

**Vanderbilt University School of Medicine
Master of Genetic Counseling**

**Program Handbook
Academic Year 2019-2020**

Version Date: August 17, 2019

PREFACE

This handbook is intended to provide enrolled students, as well as prospective students and related parties, with important information about the policies and procedures of the Vanderbilt Master of Genetic Counseling (MGC) Program. This handbook is one of several important documents that provide operational guidance to students to assist with their successful progression through the MGC Program. Other documents with policy and procedure information important to students include those listed below (titles of documents below are linked to the online documents). In this handbook, references to content contained in other documents are

indicated with the following reference icon: 

- [Vanderbilt University School of Medicine Catalog](#) - The VUSM Catalog is updated annually and provided online. It includes important policies and other information related to Vanderbilt University, the School of Medicine and the MGC Program.
- [Vanderbilt University Student Handbook](#) - Vanderbilt University publishes a Student Handbook containing policies and procedures that affect the lives of all Vanderbilt University students, regardless of school or degree program. Content of this document are aligned with that of the MGC Program Handbook (below) and the VUSM Catalog (above).
- [Master of Genetic Counseling Program Handbook \(this document\)](#) – The policies and procedures in the Program Handbook are aligned with Vanderbilt University, VUSM and program policies that appear in the Catalog, as well as other locations. The purpose of the Program Handbook is to provide more specific details about the program, with a particular focus on operational information and procedures.
- [Vanderbilt University Enrollment Bulletin](#). The bulletin is intended as a single point-of-entry for students to access policies and procedures important to their Vanderbilt University student lives. This resource is most helpful for accessing university-level resources. For areas where relevant information is provided via VUSM- or program-level documents/outlets, the bulletin makes references to appropriate resources.
- [Program Website](#). All VUSM programs maintain websites containing information important for students, faculty, and administrators. Some programs also maintain program handbooks with similar/complementary information. The purpose of these outlets is to provide day-to-day information about the programs, with a focus on practical information and procedures.
- [Coming in fall 2019: VUSM Student Gateway/Program Student Gateways](#). The VUSM Student Gateway provides a single point-of-entry for all VUSM students to locate VUSM-wide policies and procedures. Each degree program student gateway provides single point-of-entry to program-level polices and resources.

Important Notice to Students:

All students enrolled in the Vanderbilt University Master of Genetic Counseling Program are bound by all Vanderbilt University, School of Medicine and Master of Genetic Counseling Program policies. By enrolling in this program, each student acknowledges his or her responsibility to abide by and adhere to all institutional and programmatic policies and procedures. Students therefore have the responsibility of being familiar with the policies and procedures described in the School of Medicine Catalog, the Vanderbilt University Student Handbook and the MGC Program Handbook, as well as on institutional and program websites.

Where appropriate links to University policy are provided. Many of the policies are listed in the VUSM 2019-20 catalog. <https://vanderbilt.edu/catalogs/documents/medical.pdf>

Welcome!

The Master of Genetic Counseling (MGC) program is one built on a foundation of medical education excellence, broad clinical expertise and leadership in genetics research at Vanderbilt University and Vanderbilt University Medical Center. Support for this program is enthusiastic and far-reaching on the campus.

We want your experience to be one of intellectual challenge and academic support. Dr. Nancy Cox served on the Genetic Counseling Workforce Working Group during her tenure as President of the American Society of Human Genetics. Under her leadership support for the MGC was obtained from the Departments of Pediatrics, Medicine and Obstetrics and Gynecology along with the Institute for Clinical and Translational Research, Vanderbilt Ingram Cancer Center and Personalized Medicine at Vanderbilt.

The Genetic Counseling faculty began work on the program in 2015. This program has been developed by genetic counselors and will be taught by genetic counselors in collaboration with the extensive faculty at VU and VUMC. Our goal is to train leaders in the field while increasing access to genetic counseling services.

Our students are the future of the field and we strive to build an environment of support and academic rigor for you to thrive. Our first class will be one of immense opportunity. We welcome your input and critical evaluation of the program to improve the learning process for all. We look forward to working with you to build a legacy of excellence in the field of genetic counseling.

Best regards,

A handwritten signature in black ink, appearing to read "Martha E. Dudek". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Martha Dudek, MS, LCGC
Program Director

I. INTRODUCTION

As an international leader in genetics, Vanderbilt recognizes the need to offer a program of excellence in clinical genetics and genetic counseling research to meet the demand for genetic counselors. The Vanderbilt University Master of Genetic Counseling (MGC) program was proposed and approved by the Vanderbilt University School of Medicine and the VU Board of Trust in 2017, under the leadership of Martha Dudek, Program Director. The MGC degree is awarded by Vanderbilt University School of Medicine, with academic administrative oversight provided by the VUSM Office of Health Sciences Education. The program is offered in collaboration with the Vanderbilt Genetics Institute of Vanderbilt University Medical Center.

A. INSTITUTIONAL AND PROGRAM MISSION AND VISION

Vanderbilt University Mission, Goals, and Values

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large. Vanderbilt will uphold the highest standards and be a leader in the:

- quest for new knowledge through scholarship.
- dissemination of knowledge through teaching and outreach.
- creative experimentation of ideas and concepts.

In pursuit of these goals, Vanderbilt values most highly:

- intellectual freedom that supports open inquiry.
- equality, compassion, and excellence in all endeavors.

Vanderbilt University Medical Center Mission

Through the exceptional capabilities and caring spirit of its people, Vanderbilt will lead in improving the healthcare of individuals and communities regionally, nationally and internationally. We will combine our transformative learning programs and compelling discoveries to provide distinctive personalized care.

Vanderbilt Genetics Institute Mission

The mission of the Vanderbilt Genetics Institute is to promote genomic discovery and advance understanding of the human genome. Application of new discoveries will ultimately translate into improved patient care through better diagnosis, treatment, and prevention of human disease.

Vanderbilt Master of Genetic Counseling Program Mission

The mission of the Vanderbilt MGC Program is to graduate genetic counseling leaders in the field of genetics and genomic medicine. The Vanderbilt MGC Program is dedicated

to the matriculation of diverse graduate students and empowering them to succeed in the expanding field of genetics, genomics and personalized medicine. This will, in turn, provide increased access to care for health care consumers.

Vanderbilt Master of Genetic Counseling Program Vision

The vision of the Vanderbilt MGC Program is to be on the forefront of genetics and genetic services research, to create a nurturing environment to foster genetic counseling training, and to nest the program in a strong, connected academic and medical community.

B. INSTITUTIONAL AND PROGRAM ACCREDITATION

Institutional Accreditation

Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, professional, and doctoral degrees.

Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

(404) 679-4500

sacscoc.org

Program Accreditation

The Vanderbilt University Master of Genetic Counseling program has been granted accreditation as a New Program by the Accreditation Council for Genetic Counseling (ACGC) effective January 31, 2019. Additional information may be found on the ACGC website at gceducation.org and on the VUSM website at medschool.vanderbilt.edu/mgc.

ACGC

P.O. Box 15632

Lenexa, KS 66285

(913) 895-4629

<http://www.gceducation.org>

C. PROGRAM LEADERSHIP AND STAFF

[Advisory Board](#) 

[Program Leadership & Staff Members](#) 

[Program Faculty](#) 

[Standing Committees](#) 

Directly Responsible Individuals:

Directly Responsible Individuals (DRIs) are defined as those program faculty with whom students should be in contact regarding questions or informational needs they might have. The primary contact for any issue, as listed below, should always be contacted first. In the event the primary contact is not available, the second contact should be contacted next. If the second contact is not available, the third contact should be contacted. Appropriate DRIs on various topics are listed in the table below.

Concern or Issue	Primary Contact	2nd Contact	3rd Contact
Academic courses	Course Director	Academic Advisor	PD or APD
Practica or rotations	Lead Supervisor	Practicum Coordinator	PD or APD
Research	Faculty Research Advisor	Research Review Committee Chair	PD or APD

PD = MGC Program Director

APD = MGC Assistant Program Director

II. ACADEMIC PROGRAM AND GRADUATION REQUIREMENTS

A. VUSM HONOR CODE AND COUNCIL

All students enrolled in Vanderbilt University School of Medicine programs must abide by the VUSM Honor Code. Full information about the VUSM Honor Code and Council is available in the [School of Medicine Catalog](#).

B. MGC COURSE OF STUDY

C. GRADUATION REQUIREMENTS

D. CURRICULUM


E. ROTATION REQUIREMENTS

Rotations are an integral part of training genetic counseling professionals. During the 21-month Vanderbilt University MGC program, students engage in rotations that are primarily focused on clinical experiences, as required by ACGC Standards and Guidelines. Through these rotations, MGC students gain the training and experience necessary for a career in genetic counseling.


Individual rotation schedules will be distributed and reviewed at the beginning of the Spring semester of the first year. Note that the term “rotation” is used in reference to area a student is in for the designated number of weeks. Introductory rotations are 1-2 weeks long and the remainder of the rotations are five weeks long. The term ”practicum” is used to describe all the rotations completed in a given semester. For example, in the spring semester of the first year a student will complete five introductory rotation and two five-week rotations as part of Genetic Counseling Practicum I (GC7515). However, students vary as to which of the rotation areas they have in Practicum I.

Introductory Rotations

In January and February of the first year, each student completes five, introductory rotations in the following areas: Prenatal, Pediatrics, Cancer, Specialty, and Laboratory. These brief, 1-2 week rotations serve as an on-site introduction to the clinical areas in which students will later spend more time. Since each student is required to participate in all the rotations, the specific order in which students complete the five rotations will vary.

These introductory rotations are outlined on the [MGC website](#). 

Five-Week Rotations

In March of the first year, students begin a sequence of ten, five-week rotations. Students rotate through four of the rotations at least twice (Prenatal, Pediatrics, Cancer and Specialty). In addition, students generally complete one laboratory and one additional rotation of their choice. These five-week rotations are outlined on the [MGC website](#).  Overall rotation expectations are outlined in practicum syllabi. The Lead Supervisor for each rotation reviews the individual rotation expectations these with each student at the beginning of each rotation.

Students complete most rotations at Vanderbilt University Medical Center sites. Students interested in rotating at a non-VUMC site may consider doing so as an elective. All external rotation sites must be fully vetted and approved by the Program Director prior to any student beginning a rotation at that location.

Elective Rotation Guidelines

MGC students have the opportunity to pursue an elective rotation in his or her second year of training. Elective rotations must be approved by the Program Leadership and will be overseen by the Practicum Coordinator. If the student is on target in their acquisition skills and accumulation of cases, the rotation site may include non-core cases and/or non-clinical experiences. The rotation experience must contribute to the overall depth and experience of the genetic counseling training. Students may also return to a previous site for a more in-depth experience.

In order to be approved for an elective rotation, students must submit an elective rotation proposal to the Practicum Coordinator no later than 5 weeks prior to the start of the anticipated rotation. Written proposals must include:

- Student Name
- Elective Rotation Name
- Contact / Potential Supervisor
- Dates of Rotation
- Specific Goals for Proposed Rotation
- Contributions to Student's Professional Training
- ACGC Competencies Practiced During Rotation
- Roles and Responsibilities
- Elective Activities
- Hours Per Week
- Verification of Proposed Plan
- Evaluation Strategies

Students should discuss elective rotation goals and opportunities with their Academic Advisor at the end of the summer rotation and no later than the beginning of the second year.

F. [RESEARCH REQUIREMENT](#) 

G. [SUPPLEMENTARY EDUCATIONAL ACTIVITIES](#)

MGC students are required to participate in several supplementary educational activities, including, but not limited to, case conferences, review meetings, community presentations, and grand rounds. Students participate in supplementary educational activities during normal classroom/rotation hours. Because supplementary educational activities are required, participation in them is tracked, and participation is considered in the overall assessment of student academic performance.

III. STUDENT ASSESSMENT

A. [GRADING](#) 

Students assignments for courses and other educational activities are outlined in the course syllabus provided by each course director. Grading rubrics are used to grade written assignments and projects. Students are provided with these grading rubrics at the commencement of the assignment. Students are able to view their performance on assessments online through the course management system.

B. [PRACTICA ASSESSMENT](#)

Acquisition of Clinical Skills

Students are assessed on their clinical skills during and at the end of each rotation. The Assessment of Student Performance during Rotation form is used for assessment of acquisition of clinical skills. Students are assessed using the RIME Framework (Reporter, Interpreter, Manager, Educator). This form is completed by the student and Lead Supervisor at the end of each rotation. Rotation assessments are discussed at each advisor meeting and influence student progress and promotion through the program. At the midpoint of the rotation a self-assessment and informal review or progress will be completed using the format of this tool. Regularly the student will meet with their Lead Supervisor to discuss weekly progress and goals.

Tracking of rotation experiences

To ensure adequate exposure and training, the Accreditation Council of Genetic Counselors (ACGC) requires that each student maintain records of all rotation experiences (i.e. cases) seen as part of the MGC Program. New Innovations is an electronic data capture tool used by the MGC Program to track and manage these data. Students are trained on how to use New Innovations for tracking and data management as part of Genetic Counseling Practicum I (GC7615). New Innovations allows students to have restricted access to only their experiences while facilitating review of the all the data by program leadership in aggregate and individually. New Innovations generates a summary report of experiences for review by the student and program leadership for tracking purposes.

C. [RESEARCH PROGRESS ASSESSMENT](#)

D. [STUDENT GRADING GRIEVANCES](#)

IV. STUDENT ADVISING

A. [ACADEMIC AND CAREER ADVISING](#)

B. [STUDENT HEALTH AND WELLNESS](#)

V. [PROGRESS AND PROMOTION](#)

VI. TUITION, FEES AND FINANCIAL AID

VII. ENROLLMENT

A. ACADEMIC CALENDAR

B. REGISTRATION PROCEDURES AND REQUIREMENTS

Newly admitted students, as well as continuing students, receive communications from the VUSM Office of Enrollment Services and the MGC Program regarding procedures for course registration prior to the start of each term. Because the MGC Program is a cohort program, most course enrollment is completed centrally by the MGC Program administration.

VIII. ATTENDANCE AND LEAVE OF ABSENCE

IX. STUDENT HEALTH AND WELLNESS

In addition to the Student Care Network and other useful student resources found in the Life at Vanderbilt chapter of the [VUSM Catalog](#), M.G.C. faculty members and those in the program leadership are available as resources to students to discuss challenges related to work-life balance and other stressors that can accompany launching a new career, as well as life in general. Faculty members are trained during their faculty orientation about the limits to this professional role and how to recognize when students may be in need of more specialized resources, such as those provided through VU student health or the Title IX office. Faculty members are also trained to make referrals to available resources, whether doing so directly or by providing resources to students who wish to self-refer.

A. ACCESS, TITLE IX, AND NON-DISCRIMINATION/NON-HARASSMENT

Vanderbilt University School of Medicine and the MGC Program comply with all aspects of the [Vanderbilt University Nondiscrimination Statement](#). If a student or faculty member believes that a member of the Vanderbilt community has engaged in prohibited discrimination, harassment, or retaliation, they should contact the Title IX and Student

Discrimination Office and/or the Equal Employment Opportunity Office, as described below. If the offense is criminal in nature, they may file a report with Vanderbilt University Police Department.

VU Title IX and Student Discrimination Office

The Vanderbilt University Title IX and Student Discrimination Office (vanderbilt.edu/title-ix) and/or the Vanderbilt University Equal Employment Opportunity Office (vanderbilt.edu/eoo) investigate allegations of prohibited discrimination, harassment, and retaliation involving members of the Vanderbilt community. This includes allegations of sexual misconduct and other forms of power-based personal violence. Vanderbilt's Title IX coordinator is Molly Zlock, director of Title IX and Student Discrimination.

The Title IX and Student Discrimination Office also facilitates interim accommodations for students impacted by sexual misconduct and power-based personal violence. Some examples of interim accommodations include stay-away orders, adjusted course schedules, and housing changes. Specific concerns pertaining to prohibited discrimination, harassment, or retaliation, including allegations of sexual misconduct and other forms of power-based personal violence, should be directed to the Title IX and Student Discrimination Office at (615) 343-9004.

Office for Equity, Diversity and Inclusion

The Office for Equity, Diversity, and Inclusion (vanderbilt.edu/diversity/) is responsible for advocating for institutional change, working with university stakeholders to set goals and institutionalize accountability, and ensuring that equity, diversity, and inclusion efforts are coordinated throughout Vanderbilt University for students, faculty, and staff. The office provides unconscious bias education, diversity education, campus conversations, and centralized communication and promotion of diverse news and events. Its mission is to be intentional about and accountable for the advancement of equity, diversity, and inclusion in institutional programs for the entire Vanderbilt University community. Visit vanderbilt.edu/equity-diversity-inclusion for more information.

Religious Reasonable Accommodation for Students

VUSM offers its students reasonable accommodation for religious practices. Accommodation is determined on a case-by-case basis. Students wishing to request reasonable accommodation should initiate a request by meeting with the MGC Program Director. As part of the request process, the student will be asked to complete the Religious Reasonable Accommodation Request Form, found under the "Other Services" tab on the VU Title IX Office website (vanderbilt.edu/title-ix). The submission of this form will begin an interactive process that will include the student, the Program Director,

the Title IX office, and relevant parties as Vanderbilt deems necessary (e.g., course faculty). On average, the process takes at least two weeks to complete; reasonable accommodation arrangements are not retroactive. Please note that requests for accommodation must be renewed annually.

Services for Students with Disabilities

Vanderbilt is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act as it strives to be an inclusive community for students with disabilities. Students seeking accommodation for any type of disability are encouraged to contact Student Access Services (vanderbilt.edu/student-access). Services include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audio textbooks, physical adaptations, notetakers, reading services, and reasonable accommodations for housing and dining. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the Disability Program Director, Student Access Services, PMB 401809, 2301 Vanderbilt Place, Nashville, Tennessee 37240-1809; phone (615) 343-9727; vanderbilt.edu/student-access.

Sexual Misconduct and Intimate Partner Violence

Vanderbilt University is committed to equal opportunity and to maintaining a safe and healthy environment for all members of the University community, guests, and visitors. The University's policies, programs, and activities are designed to foster courtesy and respect. The University prohibits and seeks to eliminate all forms of sexual misconduct, including sexual harassment and sexual assault, and intimate partner violence, which includes dating violence, domestic violence, and stalking. Under federal law, Vanderbilt has a duty to take steps to prevent and redress sexual misconduct and intimate partner violence. Such conduct is contrary to Vanderbilt's values, represents socially irresponsible behavior, and is not tolerated.

The Vanderbilt University Student Handbook includes a Sexual Misconduct and Other Forms of Power-Based Personal Violence policy (vanderbilt.edu/student_handbook/sexual-misconduct/). Full information about Vanderbilt University policies and student resources related to sexual misconduct and intimate partner violence may be found on this website. Students are instructed on this policy when they are oriented to the program. Students who experience violations of this policy are encouraged to report such incidents.

B. STUDENT HEALTH AND COUNSELING SERVICES

The VU MGC Program considers the health and well-being of its students a top priority.

Toward that end, students have multiple health-related services at their disposal through Vanderbilt University, Vanderbilt University Medical Center and other organizations in the Nashville area. Students may easily self-refer to these resources or they may be referred to them by MGC faculty and/or leadership. Students are introduced to the range of health services at orientation and at an update at the beginning of the second year. Faculty members are educated about resources and program policies when they join the program (and annually thereafter). They are also trained at these times about the importance of timely access and/or referral of students to appropriate support services.

Health Services Referral Policy

Maintaining student privacy around health issues, some of which may be particularly sensitive, is very important to the VU MGC program. In the event an MGC faculty member or program leader provides information to a student on an informal basis about potentially helpful health resources, that is not documented in any way in the student record, nor is the referral necessarily shared with the Program Director.

There may be very rare instances where a Promotion Committee recommends formally that a student avail him or herself of health resources in order to obtain support thought to be beneficial to the student's success in the academic program. In those cases, that recommendation would be documented formally in the Promotion Committee findings letter to the student and become part of the student's academic record.

Student Care Network

The Student Care Network is a holistic network of services and resources pertaining to health and wellness available to all Vanderbilt University students. Primary offices include the Office of Student Care Coordination, the University Counseling Center, the Student Health Center, and the Center for Student Wellbeing. Students also have access to a wide range of additional on-campus and community resources through the Student Care Network—from the Vanderbilt Recreation and Wellness Center to the Project Safe Center and to a variety of community providers. To facilitate finding resources, students may refer to the Student Care Network website, vanderbilt.edu/studentcarenetwork, or contact the Office of Student Care Coordination at (615) 343 WELL (9355) or studentcare@vanderbilt.edu.

Office of Student Care Coordination

The Office of Student Care Coordination is committed to supporting undergraduate, graduate, and professional students, and postdoctoral fellows in successfully navigating life events related to academic stress and/or medical, mental health, and/or other personal concerns that may interfere with a student's ability to achieve their academic and personal goals. This team of "care coordinators" is the central and first point of contact for students to help identify needs and determine the most appropriate resources in

Vanderbilt's Student Care Network and in the Nashville community to address concerns. Student Care Coordinators work collaboratively with students to develop a student success plan, share education about and facilitate connections to appropriate on- and off-campus resources, and provide accountability through supportive follow-up meetings. Our goal is for students to have the right support, in the right place, at the right time. In addition, the Office of Student Care Coordination coordinates support for students returning from medical leaves of absence. Though staff typically have a background in mental health services, it is important to understand that work with a Student Care Coordinator is not counseling or therapy.

Many students face challenges during their educational experiences and each situation is unique. The Office of Student Care Coordination is the first step to determine where to go for the most appropriate support for your needs. Students are encouraged to visit vanderbilt.edu/carecoordination to complete an initial assessment and schedule an appointment to meet with a Student Care Coordinator. Students may also call (615) 343-WELL (9355) or drop in to see a Student Care Coordinator, Monday–Friday, 8 a.m. to 5 p.m. The Office of Student Care Coordination is located in Sarratt Student Center, Suite 100.

University Counseling Center

As a key component of Vanderbilt's Student Care Network, the University Counseling Center (vanderbilt.edu/ucc) provides mental health assessment, support, and treatment for all students enrolled at Vanderbilt, including undergraduate, graduate, and professional students.

Highly skilled and multidisciplinary teams of professionals offer crisis intervention, substance abuse counseling, short-term individual counseling, group therapy, biofeedback, ADHD and learning disorder assessments, and psychiatric assessment and pharmacologic treatment. Treatment plans are tailored to each individual's unique background and needs. UCC professionals support the university's mission of fostering inclusive excellence through cultural awareness and competence. In addition to regular hours and evening/weekend crisis response, the UCC offers various "Let's Talk" locations and affinity groups.

To access UCC services, visit vanderbilt.edu/ucc or the Office of Student Care Coordination's website at vanderbilt.edu/carecoordination or call the OSCC at (615) 343-WELL (9355). For immediate crisis support or to speak with someone at the UCC after business hours, call the UCC at (615) 322-2571.

Student Health Center

The VU Student Health Center (vumc.org/student-health) provides primary care services

for students and is staffed by physicians, nurse practitioners, nurses, and lab technicians. The Student Health Center provides services similar to those provided in a private physician's office or HMO, including routine medical care, specialty care (e.g. nutrition and sports medicine), and some routine lab tests. Most of the services students receive at the Student Health Center are pre-paid, but those services that are not are the responsibility of students to coordinate with their health insurance.

When the university is in session, during fall and spring semesters, the Student Health Center is open Monday through Friday from 8:00 a.m. to 4:30 p.m. and Tuesday early evening. Students should call ahead to schedule an appointment at (615) 322-2427. Students with urgent problems will be seen on a same-day basis. They will be given an appointment that day, or "worked in" on a first-come, first-served basis, if no appointments are available.

Emergency consultation services are available from on-call professionals at (615) 322-2427 when the Student Health Center is closed. For more detailed information on the services available at the Student Health Center and information on other health-related topics, please visit the Student Health Center website at vumc.org/student-health.

C. STUDENT HEALTH INSURANCE

All degree-seeking students registered for 4 or more hours at Vanderbilt are required to have adequate hospitalization insurance coverage. The University offers a sickness and accident insurance plan that is designed to provide hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of insurance coverage is available at gallagherstudent.com. Additional information, including health insurance waiver, is available at <https://www.vanderbilt.edu/studentcarenetwork/your-health-insurance/>.

D. STUDENT SAFETY AND EMERGENCY PREPAREDNESS

Vanderbilt University Safety and Emergency Preparedness

The Vanderbilt University Police Department provides several services and programs to members of the Vanderbilt community:

Walking Escorts

Walking escorts are available for students walking to and from any location on campus during nighttime hours. Walking escorts are provided by VUPD officers. The telephone number to call for a walking escort is (615) 421-8888, or 1-8888 from a campus phone, after which, a representative from VUPD will be dispatched to the caller's location, or to a designated meeting point to accompany the caller to his or her destination.

Emergency Phones

Emergency telephones (Blue Light Phones) are located throughout the university campus, Medical Center, and 100 Oaks. Each phone has an emergency button that when pressed automatically dials the VUPD Communications Center. An open line on any emergency phone will activate a priority response from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used only for actual or perceived emergency situations. An emergency response can also be activated by dialing 911 from any campus phone. Cellphone users can dial (615) 421-1911 to summon an emergency response on campus. Cellphone users should dial 911 for off-campus emergencies. Callers should be prepared to state the location from which they are calling.

Security Notices

In compliance with the U.S. Department of Higher Education and the Jeanne Clery Act, Security Notices are issued to provide timely warning information concerning a potentially dangerous situation on or near Vanderbilt University. This information is provided to empower our students and employees with the information necessary to make decisions or take appropriate actions concerning their own personal safety. Security Notices are distributed throughout Vanderbilt to make community members aware of significant crimes that occur at the university. They are distributed through Vanderbilt email lists and through the department's webpage, police.vanderbilt.edu/crimeinfo/securitynotices.php.

AlertVU

In the event of an emergency, AlertVU is one of the ways members of the Vanderbilt community receive information. All Vanderbilt faculty and staff are automatically enrolled in AlertVU with their Vanderbilt email address only. Users may enter additional phone numbers in by which they wish to receive voice or text alerts. Vanderbilt students are automatically enrolled with their Vanderbilt email address and phone numbers. Students may also enter a contact number for a parent if they wish for a parent to be notified of emergencies at Vanderbilt. AlertVU is used for emergencies posing an imminent threat or danger to the Vanderbilt community. The webpage alertvu.vanderbilt.edu is the primary location for all information and ongoing updates. Other existing systems, such as the campus security notices, Alertus desktop warnings, outdoor sirens, as well as other campus and medical center websites and social media may be used as part of the university and medical center's overall emergency communications strategy.

Educational and Assistance Programs

The Crime Prevention Unit of Vanderbilt University Police Department offers programs addressing issues such as sexual assault, domestic violence, workplace violence, personal safety, RAD (Rape Aggression Defense) classes, and victim assistance. VUPD provides additional services including property registration (for bikes, laptops, etc.), lost and found, weapons safekeeping, and Submit a Crime Tip. For further information on available programs and services, call (615) 322-7846 or visit police.vanderbilt.edu/services/eduprograms.php.

Annual Security Report

The Vanderbilt University Annual Security Report is published each year to provide the Vanderbilt University community with information on security-related services offered by the university and campus crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act. This booklet is prepared with information provided by the Nashville Metropolitan Police Department, the Department of Student Athletics, Office of the Dean of Students, the Office of Housing and Residential Education, and the Vanderbilt University Police Department. It summarizes university programs, policies, and procedures designed to enhance personal safety for everyone at Vanderbilt.

Vanderbilt University Medical Center Safety and Emergency Preparedness

Vanderbilt University Medical Center (VUMC) is the primary clinical location for MGC students. As a result, all Vanderbilt University (VU) students participating in clinical learning activities at VUMC are provided instruction on VUMC policies and procedures at the outset of their clinical activities, and they are required to be familiar with and follow policies at all times. VU students, VU clinical faculty and all VUMC staff participate in comprehensive emergency preparedness and safety training as part of the orientation/new employee onboarding process.

These modules cover a number of topics, including:

- Hazard Communications
- Fire and Electrical Safety
- Emergency Preparedness
- Ergonomics
- Accident and Injury Prevention
- Infection Prevention

All VU students, VU faculty members and VUMC staff members are required to complete emergency preparedness refresher training on an annual basis.

Training modules are housed on VU and VUMC's employee online learning management

system, Learning Exchange. Students are given access to Learning Exchange from the time of their matriculation at VU. Learning Exchange is used by students, faculty and staff to take their initial and annual emergency preparedness training, as well as annual safety refresher training. Learning Exchange users use their VUMC VUNet ID to log into the system, so their records are secure and private. Learning Exchange records each user's module completion date and the user score for each module (numerical, pass, or fail, depending on the module).

In addition to safety modules, students, faculty and staff have access at all times to VUMC Emergency Operations Quick Reference Guides, which provide easily accessed information for use during emergencies. The Quick Reference Guides are based on the content of the VUMC Safety & Emergency Operations Manual. These Guides are found throughout VUMC and are available on the VUMC website (as part of the VUMC Safety & Emergency Operations Manual; <https://www.vumc.org/emergency/>). The Quick Reference Guides also provide an opportunity for each unit to document location-specific guidance for emergency situations. Students, faculty and staff also receive identification badge-sized reference cards that include key emergency codes and response procedures for quick reference. These cards clip onto their VUMC identification card holders, which they wear at all times when they are on the VUMC campus.

In the event of an emergency, VUMC uses various methods of communication to alert students, staff and faculty that the organization has activated an Emergency Operations status. Student, faculty and student notification include mass messaging via AlertVU (described above) and announcements over VUMC building public address systems. A VUMC Emergency Operations Center is opened, and communications take place throughout the emergency situation, as well as after the situation, in order to provide appropriate guidance to the VUMC community. Minimum communication to be provided includes the nature of the emergency, any specific codes (from VUMC codes list) pertaining to the emergency, the location of the emergency and emergency action plans that are to be activated, if any.

Students are trained and advised by supervisors to report immediately to the VUMC Occupational Health Clinic (OHC) (or the VUMC Emergency Department, if exposures occur after OHC hours) in the event they are exposed to potentially infectious materials. For health care needs not directly related to clinical education activities, students have access to the Vanderbilt Student Health Center (<https://www.vumc.org/student-health/>), as well as VUMC clinics, with the majority of clinics and inpatient sites being within walking distance of where classroom and clinical learning activities take place.

X. OTHER STUDENT LIFE RESOURCES AND POLICIES

A. LIBRARY

All MGC students have access and privileges to the [Vanderbilt University Jean and Alexander Heard Library System](#), a system of eight on-VU campus library buildings, including the [Eskind Family Biomedical Library and Learning Center](#) (EBL). Vanderbilt University's libraries are among the top research libraries in the nation, home to more than eight million items, including print publications, microfilm items, and digital collections.

EBL collects and provides access to materials to support the teaching, research, and service missions of Vanderbilt University and Vanderbilt University Medical Center. EBL's comprehensive biomedical and health sciences collection is comprised of 15,000 print volumes and more than 20,000 electronic databases, journals, and books. The Interlibrary Loan/Document Delivery service can assist with finding and acquiring items not available in the Vanderbilt Library collection. Research assistance and instruction for current students, staff, and faculty is available in-person, or electronically through Skype for Business.

Each student has access to numerous professional texts and journals through electronic Eskind Family Biomedical Library resources, a full Digital Library accessible with a VUNetID and password, at <http://www.library.vanderbilt.edu/biomedical/>. These resources are accessible via the campus network, from workstations and circulating laptops in campus libraries, as well as via authenticated access (VUNetID and e-password) from off campus. The library has wireless network access throughout the facility, 12 desktop computers, six laptops available for checkout, two multi-function printers, and 3-D printing.

During the MGC program orientation students are provided training about how to access to library physical and online resources. In addition, periodic training sessions for students and faculty members provide information about online research techniques to enable the fullest access to available resources.

B. EDUCATIONAL TECHNOLOGY

WiFi

All administrative, clinical, and classroom areas used by MGC Program students have access to WiFi internet free of charge. Secure access to VU WiFi networks, VUMC WiFi networks and VUMC clinical workstations (located in patient care areas) is provided

through the student's VUNet ID and password, a unique identifier assigned by the institution to ensure privacy of student materials, as well as clinical information systems. Students are provided access only to systems required for their use as students in the MGC Program. All Light Hall classrooms have overhead digital projectors and WiFi access. The VUMC Office of Support and Media Services, located on the 4th floor of Light Hall, provides comprehensive A/V equipment resources and personnel support to educators and students.

Brightspace

Brightspace is Vanderbilt University's primary course management system, providing a core set of digital tools designed to support teaching and learning across campus. This [website](#) provides information about Brightspace to Vanderbilt faculty, staff, and students. Orientation to Brightspace will be provided during MGC onboarding and the [Vanderbilt Center for Teaching](#) provides support in person and online.

Computer Privileges and Responsibility Policy / Acceptable Use

Students are expected to comply with the Computer Privileges and Responsibility / Acceptable Use Policy. Cooperative and respectful use is expected of all users of Vanderbilt computing resources and services. In addition, students should use Antivirus software to safeguard personal computers and Vanderbilt networks. Vanderbilt users should be aware that electronic mail is not necessarily secure or private. Personal data including social security numbers should never be included in an email message.

Vanderbilt University Email Address

Students are required to monitor their vanderbilt.edu address at all times because important information is distributed through that address. Please contact Vanderbilt University Information Technology (VUIT) for information on setting up alternate email addresses.

Certain Federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University and VUSM officials, will be sent to students' Vanderbilt email addresses. Some messages include links to the YES Communications Tool which provides secure channels for official communications of a confidential nature. The University and VUSM make every effort to avoid sending students nonessential email ("spam"), and maintain separate lists from which students may unsubscribe for announcements of general interest.

Students are charged with the knowledge of the contents of all official University and VUSM notifications and are required to respond to instructions and other official correspondence requiring a response. Accordingly, students bear the responsibility for

checking their Vanderbilt email account frequently and for managing their email account to prevent important messages from being returned as “undeliverable.”

VU Social Media Policy

The VU Social Media Policy provides guidelines outlining how Vanderbilt supports institutional communication goals through social media platforms. The policy is intended for internet activities that associate or identify a student with Vanderbilt, use Vanderbilt email addresses, or discuss Vanderbilt. In keeping with the Electronic Communications and Information Technology Resources policy (HR-025), Vanderbilt email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles. This policy is not intended to guide online communications when students do not associate or identify themselves with Vanderbilt. The VU Social Media Handbook website has additional information.

Laptop Policy and Minimum System Requirements

During the course of training, MGC students will use laptops for a number of required activities, including online assessments. All students are required to provide their own laptops throughout their time in the MGC Program. Laptops must meet the minimum technical specifications as outlined below. These specifications are updated annually.

Hardware

Minimum

Intel i5 1.4 GHz processor
4 GB of memory
256 GB Hard Drive
13 inches with min. 1024 x 768 resolution
802.11n Wi-Fi (or airport extreme)
256 Video Card memory

Recommended

Intel i7 2.0 GHz processor
8 GB of memory
512 GB Hard Drive, strongly recommend SSD drive
13 inches or larger with 1400×900 screen resolution or higher
802.11n/ac Wi-Fi (or airport extreme)
1GB Video Card memory (or shared memory for Macs)
Not supported: ***Chromebooks, Netbooks***

Operating System

Minimum

Windows 8, 10
macOS 10.10

Recommended

Windows 10

macOS 10.13 or latest

Not supported: ***Linux, virtual machines***

For questions, please contact the [VUSM Office of Education Design and Informatics](#).

C. MGC STUDENT SPACE

The MGC student room is located within the Vanderbilt Genetics Institute Suite in Light Hall Room 507. This space offers students confidential phone space, secure storage for possessions, desk space for work needs, Wi-Fi for computers, and a reference library on genetic counseling. It has access to a copier, fax, printer, coffee maker, refrigerator, and bathrooms.

Each rotation site provides a designated area in which students may work. While in some cases, this space is private; in many cases it is shared with other professionals (client meeting spaces are private, however). Students should ask the Lead Supervisor about available student workspace on the first day of rotation. Students may also use common study areas in any of the nine libraries on campus. The Eskind Family Biomedical Library is located next door to Light Hall and has study rooms that can be reserved by VUSM students and faculty members.

In addition, each MGC student is assigned a locker. The lockers are on the 4th floor of Light Hall, west side corridor, south end. Students are notified of their locker assignments during orientation. Students are responsible for providing their own locks for lockers. In the unlikely event of a broken water pipe, supply or drain - or other emergency, plant services may not be able to, or attempt, to contact individual or group assignees before removal of lockers or sections of lockers. In such an instance plant services may destructively remove locks and empty locker contents in order to expedite the removal of the lockers, if needed to expose the service lines located behind. Past visits by dignitaries have required the inspecting of individual and groups of lockers for security purposes. Here again, access to a locker may be without prior notification and student- provided locks may be destroyed in removal destructive removal of said locks.

D. VUMC DRESS CODE

All VUMC faculty, staff, and students working with patients or patients' families or in public areas are expected to dress in a professional manner. Specifics are outlined below:

- A. *Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible.*
- B. *Apparel is clean, neat and in good condition.*
- C. *Hair is clean and contained in such a manner that it does not come in contact with the patient or visitors. Natural or neutral hair color is encouraged.*
- D. *Shoes are closed-toe without perforations, clean, and in good repair.*
- E. *No perfume/cologne/scents are worn in clinical care areas or areas where patients/family congregate.*
- F. *Fingernails are kept clean, well-cared for, and short. Artificial and long natural fingernails are not permitted for those providing direct patient care. The definition of artificial fingernails includes, but is not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps. Nail jewelry is not permitted. Nail polish, if worn, is well maintained. Chipped nail polish is not allowed.*
- G. *The following are not allowed:*
 - a. *Faded, torn, ripped, or frayed clothing.*
 - b. *Midriff or off-the-shoulder blouses, sweaters, or dresses.*
 - c. *Tight, sheer, or revealing clothing (leggings are allowed if worn with a top or dress that is mid-thigh in length).*
 - d. *Clothing with advertisement, sayings, or logos, with the exception of unit-approved VUMC apparel when worn as part of the uniform.*
 - e. *Spaghetti strap or strapless shirts or dresses.*
 - f. *Denim jeans.*
 - g. *Shorts or sports attire (e.g., athletic sportswear, including hoodies), unless part of unit-approved VUMC uniform.*
 - h. *Any clothing that restricts proper handwashing technique (e.g., thumb shirts/sweaters).*
 - i. *Hats, caps, bandanas, plastic hair bags/shower caps (particularly worn within buildings), unless for medical condition or safety purposes, or established religious customs.*
- H. *Visible body piercing/jewelry except for ears with simple earrings.*
- I. *Tattoos on face, neck, hands, and arms must be covered in patient facing areas. Regardless of location, no tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination may be visible at any time.*

Departments may implement more restrictive policies to further define standards of dress and grooming relative to jobs within their area. Reasonable accommodations are made for dress or grooming directly related to an employee's religion, ethnicity, or disability

unless such accommodations pose a risk to the safety or health of the individual or others.

Source: VUMC Dress Code and Personal Appearance Category Clinical Operations Policy Number CL 20-06.05 Approval Date April 2018 Effective Date April 2018 Supersedes February 2007

E. STUDENT GRIEVANCES

Vanderbilt University, the School of Medicine and the Master of Genetic Counseling program all take very seriously concerns and grievances that students may have during their time enrolled at Vanderbilt. In order to best address areas of student concern, specialized policies and processes exist for different types of grievances, and students are introduced to these pathways during their program orientation. Information about many of these avenues for reporting and expressing concerns is contained in this Program Handbook, including grading grievances, appealing probation and dismissal decisions, and concerns about mistreatment, harassment and discrimination. The Vanderbilt University Student Handbook also provides information about how to register complaints and grievances to university administration in the event a suitable resolution to a concern is not found at the school level (https://www.vanderbilt.edu/student_handbook/university-policies-and-regulations/#complaint-and-grievance-procedures).

F. STUDENT COMPLIANCE

Criminal Background Checks

Every student enrolling in the MGC Program is required to undergo a criminal background check prior to matriculation. An email with instructions is sent to admitted students by Certiphi Screening Inc., at the preferred email address provided by the applicant during the application process. The cost of the criminal background check is covered by student tuition. Students are advised to review any potential criminal record concerns with the relevant Program Director prior to deciding to complete the background check. In the event an adverse criminal history report is returned, it is reviewed by the Program Director, and the Dean or his designee may also be consulted. Decisions regarding non-admission of students deemed unfit due to the information in criminal background reports are final.

Health and Immunization Requirements

The State of Tennessee requires certain immunizations for all students on university campuses. As such, Vanderbilt University will block student registration for those who are not in compliance with the requirements. The requirements include:

- Varicella vaccine (two injections) is required for all students who have not had documented chickenpox history. Positive titer results are also accepted.
- Measles, mumps, and rubella (2 injections) for all incoming students.

Positive titer results are also accepted.

The Student Health Center requires all incoming students to complete a Health Questionnaire that includes further information regarding the state-mandated vaccinations, as well as information on other strongly recommended vaccinations. Information regarding this Health Questionnaire is communicated to students by email after admission to Vanderbilt University. This Health Questionnaire must be returned to the Student Health Center by May 15 with vaccination information. Students may visit vumc.org/student-health/immunization-requirements-new-students in order to access more information regarding the immunization requirements and information on how to upload their documentation via the secure student health portal.

Mandatory Student Training Requirements/Compliance

Students participate in VUMC training modules related to patient safety, hygiene practices, professional conduct, etc., at the beginning of their enrollment and at certain intervals during enrollment. Required modules include:

- Safety Training – Hazard communication, fire/electrical safety, OSHA requirements, emergency preparedness, ergonomics, accident and injury prevention
- Standards of Conduct
- HIPAA Regulations (Health Insurance Portability and Accountability Act)
- Cyber Security Training
- Bloodborne Pathogens
- Infection Prevention

Training modules are housed on VU and VUMC's employee online learning management system, Learning Exchange. Students are given access to Learning Exchange from the time of their matriculation at VU. Learning Exchange records each user's module completion date and the user score for each module (numerical, pass, or fail, depending on the module).

XII. PROGRAM EVALUATION AND IMPROVEMENT

Each MGC student must participate in every MGC developed program evaluation survey. Students are encouraged to contact the MGC Program Director, as well as any other program leaders and faculty, to offer program improvement suggestions or to express concerns about student protections in this process.

XIII. MGC ABBREVIATIONS

- ABGC: American Board of Genetic Counseling
- ACGC: Accreditation Council for Genetic Counseling
- ACMG: American College of Medical Genetics
- APPC: Academic Progress and Promotion Committee
- ASHG: American Society of Human Genetics
- DRI: Directly Responsible Individuals
- EAD: Equal Opportunity, Affirmative Action, and Disability Services Department
- EBL: Eskind Family Biomedical Library and Learning Center
- FERPA: Family Educational Rights and Privacy Act
- GARD: Genetic and Rare Diseases
- GC: Genetic Counselor
- GINA: Genetic Information Nondiscrimination Act
- GPA: Grade Point Average
- HCC: Hereditary Cancer Clinic
- IRB: Institutional Review Board
- LCGC: Licensed and Certified Genetic Counselor
- MFM: Maternal Fetal Medicine
- MGC: Master of Genetic Counseling.
- NHGRI: The National Human Genome Research Institute
- NBS: Newborn Screening
- NORO: National Organization for Rare Diseases
- NSGC: National Society of Genetic Counselors
- OHSE: Office of Health Science Education
- OMIM: Online Mendelian Inheritance in Man
- OMMBID: Online Metabolic & Molecular Bases of Inherited Disease
- PIC: Program Implementation Committee
- PCC: Psychological and Counseling Center
- RRC: Research Review Committee
- TOEFL: Test of English as a Foreign Language

- UDN: Undiagnosed Disease Network
- VU: Vanderbilt University
- VUMC: Vanderbilt University Medical Center
- VUPD: Vanderbilt University Police Department
- VUSM: Vanderbilt University School of Medicine