

Mercer University School of Medicine

IMPORTANT POLICIES

The Mercer University Student Handbook, the School of Medicine Student Handbook, and the Program Manuals set forth the major policies and procedures affecting students. A majority of student policies and resources can be found in the Mercer University Student Handbook and the University Catalog found at <https://medicine.mercer.edu/student-services/handbook/>. This attachment should be used as a quick guide to find lesser used, but important to know policies, not as a replacement for the Student Handbook. More information and policies that pertain to specific student populations can be found in the MUSM Student Handbook and the Program Manuals also found at <https://medicine.mercer.edu/student-services/handbook/>. These resources, when taken as a whole, provide students with a basic understanding of the rights and responsibilities of Mercer students.

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Reporting of Abuse and Mistreatment

Below are the key points of this policy. You can review the entire policy statement [here](#).

Reporting Mistreatment

Students can report mistreatment by going:

- Directly to the Senior Associate and Associate Deans of Student Affairs, who do not evaluate students in any academic program.
- Directly to the Senior Associate and Associate Deans of Academic Affairs.
- Directly to the confidential online reporting link via NAVEX Global/EthicsPoint.
<https://secure.ethicspoint.com/domain/media/en/gui/62627/index.html>
- Directly to the Title IX Coordinator, Sharon Stellato, JD at 478-301-2788 or Stellato_sl@mercer.edu.
- Through course evaluations distributed at the conclusion of each course/clerkship/rotation.

Reports of an emergent nature should not be reported through these mechanisms. Students should call 911 or local law enforcement if in immediate danger. For mental health crisis assistance, students may call the Mercer Crisis Hotline at 1-888-291-5802.

Concerns about the educational facilities or resources or about other concerns not related to the Codes of Conduct can be reported to the Suggestion Line at <https://med.mercer.edu/anon-report/>.

The confidential online reporting link via NAVEX Global/ EthicsPoint allows for confidential reporting of concerns related specifically to student mistreatment.

Reports of discrimination or harassment based on race, gender identity, age, ethnicity, national origin, religion, sexual orientation, veteran status or disability and/or reports of physical or sexual harassment or abuse should be reported to the Title IX Coordinator.

Mistreatment Response Protocols

Response to Student Reports

Reports submitted by students through NAVEX Global/EthicsPoint go to the Mercer University Office of Compliance and are then forwarded to the Mercer School of Medicine Office of Student Affairs. Reports that are submitted directly to the Senior Associate and Associate Deans of Academic Affairs or that come through course evaluations are forwarded from the Office of Academic Affairs to the Office of Student Affairs. The Senior Associate Dean or Associate Dean of Student Affairs contacts the student upon receiving a report of mistreatment or of a poor learning environment experience. The student can elect to pursue action immediately or delay action until the completion of the current course. In the case of an anonymous report, action will begin immediately. If the report involves immediate harm or retribution, then the Senior Associate and Associate Deans of Student Affairs reserve the right to move forward with action while maintaining the student's confidentiality.

Incidence Management

The Senior Associate and Associate Deans of Student Affairs in consultation with the Senior Associate and Associate Deans of Academic Affairs, and as appropriate the Dean or the campus deans, will review mistreatment incident reports.

- Concerns not involving immediate student harm will be addressed in a timely manner to mitigate the problem in the learning environment and prevent subsequent poor learning experiences. As appropriate, Department Chairs, MD Program Directors, Graduate Program Directors or Residency Program Directors may be consulted in providing feedback to faculty, staff or residents to influence positive changes in a constructive manner.
- Egregious acts of student mistreatment or repeated patterns of concerning behaviors by faculty, staff, residents or students will trigger a full investigation by the MUSM Dean's Office and may result in notification of the Mercer Department of Human Resources. Based on the findings of the MUSM investigation, a task force will be assembled, including members from Office of Student Affairs and others involved in the academic program (e.g.- Academic Affairs Dean, Graduate Medical Education Dean, Department Chair, Residency Program Director, Graduate Program Director) to develop an intervention to remediate faculty, resident or staff behaviors.
- Complaints concerning discrimination will be reported immediately to the Equal Opportunity/Affirmative Action Officer.
- Complaints concerning issues related to Title IX will be reported immediately to the Title IX Coordinator.
- Feedback to the complainant will be provided through the NAVEX Global/ EthicsPoint website.

Management of Infectious and Environmental Hazardous Exposures

What to do in the event of a needle-stick and/or exposure to hazardous fluids

Below are the key points of this policy. You can review the entire policy statement [here](#).

If you are exposed to a hazardous body fluid by splash or sharp injury, the first thing is to not panic and follow the below steps:

- Alert your attending and wash or rinse the area immediately.
- Report to the closest health care facility for evaluation, testing, and possible treatment.
- Alert the Office of Student Affairs to ensure that your medical expenses are covered and that appropriate follow up can begin.

Medical evaluations, procedures, medications, vaccines, and follow-up resulting from the exposure will be made available at no cost to the medical student. The Office of Student Affairs will cover the cost of this medical treatment not covered by the student's medical insurance (filing your insurance helps you meet your deductible for the year without actually spending any money) but you must submit the bill to the Office of Student Affairs at musmstudentaffairs@mercer.edu. Do not let these bills go to collections due to non-payment and/or failure to submit them.

If the exposure or subsequent disability impedes the educational progress of a student, the deans of academic affairs will be notified and accommodations will be made to allow the student to make up missed educational opportunities in a timely manner.

Guidelines to Follow after a Potential Exposure Incident

After a needle-stick or sharps injury or exposure to blood or other body fluid immediately follow these steps. Keep in mind that injury with a sterile needle requires only basic first aid and requires medical attention only if the severity of the wound warrants further care.

1. Administer First Aid
 - a. **Contaminated wound:** Wash the injured area with soap & water.
 - b. **Contaminated intact skin:** Wash the area with soap & water.
 - c. **Contaminated eyes:** Gently rinse the eyes while open with saline or water.
 - d. **Contaminated mouth:** Rinse mouth with water multiple times.
2. Report to an approved healthcare provider without delay
 - a. If possible, provide or have a colleague provide a verbal notification to:
 - i. Supervising faculty, dean's office, or Office of Student Affairs (students).
 - ii. Department chair or dean's office (faculty), or immediate supervisor (staff).
 - b. A recommended healthcare provider should be consulted. The affected party should be evaluated by an authorized treating facility immediately after exposure to blood or body fluids to ensure appropriate medical management and prompt initiation of any recommended medication within four hours, post-exposure. In most cases this will be in the emergency department or an urgent care center.

Leave of Absences

If you are considering a leave of absence then please read the [entire policy](#) carefully.

Below are the key points of this policy.

The School has several options if you find yourself in the position to take a leave of absence.

1. Maternity/Paternity Leave of Absence
2. Child Care and Caregiver's Leave
3. Personal Leave of Absence
4. Medical Leave of Absence
5. Mandatory Medical Leave of Absence

Each one has differences in reasons to utilize and rules that govern their use. All categories of leave fall under the six-year rule for completion of your MD Program studies.

Maternity and Paternity Leave

Governed by Title IX due to rules surrounding pregnancy healthcare.

Child Care and Caregiver's Leave

Recognizes that leave may be required for the care of a newborn, an adopted child, or a student's family member.

Personal Leave

Provides an opportunity for students to take a leave for all of the reasons that do not fall under the other categories. This can include Academic reasons (ex. needing additional time to study for a Step exam), Research reasons (ex. taking a year off to do research), or other personal reasons.

Medical Leave

Utilized for physical or mental health issues where a student initiates the request for leave.

Mandatory Medical Leave

Utilized when it is determined that the student's continuation in the curriculum places them, their patients, or others in danger.

PLEASE NOTE:

- *All leave options have financial ramifications and should be discussed with the Financial Planning Office.*
- *All leave options affect the student's trajectory through the curriculum and may cause difficulties in completing coursework without significant alterations to their schedule and should be discussed fully with the Office of Academic Affairs.*
- *All leave options will affect (but not prevent) the path to a successful Match and should be discussed with the Office of Student Affairs.*

Healthcare Policies, Insurances, and Immunization/Screening Requirements

Below are the key points of this policy. You can review the entire policy statement [here](#).

Accessing Medical Care

Student Health Center

Located on the Macon campus, the Student Health Center (SHC) provides health services for all Mercer students, regardless of insurance coverage and is considered the primary healthcare provider for students that have the school insurance. Students who have the school insurance should contact the SHC if appointments or referrals are needed prior to seeking other medical attention unless care is needed after hours or in cases of emergency. Students on the Savannah and Columbus campus should not call the SHC prior to seeking medical attention, as they are over 50 miles from the Macon campus.

Students on any campus can access the SHC and arrange for a telemedicine visit by calling 478-301-2696 for a tele-visit with a Macon provider or 678-547-6130 for a tele-visit with an Atlanta provider.

Macon

Student Health Center
1327 Stadium Drive
Macon, GA
478-301-2696

Savannah

Savii Health (formerly BCG Medical group)
340 Eisenhower Dr Suite 1200
Savannah, GA
912-443-4200

South Coast Medical Group
1326 Eisenhower Dr.
Savannah, GA
912-691-4100

Columbus

Dr. Bailee Blackburn
2401 Brookstone Centre Parkway
Suite 200
Columbus, GA
706-256-0700

Mercer Medicine Harris County
Dr. David Kay
138 North College St
Hamilton, GA 31811
762-267-0309

Other Providers

To check and see if other providers accept the school insurance visit <https://providerlocator.firsthealth.com/LocateProvider/SelectNetworkType>

Accessing Mental Health Care

Tele-mental Health Visits - All campuses

Counseling and Psychological Services (CAPS)
478-301-2862

Pastoral Institute
706-649-6500 or 800-649-6446

MUSM Crisis Support Line
Available 24/7/365 at 888-291-5802

Macon

Counseling and Psychological Services (CAPS)
1336 College Drive Line
Macon, GA
478-301-2862

Savannah

Robbins, Corse and Associates
7505 Waters Ave, Unit C4
Savannah, GA
912-665-6989

Columbus

Pastoral Institute
2022 15th Ave
Columbus, GA 31901
706-649-6500 or 800-649-6446

Other Providers

To check and see if other providers accept the school insurance visit
<https://providerlocator.firstthealth.com/LocateProvider/SelectNetworkType>

Emergency Preparedness Plan

Each year the School of Medicines holds a training over how to handle dangerous situations including active shooter and emergency preparedness.

Please take a moment to review the links and the Emergency Preparedness Plan (EPP) below.

Homeland Security Booklet

- https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Homeland security Active Shooter videos

- <https://youtu.be/pY-CSX4NPtg>
- <https://www.youtube.com/watch?v=5VcSwejU2D0>

After watching these videos take some time to think of your day to day surroundings. You should know where the closest fire extinguisher is, where the best escape route is, what you have nearby to use as a weapon, where the best place to hide is, etc. Thinking ahead will make you much more confident in your response if you need to utilize any of these plans.

MERCER SCHOOL OF MEDICINE EMERGENCY PREPAREDNESS PLAN

MERCER UNIVERSITY POLICE (MERPO)

Emergency | 478-301-2911 • Non-emergency | 478-301-2970

IN CASE OF A FIRE

1. Call **911** and contact MERPO at **478-301-2911** or ext. **2911**
2. Activate fire alarm
3. Notify all faculty, staff, and students present.
4. Check doors:
 - a. **Cool?** Evacuate.
 - b. **Smell smoke?** Crouch near the floor when you evacuate.
 - c. **Hot? DO NOT OPEN THE DOOR.** Stay where you are , call 911, and give them your location.
5. If you are in the room with a fire confine it by closing doors and windows and then:
 - a. If safe to do so, use a fire extinguisher to **P.A.S.S**
 - i. **P**ull the pin in the handle.
 - ii. **A**im at the base at the fire.
 - iii. **S**queeze the nozzle handle.
 - iv. **S**weep back and forth.
 - b. Go outside and **WAIT** until you receive the 'all clear.'

IN CASE OF A LOCKDOWN (Do Not Lock Front Office Door!)

1. Close all interior office doors.
2. Go to nearest interior room. *This should be located beforehand.*
 - a. Lock the doors.
 - b. Turn off the lights and move to the middle of the room
 - c. Stay Quiet.
 - d. Turn cell phones to silent. (Do not set to vibrate.)
3. Do not leave the room until notified by police or MERPO that it is safe to do so.

IN CASE OF A TORNADO (When the Civil Defense horn goes off)

1. Get your things.
2. Go to nearest interior room. *This should be located beforehand.*
 - a. Lock the doors.
 - b. Crouch as low as possible to the floor.
 - c. Keep your face down.
 - d. Cover your head with your hands
 - e. Stay down until the Civil Defense horn is silent and the storm has passed.

Title IX

Review the full policy [here](#).

View this Informational video on sexual assault prevention: <https://www.youtube.com/watch?v=LNVPkmZTQ4>

PLEASE NOTE: Consent today is much more than assuming that there are two consenting adults who 'just know' what the other person wants and expects.

If reviewing any of this triggers a response that is difficult to handle, please know that help is always a call away.

IMPORTANT CONTACTS

Student Affairs Deans

All student affairs deans are available 24/7. (Feel free to call any dean regardless of your campus affiliation).

Macon

- Dr. Candi Nobles-James; Associate Dean of Student Affairs | nobles-james_cn@mercer.edu | 478-301-2531

Savannah

- Dr. Jane Kirkpatrick; Associate Dean of Student Affairs | kirkpatrick_jd@mercer.edu | 912-721-8146

Columbus

- Dr. Kathleen Hughes; Associate Dean of Student Affairs | hughes_ks@mercer.edu | 706-223-5232

School-wide

- Dr. Alice Aumann House; SR. Associate Dean of Admissions and Student Affairs | house_a@mercer.edu | 706-223-5179

Office of Student Wellness

- Kim Meeks; Student Wellness Director | meeks_k@mercer.edu | 478-301-2519

Counseling and Psychological Services (CAPS)

- In-person and telehealth for students on all campuses. 478-301-2862 (Mon- Fri, 8:30 a.m. – 5:00 p.m.)

Pastoral Institute

- Located in Columbus, but telehealth services available. 706-649-6500 or 800-649-6446 (Mon – Thurs, 8 a.m. – 6 p.m., Fri 8 a.m. – 4 p.m.)

Piedmont (Coliseum) Health System Lifeline,

- Available 24 hours a day, 7 days a week, year-round. 800-548-4221 or 478-741-1355

Robbins, Corse and Associations

- In-person only in Savannah. 912-665-6989, (Mon – Fri, 9 a.m. – 5 p.m., Sat 9 a.m. – 3 p.m.)

MUSM Crisis Support Line

- Available 24 hours a day, 7 days a week, year-round | 888-291-5802

Physician Support Line | 888-409-0141

Georgia Suicide & Crisis Lifeline | Dial 988