



**Wake Forest University**  
**School of Medicine**

# DMSc Candidate Handbook 2024-2025 Academic Year

## IMPORTANT NOTE FOR ALL USERS:

- ❖ The DMSc Program policies and compliance requirements can be found in the School of Medicine Compliance and Policy Handbook as well as in our PolicyTech system. For the most recent version of DMSc Program policies, students should access the institutional policy site.
- ❖ Wake Forest University School of Medicine maintains policies that apply to all SOM students, including policies on health requirements and immunizations, disability accommodations, refunds of tuition, financial aid, education records, appeal of dismissal, substance abuse, and sexual misconduct. Students are strongly urged to familiarize themselves with these policies on the institutional policy site.
- ❖ Circumstances may arise during a term that cause significant disruptions to Wake Forest University School of Medicine and/or Wake Forest University Graduate School of Arts and Sciences – Biomedical Sciences operations and result in the closing of campus or a change in course modalities. These circumstances include, without limitation, extreme weather, fire, natural disaster, war, labor disturbances, loss of utilities, riots or civil commotions, epidemic, pandemic, public health crisis, power of government, or any other circumstance like or unlike any circumstance mentioned above, which is beyond the reasonable control or authority of the School of Medicine and/or the Graduate School.

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**NOTICE:**

The information in this student handbook applies to the academic year 2024-2025.

**Wake Forest University School of Medicine reserves the right to change policies and procedures at any time and without prior notice.** Additionally, errors and omissions in published documents (written or electronic) may be corrected at any time.

**PLEASE NOTE:**

The student handbook contains only a subset of policies for students. Additional information is posted on the Atrium Health Wake Forest Baptist [PolicyTech](#) Site, as well as program specific websites, handbooks, or bulletins. Students who are uncertain about how to access program specific information should contact their program director.

Effective October 9, 2020, and as part of an integration with Atrium Health, an agreement was entered into by and among Wake Forest University (WFU), Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Wake Forest University Baptist Medical Center (WFUBMC) and Atrium Health, inc. (AHI), in conjunction with a separate “Enterprise Agreement” between WFUBMC and AHI, under which agreement WFUMC is contractually authorized to:

- Govern, through its board, all Medical Center operations and assets (subject to reserved powers or approval of NCBH, AHI and WFU/WFUHS on select issues).
- Operate NCBH and WFUHS (including the School of Medicine and its faculty), and their respective subsidiaries and affiliates.

Policies which apply to Atrium Health Wake Forest Baptist (AHWFBH) clinics, affiliates, and other locations and/or specifically to the Medical Center (WFBMC) are designated as AHWFBH policies and all faculty, staff and students are required to abide by the policies as noted in each policy.

Policies which apply to the education and learning environment and are specific to students enrolled in and/or taking courses as part of the Wake Forest University School of Medicine (WFUSM) or Graduate School of Arts and Sciences – Biomedical Sciences are designated as WFUSM/WFU policies and students are required to abide by these policies.

As required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information provided in the Annual Crime and Fire Report may be found at the Wake Forest University School of Medicine Campus Safety and Security website: <https://school.wakehealth.edu/campus-and-community-life/campus-safety-and-security>. This report will be mailed to anyone requesting a copy. Anyone may obtain a copy at Wake Forest Baptist Health Security Administration office located in Meads Hall, Ground Floor, Suite C.

## **Section I: Introduction**

### **A. Program Director Welcome**

Dear Fellow PAs and DMSc Candidates,

It is with sincere excitement that I extend a warm welcome to each of you joining our Wake Forest University, Doctor of Medical Science (DMSc) program. Your decision to embark on this journey reflects not only your dedication to the PA profession but also your commitment to the advancement of healthcare and service to others.

As a full-time working mother of three boys, a seasoned PA, and PA educator, I understand the challenges of managing competing priorities. Our DMSc program is designed to provide a comprehensive and unparalleled educational experience that accommodates the complexities of life.

Wake Forest University has a tradition of academic distinction. We continue this excellence with the DMSc program, upholding the highest standards of evidence-based educational practices. Our faculty, a diverse assembly of clinicians, scholars, and thought leaders, are dedicated to this ideal. Our mission is to cultivate and advance PA innovators. We aspire to develop PAs who are called to drive change and lead across the educational, research, and leadership sectors of healthcare.

As you join us, you are not just choosing to further your education; you are reaffirming a meaningful decision to enhance your ability to serve others. The DMSc program at Wake Forest University is poised to help you elevate your career through more meaningful impact on patients and communities.

Throughout the program, I encourage you to actively engage with your peers and faculty, to contribute your unique perspective, and to maximize your time and experiences here. Your professional goals are within reach, and together, we will work to realize them.

Kind regards and a warm welcome,

**Dr. Natalie Smith, DMSc, MS, PA-C**

Program Director

Doctor of Medical Science Program

Assistant Professor

**Department of PA Studies**

**Wake Forest University School of Medicine**

## B. Program Contact Information

1. DMSc Program Director:  
Dr. Natalie Smith, DMSc, MS, PA-C  
Email: [nataliesm@wakehealth.edu](mailto:nataliesm@wakehealth.edu)  
Phone: 336.713.0819  
Fax: 336.716.4432
2. General Inquiry:  
Email: [WakeDMSc@wakehealth.edu](mailto:WakeDMSc@wakehealth.edu)  
Phone: 336.716.4356
3. DMSc Registrar:  
Amy Simpson  
Email: [amy.simpson@wakehealth.edu](mailto:amy.simpson@wakehealth.edu)  
Phone: 339-716-7068
4. Financial Aid:  
Email: [finaid@wakehealth.edu](mailto:finaid@wakehealth.edu)  
Phone: 336-716-4264

## C. Mission Statements

1. **Wake Forest School of Medicine, Department of PA Studies**
  - a. Mission Statement: The mission of the Wake Forest University School of Medicine Department of PA Studies is to advance the PA profession by developing leaders in clinical, research, and educational spaces to impact our community.
  - b. Vision Statement: The vision of the Wake Forest University School of Medicine Department of PA Studies is to be recognized as exceptional leaders in PA education, as community partners and as educational and clinical scholars.
2. **Wake Forest Doctor of Medical Science Program**
  - a. The mission of the Wake Forest University DMSc program is to elevate the PA profession by equipping PA leaders to shape the future of health care.

## D. Accreditation

The Wake Forest University DMSc program is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This accreditation affirms that our program meets the high standards of quality and effectiveness set by SACSCOC, and it authorizes us to award the Doctor of Medical Science degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of this program.

## E. DMSc Program Learning Outcomes (PLOs)

1. Design innovative solutions for change within healthcare leadership, medical education and/or research sectors to advance evidence-based, patient-centered care.
2. Implement scientific rigor within healthcare leadership, medical education and/or research sectors to promote high-quality, evidence-based, patient-centered care.
3. Recognize strategic leadership opportunities within organizations, healthcare systems and/or institutions of higher education.
4. Apply the ethical, legal, and economic doctrines of health system science to healthcare policy and professional practice.
5. Develop and disseminate scholarly work reflecting the graduate's concentration in leadership, research, or medical education.

## Email Accounts

Each student is provided with an email account. Atrium Health Wake Forest Baptist Email accounts are used for official communication. All students are expected to check and respond to email in a timely manner.

**F. Academic Calendar Class of 2026**

**Wake Forest University, Doctor of Medical Science Program  
Summer 2024 – Spring 2025 Academic Calendar**

<b>SUMMER</b>	<b>2024</b>
New Student Onboarding in Canvas Available	4/5/24
New Student Meet and Greet (optional virtual/6:30 pm-7:30 pm)	5/2/24
Classes Begin	5/6/24
Independence Day Holiday	7/4/24
Summer Classes End	8/2/24
<b>FALL</b>	<b>2024</b>
Classes Begin	8/12/24
Labor Day Holiday	9/2/24
Course Registration for the Spring Term	10/14/24 – 10/16/24
Thanksgiving Holiday	11/27/24 – 11/29/24
Classes End	12/8/24
<b>SPRING</b>	<b>2025</b>
Session I Classes Begin	1/13/25
Martin Luther King Jr. Day Holiday	1/20/25
Last Day of Class in Session I	2/28/25
Spring Break	3/3/25 – 3/7/25
Session II Classes Begin	3/10/25
Course Registration for the Summer and Fall Terms	3/10/25 – 10/12/25
Last Day of Class in Session II	4/25/25



## G. Program Tuition and Fees 2024-2025

### DMSc Online

Tuition	\$20,400
Books	\$1,000
Laptop Allowance	\$1,222
Food	\$5,760
Health Insurance	\$5,310
Loan Fees	\$2,310
Lodging	\$21,600
Miscellaneous	\$2,304
Program Fees	\$3,000
Transportation	\$5,700
Utilities	<u>\$3,540</u>
Total	\$72,146

**DMSc First Year:** Assumes 5 credits for the summer term, 6 credits for the fall term and 6 credits for the spring term.

**DMSc Second Year:** Assumes 6 credits for the summer term, 6 credits for the fall term and 6 credits for the spring term.

**DMSc Per Credit:** \$1,200

**DMSc Student Fees:** \$3,000

### Fees and Expenses

Tuition is payable at the beginning of each semester. As a requirement for graduation, all students are required to pay full annual tuition for each academic year enrolled in Wake Forest University School of Medicine. Students who do not make tuition payments or satisfactory arrangements with the Student Financials office will not be eligible to continue classes or receive credit for course work.

Breakage deposits are not required but students will be held financially responsible for loss or damage to School of Medicine property.

Cost of attendance includes only those expenses associated with the student. Living expenses for the spouse and/or other dependents are not recognized as part of the student's standard cost of attendance. The cost of attendance, as defined by the school, represents the maximum amount of student financial aid a student can receive.

Statements in the Student Handbook concerning expenses and courses cannot be considered an irrevocable contract between the student and the School of Medicine. The School of Medicine reserves the right to change requirements for graduation, schedules, and costs of instruction at any time during the student's enrollment.

## DMSc Student Handbook - DMSc Program - PA Studies (WFUSM)

Tuition changes authorized by the Board of Trustees will become effective at the opening of the next session after adoption.

### Financial Assistance

Assistance is available for students who, for financial reasons, could not otherwise attend the school of medicine. Scholarships and loans are awarded in accordance with criteria governing each source of funds and on the basis of need.

The Office of Financial Aid at Wake Forest University School of Medicine helps students obtain the resources needed to finance their graduate medical education. We also serve as an educational resource for financial planning and debt management. We know that deciding how to manage funding for education requires careful consideration of your options, and we're here to help.

We encourage:

- Prospective students begin the financial planning process early.
- Current students to stay abreast of their financial situation and knowledgeable of all options.
- Alumni to understand available repayment options for their field of residency, helping them make wise financial decisions to balance student loan debt with financial wellness.

### Loans

<b>NCFELS- North Carolina Forgivable Education Loan for Service:</b>	NC FELS (Forgivable Education Loan for Service) is a loan forgiveness program that provides monies to eligible students from North Carolina in exchange for a service obligation once the student has become a licensed practitioner. The service obligation requires recipients to return to NC to work for each year the loan was awarded.
<b>Unsubsidized Federal Direct Stafford Loan</b>	The Unsubsidized Federal Direct Stafford Loan program is a federal student loan program that allows eligible medical students to borrow up to \$47,167; the amount is dependent upon length of academic year. Eligible graduate and physician assistant students may borrow up to \$20,500. The federal government does not pay interest. The interest rate is a variable/fixe rate. Any interest that accrues during enrollment is capitalized at repayment. Aggregate loan limits are \$224,000 minus subsidized loan amounts for medical students and \$138,500 minus subsidized loan amounts for physician assistant students and graduate students.
<b>Federal Direct Grad PLUS Loan</b>	Graduate and professional students may borrow through the Federal Direct Grad PLUS loan. Students may borrow up to the cost of education minus other financial aid. A borrower's creditworthiness is a consideration for lender approval. The interest rate is a variable/fixe rate.
<b>Alternative Loan Programs</b>	Alternative loan programs are credit-based loans that may be used to supplement other forms of financial assistance. In general, alternative loans should be considered as a last resort. Not all alternative loan programs are alike. Always consult the Financial Aid Office before applying for an alternative loan.

### Exit Interview

Any student who has received financial aid and who ceases enrollment at Wake Forest University School of Medicine for any reason- leave of absence, dismissal, withdrawal, graduation- must have an exit interview within seven days with the Office of Financial Aid. This interview covers "Borrower Rights and Responsibilities" for all student loan programs and is required by law.

### **Forfeit of Scholarship Funds**

Students who are enrolled in a special program and have received scholarships from that program will forfeit those scholarship funds upon withdrawal or dismissal from the program.

### **Tuition Payments**

Wake Forest University School of Medicine will maintain records of student charges including tuition, insurance, and any other miscellaneous items charged to the student account. Students may view their student accounts and make electronic payments from their checking or savings account online via PeopleSoft Campus Solutions Self -Service. Also, the Student Financials Office accepts paper checks or money orders for payment on your student account. If payment is not received by the due date, WFUSM will charge a \$100 late fee. An additional \$100 late fee will be charged every 30 days until the balance is paid in full. Students may not be eligible to advance in the curriculum until the outstanding balance is paid in full. After 90 days, outstanding account balances will be turned over to Program Directors for administrative action. Before registration opens for the next term, the Bursar will report students with unpaid balances to Program Directors for administrative action. Students will not be eligible to advance in the curriculum until the outstanding balance and late fees are paid in full. Students who are on a Leave of Absence and have an outstanding balance should refer to the Leave of Absence policy. Upon matriculation and once each academic year that follows, students will be required to sign a Payment Responsibilities Agreement.

Please review the following important financial Aid Policies in our PolicyTech System.

[Return of Federal Financial Aid Funds Policy \(WFUSM\)](#)

[Refund of Tuitions and Fees Policy \(WFUSM\)](#)

[Satisfactory Academic Progress \(SAP\) for Financial Aid Policy - DMSc Program - PA Studies \(WFUSM\)](#)

[Student Payment Policy \(WFUSM\)](#)

## Students with VA Educational Benefits

Wake Forest University School of Medicine complies with the requirements of section 3679 of Title 38, U.S. Code.

A student who has been admitted to a Wake Forest University School of Medicine program and who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, is permitted to attend or participate in the course of education without making payment for tuition and fee amounts to be covered by the VA education benefits. Such attendance or participation may begin on the date on which the student provides a VA Certificate of Eligibility and end on the earlier of the following dates:

- The date on which payment from the VA is made to the School of Medicine.
- Ninety (90) days after the date the School of Medicine certified tuition and fees following the receipt of the certificate of eligibility.

Students receiving VA educational benefits will be required to pay the difference between the amount owed on their student account and the amount of the VA education benefit disbursement within 10 days of the start of the term.

Wake Forest University School of Medicine will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a student receiving Chapter 31 or 33 benefits borrow additional funds due to the delayed disbursement of funding from the VA.

### Using VA Education Benefits

Questions about eligibility for benefits should be directed to the VA. Apply for benefits: <https://www.va.gov/education/how-to-apply>

While the application for VA benefits may begin while the student is in the process of applying to a School of Medicine program, students should be admitted to the program before submitting documents to the Office of Student Records.

- Admitted students must receive a Certificate of Eligibility (COE) from the VA outlining the benefits and eligibility period and submit the COE to the Office of Student Records. A screen shot of the eBenefits Web page, or a VAF 28-1905 form for chapter 31 authorization purposes will also be accepted. The COE can be submitted via email to: [finaid@wakehealth.edu](mailto:finaid@wakehealth.edu) or delivered in person or mailed to: 475 Vine Street, Winston Salem, NC 27101
- Shortly after receiving the COE, the Office of Student Records will conduct a review of documents needed for the student's VA file. Students will be notified by the Office of Student Records if they are responsible for providing any further documentation.

## H. DMSc Class of 2026 Overview and Plan of Study

### Program Curriculum

The Wake Forest University School of Medicine Doctor of Medical Science program is a post-professional doctoral degree designed by and for working PAs. This program will equip PA leaders with skills in research, medical education, and healthcare leadership. The DMSc program is an asynchronous, online, 35 credit hour program designed for PAs with offerings in tracks of leadership, research, and medical education.

### Program Tracks

**Leadership** – For PAs who serve or aspire to serve in an array of health system roles, including clinical management, administrative, and executive leadership positions.

**Research** – For PAs who desire to hone research skills and increase PA scholarship. Also applicable to those who desire to serve in a variety of research settings (clinical, translational and/or professional).

**Medical Education** – For PAs who serve or aspire to serve in PA education by building skills in educational theory, instructional strategies, and scholarly approach to medical education.

## DMSc Plan of Study

Semester I, Summer I	
<p><b>DMSC 702 Capstone I</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Kelly Conner, PhD, PA-C, Dept of PA Studies</p> <p>2 credit hours Full semester</p>	<p><b>Course Description</b></p> <p>3 separate courses over the 24-month curriculum.</p> <p>The purpose of the DMSc project is to improve outcomes through the translation of evidence into practice be it at the level of clinic, education, or leadership. During the doctoral study, students will synthesize learning throughout the program through the construction and dissemination of an evidence-based practice project. The project will be derived from practice (research), educational, or organizational (leadership) needs that focus on a change initiative such as a quality improvement project, creation of a policy or guideline, program/curriculum evaluation and intervention, or evaluation of a new practice model or curricular offering. Capstone I will focus on development of the question, identification of a faculty advisor and practice expert, and feasibility of their project.</p>
<p><b>DMSC 705 Evidence Based Practice</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Coco Perry, PharmD, Dept of PA Studies</p> <p>3 credit hours Full semester</p>	<p><b>Course Description</b></p> <p>This comprehensive course in Evidence-Based Practice (EBP) is designed for PAs to enhance their decision-making skills based on integration of current scientific evidence. This course covers the fundamental principles of EBP, including the critical appraisal of research, understanding biostatistics, and the application of research design.</p> <p>PAs will learn how to efficiently search medical literature, critically evaluate the literature, and apply findings to clinical and academic practice. Emphasis is placed on introduction to research methodology, understanding the hierarchy of evidence, interpreting statistical results, and assessing the validity and applicability of different study designs.</p>

Semester II, Fall I	
<p><b>DMSC 770</b>  <b>Conceptual Models of Quality &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTORS-                      Tinisha Lambeth, DNP &amp;                      Amy Bell DNP, Dept of                      Academic Nursing</p> <p>3 credit hours                      Full semester</p>	<p><b>Course Description</b></p> <p>This course provides an overview of theoretical, quality improvement, and evidence-based practice models that are frequently used in patient safety and quality improvement literature. Students will explore human, systems, and organizational factors impacting care; analyzing and applying select theoretical and conceptual models used across their various areas of healthcare.</p>
<p><b>DMSC 706</b>  <b>Research Design &amp; Scholarly Writing</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Chris                      Gillette, PhD, Dept of PA                      Studies</p> <p>3 credit hours                      Full semester</p>	<p><b>Course Description</b></p> <p>This course will continue to build evidence-based medicine concepts to DMSc students by providing in-depth, practical knowledge regarding common study designs for implementation science including quasi-experimental and non-experimental study designs. Students will also apply basic and inferential statistical techniques using a common statistical software package. Students will also improve their understanding about scholarly writing in terms of research manuscripts and research project funding proposals.</p>
Semester III, Spring I	
<p><b>DMSC 711</b>  <b>Exemplary Leadership of Teams and Organizations</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR-                      Pat Sweeney, PhD, WFU  <b>School of Business</b></p> <p>3 credit hours                      Half semester</p>	<p><b>Course Description</b></p> <p>This course provides healthcare leaders with the skills, knowledge, mindsets, and tools to build and lead high-performing teams and organizations while exercising influence throughout the enterprise.</p>

Semester III, Spring I	
TRACK SPECIFIC	
<p><b>DMSC 711</b>  <b>Curriculum Development &amp; Assessment</b></p> <ul style="list-style-type: none"> <li>• <b>Education Track Required</b></li> </ul> <p>COURSE DIRECTOR:                      Stefanie Rachis, EdD,                      WFUSOM                      3 credit hours                      Half semester</p>	<p><b>Course Description</b>                      This course will examine various assessment models and techniques used to evaluate student classroom performance, student clinical performance, instructor performance and educational programs. This course will also incorporate a learner centered approach to course development and instructional delivery based on the best evidence of how people learn.</p>
<p><b>DMSC 709</b>  <b>Research Methods</b></p> <ul style="list-style-type: none"> <li>• <b>Research Track Required</b></li> </ul> <p>COURSE DIRECTOR- Chris Gillette, PhD, Dept of PA Studies                      3 credit hours                      Half semester</p>	<p><b>Course Description</b>                      This course will build on the previous evidence-based medicine and capstone courses by providing in-depth information about health outcomes research and its utility in informing clinical care. This course will introduce students to outcomes research designs, measurement, and real-world data. Students will also improve students' understanding about systematic reviews/meta-analysis and public health research methodologies.</p>
<p><b>DMSC 7110</b>  <b>Contemporary Issues in Leadership</b></p> <ul style="list-style-type: none"> <li>• <b>Leadership Track Required</b></li> </ul> <p><b>School of Business</b>                      3 credit hours                      Half semester</p>	<p><b>Course Description</b>                      This course focuses on building knowledge of what constitutes highly effective and exemplary character-based leadership and helps students develop skills, competencies and mindsets to employ such leadership in action. The course uses readings, videos, case studies, and lectures to cover various forms and styles of leadership for students to draw from to tailor their own approach to leading to get results with integrity.</p>



<b>Semester IV, Summer II</b>	
<ul style="list-style-type: none"> <li><b>Education &amp; Leadership tracks select (1) of these courses in addition to the required track specific course indicated.</b></li> <li><b>Research track picks any (2) of these courses.</b></li> </ul>	
<p><b>DMSC 708</b>  <b>The Art of Learning</b></p> <ul style="list-style-type: none"> <li><b>Education Track Required</b></li> </ul> <p>COURSE DIRECTOR:                      Stacy Schmauss, EdD,                      WFUSOM</p> <p>3 credit hours                      Full semester</p>	<p><b>Course Description</b></p> <p>Teaching is equal parts art and science. This course will explore both art and science by providing a foundation in theories of teaching and learning. Designed with the professional learner in mind, we will explore the philosophical and developmental origins of learning theory with an emphasis on practical application for the creation of sound educational experiences that will engage and inspire.</p>
<p><b>DMSC 710</b>  <b>Leading Change in Healthcare Systems</b></p> <ul style="list-style-type: none"> <li><b>Leadership Track Required</b></li> </ul> <p>COURSE DIRECTOR: Gayle Bodner, DHSc, PA-C</p> <p>3 credit hours                      Full semester</p>	<p><b>Course Description</b></p> <p>PA leaders must be agile in an ever-evolving healthcare landscape in order to excel. Building upon previous coursework and foundational knowledge, this course is tailored for doctoral-level PAs seeking to explore and master the complex dynamics of leadership within the healthcare sector. Future PA leaders will acquire the skills necessary to navigate and lead effectively in clinical, research, and educational settings. This course is designed to empower PAs to excel in diverse roles, spanning management, administration, and executive leadership.</p>
<p><b>DMSC 731</b>  <b>Financial Management of Healthcare Organizations &amp; Research</b></p> <ul style="list-style-type: none"> <li><b>Elective Course</b></li> </ul> <p>COURSE DIRECTORS:                      Eddie Alcorn, MBA, MSPH,                      LCSW and Matt Barr,                      MHL, CPA</p> <p><b>School of Professional Studies</b></p> <p>3 credit hours                      Full semester</p>	<p><b>Course Description</b></p> <p>This course focuses on the area of financial management as applied to healthcare organizations. The course’s emphasis is to apply the principles and concepts of healthcare financial management to healthcare providers that represent innovative new structures and organizations offering integrated patient care. Students will gain competency in the application of financial analysis tools and techniques through a case study approach.</p>

<b>Semester V, Fall II</b>	
<p><b>DMSC 703</b> <b>Capstone II</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Kelly Conner, PhD, PA-C, Dept of PA Studies</p> <p>3 credit hours Full semester</p>	<p><b>Course Description</b></p> <p>This course will continue the capstone series with completion of data generation for the capstone project. The focus will be on completion of data accrual and analysis.</p>
<p><b>DMSC 701</b> <b>Healthcare Policy, Law and Ethics</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Jennifer Houlihan, MSP, MA</p> <p>3 credit hours Full semester</p>	<p><b>Course Description</b></p> <p>This course covers six interrelated components impacting public health and health policy: 1.) basic concepts of health 2.) multiple factors impacting current policy development 3.) economic implications 4.) delivery systems impact 5.) the role of health professionals and 6.) advocacy/systems thinking approaches to public health and health policy issues.</p>
<b>Semester VI, Spring II</b>	
<p><b>DMSC 704</b> <b>Capstone III</b></p> <ul style="list-style-type: none"> <li>• <b>CORE REQUIRED Course</b></li> </ul> <p>COURSE DIRECTOR- Kelly Conner, PhD, PA-C, Dept of PA Studies</p> <p>3 credit hours Half semester</p>	<p><b>Course Description</b></p> <p>This course will be the culmination of the capstone series with completion of manuscript and presentation of findings for dissemination.</p>

Semester VI, Spring II	
Electives: DMSc Candidates select (1)	
<p><b>DMSC 720</b>  <b>Health Information Management Systems Elective</b></p> <ul style="list-style-type: none"> <li>• <b>School of Professional Studies</b></li> </ul> <p>3 credit hours                      Half semester</p>	<p><b>Course Description</b></p> <p>A comprehensive introduction to various principles, tools, and concepts used to manage information within a healthcare environment. The course will explore the planning, evaluation, assessment, and accountability of quality service provisions, including health data visualization to gain healthcare insights for decision-making.</p>
<p><b>DMSC 728</b>  <b>Human Resources Management and Organizational Development</b></p> <ul style="list-style-type: none"> <li>• <b>School of Professional Studies</b></li> </ul> <p>3 credit hours                      Half semester</p>	<p><b>Course Description</b></p> <p>This course will explore how to manage an organization’s workforce planning through the design and implementation of effective human resources policies and procedures. Examples include processes and systems related to performance management, talent management, diversity and employee wellness.</p>
<p><b>DMSC 712</b>  <b>Population Health and the American Healthcare System</b></p> <ul style="list-style-type: none"> <li>• <b>School of Professional Studies</b></li> </ul> <p>3 credit hours                      Half semester</p>	<p><b>Course Description</b></p> <p>An overview of healthcare delivery in the United States and Population Health. Analyze the structure and function of the American healthcare system, its policies, and their impact on population health. Equip yourself with the knowledge and insights necessary to drive positive change in healthcare for all.</p>
<p><b>DMSC 714</b>  <b>Digital Health</b></p> <ul style="list-style-type: none"> <li>• <b>School of Professional Studies</b></li> </ul> <p>3 credit hours                      Half semester</p>	<p><b>Course Description</b></p> <p>The advancement of informatics in healthcare has allowed a convergence of digital technologies to improve overall quality, cost, health services outcomes, and patient experiences. This course will explore the theory, applied practice, and impact of current and emerging digital health technologies, such as wearables, mobile health and Internet of Things (IoT), as well as electronic health records/clinical documentation systems for all demographics.</p>

<p><b>DMSc 752</b> <b>Artificial Intelligence in Health Informatics</b></p> <ul style="list-style-type: none"><li>• <b>School of Professional Studies</b></li></ul> <p>3 credit hours Half semester</p>	<p><b>Course Description</b></p> <p>In this course, we will delve into the bedrock principles of artificial intelligence (AI) and their profound applications in the realm of healthcare. Discover how AI revolutionizes disease prevention, detection, diagnosis, and prognosis, reshaping the landscape of healthcare innovation.</p>
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## Section II: Academic Policy

### Accessing Policies

Wake Forest University School of Medicine maintains policies that apply to all School of Medicine students, including policies on health requirements and immunizations, disability accommodations, refunds of tuition, financial aid, education records, appeal of dismissal, substance use, and sexual misconduct. Students are expected to familiarize themselves with all School and program policies on the [internal PolicyTech Site](#).

There are four ways to navigate to PolicyTech:

1. **Via the Intranet Home Page (Charlotte Campus)**
  - Access People Connect or Intranet Home Page via Chrome or Edge
  - Click 'Policies' and select 'All Policies' tab.
  - Click 'Access PolicyTech' and PolicyTech will open.
2. **Via any Intranet page (Winston-Salem campus)**
  - Select 'Policies' from the bottom banner of any Wake Market Intranet page.
  - Click 'View All Policies' and PolicyTech will open.
3. **Via the Citrix Portal (all campuses)**
  - Locate Citrix Workspace on your desktop and scroll down to the 'Policies' button.
  - Log in with your credentials.
  - Click the star to easily locate it in your Citrix Favorites.
4. **Via the PolicyTech website (all campuses)**
  - Visit: <https://atrium.policytech.com/>
  - Log in with your credentials when prompted.

Students who would like additional training or assistance accessing policies should contact [edcompliance@wakehealth.edu](mailto:edcompliance@wakehealth.edu).

Favoriting important policies is a great way to make sure that applicable policies are easy to find in the future. Students are strongly encouraged to add applicable policies to their PolicyTech 'Favorites' for quick access.

There are two ways to favorite policies:

1. When viewing the policy title on the 'Browse' page, click the 3 dots to the right of the policy name and select "Add to Favorites." OR
2. When viewing the policy, click the star at the top left of the page.

Students may reach out to [edcompliance@wakehealth.edu](mailto:edcompliance@wakehealth.edu) to obtain a quick reference list of applicable policies for their program.

**Please Note:** While School of Medicine policies are contained within the Wake Forest University School of Medicine Policy and Compliance Companion, students should always refer to PolicyTech for the most updated version of any policy.

## **PA Studies DMSc Policies**

A. DMSc Program Policy (Click to follow link to content):

1. [Advanced Placement Policy - DMSc Program - PA Studies \(WFUSM\)](#)
2. [Appeal of Final Course Grade Policy - DMSc Program - PA Studies \(WFUSM\)](#)
3. [Criminal Background Check Policy - DMSc Program - PA Studies \(WFUSM\)](#)
4. [Deferral Policy - DMSc Program - PA Studies \(WFUSM\)](#)
5. [Evaluation Policy - DMSc Program - PA Studies \(WFUSM\)](#)
6. [Exit Policy - DMSc Program - PA Studies \(WFUSM\)](#)
7. [Professionalism and Honor Code - DMSc Program - PA Studies \(WFUSM\)](#)
8. [Satisfactory Academic Progress \(SAP\) for Financial Aid Policy - DMSc Program - PA Studies \(WFUSM\)](#)
9. [Satisfactory Academic Progress \(SAP\) Policy - DMSc Program - PA Studies \(WFUSM\)](#)
10. [Social Media Policy - DMSc Program - PA Studies \(WFUSM\)](#)
11. [Technical Standards Policy - DMSc Program - PA Studies \(WFUSM\)](#)

B. Wake Forest School of Medicine Policy (that applies to the DMSc Program)

1. [Distance Education Policy \(WFUSM\)](#)
2. [Leave of Absence Policy \(WFUSM\)](#)
3. [Military Leave of Absence Policy \(WFUSM\)](#)
4. [Student Appeal of Dismissal Policy \(WFUSM\)](#)
5. [Anti-Harassment Policy \(WFUSM\)](#)
6. [Conflict of Interest Related to Student Assessment Policy \(WFUSM\)](#)
7. [Effects of Infectious Disease or Disability on Student Learning Activities Policy \(WFUSM\)](#)
8. [Mistreatment Reporting Policy \(WFUSM\)](#)
9. [Nondiscrimination Statement \(WFUSM\)](#)
10. [Posthumous Degrees and Degrees in Memoriam Policy \(WFUSM\)](#)
11. [Refund of Tuitions and Fees Policy \(WFUSM\)](#)
12. [Return of Federal Financial Aid Funds Policy \(WFUSM\)](#)
13. [Student Disability Accommodations Requests Policy and Procedures \(WFUSM\)](#)

DMSc Student Handbook - DMSc Program - PA Studies (WFUSM)

14. [Student Disability Grievance Procedures \(WFUSM\)](#)
15. [Student Education Records Policy \(WFUSM\)](#)
16. [Student Health Insurance Requirements and Responsibilities Policy \(WFUSM\)](#)
17. [Student Payment Policy \(WFUSM\)](#)
18. [Student Substance Use Policy \(WFUSM\)](#)
19. [Title IX and Non-Title IX Sexual Misconduct Policy and Grievance Procedures \(WFUSM\)](#)

## Guidelines for Disclosing a Conflict of Interest

A conflict of interest is a situation in which personal considerations, including financial considerations, have the potential to compromise or bias professional judgment and objectivity. Students are required to notify the PA Program of any potential conflicts of interest you foresee during your courses, rotations, or the curriculum during your participation in the PA program. (See the [Conflict of Interest Related to Student Assessment Policy \(WFUSM\)](#).)

Conflicts of interest important to consider include but are not limited to the following:

- You are an immediate family member of the individual.
- You are in a consensual relationship with the individual.
- You have a personal financial relationship with the individual.
- You are receiving current medical care from the individual.
- Any other circumstance not mentioned above that you may perceive as a conflict (additional information about the nature of the perceived conflict may be requested under this circumstance).

To report a conflict of interest:

Please [email the Director of Student Services](#) with the full name of any faculty member, staff member, clinician, or clinical preceptor with whom you perceive a conflict of interest and the reason for the conflict. The Director of Student Services (DSS) or designee will respond as necessary.

If you perceive a conflict of interest with the Director of Student Services, email the Chair of PA Studies.



## **Section III: DMSc Candidate Resources**

### **A. Student Support Services**

To access and review these student resources, **simply hover over the text, then CTRL + click** on the resource title to navigate directly to that webpage.

#### **1. Director of Student Services (DMSc Program, PA Department)**

Ethan Stonerook, MS, MMS, PA-C

Email: [estonero@wakehealth.edu](mailto:estonero@wakehealth.edu)

Director of Student Services Roles and Responsibilities:

- a. Disability support services
- b. Student advocacy
- c. Student counseling
- d. Serves as liaison for:
  - Title IX
  - Learning environment

#### **2. Office of Educational Excellence**

The Office of Educational Excellence supports individual students and student groups across all educational programs throughout their time at the Wake Forest University School of Medicine. The Office of Educational Excellence is primarily responsible for supporting personal and professional development. These efforts include services and programming that promote health and well-being, academic success, career exploration, community engagement, and interdisciplinary student groups and organizations.

#### **3. Student Inclusion and Diversity**

Wake Forest University School of Medicine is a learning healthcare system that practices inclusive excellence to improve health. Wake Forest has a strong institutional commitment to increase diversity in its training programs by recruiting a diverse student body that fosters a welcoming and stimulating environment.

The mission of the Office of Student Inclusion and Diversity (SID) is to demonstrate a strong institutional commitment to diversity and inclusion with belonging, respect, value, engagement, and connection throughout the institution and our community.

SID focuses on supporting the educational mission of the medical school and its goal of excellence through inclusive and diverse measures.

#### 4. The Office of Financial Aid

The Office of Financial Aid at Wake Forest University School of Medicine helps students obtain the resources needed to finance their health professions education program. We also serve as an educational resource for financial planning and debt management. We know that deciding how to manage funding for education requires careful consideration of your options and we're here to help.

#### 5. Student Accounts (Bursar)

The Student Accounts office at Wake Forest University School of Medicine is the contact for tuition and fees billing and student health insurance.

#### 6. Center for Learning, Access, and Student Services (CLASS)

CLASS is committed to fostering accessible and equitable learning environments by providing a range of services, education, and resources that extend to the entire campus community. CLASS provides the following services to all School of Medicine students.

- Academic Coaching
- Disability Services
- OWLS (outreach workshop learning series)

For more information about CLASS please visit their website at <https://class.wfu.edu/>.

#### 7. Counseling and Well-Being

##### ***Mission***

Counseling & Well-Being Services (CAWS) are available to learners in all programs of the School of Medicine. CAWS' mission is to help learners cultivate their internal and external resources so that they can successfully navigate the demands of medical school, and, ultimately, be thriving citizen-professionals in healthcare. CAWS aims to reduce barriers to mental health care that are unique to this population.

##### **Services:**

CAWS offers brief, solution-focused counseling and other well-being services. Services are free and confidential.

Clinicians provide general mental health treatment and support for such issues as anxiety, depression, grief, trauma, and relationships. NOTE: If student needs are beyond the CAWS clinical scope of practice, the team will refer you to a more specialized provider in your community.

##### ***Confidentiality***

All communication between a client and counselor is confidential (to the extent required by law), is not part of the learner educational record, and will not be released without a voluntarily signed consent.

##### ***Hours***

## DMSc Student Handbook - DMSc Program - PA Studies (WFUSM)

Counseling appointments are offered Monday through Friday from 8:30 am to 5:00 pm and are 45 minutes long. Thirty - minute triage and consultations are available throughout the week. Some limited evening hours are available upon request.

### ***Scheduling Counseling Services***

To schedule a counseling or consultation appointment, email the CAWS confidential email at [counselingservices@wakehealth.edu](mailto:counselingservices@wakehealth.edu) or submit a confidential appointment request on the website at: [CAWS Website](#). NOTE: For students who live outside the state of NC or who are on rotations outside the state, please contact CAWS for information on teletherapy options available through MySSP.

### **COUNSELING SERVICES 24/7 HELPLINE**

Every effort will be made to see students in crisis as soon as possible. Although CAWS is not a 24/7 center, we do have a 24/7 Emergency Counseling Services Helpline. If you are experiencing a mental health emergency, please contact this number at: 336-716-0637.

- Option 1 will allow you to leave a message for the counseling staff, which will be answered within 24 business hours.
- Option 2 will connect you with a live counselor.

## **8. Center for Personal and Professional Development (CPPD)**

The Center for Personal and Professional Development (CPPD) supports Wake Forest University School of Medicine students' personal and professional development while also equipping them with skills that promote personal reflection, lifelong learning and collaboration.

## **9. Coy C. Carpenter Library**

The Library's online digital resources include access to over 2.1 million electronic books, 13K journals, and 446 databases and various diagnostic and point-of-care tools.

Each student group is assigned a dedicated librarian who offers comprehensive research support throughout their academic journey. Document delivery (Interlibrary loans), printing, scanning, and faxing services are provided free of charge to all students.

Students have several options for accessing Coy C. Carpenter Library resources remotely. Students can log on via the libraries proxy server or VPN to get on the institution's network and access all resources. Proxy access is also accessible via the Library's webpage <https://school.wakehealth.edu/Carpenter-Library>. Proxied links will prompt students to log in with their institutional credentials. Once the student is connected to the Library, students have electronic access to all of the Wake Forest University Libraries. Coy Carpenter Library's resources are seamlessly integrated with the undergraduate and law libraries on the Reynolda campus, and students can access and borrow from these sites as well. For materials not held by the Coy Carpenter Library, Interlibrary Loans are provided at no cost to students and purchase recommendations are welcomed.

The Library offers in-person and virtual support during hours of operation.

- a. DMSc Textbooks via Coy C. Carpenter Library

## 10. Learning Environment Liaison Team

The Wake Forest University School of Medicine is committed to creating and maintaining a learning environment that supports and encourages respect for every individual and promotes the development of professionalism among medical students.

All faculty, staff, medical students, residents and fellows on our campuses and across all instructional sites share responsibility for creating a positive and supportive learning environment.

Our goal is to create a culture that enhances patient care, learning, scholarship and research, commitment to the health care needs of society, and the ability of all members of the Wake Forest University School of Medicine community to interact and carry out their responsibilities in a supportive and respectful fashion. Learning Environment and Mistreatment concerns may be reported to the Learning Environment Liaison Team. The Learning Environment Liaison Team is not a part of any Wake Forest University School of Medicine program, nor is it involved in student assessment. If you would like to discuss any mistreatment or learning environment concerns you have, please contact our team at via any of the methods listed below. Additional information about the services we provide and contact information can be found by visiting our website at: <https://school.wakehealth.edu/about-the-school/professionalism-and-student-mistreatment>

The following relevant policies can be found in our PolicyTech System:

[Mistreatment Reporting Policy \(WFUSM\)](#)

[Title IX and Non-Title IX Sexual Misconduct Policy and Grievance Procedures \(WFUSM\)](#)

### **How to Report Mistreatment & Learning Environment Concerns**

#### **Via Email:**

All School of Medicine learners may report mistreatment or learning environment concerns via email at [edcompliance@wakehealth.edu](mailto:edcompliance@wakehealth.edu).

#### **In Person:**

To schedule a meeting with a member of the LEL team, please scan the QR code below:



#### **Via Online Reporting Form:**

Via our reporting form: <https://forms.office.com/r/Gbd55AgeBS>

**Anonymous Reporting:**

Concerns may also be reported anonymously through the Compliance Hotline at 844-587-0825 or at [atriumhealth.ethicspoint.com](https://atriumhealth.ethicspoint.com)

**Additional Ways to Report:**

**Teammate Relations** (within Human Resources): Provides guidance and support for workplace issues. Advises on HR policies. Receives reports and conducts fair, timely investigation and resolution processes. Concerns may be reported to the HR Service Center at 336-716-6464 or by visiting the online portal [[atrium.service-now.com](https://atrium.service-now.com)].