's program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration and severity of the risk posed by the student to the health or safety of himself/herself or others, the fitness of the student to care for others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk. The mental health professional will, with appropriate authorization, share his/ her recommendation with the EAD and the Program Director, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the mental health professional's recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so.

If the evaluation results in a determination by the mental health professional that the student's continued attendance presents no significant risk to the health or safety of the student, patients, or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, no further action shall be taken to withdraw the student from the University.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student, patients, or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the University, the student may be involuntarily withdrawn from the University. In such an event, the student shall be informed in writing by the EAD of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer to the Dean of the School of Medicine, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

#### *Informal Hearing*

A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the EAD by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by a School of Medicine faculty member or a licensed health professional of his/her choice. The role of the advisor is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to re-consider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

#### *Appeal to the Dean*

The student may appeal the hearing officer's decision to the Dean or the dean's designee, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

#### *Emergency Suspension*

The University may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the Program Director, (d) the student refuses to complete the mandatory evaluation, or (e) the Program Director determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

#### *Conditions for Re-enrollment*

Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/ she presents no direct threat to himself/ herself, patients, or others.

### *III – A – 5*

#### *Right of Appeal*

---

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

### III – A – 6

#### *Leave of Absence*

---

Requests for leave of absence (LOA) may be granted by the Program Director when recommended by a faculty committee. LOA may be granted, if deemed appropriate, for health, personal, or family reasons, or for special academic study. A leave of absence is generally granted for a period of one year or less, and readmission is automatic at the time agreed upon when the request is made, provided the issues necessitating the leave have been dealt with appropriately. If for any reason the leave of absence extends beyond one year, the student must apply for readmission to the program, unless a longer period for special study is approved by the Program Director. The leave of absence does not extend the thirty-nine month period allowed for completion of the standard Master of Medical Science degree unless the approved leave involves an academic course of study which takes longer than two years to qualify for the degree or certificate. The fact that this leave of absence will take more than two years must be made clear in writing to the Program Director when requesting approval for the LOA.

All students requesting a leave of absence must:

- 1) Request the LOA in a letter specifying both the LOA start, and the return to school dates,
- 2) Meet with the Program Director, and
- 3) Receive a letter from the Program Director approving the leave.

Discussion about planned absences (e.g. – for special academic study) whether involving study at Emory, or away from Emory, should be made as far in advance of the absence as possible, and preferably during the application process for the special academic course of study. Written requests for such absences should be made at least 6 months in advance.

### III – B

#### PROFESSIONAL BEHAVIOR

---

Medicine is a profession entrusted with the care of patients and hence, students in the School of Medicine must conduct themselves in a professional manner. In the belief that physician assistants are called to the highest standards of honor and professional conduct and understanding that this responsibility begins at the inception of one's medical education rather than upon receipt of a degree, the students of the Emory University School of Medicine must uphold the following standards in all aspects of their life at Emory. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, the staff, their patients, and society.

#### *III – B – 1 Standards of Professionalism*

---

Appropriate behavior includes, but is not in any way limited to honesty, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients – all of which are outlined below.

Honesty – Being truthful in communication with others.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner; maintaining confidentiality .

Professional Communication and Demeanor – Being thoughtful and kind when interacting with classmates, faculty, patients, their families, other members of the healthcare team, and all others; 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 patient population served.

Respect for the rights of others – Dealing with classmates, faculty, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation; Acting with an egalitarian spirit toward all persons encountered in a professional or non-professional setting, regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status, or veteran/Reserve/National Guard status; 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 all aspects one’s educational experience and in patient care to the best of one’s ability and, in the case of the latter, with appropriate supervision; Undertaking clinical duties and persevering until they are complete; Notifying the responsible person if something interferes with one’s ability to perform clinical tasks effectively; compliance with University Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating classmates, faculty, patients and their families with respect and dignity both in their presence and in discussions with others; Discerning accurately when help 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; Not using alcohol or drugs in a way that could compromise patient care or one’s own performance; Not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

### *III – B – 2 Guidelines for Professional Dress*

---

Emory students, faculty, and staff are required to place a high value on personal behavior and appearance, including attire. The reasons are rooted in concerns for infection control, the facilitation of trust and good communication with patients and colleagues, societal expectations, and sensitivity to diverse cultural mores and attitudes. This chapter briefly describes standards for dress and appearance necessary to meet the service and safety objectives of placing patient comfort and welfare first, and the educational objectives of preparing the student to assume the role of a professional health care worker. Patient trust and confidence in the health care provider are essential to excellent acute and chronic care. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Students should consider the cultural sensitivities of their most socially conservative patients and families. Physician assistants-in-training should present themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort. Recent trends in clothing, body art, and body piercing, which may be personally attractive in some social situations, may not

be accepted by some patients and should not be worn or displayed by physician assistant students or physician assistants in professional settings.

During much of the first year of the curriculum at Emory, students may spend time in lectures or other activities that do not involve patients. Attire at that time should be comfortable but should not detract from the serious educational atmosphere. When patient contact is part of the educational experience, students are expected to dress professionally.

The following guidelines may help Emory students establish a successful caregiver-patient relationship:

**IMPORTANT TO NOTE:** This includes actual or standardized patient encounters in the hospital or clinic or lectures to which a patient is brought. Neat, clean, and professional attire – including a nametag when in hospital or clinic – are minimal requirements. **AT ALL TIMES**, avoid dress or attire that could be potentially offensive to the public, your peers, patients, or faculty.

During clinical rotations, the School of Medicine requires the following attire. Check with one's preceptors when you begin the rotation to learn of any other particular dress code requirements.

#### General Standards:

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

#### Hair Maintenance:

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

#### Jewelry:

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

### Clothing:

Clothing should be clean, professionally styled, and in good repair. Women should wear tailored slacks or dresses or skirts of medium length. Blouses or tops may not be transparent, low cut or tight. Men should wear slacks, dress shirt and a necktie. Shorts and blue jeans are not appropriate dress on clinical rotations. All students should wear a clean, white, jacket-length coat over their clothing (or as desired by the clerkship director). Shoes must be comfortable, clean and in good repair. Shoes should be worn with socks or hose. High heels, sandals and dirty athletic shoes are not allowed.

Note: scrub suits should be worn in specific patient care areas only. Since their purpose is to limit contamination of patient areas, they are not to worn outside those areas without a covering white coat. They are the property of the hospital and are not to be defaced, altered, or removed from the hospital. Stained or soiled scrub suits must be changed as soon as possible; they are a source of potential contamination. Booties and head coverings are never to be worn outside the operating suite.

### *III – B – 3 Evaluations and Expectations*

---

Professional conduct is expected from students at all times, both in the academic and non-academic setting. Professionalism is an essential component of all course and clerkship evaluations and is a primary factor considered by the Progress and Promotions' Committees. Any lack of professionalism outside of the academic setting will be considered for referral to a Conduct Hearing by the Program Director.

### *III– B – 4 Reporting of Criminal Charges or Arrests*

---

Any student who is charged with a crime or arrested, from the time of acceptance to graduation, must report the occurrence to the Program Director as soon as possible. The underlying conduct that is the subject of the criminal charge may also lead to an investigation and hearing under the School of Medicine Conduct Code. Failure to report the criminal charge or arrest may also subject the student to a conduct code investigation. School of Medicine conduct proceedings may occur regardless of any process ongoing or finalized in the legal system.

### *III – B – 5 Policy on Industry and Other External Professional Relationships*

---

The School of Medicine *Policy on Industry and Other External Professional Relationships* promotes the highest standards of professionalism and ethics in industry collaborations to protect the integrity of research, the objectivity of education, the safety of human subjects in research, the quality of patient care, the reputations of School of Medicine faculty, staff, students, and trainees, and their professional commitment to the School – all of which enhance the public's trust in the institution and in the profession of medicine. The full text of this policy may be found online at:

[http://www.med.emory.edu/dean/facultyaffairs\\_policies\\_industryrelations.pdf](http://www.med.emory.edu/dean/facultyaffairs_policies_industryrelations.pdf)

Those policies most directly relevant to students include the following:

- a. Faculty presentations to medical students and residents should begin with a disclosure of all personal, professional financial relationships with industry
- b. Any book or educational material that is recommended by a faculty member who has a financial interest in the book or material must be approved by a committee formed by the faculty member's chair
- c. Commercial exhibits are prohibited in School of Medicine buildings
- d. Students:
  - i. May not accept gifts (pens, pads, cash, food and drink, entertainment, books, software, etc) from industry, on or off the Emory Campus. Travel expenses are also considered a gift and therefore are prohibited.
  - ii. May not accept donations of medications from industry
  - iii. Must not be part of interactions between industry representatives and faculty that include sales, marketing, or promotion
  - iv. Must submit any proposals for personal, external professional relationships with industry and other entities to the Dean for review and approval prior to engaging or receiving compensation for such activities
  - v. May not receive remuneration (including meals or travel expenses) for listening to sales talks or attending industry sponsored education and training
  - vi. Must not provide advice or training to industry regarding selling, marketing, or promoting of a company's products
  - vii. Must not disclose information regarding clinical trials or medical devices or drugs to any outside entity
  - viii. Must cooperate with inquiries from Emory administrative offices regarding compliance with these policies.

### III - C      PROGRESS AND PROMOTIONS COMMITTEES AND EVALUATION OF STUDENTS

---

#### III - C - 1      *Requirement for the Master of Medical Science - Physician Assistant Degree*

---

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

1. have a satisfactory standing in all courses required for the degree;

2. have credit for the full 29 months of study undertaken at the Emory University School of Medicine, PA Program;
3. have completed all academic requirements within no more than three (3) academic years and three (3) months;
4. Be of good moral character\*;
5. Satisfactorily pass the summative evaluation of PA competencies during the final semester;

\*The judgment of the faculty as to the fitness of an applicant for the degree is based not only upon scholastic achievement alone but also upon knowledge of the applicant's character, professionalism, general attitude, and abilities.

### *III – C – 2*

#### *The Evaluation System*

---

A, B, C, and S are passing grades for which credit is awarded. A grade of D for any course or clerkship in the Clinical Phase indicates inadequate performance. The grades of F and U indicate failure or unsatisfactory and carry no credit; I indicates that the student has not completed all the work for a course; P indicates work in progress; W indicates withdrawal without penalty; WF indicates withdrawal failing; and WU indicates unsatisfactory withdrawal.

The letter grades A through F have no exact numerical equivalent; they indicate the quality of performance as described below. These grades represent the faculty's total estimate of the individual's achievement both academically and professionally, and they are not simply summaries of formal arithmetic grades.

**A** is the highest grade given. A grade of "A" indicates achievement of superior quality.

**B** indicates performance that is clearly above the merely acceptable range.

**C** indicates satisfactory work.

**D** indicates inadequate performance. A single grade of "D" may or may not entitle the student to receive credit for the course depending on the recommendation of the Progress and Promotions Committee. The group considers the overall quality of the student's work and professionalism to see if they should continue in school or repeat the course or year.

**F** or **S** indicates failure and carries no credit for the course. A student cannot be promoted to the next semester or year with a grade of F or S in any course. The Progress and Promotions Committee may recommend repetition of the course or repetition of the entire year or expulsion, depending upon the overall quality of the student's performance.

**I** indicate incomplete course work. Final transcripts cannot carry grades of "I".

Faculty may choose to require demonstration of the students' mastery of skills or concepts whenever an evaluation score falls below 75%. In addition to achieving an appropriate grade, students must exhibit the appropriate professional, ethical and moral attitudes and behaviors to successfully pass a block, clerkship or phase of the curriculum. Each course syllabus contains the criteria for achieving a satisfactory grade.

### *III – C - 2 – b Appeal Process for Grades*

---

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

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

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

### *III – C - 2 - c Subjective Evaluation*

---

In addition to standard objective measures such as written and laboratory examinations, the faculty and preceptors prepare subjective evaluations of students' academic and professional performance when appropriate. Subjective

evaluations are specifically used for small group work, on rotations, standardized patient assessments, in Problem Based Learning, for all elective work, and for clinical skills exams. These evaluations are reviewed with the student whenever appropriate. Subjective evaluations may be considered when determining the students' letter grades and are taken into account in discussions of promotion and graduation.

Students and physicians who have had a patient-physician relationship or an employer-employee relationship should not be placed in a trainee-supervisor relationship. In rare circumstance, such as a student request to serve on that physician's service, exceptions may be made upon approval of the Program Director.

### *III – C - 2 - d Satisfactory Academic Progress*

---

The physician assistant curriculum is inherently challenging. A student is considered to be achieving satisfactory academic progress as long as he or she is meeting the criteria for continual enrollment, as determined by the policies of the program and the Progress and Promotions Committee. If students fail to attain the requirements for continuous enrollment, this will be considered a lack of satisfactory academic progress, and they will be recommended for dismissal.

### *III – C - 2 - e Evaluation of Professional Conduct*

---

The medical school faculty of Emory University has established standards for determining the ethical and professional fitness of physician assistant students to participate in the medical profession. The evaluation of ethical behavior and professionalism is an ongoing process during school and the successful completion of each semester, rotation and phase of the curriculum requires that a student meet the appropriate ethical and professional standards as determined by the faculty. The Standards of Professionalism are described in Section 3-B-1 of this handbook. Some specific examples of professional conduct include:

- i.) Concern for the welfare of patients as evidenced by thoughtful and professional attitude in obtaining history and physical examinations; avoidance of foul language, offensive gestures or inappropriate remarks with sexual overtones; treatment of patients with respect and dignity both in their presence and in discussions with peers; manifestation of concern for the total patient.
- ii.) Concern for the rights of others, as shown by dealing with faculty, professional and staff personnel and with peers in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons

regardless of race, color, religion, sex, sexual orientation, national origin, veteran's status, disability, or age; assuming an appropriate and equitable share of duties among peers.

- iii.) Responsibility to duty, which involves: 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; punctual attendance for class, small groups, rounds, conferences and other clinical duties, or offering appropriate explanation when unable to be present; notifying the Program Director's Office, course directors, and/or supervising house officers of absence or inability to carry out 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.
- iv.) Trustworthiness, exhibited by being truthful and intellectually honest in communications with others; accepting responsibility for meeting multiple demands by establishing proper priorities and by completing work necessary for the optimal care of patients; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients.
- v.) Professional communication and demeanor, which means a neat and clean appearance in attire, that is reasonably acceptable as appearing professional to the patient population;
- vi.) Maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; avoiding the effects of alcohol or drugs while on duty.

### *III - C - 2 - f Procedure for the Reporting of Unprofessional Behavior*

---

Unprofessional behavior by a student should be reported to the course or rotation director, or the Program Director, as appropriate. Unprofessional behavior may be addressed in one or more of the following ways, depending upon the nature of the behavior, and the setting and circumstances in which it occurred:

- i) Progress and Promotions Committee
- ii) Conduct Code
- iii) Honor Code.

The PD will determine whether the alleged unprofessional behavior should be directed to the Progress and Promotion's Committee or to a Conduct Committee. The Conduct Code procedure is described in Section 5-D-7. The Honor Code procedure is described in Section 3-D. If a student receives an unsatisfactory evaluation for professionalism during a course or clerkship, this should be reported to the clinical coordinator, or Program Director, as appropriate. If this report is given to the clinical coordinator, it must be forwarded to the Program Director. Students are routinely informed about

their evaluations during and upon completion of the course or clerkship. Unprofessional conduct is discussed as part of routine meetings of the Progress and Promotion Committee. If the Program Director deems the unprofessional conduct to be of an egregious nature warranting immediate attention, a special meeting of the Progress and Promotions committee to consider the alleged behavior and recommend sanctions may be called.

When considering allegations of a student's unprofessional behavior the Progress and Promotions committee may interview the involved student(s) and any other faculty, staff, or students, as appropriate. The Progress and Promotions committee then conveys its recommendations to the Program Director. The committee may recommend any of the following to the PD:

1. The student is placed on academic warning.
2. The student is placed on academic probation.
3. Suspension.
4. Dismissal.
5. Other appropriate sanctions.

The Program Director's final decision is then provided to the student and a copy is placed in the student's file. A student may appeal the decision to the Executive Associate Dean by submitting such request in writing to the EAD within ten (10) days of being notified of the decision by the Program Director.

### *III – C – 3*

#### *Promotion*

---

At intervals throughout the school year, the Progress and Promotions Committee discusses the progress of students in their classes. The Progress and Promotions Committee members are appointed by the Program Director with the concurrence of the Executive Associate Dean and are composed of the faculty, course directors, academic and clinical coordinators along with community physician assistants appointed by the PD.

At the end of each academic period, the Progress and Promotion Committee meets to review the performance of each student. In the case of students experiencing difficulties in achieving satisfactory progress either academically or professionally, the committee recommends to the Program Director whether these students should be unconditionally promoted or whether promotion is to be permitted:

1. With Academic Warning;
2. With Academic Probation;
3. With required successful completion of remedial work;
4. With required successful repetition of specific coursework.

Personal illness and/or family tragedy directly affecting a student's performance are given full consideration by the Progress and Promotions Committee. The committee may choose to interview the involved student, and any other faculty, staff or students as appropriate. The Progress and Promotions Committee should consider the totality of the student's record and behavior since enrollment.

For students who are not promoted the Progress and Promotions Committee may recommend:

1. Deceleration of the academic program;
2. Repetition of the academic program;
3. Suspension;
4. Dismissal;
5. Other appropriate actions.

The PD's final decision is conveyed to the student and a copy is placed in the student file. The student may appeal the decision to the Executive Associate Dean of the Medical School by submitting such a request in writing to the Dean within ten (10) days of being notified of the decision by the Program Director.

### *III – C – 4                      Academic Warning/Probation*

---

An Academic Warning is an official warning given a student whose performance is of concern. Students given an academic warning receive written notice of their status from the EAD, noting the specific concern(s). A copy of the letter is placed in the student's file and made available to subsequent Progress and Promotion Committees during the student's course of study. Academic Probation is a conditional status that may be designated by the EAD when a student's performance is unsatisfactory. The period of Academic Probation and the reasons for Probation are given to the student in the form of a letter. The letter is placed in the student's file and made available to subsequent Progress and Promotions Committees. Academic Probation is a serious reprobation, is indicated on the student's transcript, and requires that a student maintain adequate performance for the period designated as the probationary period. The designation of academic probation may result in the loss of federal financial aid.

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

During every semester of the program, a student must have demonstrated both the requisite levels of professionalism and academic success, as judged by the Progress and Promotions Committee. Professionalism may be part of any course’s evaluation and grade. Independent of the final grade, unprofessional behavior may be the sole criterion for which a student may be recommended for a period of academic warning, a period of academic probation, suspension, dismissal, or other appropriate sanctions as described in Section III-C-2-g, Procedures above. The designation of Academic Probation or suspension may result in the loss of federal financial aid.

*A. Guidelines for Didactic Phase Performance*

Assuming the required level of professionalism has been met:

1. A student qualifies for promotion with grades of “C” or above in all courses. A grade below “C” is considered to be a failing grade.
2. In a single semester:

- a student receiving a single, unsatisfactory final grade (e.g. D) will be placed on academic warning status. Remediation or repetition of the course may be required.
- a student receiving two (2) unsatisfactory final grades will be placed on academic probation. Remediation or repetition of the courses will be required.
- a student receiving three (3) or more unsatisfactory final grades will be dismissed from the program.
- a student receiving a final grade of “F” in any course will be dismissed from the program.

3. In subsequent semesters:

- a student currently on academic warning who receives one (1) unsatisfactory grade will be placed on academic probation.
- a student currently on academic warning who received two (2) or more unsatisfactory grades will be placed on academic probation and may be dismissed.
- a student currently on academic probation who receives one (1) unsatisfactory grade will remain on academic probation and may be dismissed
- a student currently on academic probation who receives two (2) or more unsatisfactory grades will be dismissed.
- a student receiving a final grade of “F” will be dismissed.
- a student on academic warning who receives all satisfactory grades will be returned to Good academic standing
- a student on academic probation who receives all satisfactory grades will be placed on Academic warning.
- a student who is on probation for two semesters must have all satisfactory grades in the subsequent semester to continue in the program. A single unsatisfactory grade thereafter will result in dismissal from the program.

B. Guidelines for Performance in the Clinical Years

As stated above, independent of the final grades, unprofessional behavior may be the sole criterion for which a student may be recommended for a period of academic warning, a period of academic probation, suspension, dismissal, or other appropriate sanctions. In addition, the assessment of performance during the clinical years requires

assessment of knowledge, attitudes, skills and behavior. The following guidelines do not preclude the Progress and Promotions Committee from recommending repetition of courses, assignment of Academic Warning or Academic Probation, suspension or dismissal based on the Committee's overall assessment of student performance, regardless of the specific grades.

1. Removal of a student from a rotation by a preceptor will in most cases, result in an automatic failure and possible dismissal from the program. At a minimum the student will receive an automatic "D" and be required to repeat the rotation in full regardless of the amount of the rotation completed prior to the dismissal.
2. A student receiving a grade of "D " may be dismissed from the program; if allowed to continue the student will be placed on Academic Warning or Probation and will be required to repeat the rotation.
3. A student receiving two or more grades of "D" may (a) be dismissed from the program or (b) be placed on Academic Probation and required to repeat the rotations in which the unsatisfactory grades were earned or (c) required to repeat the entire year.
4. A student receiving 3 "D's will be dismissed from the program.
5. A grade of "F" in any clinical rotation calls for dismissal.
6. In addition to receiving appropriate final grades for rotations, students are expected to receive satisfactory grades on End-of-Rotation Examinations of no less than 70%. Failure will require remediation of the examination. Failure of three End-of-Rotation examinations will result in academic probation; failure of four examinations will subject the student to possible dismissal from the program.

### III – D STUDENT HONOR CODE

---

#### I. Preamble

The students, faculty, and administration of the Emory University School of Medicine join together in support of this 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 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 enrolled in the Emory University School of Medicine are required to uphold the Honor Code.

## *II. Statement of the Honor Code*

- A. 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, or knowingly passing off work of another as one's own.
  - 1. 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.
  - 2. Plagiarism is defined as the act of incorporating into one's own work or the work or expression of another without appropriately and adequately indicating the source.
  - 3. Sabotage is defined as intentional and malicious actions that impair another student's academic performance.
  - 4. Falsifying or manipulating data is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.
- B. Acts observed that appear to be in violation of the Honor Code will be reported to the HONOR COUNCIL. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.
- C. Lack of knowledge of the aforementioned precepts will not stand as adequate defense for violation of the Honor Code.
- D. The following pledge may be signed at the end of all final examinations, hour quizzes, and other important projects on which the pledge is required by an instructor:

“On my honor, I have neither given nor received any aid on this (examination, quiz, or paper), nor am I aware of anyone who did.”

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

- E. 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.

### III-E THE PHYSICIAN ASSISTANT STUDENT COUNCIL ON HONOR

---

Each Program Honor Council will consist of three elected Student Representatives from each class, and two Faculty Representatives. In addition, three Alternate Student Representatives from each class also will be elected by the program’s students, and two Alternate Faculty Representatives will be appointed by the Program Director (or his/her designee). The leadership of the Program 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.

#### A. Student Representatives and Alternates

By October of each academic year following implementation, a Student Representative and two Alternate Student Representatives will be elected by the PA Program students to serve on the Program Honor Council for a one-year term. The elections will be open to any student, including previous members of the Program or Joint Honor Council. Candidates are approved by the Dean (or his/her designee).

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

Program Honor Council Student Representatives are not required to, but may serve as Program’s Student Representative to the Joint Honor Council.

B. Faculty Representatives and Alternates

To establish a pool of four faculty members, two of whom are replaced each year, the following process will be utilized:

1. The Program Director will submit nominations for faculty membership to the Executive Associate Dean for consideration for appointment and selected faculty nominees will be forwarded to the Dean.
2. Each October the Program Director will appoint one Faculty Representative and two Alternate Faculty Representatives for a two year term with approval of the Dean. Appointees can serve no more than two years without reappointment by the Program Director and reconfirmation by the Dean. Appointees will be limited to three consecutive terms. Vacancies will be filled by appointment by the Program Director with approval of the Dean.

The Program Director will function as an ad hoc advisor to the Council indefinitely in order to provide guidance and continuity in the day to day operations of the Council. The Program Director will not be directly involved in investigations and/or hearings, but will serve primarily in an administrative role facilitating contact between faculty advisors, students, and Council members.

The role of the faculty representatives to the Honor Code Council is to assure that the policies and procedures are followed as written.

Leadership of the Honor Councils

Hereafter, Honor Council refers to the Program Honor Council.

- A. 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 in April of each academic year following the first year of implementation. These elected officers must be approved by the Dean.
- B. 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. This officer is approved by the Dean.

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

#### IV. Procedures for Reporting & Investigating Violations

- A. 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.
- B. 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.
- C. Upon notification of a possible violation of the Honor Code, the Council Secretary will choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case. The Secretary will then inform the Honor Council Chair that an investigation has been initiated. The Chair shall subsequently inform the Council faculty members and the Program Director 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. Should the student be a member of the First Class, he or she will be informed by the Chair of the Honor Council. If the student under investigation is a member of the Second or Third Year Class, one of the faculty members of the Honor Council will inform the student. 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.
- D. After information about the case has been gathered, this information will be submitted to the Intermediary, an ad-hoc, randomly-selected Alternate Faculty Representative (appointed by the Chair), who will judge whether sufficient evidence exists to warrant a formal hearing. The Intermediary may not represent the program or the accused or participate in any subsequent hearing. The Intermediary should inform the Secretary as to whether or not he/she calls for a hearing. The Secretary will set the time, date and place of the hearing and will notify such persons as deemed appropriate at that time in writing. Additional persons may be notified at another time.

V. The Hearing

- A. If a hearing is deemed warranted, the Student will be notified by the Secretary 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 and the options available to the Student concerning assistance by an Advisor
- B. The hearing will take place within a reasonable time (usually no more than 21 days) after the accusation is reported to the Honor Council. In rare instances, a different time period may be determined by the Honor Council based upon the specific circumstances of the case. 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.
- C. For each hearing, the Honor Council consists of seven members: five Student Representatives plus the Chair (or Vice-Chair) and two Faculty Representatives. The five Student Representatives are randomly chosen by the Chair. (For the Joint Honor Council these five Student Representatives will include a Student Representative from the program of the accused.) If any member is unable to serve for any reason, including conflict of interest, then an alternate representative who did not serve as an Investigator or Intermediary will be appointed by the Chair (or Vice Chair) to sit on the Honor Council. 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.
  1. It will be the responsibility of the Secretary to inform the (sitting) Honor Council members in writing of the alleged violation (date, person involved, and nature of the accusation), and of the date of the hearing.
  2. The Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote in determination of a decision. (See Section VI. A. & VI. B.)
- D. Order of Proceedings
  1. Call to order
  2. Reading of the Honor Code
  3. Statement of the alleged Honor Code violation
  4. Presentation of evidence: The Investigators and the Student may present testimony and other evidence as appropriate and relevant to the case. The Chair and members of the Honor Council, the Student, and the

Student's advisor may ask questions of witnesses, but the Chair shall have the right to determine whether such questions are appropriate.

5. Discussion and deliberation by the Council in private and executive session.
6. Rules Governing Proceedings
  - a. Rules of law do not apply to any hearings or proceedings regarding the Honor Code.
  - b. All hearings will be conducted in closed door session and will remain confidential.
  - c. Participants in the hearing will be limited to the following:
    - i) Chair (or Vice-Chair) of the Honor Council
    - ii) Honor Council Representatives to include the Secretary or, if needed, a replacement secretary appointed by the Secretary (or his/her designee) from the sitting members of the Honor Council.
    - iii) Student accused of violation
    - iv) Two Alternate Student Representatives who served as the Investigators for the case
    - v) Relevant witnesses who may be present only while testifying
    - vi) Advisor for the Student
7. The Secretary or his/her appointee will take notes of the hearing and make them available to the sitting members of the Honor Council.
8. The Student has the option of selecting a faculty member from the School of Medicine, who is 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.

## VI. Decision And Penalties

- A. Decision: For the Student to be found in violation of the Honor Code, unanimous vote of the five voting members of the Honor Council finding such violation will be required. The Chair (or Vice-Chair) will not be eligible to vote.
- B. Penalty: The penalty recommended for an Honor Code violation will be determined by a plurality vote of the seven voting members of the Honor Council. The Chair (or Vice-Chair) will vote in case of a tie.
- C. Penalty Recommendation: The Honor Council will make a recommendation of the penalty for violation of the honor code.

1. The standard penalty for a violation is PERMANENT EXPULSION. The student will receive a grade of “Incomplete” for all courses in which the student is enrolled at the time of the infraction.
2. Depending upon the circumstances of the case, the Honor Council may recommend a penalty less severe than permanent expulsion to the Dean. These penalties include, but are not limited to, the following:
  - a) Disciplinary probation for Honor Code violation. The student may receive a grade of “Incomplete”, “Withdrawal” or “Withdrawal Failing” for one or more courses in which the student is enrolled at the time of the infraction at the discretion of each course Instructor.
  - b) A Mandatory Leave of Absence from Emory University for at least one academic year depending upon the specific program.

Mandatory Leave of Absence is defined for each specific program as:

- i) Ophthalmic Technology - one year
  - ii) Physical Therapy - one year
  - iii) Physician Assistant - one year
  - iv) Anesthesiology and Patient Monitoring Systems – next enrollment class cycle
  - v) Radiologic Technology - one year
- c) The Student will receive a grade of “Incomplete” for all courses in which he/she is enrolled at the time of the infraction.
  - d). Upon receipt of a mandatory leave of absence, the Student cannot advance until he/she has completed the term in which the “Incomplete” grades were given.
  - e). A Student, who is found guilty of an Honor Code violation, will return from a mandatory leave of absence at the commencement of the same courses in which the violation occurred.
  - f). 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.

#### D. Notification of Honor Council Decision

The Program Director and Executive Associate Dean will be informed promptly in writing by the Chair following the decision of the Honor Council.

#### E. Decision of the Dean of the School of Medicine

The final decision rests with the Dean. The Dean will notify the student and the Program of the final decision in writing. The decision of the Dean will be effective immediately unless there is an appeal.

#### VII. Final Appeal

The final 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, an ad hoc committee consisting of three faculty members from the School of Medicine will be appointed by the Dean. 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.

#### VIII. Amendments

Amendments to this Honor Code may be submitted before the end of each academic year for consideration by the Joint and Program Honor Councils. If approved by these Honor Councils, the amendments will be reviewed and a recommendation sent to the Dean. Amendments will be adopted if approved by the Dean.

### III – F EMORY UNIVERSITY SCHOOL OF MEDICINE CONDUCT CODE

---

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

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

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

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

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

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

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:

- a. That the School of Medicine and the University at large assumes high standards of courtesy, integrity, and responsibility in all of its members;
- b. That each student is responsible for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this Code.

The School of Medicine reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. The Executive Associate Dean for Medical Education and Student Affairs is charged with the welfare of all medical and health professions programs students. Accordingly, in emergency situations, 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.

### *III – F - 2                      Confidentiality*

---

Students' conduct records are confidential and will not be released outside the University without the student's specific written permission except as provided by applicable law.

### *III- F - 3                      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.

*III – F - 4 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 described in Section 3-B-1 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:

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical harm to any person or causing reasonable apprehension of such harm.
- c. Disorderly or indecent behavior including but not limited to destroying or damaging University property or the property of others.
- d. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues.
- e. Engaging in sexual conduct with another person without the consent of that person.
- f. Violating the University’s Policy Statement on Discriminatory Harassment, this includes sexual harassment.
- g. Initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- h. Misrepresenting information or furnishing false information to the University or its representatives.
- i. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any University or other document, instrument of identification, or access device.
- j. 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.
- k. Unauthorized possession of an open container of an alcoholic beverage.

- l. 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.
- m. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- n. Unauthorized use, possession, or storage of any weapon.
- o. Unauthorized use or possession of fireworks of incendiary, dangerous, or noxious devices or materials.
- p. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- q. Theft or misuse of property or services.
- r. Substantially interfering with the freedom of expression of others.
- s. 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.
- t. Disregarding or failing to comply with the directive of a hearing body or University official including a campus police officer acting in the performance of his or her duties.
- u. 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.
- v. 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 Physician assistant 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.

### *III – F - 5*

### *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 OMESA. Reports generated by the Emory Police will be forwarded to the Assistant Dean for Campus Life and to the Executive Associate Dean for OMESA. The Executive Associate Dean for OMESA will make a determination as to whether or not 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

he or she 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 OMESA to conduct an investigation 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.

If the matter is not so resolved, the Executive Associate Dean for OMESA 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:

1. The student may waive his or her right to a hearing and have the Executive Associate Dean for OMESA determine the appropriate sanction.
2. The student may choose a hearing with a Conduct Committee appointed by the Executive Associate Dean for OMESA to determine the appropriate sanctions.

This selection shall be made in writing within five days and be recorded by the Executive Associate Dean.

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, his or her 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 he or she 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.

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. 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;
- b. Two voting faculty members and one alternate;
- c. One voting School of Medicine administrator (Dean, Director, Associate or Assistant Director) and one alternate;
- d. Three voting student members (physician assistant students or allied health 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 in order to convene, two of whom must be faculty.

### *III – F - 7*

### *Hearing Procedures*

---

The Executive Associate Dean for OMESA 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, and witnesses during the actual time to their testimony.

An advisor of his or her 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:

- a. 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.

- b. 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.

- c. 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 questions at any time.

*III – F - 8                      Hearing Decisions*

---

The decisions of the Conduct Committee as to both violation and sanctions are in all cases advisory to the Executive Associate Dean for OMESA. 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. On the basis of 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 OMESA 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 EAD and the Dean shall make a final decision regarding the recommendations of the Hearing Committee

*III – F - 9                      Sanctions*

---

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

- a. Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.
- b. Probation: A written reprimand for violation of specific regulations. Probation is for a designated period of time 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.
- c. Restitution: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.
- d. Discretionary Sanctions: Work assignments or service to the School of Medicine, the University or the community.
- e. Suspension: Separation of the student from the School of Medicine for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- f. Expulsion: Permanent separation of the student from the School of Medicine.

Conduct sanctions (e) Suspension and (f) Expulsion shall be entered permanently on a student's record. Sanction (b) 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 or clerkships.

### *III – F - 10 Appeal*

---

The accused student may appeal decisions rendered by the 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:

- (1) Whether or not the hearing was conducted in accordance with the procedures outlined in the Conduct Code;
- (2) Whether or not the interpretation of the code was appropriate;
- (3) 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 of time from the receipt of the request for review.

The Dean will either:

- (1) Affirm the hearing decision;
- (2) Affirm the findings of the hearing decision but recommend a different sanction; or

(3) 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.

### *III – F - 11 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:

- (1) One voting administrator appointed by the Executive Associate Dean for OMESA;
- (2) Up to three voting faculty members appointed by the Dean.
- (3) 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 decision of the Dean shall then be final. The Executive Associate Dean for OMESA shall provide the recommendation of the School of Medicine Conduct Appeal Board to the Dean whose decision shall be final.

### *III – F - 12 Notification And Retention of Records*

---

The Executive Associate Dean for OMESA shall forward notification of all final action to the Dean. The Executive Associate Dean shall maintain files on all students' conduct reports, records, and hearing proceedings according to procedures established by that office.

## **III – G CRIMINAL BACKGROUND CHECKS AND DRUG TESTING**

---

Emory physician assistant students are required to undergo Criminal Background Checks (CBC) prior to matriculation. Students may be required to undergo additional background checks or drug testing as part of their clinical activities. The results of the background check are provided to the program prior to enrollment. When a criminal background check (CBC) is performed after acceptance and prior to matriculation into a health professions program, the programs must consider the threshold at which revocation of an offer of admission might occur. In the event that the CBC reveals a finding of concern, careful deliberation of the nature of the incident and its potential impact on the student's education, access to professional certification and licensing, the institution and the public must be given.

A positive finding on a criminal background check may result in the revocation of an offer of admission. Such findings include but are not limited to felony conviction or a nolo contendere plea to a felony charge, multiple misdemeanor

convictions, drug or substance abuse convictions, crimes against persons or any crimes (including misdemeanors) involving acts of violence are generally inconsistent with admissions to a health profession program. In addition, students are required to report any arrests that may occur after the student has matriculated. A student's failure to report any of the required information will be considered a possible violation of the School of Medicine Conduct Code

The program director will review all criminal background checks with any positive findings and will make a preliminary determination as to matriculation. If the preliminary determination is that the findings of the criminal background check may be inconsistent with continuation in the program, Emory University's Office of the General Counsel will be consulted prior to a final determination by the program director. If preliminary determination is that the findings of the criminal background check do not warrant revocation of the admissions offer, the program director will counsel the student regarding the possible consequence of his or her background check related to access to hospital rotations, licensure and/or future employment. The student will be asked to sign a statement indicating understanding of the above. If the review by the Office of the General Counsel and the program director indicate that revocation of the admissions offer is warranted, the student will be notified by certified mail within 5 days of the decision. The student may appeal the revocation decision, in writing, to the Executive Associate Dean of Medical Education and Student Affairs within 5 business days of receipt of the notification letter. The decision of the Executive Associate Dean is final.

If the review arises from a positive drug test, CBC or arrest after enrollment, the program director will refer the report to a faculty committee for further consideration. The committee will provide the director with one of two recommendations:

1. Referral to a Conduct Committee for further consideration
2. No further action to be taken

#### IV. THE DUAL DEGREE PROGRAM - PA/MPH (Master of Medical Science/Master of Public Health)

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

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

Students must apply to and be accepted by both the PA and MPH programs. 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 courses. 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 dual degree coordinator is necessary to assure that the project meets both school's 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.

## V. STUDENT AFFAIRS

---

### V - A. FINANCIAL AID INFORMATION AND ASSISTANCE

---

Information concerning loans and need based scholarships is available through the University Financial Aid Office.

In addition the Associate Director of Financial Aid and Scholarships or the Director of the Office of Medical Education and Student Affairs are available to meet with physician assistant students regarding individual financial concerns, including emergency loans. If you have questions please contact the Office of Medical Education and Student Affairs – 404-727-5655 and set up an appointment.

#### *V – A – 1 Tuition and Fees*

---

Tuition covers a normal program of study for the Master of Medical Science degree. In addition, students must pay the following mandatory fees each semester: Activity Fee, Athletic Fee, Immunization and Disability Insurance Fee, Mental Health Fee, Clinical Administration Fee, Technology Fee and a Housing Fee. A portion of the Student Activities Fee is returned to the individual classes/organizations to cover funding of appropriate class activities. Tuition payments cover three semesters of study (fall, spring and summer) however loans are distributed only in fall and spring semesters. In the event that certain federal funds are not appropriated in future years for the support of the School of Medicine, tuition increases in subsequent years may be necessary. Tuition rates are subject to change and will affect all students unless otherwise specified.

#### *V– A – 2 Deferred Payment/The Emory Payment Plan*

---

The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A handling fee is charged per semester by the University for participation in the Emory Payment Plan. Instructions are given for deduction of loans and for University-administered scholarships in listing the amount due, which is to be paid in four installments each semester according to the Deferred Payment Plan Schedule.

*V - A - 3 Cancellations and Withdrawal*

---

A student's registration may be canceled during the first week of classes. Refer to the academic calendar on the University website for the precise date for each semester. Cancellation of registration means that no deficiencies will be noted on the student's official transcript. After the first week of classes, a student who wished to leave the University must go through the withdrawal procedure.

Withdrawal forms are processed after receiving a written request from the student. To cancel registration or to withdraw from the program at any time other than the close of the semester, a student must secure written permission from the Program Director. Withdrawal without academic penalty requires that this process be followed. Failure to do so will result in dismissal.

*V - A - 4 Policy Statement on Refunds*

---

Physician assistant students who choose to withdraw from the curriculum for any reason may qualify for a tuition refund on a per semester basis. Tuition refunds will apply as follows:

<u>Withdrawal during</u>	<u>Charge</u>	<u>Credit</u>
First 5 class days	0%	100%
Second 5 class days	20%	80%
Third 5 class days	40%	60%
Fourth 5 class days	60%	40%
Fifth 5 class days	80%	20%

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

*V - A - 5 Financial Aid Requests*

---

Student financial aid requests must be made annually. Rejection of aid for the first year does not necessarily indicate that aid will not be available during the next three years, nor does an award for the first year guarantee aid for subsequent years.

*V – A – 6                      Application Procedure for Financial Aid and Scholarships*

---

Detailed information on financial aid and all scholarships can be found in the annual Financial Aid Handbook of the School of Medicine. These booklets may be obtained from the Central Office of Medical Education and Student Affairs in the Financial Aid Office P382.

*V – A – 7                      Emergency Loans*

---

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

*V – A – 8                      Financial Aid and Academic Probation*

---

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

*V – A – 9                      Satisfactory Academic Progress Policy for Financial Aid Eligibility*

---

I.        Introduction

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

II.       Scope

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

### III. General Requirements

#### A. Time Limits on Financial Aid Eligibility

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

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

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

#### B. Completion of Course Requirements

1. Students must complete with passing grades at least 75% of the credit hours for which they registered and paid fees for each academic year (fall through summer semesters). Students who fail to meet this 75% standard due to unsatisfactory or failing grades, withdrawal or any course grade of "Incomplete" will be placed on financial aid probation. Any students on financial aid probation must complete 75% of all enrolled courses during the next academic year (fall through summer semesters), or they will be suspended from financial aid eligibility.
2. As soon as incomplete grades are changed to earned grades, the students' financial aid probationary or suspension status may be lifted if the grades meet academic program standards.

### IV. Grade Requirements

- A. Students must achieve a grade of “C” or better in any graded course and a grade of “S” in any Pass/Fail course. If a student’s specific program requires a higher standard, the higher standard must be attained. (The DPT program requires a “B” or better in all classes, and the PA program requires a “C” or better in all courses.)
- B. Students who have any grades below these requirements at the end of the academic year will be placed on financial aid probation.
- C. Students on financial aid probation under this section who do not achieve an acceptable grade for those courses during the financial aid probationary year will lose their eligibility for financial aid.

V. Progress and Promotions Committee Actions

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

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

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

VI. Appeals of Financial Aid Suspension

- A. A student whose financial aid has been suspended may appeal by indicating in writing why he/she did not achieve minimum academic standards and what he/she will do to achieve these goals in the future. The letter should be directed to the Associate Director of Financial Aid and Scholarships in the School of Medicine. Each appeal will be considered on its own merit, and individual cases will not be considered as precedent.

- B. The Associate Director of Financial Aid and Scholarships will meet with the Financial Aid Appeals Committee within one week of receiving the appeal letter. The Financial Aid Appeals Committee will consist of staff in the Office of Medical Education and Student Affairs. A majority of the Committee members present will make a decision on the merits of the appeal. The student will be advised of the Committee's decision in writing within one week of the appeal's consideration.
- C. A student whose appeal is denied by the Financial Aid Appeals Committee may appeal that decision by writing a new appeal letter to the Executive Associate Dean for Medical Education and Student Affairs. The Executive Associate Dean will make a decision within two weeks of receiving the appeal letter and advise the Associate Director of Financial Aid of that decision. The Associate Director of Financial Aid will notify the student in writing within one week of receiving the Executive Associate Dean's decision.

VII. Reinstatement

A student shall be reinstated for financial aid eligibility at such time as he or she successfully completes sufficient hours; has achieved an acceptable grade as set forth in this policy; or has met the conditions imposed on him/her by the Progress and Promotions Committee.

It is the student's responsibility to prompt the Associate Director of Financial Aid at the time of meeting the requirements for reinstatement.

VIII. Enforcement

The Associate Director of Financial Aid and Scholarships shall have primary responsibility for enforcing this policy. The Office of the Registrar, the academic programs and other offices that maintain student information relevant to enforcement of the policy shall provide appropriate information to the Associate Director of Financial Aid when necessary.

The Financial Aid Office calculates student budgets annually, with the amount of available financial assistance based on the monetary needs of each class.

Tuition and fees, living expenses using cost of living figures for the Atlanta area, and other expenses including books, supplies, equipment, insurance, uniforms, and travel expenses are included in budget estimates.

Tuition	<b>29100</b>	<b>29100</b>	<b>9700</b>
Fees	1607	1607	491
Living Expenses	24802	24802	9301
Books and Supplies	6360	6360	2120
Health Insurance	2147	2147	1074
Loan Fees	610	610	305
Transportation	981	981	327
<b>TOTAL</b>	<b>65607</b>	<b>65607</b>	<b>23318</b>

## V - C      STUDENT RECORDS

---

### *V - C - 1      Student Registration*

---

Every student is required to register prior to each academic year. Applicants who have been accepted for enrollment and students who have been promoted register at a place and manner that is designated by the Program. Registration, including fee payment, must be completed prior to the first day of class for each academic term. Payment of tuition and fees is to be made in accordance with University policy as published by the Bursar of the University and provided to students in the spring of the previous year. Registration for any term is not complete until the student is in compliance with all published procedures and tuition and other financial responsibilities to the University have been met.

### *V - C - 2      Access to Records and Official Transcripts*

---

As indicated in previous sections, students are kept informed whenever any question is raised regarding the quality of their academic performance or their professional conduct. The faculty reports course grades directly to the Associate Director

of Registration and Financial Aid, and official reports are then sent to the University Registrar for permanent records. At the end of each semester, students can login to the Emory Home Page on the World Wide Web ([www.emory.edu](http://www.emory.edu)) and access the OPUS system to obtain their course grades, accumulated hours of credit, and grade point average. *Students are responsible for updating relevant statistical data such as current address, phone, and marital status or name change.*

Upon written request to the Registrar, students or graduates can receive a copy of their academic record (transcript) at Emory University through the last academic year of work taken. If the student prefers, an official transcript can be mailed to a specifically requested agency or organization, provided the student's financial status with the University is clear (no indebtedness except for loans with approved repayment schedules). The charge for an unofficial transcript is \$4.00 per copy issues to a student, \$4.00 official transcript issues to a third party. The charge for a sealed, official transcript is \$8.00.

Official transcripts bearing the University seal and validating signatures are not issued to individual students or graduates, but are mailed to agencies or institutions as confidential information at the written request of the student (or graduate).

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.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their federal education records. Detailed information pertaining to FERPA and other regulations regarding student records may be found in the Emory University Campus Life Handbook, which is distributed to all physician assistant students at annual registration.

---

*V - C - 3                      Letters of Reference*

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 of access to letters or statements giving 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 for a position.

---

*V - C - 4                      Student Files*

The official record of each Emory student is maintained in the Office of the Registrar. To assist in evaluating the progress of students in obtaining their medical education, additional records are kept in the Office of Medical Education and Student Affairs under the direction of the Executive Associate Dean for Medical Education and Student Affairs and secondary files are maintained in the Program Offices.

It is the policy of Emory University School of Medicine that these 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. A physician assistant student may be granted permission by the Executive Associate Dean for Medical Education/Student Affairs or their designee to review the contents of his/her official record but only after giving 48 hours notice. Students can contact the Director of OMESA or their designee in order to receive the proper paperwork.

Students' test files are maintained in separate folders and can be accessed and reviewed only in the company of a staff or faculty member.

While students are enrolled in the School of Medicine, the student file contained in the program may contain the following:

- Official Premedical Education Transcripts
- Admissions application
- GRE scores
- Letter of acceptance
- Biographical and Demographic Information
- Unofficial Emory Transcript
- Rotation Evaluations
- Composite evaluations
- "Consent to Release" forms
- Verification of annual OSHA training and HIPAA Certification
- Verification of TB mask fit testing

- Health insurance documentation
- Information regarding research activities
- Honor Code compliance signature
- Notifications of merit scholarship awards
- Documents of other external or internal awards
- Military documents including reimbursement forms
- PA Performance Evaluation Letters

Letters concerning probation, deceleration, leaves of absence, failure to be promoted, or disciplinary actions are also kept in the file.

Notes concerning health problems are not made a part of a student's permanent record unless provided by the student and said health problems influence academic or clinical performance. Copies of the documents can be made by authorized OMESA staff but all original documentation must remain in the file.

## V - D          STUDENT LIFE

---

### *V- D- 1          Security*

---

Every effort is made to provide a safe and secure environment for our students on all campuses. The School of Medicine facility provides 24-hour study space for physician assistant students. The entire SOM building is card-access only after hours. Students in need of escorts to and from parking decks or for motorist assistance on the Emory Campus are instructed to dial 727-8005. The Emory Police Department can be reached by dialing 727-6111. DeKalb County Police may be reached through the emergency 911 number. Students on the Grady Campus dial 5-4025 to reach Grady Security. Cars are not to be parked in the loading dock areas unless a special tag is given.

### *V- D - 2          Housing*

---

Housing information is posted online at <http://www.emory.edu/HOUSING/index.html> (click on “Graduate Housing”). Check out the Emory University housing websites for postings within the Emory Community: [www.housing.emory.edu/off-campus](http://www.housing.emory.edu/off-campus).

### *V- D - 3      Vehicle Registrations, Parking, and Traffic Regulations*

---

Emory University issues parking hang tags, which provide greater flexibility to those who register for University parking privileges. One tag is issued to each registered driver, and registered drivers may transfer hangtags from one vehicle to another. This parking permit carries the philosophy that the University registers drivers rather than vehicles. All registered drivers share a responsibility to maintain safety and to follow the University Traffic and Parking Rules and Regulations. All traffic and parking rules and regulations are managed by and available from the University Parking Office located at 1701 Lowergate Drive (727-6106).

Options include:

- Annual Passes (Valid September through August)-Purchase price is \$654/year. Can be purchased at anytime throughout the year and the cost is prorated with each passing month beginning in October. The pass can be returned for a prorated refund(per Parking Services refund schedule)up until March 1<sup>st</sup>. This is the most cost effective option for students who are parking, on average, more than 15 times/month. Student assignment options are: Lowergate South (2<sup>nd</sup> year and above only, limited availability),Peavine (limited availability), Michael Street and Clairmont.
- Eagle Pass - Purchase price \$80/20 swipes. Swipes can be added to the permit in increments of \$80 and can be added online. Permit can be returned for a prorated refund up until March 1<sup>st</sup>. This is the most cost effective option for students who are parking, on average, less than 15 business days per month. This option allows students to “pay as you go”. Student assignment options are Peavine (limited availability), Michael Street or Clairmont.
- Monthly pass - \$65/month is the purchase price. It can be purchased at anytime throughout the year, but is nonrefundable. This option is often coupled with the Eagle option. Student assignment options are Peavine (limited availability), Michael Street or Clairmont.
- Please note: The Annual pass can be prorated for a partial year which would be completely appropriate for students during the Foundations and Discovery Phase (if done at Emory). The other two options would be available for students during the Applications and Translation Phases. The Monthly pass would require a trip to

the parking office at the beginning of the month of purchase. The Eagle Pass has the advantage of “online” loading.

- Another option is to use the Cliff Shuttle or ride your bike to school. The School of Medicine has showers, bike lockers and bike racks if you desire. The OMESSA Welcome Center is where you can sign up for a locker.

#### V – D - 4

#### *Cliff Routes and Schedules*

---

Cliff routes & schedules can be found on the Emory Website. *Transportation and Parking Services (TPS)* is focused on providing faculty, staff, students, patients and visitors with safe, reliable, and efficient transportation services.

**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 8:00am- 5:00pm
Phone:	404-727-1829
Fax:	404-727-5930
Email:	<a href="mailto:shuttles@emory.edu">shuttles@emory.edu</a>

#### V – D - 5

#### *Clinical Clerkships at Grady and Other Affiliated Hospitals*

---

As students begin their clinical clerkships at Grady Memorial Hospital in the second year, instructions regarding parking at Grady, hospital regulations, and other matters pertaining to clerkship duties are given to the students by the Clinical Coordinators.

#### V – D - 6

#### *Meals*

---

Meals are available at the Dobbs University Center (“the DUC”) on the Emory Campus, Asbury Court in the Emory Hospital, the Children’s Healthcare of Atlanta/Egleston Cafeteria, Cox Hall Cafeteria, Dooley’s Den at the Depot and at nearby

restaurants. Many students choose to bring their lunch. A refrigerator and microwave are available in the student lounge of the Williams building. For information call the Director of Food Services, Emory University, at (404) 727-6407.

---

*V- D - 7                      Equipment*

---

Each student is required to furnish certain equipment, which must meet standard requirements of the medical faculty. The University assumes no financial responsibility for this equipment. The course director gives specifications for diagnostic equipment at the appropriate time during the first course in which an instrument is required. While this equipment may be purchased at a number of the commercial suppliers listed in the yellow pages of the local telephone book under "Hospital Supplies and Equipment," the program has orchestrated an agreement with Welch-Allyn to purchase the diagnostic equipment at a reduced rate for all classmates. In turn, they have provided equipment items to the program which we would be unable to obtain otherwise. Traditional "medical student" short, white blazer type jackets are required for students on clinical clerkships and are available at the University Bookstore.

Each coat has an EUSM logo patch which must be sewn onto the upper left sleeve. A set of ID badges area also provided to students at the time of Registration and should suffice for the duration of PA school.

---

*V- D - 8                      Books*

---

The University Bookstore, located at 1390 Oxford Road, offers books and supplies at reasonable prices to students, faculty, and staff.

---

*V- D - 9                      Outside Employment of Students*

---

The schedule of studies in the School of Medicine requires the full time attention of the student. The administration, therefore, views with disfavor, but does not prohibit, outside employment that may interfere with the quality of academic performance. Students are encouraged to discuss their situation with their advisor or the Program Director before accepting outside employment.

---

*V- D - 10                      Cliff route & schedule*

---

Transportation and Parking Services (TPS) is focused on providing faculty, staff, students, patients and visitors with safe, reliable, and efficient transportation services. Budgetary constraints may result in changes to or elimination of certain routes. Please visit the Emory Cliff Shuttle web site for up-to-date route and timing information

Contact a Transportation Services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322).

## V - E STUDENT ORGANIZATIONS

---

### *V - E - 1 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.

### *V - E - 2 Student Government Association (SGA)*

---

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

### *V - E - 3 Pi Alpha Honor Society (PiA)*

---

PiA is the only national physician assistant honor society and has an active chapter at Emory. Election to PiA is a distinction that accompanies a physician assistant throughout his/her career. Members can be elected as students, alumni, or faculty of an affiliated institution or on an honorary basis because of distinguished achievement in any field. Chapter members elect undergraduate students who are in the senior year of school. Criteria for election include scholastic excellence (top ¼ of

the class), integrity, and capacity for leadership, compassion, and fairness in dealing with one's colleagues. The number elected may not exceed one-sixth of those expected to be graduated.

*V – E – 4 Health Outreach Program at Emory (HOPE)*

---

HOPE is a student-run organization that provides volunteer opportunities to medical school students who wish to become involved in the community through homeless shelters and medical clinics. These activities include the DeKalb Grady Clinic, the Winter Homeless Shelter, The Jefferson Clinic, and the Boys & Girls Club.

*V – E – 5 Admissions Committee*

---

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

*V – E – 6 Committee on the Status of Women in Medicine*

---

Members of this committee consist of women faculty appointed by the Dean and medical students elected by their class to deal with the special problems and concerns of female students, house staff, and faculty within the School of Medicine.

*V – E – 7 Good Samaritan Health Clinic*

---

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

*V – E – 8 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.

---

*V – E – 9      The Emory Medical Women's Association (EMWA)*

---

EMWA was organized by women students in the school and has been chartered by the University SGA. EMWA is a nationally affiliated organization dedicated to service and promotion of unity within the Emory medical community. Membership is open to women students, faculty members, and house staff affiliates of the medical school.

---

*V – E – 10      Physicians for Social Responsibility*

---

PSR is a national organization with international affiliates and a chapter at Emory whose goal is to develop social consciousness. Lunchtime forums with guest speakers focus on social issues surrounding the practice of medicine.

---

*V – E – 11      Class Officer Responsibilities*

---

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

a.                                  President

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

b. Vice President

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

c. Treasurer

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

d. Secretary

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

e. Course Reps

Each semester, each class elects course representatives to act as intermediaries between the class members and the course directors.

---

V - F                      SCHEDULING CLASSES AND SPACE IN THE SCHOOL OF MEDICINE

---

Requests must be made 4 business days prior to the start time of the scheduled event.

Requests made within 4 business days will be processed, but availability is not guaranteed. Before you schedule equipment or assistance you must have received a room reservation confirmation from the Resource 25 online scheduling system at <http://r25web.service.emory.edu>

## VI. STUDENT RESOURCES

---

### VI - A EMORY UNIVERSITY STUDENT HEALTH SERVICES

---

Emory University Student Health Services (EUSHS) is located in the 1525 Clifton Road Building on the Emory Campus and provides comprehensive outpatient medical care to students, students' spouses, qualified domestic partners and dependents over the age of 12. Services available are outpatient primary medical care, physical examinations, anonymous HIV and STD testing, post-exposure follow-up care, gynecology, family planning 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 substance abuse counseling.

#### *Student Health Service Hours:*

##### *During the academic year –*

Monday –Friday      8:00 AM - 5:00 PM

Saturday              10:00 AM - 1:00 PM (for urgent problems and concerns requiring weekend care)

##### *During summer and fall, winter and spring breaks—*

Monday – Friday      8:30 AM - 5:00 PM

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

Primary care visits to 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 by insurance. Payment is due at the time of service. Cash, check, Visa, MasterCard, and Emory Card are accepted.

Students' spouses, qualified domestic partners and dependents (over age 12) can be seen at EUSHS on a fee-for-service basis.

Students can access many services on-line with their “Patient Portal”, the familiar name for OpenCommunicator, the web-based access point to Point and Click, our new electronic patient-practice information system. With this online communication system, Emory students can:

- Schedule appointments with healthcare providers at Student Health Services
- Send and receive secure messages to staff at Student Health Services
- Request prescription refills (click on “Messages” to access this service)
- Access personal patient account information

You can log in directly at <https://www.shspnc.emory.edu> or click on the Your Patient Portal icon on the Health Services homepage at <http://studenthealth.emory.edu/hs/index.php>.

*Emory University Student Health Services: 404-727-7551*

Michael J. Huey, MD, Executive Director  
EUSHS Immunization Nurse: 404-727-0392

#### *VI – A - 1 Emory Student Counseling and Mental Health Services*

---

The Emory University Student Counseling Center is located at 1462 Clifton Road, Suite 235. Consultation, evaluation, and crisis interventions are provided by competent, caring psychiatrists, psychologists and counselors. Students may be referred for counseling and mental health services by Student Health Services clinicians, other health care providers, their physicians at home, or they may self-refer. Students may be required to undergo medical or mental health assessments if the Associate or Assistant Deans feel that there are compelling reasons to make such a request. Services at the Counseling Center are covered by Emory tuition. Students may call 404-727-7450 for a Counseling Center appointment.

Students may also be referred to appropriate outside mental health and counseling resources when indicated. Expenses for these outside referrals will be the responsibility of the student.

Emory Student Counseling Center: 404-727-7450

*Mark McLeod, PhD, Director*

HELPLINE: 404-727-HELP (404-727-4357) Helpline is staffed by trained Emory university students and is available from 7:00 p.m. to 1:00 a.m. for evening emergency telephone assistance.

#### *VI- A - 2 Faculty members appointed by the Department of Psychiatry*

---

These individuals are designated by the Chairperson of the Department of Psychiatry and Behavioral Science and may assist students in obtaining appropriate psychiatric assistance. They will serve as triage and may be able to help identify the most appropriate person either within the Emory Department of Psychiatry or among private practice psychiatrists in the community. Students on the Emory student health insurance plan should be aware that a referral by a Student Health or Counseling Center clinician is required before seeking psychiatric and/or counseling care either at The Emory Clinic or in the community.

#### *VI - A - 3 Department of Psychiatry Outpatient Psychotherapy Training Program*

---

Ms. Carol Levy, Intake Nurse: 404-727-0399

Dr. Beth Selig, Coordinator: 404-727-5886

This program is a confidential service that is staffed by senior residents with faculty supervision. Services are charged on a sliding scale basis. The program has proven to be helpful to selected physician assistant students, but referrals must be made by one of the triage faculty members in the Department of Psychiatry or by the Emory University Health Service psychiatrist. Although it is one of the lowest cost arrangements available, students should be aware that the clinic does not bill insurance, including the Emory student health insurance plan.

#### *VI - A - 4 Additional Psychiatrists or Clinical Psychologists*

---

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

#### *VI - A - 5 Preventive Health Care and Disability Insurance Fee*

---

A per-semester fee is charged to all physician assistant students to cover various aspects of preventive health care, as well as long-term disability insurance coverage. This fee covers required immunizations including hepatitis B and chicken pox (Varivax) vaccine series. In addition, all PPD administrations are covered. Medical management of students who convert to a positive PPD skin test during enrollment in the Emory University School of Medicine is also covered by the fee including

physician fees, laboratory work and chest x-rays, as well as necessary prescription drugs, providing the claim has first been submitted to the student's health insurance plan. This fee is included when calculated student budgets for the academic year.

#### *VI - A - 6 Involuntary Psychiatric Withdrawal and Readmission*

---

Emory University puts the safety and welfare of its students as a top priority. When students engage in behavior that violates Emory rules of conduct, the behavior will be addressed as a disciplinary situation under the Student Conduct Code. That code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

However, in those limited situations in which the current state of a student's mental or physical health makes it unsafe to continue enrollment at present, and the student has refused the option of a voluntary withdrawal, this Involuntary Withdrawal Policy will apply.

In such a circumstance, the mental health professional(s) involved in the student's evaluation/treatment may recommend involuntary withdrawal in an effort to ensure the safety of the student and others.

This recommendation may include a recommended minimum time away from school. If the student is not then receiving services from a mental health professional, the Dean of the student's school of matriculation may, if circumstances warrant, immediately direct that the student be withdrawn involuntarily, or may refer the student to a mental health professional, at no cost to the student, to assist the Dean in making a decision about whether involuntary withdrawal is appropriate. If the student refuses to cooperate with the referral, the Dean may direct the involuntary withdrawal of the student without an evaluation.

In all cases, the Dean has final authority regarding the decision, enactment, enforcement and management of the involuntary withdrawal.

There is ordinarily no required re-evaluation before re-enrollment following a voluntary withdrawal. Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the Dean may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/she presents no danger to him/herself or others.

#### *VI - A - 7 Entering Physician Assistant Student Health Requirements*

---

Because of the risks of exposure to infectious diseases to which physician assistant students are subjected in the course of clinical work, certain tests and immunizations are required of all students at the time of registration

Entering students are required to have documentation of previous immunization against tetanus/diphtheria (Td) booster (within the past 10 years), measles/mumps/rubella (MMR) (initial immunization plus one booster), and polio, as well as a clinical history of chicken pox or positive Varicella titer or documentation of vaccine administration. In general, many first year physician assistant students receive PPD testing and begin their hepatitis B immunization series during the first two weeks prior to the beginning of the full semester. Two-step PPD testing is utilized, the first at the time of orientation, the second 4-6 weeks later. Entering students testing positive for PPD at the time of matriculation are required to have chest x-rays performed (at the expense of the medical school) and are to be followed at Emory Student Health Services (at the expense of the student).

Students whose PPDs convert from negative to positive while enrolled full-time in the School of Medicine receive their treatment at the expense of the medical school. Students with no clinical history of chicken pox receive varicella screening during the orientation period to document the presence of immunity against this disease. If found not to be immune and if no contraindication exists, these students will be vaccinated at the expense of the medical school. Hepatitis B serology will be obtained approximately 8 weeks following completion of the immunization series to confirm immunity. Students who have previously received Hep B vaccine will have a serology drawn unless they submit a positive quantitative HB surface antibody.

A personal recent medical history and physical examination are required within one year of matriculation to the School of Medicine and must be recorded on University forms. Students will not be allowed to register until a report is on file with Emory University Student Health Services. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance elapses. 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 agreement to comply with the Rules and Regulations of the University as published in the Bulletin and other official publications of the University and as amended or revised during the student's continued enrollment.

#### *VI - A. - 8 Immunization Requirements*

---

For the protection of the health of our students, proof of immunization against certain infectious diseases is required at the time of registration in the School of Medicine. The following immunizations/tests are required prior to entry into the medical school:

Tetanus-Diphtheria (Td): Must have had a booster within 10 years

Measles/Mumps/Rubella (MMR): Must have had original vaccine with one booster if born after 1957. Immunization must include all three components of this vaccine.

Polio: Must have had childhood vaccination with appropriate boosters.

Hepatitis B: This vaccine series will be given to all incoming students unless documentation of previous immunization, with confirmatory serology, is provided prior to registration. This is a 3-dose vaccine series given over 6 months. Confirmatory quantitative serology will be obtained upon completion of the series. (Declination forms will be available to students for whom the immunizations are contraindicated.)

Varicella: Students who have no clinical history of chicken pox will have serology done to confirm immunity status. If the student is found not to be immune, then this 2-dose vaccine series will be administered.

PPD Tuberculin Skin Test: A two-step PPD tuberculin skin test will be administered to all incoming students unless documentation of negative PPD within six months of enrollment is provided by the student. NOTE: History of previously positive PPD requires a negative chest x-ray report dated after the positive PPD. The student will complete a questionnaire to rule out symptoms at the time of matriculation. Satisfactory responses to those questions will allow the student to be verified “exempt” from further testing. The student will also receive a sheet titled, “Symptoms of Active Tuberculosis” with instructions to seek assessment at Student Health Services if symptoms occur. Previous history of BCG does not exempt the skin test. Students will receive PPDs at the beginning of each academic year. Initial PPDs are done in two-step testing.

#### VI – A - 9 Health Insurance

---

Health insurance coverage for sickness, accidents and hospitalization is required of all Emory students, including physician assistant students. Coverage must be continuous from the date of enrollment until the date of graduation. An Emory-sponsored plan will be available at registration. Students who do not enroll in this plan are required to complete an online waiver process at [www.opus.emory.edu](http://www.opus.emory.edu) confirming that the coverage is comparable and meets Emory University waiver criteria. Maintaining health insurance coverage is a requirement for continued enrollment.

#### *VI – A - 10 Preventive Health Care/Disability Insurance Fee*

---

: All physician assistant students are charged a health fee of \$100 per semester. This amount covers long-term disability insurance, all of the above immunizations and serologies, all PPD skin tests, and all costs associated with PPD conversion to positive status during enrollment, after the claim has first been submitted to the student's health insurance plan. There is no waiver of this fee for any reason.

#### *VI – A - 11 PPD Testing and Protocol for Conversions*

---

At the time of Registration each physician assistant student who cannot offer documentation of negative skin testing for tuberculosis within the previous six months will receive a PPD skin test. Reports of the PPD skin test (and chest films when indicated) must be filed with the Student Health Service.

Physician assistant students who are found to have a positive PPD (reading of >9 mm induration) are referred for care by a physician affiliated with Emory University Student Health Services.

The School of Medicine will pay for x-rays, lab work and medications for students who convert to a positive PPD skin test only if the above protocol is followed and only if conversion occurs during the time enrolled as a student in the School of Medicine and the claim has first been submitted to the student's health insurance plan. Otherwise, the student is held responsible for these charges. Students will not be reimbursed for care or services obtained elsewhere.

Students on clinical rotation at Grady Memorial Hospital must furnish documentation of PPD readings to the Grady Department of Occupational Health in order to receive a Grady ID badge. Students who do not comply with this requirement will be prevented from continuing their clinical education.

Questions concerning PPD testing or other health-related issues should be directed to the Emory University Student Health Services. Questions concerning administrative issues should be directed to the Director for Medical Education Services.

#### *VI – A - 12 Liability Insurance*

---

Full-time, fully enrolled students of Emory University School of Medicine are covered by medical liability insurance on their regular clerkships and while on approved elective programs at other institutions or at off-campus sites. However,

students are not covered on non-school related summer jobs or non-credit programs in which they may be engaged for which they have failed to obtain prior approval of the Dean's Office. Students must pay a registration fee for the summer term in order to be covered.

#### *VI – A - 13 Long-Term 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 2010 – 2011 academic year this coverage is provided by The Guardian Insurance Co, Inc. Additional information concerning the plan is available through the plan administrators, InsMed, Inc., 1-800-214-7039. All seniors will be given the option to extend the policy upon graduation if desired. A representative from InsMed will be available to discuss options.

#### **VI – B            INFECTION CONTROL PROTOCOL**

---

2007-2008 Academic Year

Emory University School of Medicine

Emory University Affiliated Hospitals

#### *VI- B - 1 Needle Sticks And Other Blood/Body Fluid Injuries*

---

1. Always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital's Employee Health Service). It is especially important that you report one's 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.

5. In addition to #4, call the Hospital Epidemiologist for the hospital in which the exposure occurred (or ID service of the hospital in which the exposure occurred if the Hospital Epidemiologist is not available) for consultation (see list below).
6. Acute serology should be drawn to establish one's baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).
7. Depending on the results of one's serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.
8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or "prophylactic" antiretroviral medications) to decrease the risk of patient to health care worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needlestick injury. The hospitals have protocols and will counsel you and give advice as needed. PEP regimens are complicated; therefore be sure that the individual who manages one's exposure consults with the Hospital Epidemiologist. Again, call the Hospital Epidemiologist or ID service if you have any questions about management of the needlestick or other occupational exposure.
9. The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

**GRADY MEMORIAL HOSPITAL AND AFFILIATED SITES:**

Daytime hours, Monday thru Friday:

Employee Health Service call 404-616-7849 (STIX) or 404-616-4600

After hours and on weekends: Occupational Health Services - Call 404-616-7849 (STIX)

Dr. Henry Blumberg, Hospital Epidemiologist; Division of Infectious Diseases

Office: 404-616-6145; Pager: 404-686-5500; ID# 15029; Home: 404-377-5095

Dr. Susan Ray, Associate Hospital Epidemiologist, Division of Infectious Diseases

Office: 404-616-6139, Pager: 404-837-8946; Home: 404-373-8537

Dr. Carlos Diaz Granados, Assistant Hospital Epidemiologist; Division of Infectious Diseases

Office: 404-616-4634; Pager: 404-278-8774; Home: 404-319-0425

*If you are unable to reach any of the above individuals, ask the paging operator at 404-616-4307 to contact the Emory Infectious Disease Consult Attending on call.*

VA MEDICAL CENTER:

Daytime hours, Monday thru Friday: Infection Control/Employee Health, Room 611,

Debbie Hawkins RN: 404-321-6111, Ext. 6471

After hours and on weekends: Emergency Room 404-321-6111, Ext. 6640

*Dr. David Rimland, Division of Infectious Diseases*

Office: 404-321-6111, ext. 6165; Pager: 404-722-3122; Home: 770-393-8951

*Dr. Robert Gaynes, Division of Infectious Diseases*

Office: 404-321-6111, ext. 7508; Pager: Pager 404-485-7918

*If you are unable to reach any of the above individuals, ask the paging operator at 404-321-6111 to contact the Infectious Diseases Attending on call.*

EMORY MIDTOWN:

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

Employee Health Service—Byron 1505 - 404-686-2352

After hours, and on weekends:

Page Administrative Nursing Supervisor (PIC#11917)

*Dr. James Steinberg, Division of Infectious Diseases*

Office: 404-686-8910; Pager: 404-686-5500, ID# 15770; Home: 404-876-4717

*If you are unable to reach any of the above individuals, ask the paging operator at 404-686-1000 to contact the Emory Infectious Diseases Attending on call.*

EMORY UNIVERSITY HOSPITAL

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

Employee Occupational Health Services, HB 53 Emory Hospital 404-686-8587

After hours and on weekends:

Page Administrative Nursing Supervisor (PIC#13087)

Emergency Room 404-712-7100

*Dr. Bruce Ribner, Hospital Epidemiologist, Emory University Hospital and Emory Division of Infectious Diseases*

Office: 404-727-1580; Pager: 404-686-5500, PIC# 15326; Home: 404-417 0225

*If you are unable to reach any of the above individuals, ask the paging operator at 404-727-4611 to contact the Infectious Diseases Attending on call.*

CHILDREN'S HEALTHCARE OF ATLANTA (EGLESTON OR SCOTTISH RITE)

Daytime hours, Monday thru Friday:

Employee Health, Digital Pager 1-800-682-4549 or Needlestick Hotline (ext 4444 at Egleston and ext 824444 at Scottish Rite)

After hours and on weekends: same as above.

*Dr. Harry Keyserling, Pediatric Infectious Diseases*

Office: 404-727-5642; Digital Pager: 770-839-5679; Home: 404-377-8535

*If you are unable to contact any of the above individuals, ask the paging operator at 404-325-6000 to page the Infectious Diseases Attending on call.*

10. Any of the following physicians may be contacted for assistance and additional advice, but the injury should first be reported as outlined in #9, above, for immediate help.

Henry M. Blumberg, M.D., Grady Memorial Hospital, 404-616-6145

Harry Keyserling, M.D., Egleston Hospital, 404-727-5642

Susan M. Ray, M.D., Grady Memorial Hospital, 404-616-6139

David Rimland, M.D., VA Medical Center, 404-321-6111, Ext. 6165

Bruce Ribner, M.D., M.P.H. Emory University Hospital, 404-727-1580

J. William Eley, M.D., M.P.H., Medical School Administration, 404-712-9979

James Steinberg, M.D., Crawford Long Hospital, 404-686-8909

11. 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.

12. **IMPORTANT NOTE:** For physician assistant students, initial evaluation of the exposure should be as above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported within 4 days to the Director of the Clinical Education, Catherine Wilson Dragon (404-727-3028) and to the Director of the Office of Medical Education & Student Affairs, Margo Kuisis, or her designee in the Office of Medical Education and Student Affairs at Emory University (404-727-5655 or [margo.kuisis@emory.edu](mailto:margo.kuisis@emory.edu)), i.e., incident report and follow-up plans.

---

#### *VI – B – 2      PPD Conversions*

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

---

#### *VI – B - 3      Guidelines on Students Infected with HIV/Hepatitis B/Hepatitis C*

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

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

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

*VI - B - 4 More Specific Guidelines on Students Infected with Blood-Borne Pathogens*

---

1. Students should be allowed to complete their program of study if at all possible with an effort by all to maintain confidentiality to the degree that it is possible.
2. In such instances, the clinical Department Chairs need not be notified of the name of an individual student involved or the type of blood-borne pathogen involved. However, the Clerkship Director for the Departments of Surgery, Obstetrics/Gynecology, Emergency Medicine and any other Clerkship Directors (if indicated) will be informed of the name of the individual student so that any special assignments can be made if indicated. If the student is Hepatitis B “e”-antigen positive, the Clerkship Director will be given that data.
3. 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.
4. The student will also be counseled carefully about future career plans based on current medical and legal data.
5. Invasive procedures considered as potential risks for Health Care Workers-to-Patient transmission by the Centers for Disease Control and Prevention will be strictly avoided by students who are Hepatitis B “e”- antigen positive. Students with other known blood-borne pathogens will be advised on a case-by-case basis. In general, because of their lack of experience, students with HIV or HCV infections will be advised like HBV-infected students. Recommended practices include double gloving and not performing any procedures that have been previously identified as associated with a risk of provider-to-patient HBV transmission.
6. The student will be allowed to withdraw without penalty from any clinical setting that the student feels might present a risk for infectivity.
7. HIV-positive students should undergo screening for Tuberculosis every six to twelve months and receive pneumococcal vaccine, annual influenza vaccine, and other appropriate preventive immunizations.
8. The student’s condition will be re-evaluated at least annually by the Dean to determine if any additional limitations are indicated. The student’s viral load, CD4 count and clinical status as well as the regimen of anti-retroviral therapy that is being employed can be useful in assisting in any decision making by the medical school if the student will allow the Executive Associate Dean to discuss the results with his/her health care provider.

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

## VI - C INFORMATION TECHNOLOGY SERVICES

---

### Passwords:

For help please visit <http://password.service.emory.edu>; <http://help.emory.edu>; or call: 404-727-7777

### Emory Card:

For help with Student ID Cards, (EUV) Building Access, and Emory Prox Card, please contact:  
[www.emory.edu/dining/emorycard.php](http://www.emory.edu/dining/emorycard.php), 214E of the Dobbs University Center (DUC) 404-727-0224

Hours: Monday - Friday from 9:00 am until 5:00 pm.

### Eagle Email, Wireless (EmoryUnplugged), network account troubleshooting, Webdrive, Blackboard and Symantec Antivirus

For help, please Contact: Emory IT Help <http://it.emory.edu>

Hours: Monday - Friday, 7 am - 6 pm

### Emory IT Help:

For help with Emory University School of Medicine Educational Technology Resources including Printing, Computer Lab Equipment, LCD Projectors, Mobile Video Conferencing, MultiMedia Assistance, Classroom Presentation Podiums, Classroom Podium Training, and Event Equipment Consultation.

Please contact School of Medicine Educational Technology Support 404-778-4304

Hours: Monday - Friday, 8 am - 6 pm.

Please use the Educational Technology Support Form to request assistance or equipment.

## VI - D WOODRUFF HEALTH SCIENCES CENTER LIBRARY

---

Woodruff Health Sciences Center Library offers a broad range of services and resources that support medical education, biomedical research and clinical care. Comprehensive print and electronic collections of books and journals have access points via web services and EUCLID, the online library catalog. All major works can be found in permanent and course reserves, housed at the Information Desk. Library services include assistance with information and knowledge management, project management, use of multiple information sources for problem solving, biomedical imaging, and access to data sets. <http://health.library.emory.edu/>

1462 Clifton Road - Atlanta, GA 30322

Monday thru Thursday 8:00 AM – 11:00 PM (Summer Hours until 10:00 PM)

Friday 8:00 AM – 7:00 PM

Saturday 10:00 AM – 7:00 PM

Sunday 12:00 PM – 11:00 PM (Summer Hours until 10:00 PM)

Ask A Librarian – MEDREF@LISTSERV.CC.EMORY.EDU

Information Desk – 404.727.8727

Media Services – 404.727.5817

### INFORMATICS CENTER

School of Medicine Building, Room 329

Hours: Monday through Friday: 9:00 – 5:30

- Instructional Design and Technology Librarian: 9:00am – 5:30pm
- Reference Librarian: 11:00am – 4:00pm
- By Request Services: 8:00am – 7:00pm

Contact Information: Informatics Center Librarian - 404.712.9936

### HOSPITAL BRANCH LIBRARY

1364 Clifton Road – Atlanta, GA 30322

Emory University Hospital, Room H-140

24/7 card access – to have your ID programmed, bring your schedule to Public Safety room HB43

Contact Information: EUH Branch Librarian – 404.727.3090

### GRADY BRANCH LIBRARY

69 Jessie Hill, Jr. Drive - Atlanta, GA 30303

Monday thru Thursday 8:00 AM – 7:00 PM

Friday 8:00 AM – 6:00 PM



- WHSC Library Information Desk 404-727-8727
  - Emory Hospital Branch Library 404-727-3090
  - Grady Branch Library 404-616-3531
  - Informatics Center, SOM 329 404-712-9936
  - Ask a Librarian [medref@listserv.cc.emory.edu](mailto:medref@listserv.cc.emory.edu)
7. To Visit Your Library or Service Point
- WHSC Library 1462 Clifton Road
  - Emory Hospital Branch Library Emory University Hospital, Room H-140
  - Grady Branch Library 69 Jesse Hill Jr., Drive, Glenn Bldg. 1<sup>st</sup> Floor
  - Learning Center Grady Hospital, 16<sup>th</sup> Floor
  - Informatics Center School of Medicine Bldg., Room 329

## VII. ADMINISTRATION: THE OFFICE OF MEDICAL EDUCATION AND STUDENT AFFAIRS (OMESA)

---

OMESA personnel facilitate those activities essential to the success of students in all School of Medicine programs. Some but not all of the functions performed are:

VII- A OMESA is responsible for Student Affairs functions such as admissions, record keeping, and registration issues for incoming and continuing students. OMESA personnel are responsible for the registration of all students of the School of Medicine.

VII – B OMESA is responsible for the tracking of Health Insurance, Disability Insurance, Liability Insurance, and Immunizations for all School of Medicine students.

VII – C OMESA is the liaison for medical and academic health students with the University Registrar, the University Office of Financial Aid and Student Health.

VII – D OMESA oversees all need-based, merit-based, and service-based scholarships which are tracked through this office, as well as grants and loans including student emergency loans.

VII – E OMESA oversees all need-based, merit-based, and service-based scholarships, as well as grants and loans, including student emergency loans. OMESA works with the Office of Development to insure donor recognition and increase scholarship endowments.

VII – F OMESA personnel provide committee coordination of the Executive Curriculum Committee and its sub-committees.

VII – G OMESA administrates communication with students via Outlook, mailboxes, bulletin boards, PIC pagers and cell phones.

VII –H The OMESA Welcome Center has been designed to serve the needs of all students within the School of Medicine.

## Office of Medical Education and Student Affairs Directory

---

J. William Eley, M.D., M.P.H. <a href="mailto:jeley@emory.edu">jeley@emory.edu</a>	Executive Associate Dean  OMESA	(404) 712-9979
Fran Wiggins, <a href="mailto:fran.wiggins@emory.edu">fran.wiggins@emory.edu</a>	Executive Administrative Assistant	(404)712-9979

## The Central Office Staff

---

OMESA	Main Number 404-727-5655	Med Ed Fax 404-727-9647	Student Affairs Fax 404-727-0045
Margo Kuisis Director		404-712-8417	<a href="mailto:mkuisis@emory.edu">mkuisis@emory.edu</a> Office P384
Annie James Butler Administrative Coordinator to Associate Deans & Director		404 -712-9937	<a href="mailto:apjames@emory.edu">apjames@emory.edu</a> Office P395D
Mike Behler Assoc Director of Financial Aid, Scholarship and Students Affairs		404- 727-5683	<a href="mailto:mbebler@emory.edu">mbebler@emory.edu</a> Office P382
Yolanda Hood Associate Director, Multicultural Student Affairs		404-727-0602	<a href="mailto:yhood@emory.edu">yhood@emory.edu</a> Office P376

Marvell Nesmith Associate Director of Registration and Student Affairs	404-712-2991	<a href="mailto:marvell.nesmith@emory.edu">marvell.nesmith@emory.edu</a> Office P380
Julius Edwards Assistant Director-Student Affairs	404-727-5655	<a href="mailto:julius.m.edwards@emory.edu">julius.m.edwards@emory.edu</a> Office P375A
Matthew Scott Academic Services Coordinator	404-727-4335	<a href="mailto:Matt.scott@emory.edu">Matt.scott@emory.edu</a> Office P375C

### Emory Center for Experiential Learning (Excel)

---

Douglas Ander, M.D. Assistant Dean of Medical Education and Director Simulation Center – Emory Center for Experiential Learning (Excel)	404-616-0232	<a href="mailto:dander@emory.edu">dander@emory.edu</a> B31
Connie Coralli, RN, MS Associate Director, OSCE Center –	404-712-9925	<a href="mailto:Connie.coralli@emory.edu">Connie.coralli@emory.edu</a> Clinical Skills Office 316
Kim Fugate Associate Lab Director, Sim Center Simulation Center – Emory Center for Experiential Learning (Excel)	404-727-8961	<a href="mailto:Kim.fugate@emoryhealthcare.org">Kim.fugate@emoryhealthcare.org</a> B31
Robin Kirk Simulation Center Coordinator	404-712-8961	<a href="mailto:rkirk@emory.edu">rkirk@emory.edu</a>

## CLINICAL EDUCATION OFFICE - 49 Jesse Hill, Jr. Drive

---

The Grady Office of the Office of Medical Education & Student Affairs  
Faculty Office Building (FOB) Suite 102 - Main Line: (404)-778-1372 Fax: (404) 778-1370

Joel Felner, M.D.  
Associate Dean, Clinical Education and Student Affairs  
Professor of Medicine

[jfelner@emory.edu](mailto:jfelner@emory.edu)

Sheryl L. Heron, MD, MPH  
Assistant Dean, Clinical Education and Student Affairs  
Associate Professor, Emergency Medicine

[sheron@emory.edu](mailto:sheron@emory.edu)

Mary Kaye Garcia, Assistant Director  
Medical Education & Student Affairs  
Office Hours on both the Grady and Emory Campuses  
Barbara Bingham -  
Office Manager

[marykaye.garcia@emory.edu](mailto:marykaye.garcia@emory.edu)

[bbingha@emory.edu](mailto:bbingha@emory.edu)

Anita Yarbrough  
Senior Secretary

[ayarbro@emory.edu](mailto:ayarbro@emory.edu)

## VIII. THE PHYSICIAN ASSISTANT DIVISION

---

The Physician Assistant Program personnel are responsible for the day-to-day life of physician assistant students. Some but not all of their functions are:

VIII – A admissions, record keeping, and registration issues for incoming and continuing students. PA personnel are responsible for the selection, and admission of students into the PA program

VIII – B curriculum coordination management in conjunction with the Course and Clerkship Directors and faculty.

VIII – C ensuring continuing compliance with the accreditation standards as set forth by the Accreditation Review Commission for Physician Assistants.

VIII – D monitoring and recording the progress and promotion of medical students in coordination with the Progress and Promotions Committees.

VIII – E responsibility for students on clinical rotations, including coordination of rotation schedules, student and preceptor evaluations, grades, and electives.

VIII – F responsibility for coordination of special events within the academic career of the students. The entire staff works on these special events. Orientation, Class Meetings, Commencement and Graduation are all coordinated by PA staff.

VIII – G administers communication with students via Learnlink, mailboxes, bulletin boards and Blackboard.

VIII – H to provide career counseling and academic advising.

## The Physician Assistant Division Directory

---

1462 Clifton Rd, NE Suite 280  
Atlanta, GA 30322  
Main Line on – (404) 727-7825  
Admissions Office (404) 727-3027

Dana Stanhope, EdD, PA-C	Director	(404) 727-2762	<a href="mailto:dsayres@emory.edu">dsayres@emory.edu</a>
Betsy Rothschild, MMSc, PA-C	Associate Program Director	(404) 727-8478	<a href="mailto:erothsc@emory.edu">erothsc@emory.edu</a>
Theresa Berry, MD	Medical Director	(404) 727-7827	<a href="mailto:tberr01@emory.edu">tberr01@emory.edu</a>
William Bryson, MMSc, PA-C	Faculty	(404) 727-7825	<a href="mailto:wbryson@emory.edu">wbryson@emory.edu</a>
Catherine Dragon, MMSc, PA-C	Director of Clinical Education	(404) 727-3028	<a href="mailto:cwilson@emory.edu">cwilson@emory.edu</a>
Jodie Guest, MPH, PhD	Faculty	(404) 727-7687	<a href="mailto:jotte@emory.edu">jotte@emory.edu</a>
Marquitha Mayfield, M. Ed, PA-C	Academic Coordinator	(404) 727-2580	<a href="mailto:mmayfie@emory.edu">mmayfie@emory.edu</a>
Terry Mize, MMSc, PA-C	Director of Admissions	(404) 727-1367	<a href="mailto:tmize@emory.edu">tmize@emory.edu</a>
Karen Newell, MMSc, PA-C	Academic Coordinator	(404) 727-1494	<a href="mailto:knewell@emory.edu">knewell@emory.edu</a>
Allan Platt, MMSc, PA-C	Faculty	(404) 370-0918	<a href="mailto:aplatt@emory.edu">aplatt@emory.edu</a>
Jeri Sumitani, MMSc, PA-C	Community Service Coordinator	(404) 457-7750	<a href="mailto:jsumitani@emory.edu">jsumitani@emory.edu</a>
Liz Valdes, MMSc, PA-C	Clinical Coordinator	(404) 727-2581	<a href="mailto:lvaldes@emory.edu">lvaldes@emory.edu</a>

## Office Staff

---

Tabitha Butler	Didactic Secretary	(404) 727-7841	<a href="mailto:tcurtis@emory.edu">tcurtis@emory.edu</a>
Kaye Johnson	Associate Director of Admissions	(404) 727-3027	<a href="mailto:ljohn07@emory.edu">ljohn07@emory.edu</a>
Barbara Jones	Office Manager	(404) 727-7827	<a href="mailto:bjone08@emory.edu">bjone08@emory.edu</a>
Dawn String	Clinical Secretary	(404) 727-3832	<a href="mailto:dstrin02@emory.edu">dstrin02@emory.edu</a>
Fran Willis	Admissions Secretary	(404) 727-9871	<a href="mailto:fwillis@emory.edu">fwillis@emory.edu</a>
Pat Woodard	Clinical Secretary	(404) 727-1360	<a href="mailto:pdwooda@emory.edu">pdwooda@emory.edu</a>

