MISSION
Morehouse School of Medicine is dedicated to improving the health and well-being of individuals and communities; increasing the diversity of the health professional and scientific workforce; and addressing primary care needs through programs in education, research, and service, with emphasis on people of color and the underserved urban and rural populations in Georgia and the nation.

CONTENTS
MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INTEGRITY...IT'S IN YOUR HANDS

KNOWLEDGE:
continuously creating, acquiring and communicating science-based information to better understand and enhance the human condition.

WISDOM:
encouraging, promoting and supporting the exchange of knowledge and enhancing the human condition.

EXCELLENCE:
consistently achieving the highest level of performance and holding the highest standards of ethical behavior while taking individual and collective responsibility for our actions and outcomes.

SERVICE:
maintaining an environment that exceeds expectations, holds every individual in high regard and esteem and treats all patients and clients with compassion and empathy.

SERVICE:
maintaining an environment that exceeds expectations, holds every individual in high regard and esteem and treats all patients and clients with compassion and empathy.

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

THE MEANING OF HONESTY
Honesty is the cornerstone of professional integrity. It is the truth and openness that allow us to be accountable for our actions and behaviors, and to fulfill our professional responsibilities.

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS
Dear Colleagues,

Morehouse School of Medicine has achieved significant accomplishments during our short history. We are a national leader in educating primary care physicians and are recognized as the top institution among U.S. medical schools for our social mission. Our success is directly attributable to you.

Whether you are caring for patients, training the physicians of tomorrow, translating discoveries into therapies and products to improve healthful living, ameliorating ethnic and geographic health disparities, or nobly supporting one of these endeavors – you have helped build this institution.

The strong reputation Morehouse School of Medicine enjoys in the academic, research and medical communities we serve is in your hands.

You review this Code carefully. Your understanding of it and commitment to it are critical to our continued success.

When you have questions, do not hesitate to ask for guidance. This Code applies to each and every one of us – faculty, residents, students.

You help earn our strong reputation and the trust Morehouse School of Medicine enjoys every single day. This Code of Conduct and Ethics is your guide and our commitment to all that we do.

With all of us working together, we can ensure a learning environment, workplace and workforce that are fully committed to honesty, integrity and excellence.

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You review this Code carefully. Your understanding of it and commitment to it are critical to our continued success.
Morehouse School of Medicine will be known as the nation's leading community-focused, research-driven and student-centered medical school recognized for its:

- Preeminence in the conduct of research and translation of discovery into community solutions and improved patient care that contributes to the elimination of health disparities
- Leadership in creating models and best practices of integrative, culturally competent and community empowered health and healthcare
- Leadership in creating models and best practices of integrative, culturally competent and community empowered health and healthcare
- Model educational environment that nurtures and supports the achievement of academic excellence
- Significant contributions to the diversity of the health-care and scientific workforce and the development of leaders committed to improving the health of vulnerable populations and the nation’s health-care system.

VISION
In this document, Morehouse School of Medicine outlines its Code of Conduct and Ethics. The primary focus is on integrity, emphasizing that success is measured by achieving goals with the highest moral and ethical standards. The code applies to all faculty, students, residents, and staff. Key aspects include:

- Comply with laws, regulations, and accreditation standards.
- Ensure proper standards and policies are implemented.
- Take the appropriate actions when violations are reported.
- Hold others accountable.
- Maintain and promote a culture of ethics and compliance.
- Always act to stop violations of the Code or the law.

Managers are required to:
- Properly train all employees.
- Maintain an open-door policy, responding to questions.
- Ensure proper standards are implemented.
- Be accountable for their actions.

Convictions and Exclusions

The work you do impacts others—students, patients, and colleagues. By upholding this Code, you protect the highest standards of the institution and the public trust. It is required that you inform your supervisor, Human Resources, or General Counsel if you have:

- Been convicted of a felony.
- Have sanctions imposed against your professional license.
- Are informed by the U.S. Office of Inspector General that you are no longer eligible to participate in federal or state reimbursement programs or contracts.

Responsibilities of Supervisors and Managers

As a supervisor or manager, you are responsible for:
- Setting a personal example of integrity.
- Promoting the institution’s culture of ethics and compliance.
- Properly training all employees.
- Maintaining an open-door policy.
- Taking prompt and appropriate action when a suspected violation is brought to your attention.

The Code of Conduct and Ethics is a guide for upholding ethical standards and making decisions that reflect the highest principles.
Morehouse School of Medicine is committed to a policy of no retaliation for employees who in good faith report compliance or integrity concerns. If you raise an issue honestly or participate in an investigation, you will continue to be treated with respect. You will not be subject to harassment, discrimination or any other adverse employment action, such as separation, demotion, suspension or loss of benefits. If you believe someone has retaliated against you, report the matter to the Chief Compliance Officer at 404-756-8919.

All reports of non-compliance should be made in good faith and with the best of intentions. In general, makes investigating reports easier and more effective.

NO RETALIATION

All reports of non-compliance should be made in good faith and with the best of intentions. "In good faith" simply means that the employee actually believes or perceives the information reported to be true.

If you have questions or need clarification, seek guidance. If you are aware of actions that are inconsistent with the Code, report them.

ASKING QUESTIONS AND REPORTING CONCERNS

ASK A QUESTION OR REPORT A CONCERN IN PERSON

• Discuss your concern with your supervisor or manager.
• Discuss your concern with your Human Resources representative.
• Discuss your concern with the appropriate Vice President or Associate Dean.
• Discuss your concern with the Office of Compliance.

ASK A QUESTION OR REPORT A CONCERN ANONYMOUSLY

If you are uncomfortable taking the personal approach or if you have not been able to resolve an issue to your satisfaction through these other channels, call the Compliance Hotline at 404-756-1364 to report a concern anonymously. (Leaving your name and number generally makes investigating reports easier and more effective.)

If you are uncomfortable taking the personal approach or if you have not been able to resolve an issue to your satisfaction through the Compliance Hotline at 404-756-1364, you are encouraged to report the matter to the Chief Compliance Officer at 404-756-8919.

While this Code covers many situations you may encounter, it does not address every circumstance or establish every rule. If you are aware of actions that are inconsistent with the Code, report them.

All reports of non-compliance will be reviewed by an investigator. If you raise an integrity concern, you should be made in good faith and in accordance with this Code. If you raise an integrity concern, it should be made in good faith and in accordance with this Code.

If you have questions or need clarification, seek guidance. If you are aware of actions that are inconsistent with the Code, report them.

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INTEGRITY... IT'S IN YOUR HANDS

INSTITUTION-WIDE

Upholding Professional Integrity

IN EVERYTHING YOU DO:

• Conform to all applicable laws, government regulations, and accreditation standards
• Uphold the highest business and ethical standards
• Follow Morehouse School of Medicine’s policies, procedures, and safety

Understand your role in the success of Morehouse School of Medicine and our mission

• Be familiar with the laws and regulations, as well as Morehouse School of Medicine and our mission
• Understand your role in the success of Morehouse School of Medicine

Speak up and inform your supervisor/management of any issues that may interfere with your ability to fulfill your professional responsibilities

Take responsibility for maintaining the integrity and quality of your job performance

Follow Morehouse School of Medicine’s policies, procedures and safety standards

Never furnish a service or take any action that would violate a professional code of ethics or practice act

Understand your role in the success of Morehouse School of Medicine, and our mission

• Integrity... It’s in your hands
Morehouse School of Medicine is a diverse institution dedicated to training tomorrow’s leaders in science, medicine and public health, and improving the healthcare of vulnerable populations. As such, we are expected to be alert and reporting requirements.

1. It is not enough to just comply with the laws and regulations.
2. We have to accurately file reports on our compliance.
3. Always know and complete your annual training.

Therefore, it’s important to always act responsibly and with integrity in everything we do. The Code of Conduct serves as a guide to help us maintain our commitment to following the law and demonstrating our dedication to public health and improving the healthcare of vulnerable populations. As such, it’s important for all associates to adhere to the highest standards of ethical conduct.

Institution-Wide Contents

Your Quick Guide to the Institution-Wide Section of the Code

What You Need to Know and Why + Where to Go For More Information

1. Understand Your Responsibilities
2. Act with Integrity
3. Know the Law

Key Areas of Compliance

External Interactions
- Conflict of Interests
- Antitrust
- Accounting and Reporting; Financial Audits

Reportable Compliance
- Regulations
- Laws and Audits
- Financial

Workplace Environment
- OSHA Lab Safety
- Title IX and State
- Title V
- Workplace Laws and Policies
- Workplace

Business Environment
- Compliance

Why is it Important?
- To Set a Tone of Honesty and Integrity
- To Help Our Employers
- To Be Good Corporate Citizens
- To Create a Work Environment
- To Help Patients and Students
- To Help Our Employees
- To Create a Work Environment

To Create a Work Environment
Morehouse School of Medicine is committed to creating and maintaining a positive workplace and learning environment. As a Morehouse School of Medicine associate, you have a responsibility to:

• Review the Human Resources Policy and Procedure Manual to learn more about Morehouse School of Medicine/Morehouse Healthcare policies and programs.

• Treat others fairly and with respect—never use aggressive, threatening or violent behavior to intimidate another person.

• Treat all colleagues, patients, medical staff members or applicants the same regardless of that individual’s race, color, citizenship status, national origin, ancestry, gender identity, sexual orientation, age, disability, religion, creed, marital status, veteran status, veteran or military status, political affiliation, or other classification prohibited by law.

• Avoid comments and behavior that may be offensive or regarded as harassment.

• Treat all colleagues, patients, medical staff members or applicants the same regardless of that individual’s race, color, citizenship status, national origin, ancestry, gender identity, sexual orientation, age, disability, religion, creed, marital status, veteran status, veteran or military status, political affiliation, or other classification prohibited by law.

• Avoid comments and behavior that may be offensive or regarded as harassment.

Any allegations of misconduct involving discrimination and/ or harassment should be reported to the Office of Compliance, Office of Legal Affairs, Human Resources or Title IX Office immediately. Cooperate in any investigation that may result.

DEFINING HARASSMENT

Verbal, physical or visual harassment is defined as behavior that creates a hostile or offensive environment. Examples of harassment include, but are not limited to:

• Threats, derogatory comments, slurs or epithets

• Harassing email messages, tweets or social media posts

• Telling or forwarding jokes, such as racial or ethnic ones, that disparage someone’s protected status

• Verbal comments or physical contact of a sexual nature

• Unwanted sexual advances

• Posting, forwarding or sharing of offensive jokes, cartoons or emails

Example

Did you hear that Dean John Doe’s niece was hired as director of marketing and communications?

I did, and the rumor mill has begun already with comments about nepotism.

That’s quite unfair as Jane is more than qualified. She has an M.B.A. in marketing from a major university, and she’s spent the last five years as assistant director of marketing at another college.
INTEGRITY...IT'S IN YOUR HANDS

CONTENTS

Protecting the health and safety of our employees and students is a top priority at Morehouse School of Medicine. We are committed to providing a safe and healthy environment for all. We expect employees to abide by the standards set forth by the Occupational Safety and Health Administration (OSHA) and the Office of Disability Services.

- Never bring any weapon onto any Morehouse School of Medicine/Morehouse Healthcare property
- Never sell, use, possess or be under the influence of alcohol or drugs in the workplace or on Morehouse School of Medicine/Morehouse Healthcare property
- Always adhere to workplace safety practices as specified by OSHA
- Never use tobacco products or paraphernalia on Morehouse School of Medicine/Morehouse Healthcare property
- Comply with government regulations and Morehouse School of Medicine/Morehouse Healthcare policies related to workplace safety
- Identify potential hazards in your workplace and report unsafe conditions immediately
- See Office of Disability Services, Faculty-Level Safety and Emergency Plans, Standard Precautions for Potentially Infectious Materials, OSHA Regulations, and Health Administration

Example
Our colleague seems to have lost his mental edge. By day's end, he is slurring his words. I noticed that too. Do you think he is drinking during the day?
I suspect so. We better alert our supervisor.

For related policy information, click here.

ENSURING A SAFE WORK ENVIRONMENT

INFECTION CONTROL HANDBOOK

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INSTITUTION-WIDE

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS
Your job may require you to deal with patients, suppliers, competitors, vendors and others authorized to act on behalf of Morehouse School of Medicine or provide services to Morehouse School of Medicine. Always deal honestly, fairly and ethically with all.

- Follow all Morehouse School of Medicine contracting policies
- Evaluate objectively all bids and vendors on the merits of price and performance
- Never take unfair advantage of someone through manipulation, concealment or abuse of power or authority
- Do not misappropriate material facts
- Do not accept extravagant or frequent personal gifts or other personal benefits from vendors
- Never request a meal, entertainment, personal gift or other benefit from a vendor
- Do not accept extravagant or frequent personal gifts or other personal benefits from vendors
- Always check with the Grants and Contracts Office to see what is permissible.

Example

Health providers dealing with pharmaceutical, medical equipment and device sales personnel

- Should you accept gifts or meals
- Never accept gifts or meals from a vendor
- Never receive a meal, entertainment, personal gift or other benefit from a vendor
- Never exceed a meal, entertainment, personal gift or other benefit from a vendor
- Keep gifts and other benefits for you or family members that exceed $100 per calendar year
- Do not accept any cash gifts
- Report gifts and other benefits for you or family members that exceed a value of $100 per calendar year
- Do not accept personal gifts or entertainment from vendors

GIFTS, MEALS AND ENTERTAINMENT

Example
AVOID CONFLICTS OF INTEREST

Because it could present a conflict of interest with Healthy Hospital, you’ll want to let the Office of Legal Affairs know. Why? Because it could present a conflict of interest with Healthy Hospital, you’ll want to let the Office of Legal Affairs know.

INSTITUTION-WIDE CONTENTS

Avoid conflicts of interest and the appearance of impropriety. A “conflict of interest” occurs if the possibility exists that a business or personal relationship may adversely influence your judgment, objectivity or loyalty in performing your business activities and duties for Morehouse School of Medicine/Morehouse Healthcare. Remember: In your job, you are acting on behalf of Morehouse School of Medicine.

• Disclose immediate family members or relatives that currently work for Morehouse School of Medicine and the department as this may be a conflict of interest.

• Never steer business to a vendor in which you have or a family member has a personal financial interest.

• Never take advantage of a business opportunity presented to Morehouse School of Medicine for your own purposes.

• Avoid conducting private business on Morehouse School of Medicine/Morehouse Healthcare time.

• Never let a second job/outside employment interfere with your responsibilities to Morehouse School of Medicine or compromise your ability to protect confidential or proprietary information. (Disclose any second job/outside employment to your supervisor and to the Human Resources Department).

• Disclose to the Office of Legal Affairs if your spouse or other immediate family member is employed by a competitor or contractor with Morehouse School of Medicine or if you have any investments or financial interests with such entities.

• Discuss any questions about whether a specific situation presents a conflict of interest with your supervisor, the Office of Legal Affairs or the Office of Compliance.

Because of the nature of Morehouse School of Medicine/Morehouse Healthcare’s work, avoiding conflicts of interest is critical to protect the integrity of our research and healthcare practices as well as our reputation with the community as a whole.

For related policy information, click here.

I just got appointed to the board at Healthy Hospital. That’s great news but you’ll want to let the Office of Legal Affairs know.

Why?

Example

For related policy information, click here.
Morehouse School of Medicine Code of Conduct and Ethics

INTEGRITY...IT'S IN YOUR HANDS

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Example

Morehouse School of Medicine Code of Conduct and Ethics

INSTITUTION-WIDE

CONTENTS

You are expected to manage Morehouse School of Medicine/Morehouse Healthcare assets – both tangible and intangible – and other resources honestly and wisely. These include property of joint ventures or other entities that are controlled or managed by Morehouse School of Medicine, financial assets and “intellectual” property. “Intellectual” property refers to confidential or proprietary formulas, processes, inventions, pricing information, provider agreements, financial information, development plans and other information that has not been made public and would be of interest to a competitor or other party if disclosed.

• Always use Morehouse School of Medicine assets for business purposes only
• Obtain proper authorization in accordance with Morehouse School of Medicine policies before committing funds or disposing of surplus, obsolete or unusable resources
• Comply with established policies, procedures and internal controls when managing Morehouse School of Medicine financial assets
• Never use MSM funds for non-business related use
• Never disclose confidential or proprietary information to individuals outside Morehouse School of Medicine or to other employees who do not need the information to perform their duties unless expressly authorized by a supervisor or manager
• Protect all confidential and proprietary information against theft, loss and unauthorized disclosures
• Report immediately any missing property or any unusual circumstances surrounding the disappearance of Morehouse School of Medicine assets to a supervisor, manager or the Finance Department

PROTECT ASSETS AND RESOURCES

I finished making the scrapbook for the dean's retirement gift.

I thought your personal computer was at the repair shop.

It's against MSM policy to download software onto Morehouse School of Medicine computers without permission. It's against MSM policy to download software unto Morehouse School of Medicine computers without permission. It's against MSM policy to download software unto Morehouse School of Medicine computers without permission. It's against MSM policy to download software unto Morehouse School of Medicine computers without permission. It's against MSM policy to download software unto Morehouse School of Medicine computers without permission. It's against MSM policy to download software unto Morehouse School of Medicine computers without permission.

PROPER USE OF TECHNOLOGY

I downloaded the scrapbook software onto my MSM laptop so I could finish the gift.

Why the concern?

I thought the scrapbook software was on my personal laptop so I could drop off the scrapbook to the dean’s office before the retirement party.

Shop...

I shop at the dean’s office for the dean’s retirement gift for the dean.

Why the concern?

I thought the scrapbook software was on my personal laptop so I could drop off the scrapbook to the dean’s office before the retirement party.
MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INTEGRITY...IT'S IN YOUR HANDS

CONTENTS

1. Ensure all internal and external Morehouse School of Medicine/Morehouse Healthcare financial records and reports are prepared accurately and on a timely basis and reflect the true operations and financial condition of Morehouse School of Medicine/Morehouse Healthcare. These include financial reports that are made public or sent to government agencies, accrediting bodies or other entities that provide funding for Morehouse School of Medicine.

2. Comply with Morehouse School of Medicine/Morehouse Healthcare policies, generally accepted accounting principles, and applicable government regulations that apply to documents, records, and reports (paper and electronic) in your area of responsibility.

3. Preserve documents that are known to be subject to government investigation, commercial litigation, or audit; adhere to Morehouse School of Medicine Record Retention Policy.

4. Enforce internal controls to ensure that contracts, payments, and other business transactions are properly authorized, comply with Morehouse School of Medicine/Morehouse Healthcare policies and procedures, and are recorded accurately.

5. Promptly report any material error or omission that may affect our disclosures or any questionable accounting or auditing matters to a supervisor, the Controller, the Vice President of Finance, or to the Office of Compliance.

6. Correct promptly any incorrect information reported to the public, government agency, or accrediting body; when correcting financial reporting, review with the Department of Finance prior to submission.

ACCOUNTING AND FINANCIAL REPORTING

CODE OF ETHICAL CONDUCT

FOR FINANCIAL MANAGERS

If you supervise or manage accounting functions or the preparation of public financial reports, you must acknowledge and agree to abide by a special code of conduct stressing personal responsibility for integrity, completeness, and accuracy of financial recording and reporting.

The Code of Conduct requires full, fair, and accurate disclosure of material financial and operational information in periodic reports to government agencies, accrediting organizations, and the public.

If you are involved with a financial audit:

1. If you are contacted by an external financial auditor, please contact the Senior Vice President of Operations/Chief Financial Officer prior to disclosure of any financial documents.

2. Cooperate fully with Morehouse School of Medicine/Morehouse Healthcare independent, internal, and external auditors.

3. Make sure information provided to internal and external auditors is accurate, complete, and not misleading.

4. Avoid any action that could compromise or appear to compromise the objectivity of Morehouse School of Medicine/Morehouse Healthcare independent auditors.

5. Enter into a written agreement with Morehouse School of Medicine/Morehouse Healthcare that comprehensively addresses

   • The financial audit you will conduct;
   • The information you will receive;
   • The scope of your work;
   • The manner in which you will perform your work.

   If you are involved with a financial audit, you must comply with all requirements of the agreement.

6. If you have any concern that our disclosures may affect our financial audit, you must report any material error or omission to a supervisor, the Controller, the Vice President of Finance, or to the Office of Compliance.

FINANCIAL AUDITS

Morehouse School of Medicine/Morehouse Healthcare financial audit.
MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INTEGRITY...IT'S IN YOUR HANDS

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CONTENTS

INSTITUTION-WIDE

Contents

Morehouse School of Medicine/Morehouse Healthcare associates are expected to comply with all federal, state, and local laws and regulations that apply to our academic, healthcare and business activities. You are required to familiarize yourself with all the laws, rules and regulations that apply to your work responsibilities. You must conduct business ethically and honestly, and act in a manner that enhances our standing in the community.

MARKETING AND ADVERTISING

- Fairly and accurately describe Morehouse School of Medicine/Morehouse Healthcare services in all marketing and advertising presentations and literature
- Do not advance claims Morehouse School of Medicine/Morehouse Healthcare cannot support, make promises Morehouse School of Medicine/Morehouse Healthcare cannot keep, or engage in deceptive marketing or advertising practices
- Respect copyright and trademark rules when using materials published by others

FRAUD AND ABUSE LAWS

- Federal law and many state laws prohibit "kickbacks" or other improper inducements to or from anyone for the referral of a patient or for the purchase of healthcare products or services. Federal law also prohibits the use of gifts or other financial benefits to induce a Medicare patient to receive care at a Morehouse School of Medicine/Morehouse Healthcare related facility.

ANTITRUST, EXPORT AND COMPETITION LAWS

- Morehouse School of Medicine/Morehouse Healthcare competes fairly and does not use unlawful, monopolistic or predatory practices to restrict competition. Be aware of all applicable laws when pursuing joint ventures or alliances with other healthcare providers and when participating in trade associations.
- Never discuss or agree with a competitor to set prices or compromise the integrity of a competitive bidding process
- Never exchange information with a competitor or supplier about pricing, bids, contracts, business plans or other confidential business matters, including but not limited to prices for goods and services
- Never participate in group boycotts of other healthcare professionals, providers, or commercial payers
- Never make any arrangement with a competitor to artificially reduce competition

PROFESSIONAL PRACTICE ACTS

- Morehouse School of Medicine/Morehouse Healthcare is committed to upholding applicable state professional practice acts and professional codes of ethics. These standards are the same as or more stringent than the equivalent national standards and the applicable professional practice acts.

ENVIRONMENTAL LAWS

- Morehouse School of Medicine/Morehouse Healthcare is committed to complying with applicable laws and regulations related to protecting the environment and continually diminishing our impact on the environment.

EXPORT CONTROLS AND FOREIGN CORRUPT PRACTICES ACT

- Always check to see if U.S. government approval, e.g., a license, is needed before allowing "foreign nationals" to participate in research, partnering with a foreign entity or sharing technology in any manner with those standards. Be aware of the requirements of U.S. export control laws and regulations when operating in foreign countries.
- Respect government rules when conducting business with foreign nationals who are not U.S. citizens or legal permanent residents. Respectful conduct is required of employees, students, residents and volunteers when doing business with foreign nationals.

Professional Practice Acts

Antitrust, Export and Competition Law

Morehouse School of Medicine/Morehouse Healthcare associates are expected to comply with all laws, rules and regulations that apply to healthcare professionals and business associates. You are required to familiarize yourself with all the laws, rules and regulations that apply to your work responsibilities. You must conduct business ethically and honestly, and act in a manner that enhances our standing in the community.
Depending on your role, a government agency may contact you to gain information about an investigation. Document the name of the agent, the agency, the subject of the investigation and any other relevant information and pass this information along to the appropriate contact as noted below:

- **Office of Legal Affairs (404-752-1895)** handles all non-routine investigations of Morehouse School of Medicine/Morehouse Healthcare, individuals or other institutions.
- **Office of Compliance (404-756-8919)** handles investigations conducted by the Office of Inspector General, Centers for Medicare & Medicaid Services, Occupational Safety & Health Administration, Environmental Protection Agency and/or Food & Drug Administration.
- **Office of Government Relations (404-752-1833)** serves as the liaison to officials and agencies of the U.S. government and the State of Georgia as well as membership organizations, associations, consortia, and alliances with whom Morehouse School of Medicine has common interests.

If the government agent wants to arrange a personal interview with you, the Office of Legal Affairs can explain your rights and obligations and respond to any questions you may have.

- **Never intentionally** make false or misleading statements to a government official or advise another employee to do so.
- **Do not** destroy or alter a Morehouse School of Medicine/Morehouse Healthcare document or record in anticipation of a government subpoena or other government request.

If you are contacted by local or national media, refer the call to the Office of Marketing and Communications (404-752-1888). Should the Office of Marketing and Communications coordinate a media interview with you, be sure to obtain specific approval from the Office of Legal Affairs prior to disclosing any material and confidential or non-public information to the public.

- **Office of Legal Affairs (404-752-1833)** handles all non-routine investigations of Morehouse School of Medicine/Morehouse Healthcare, individuals or other institutions.

FUNDRAISING

Depending on your role, a government agency may request for documents and information about fundraising efforts of Morehouse School of Medicine/Morehouse Healthcare. You must cooperate with the government agency and provide all requested information.

- Do not destroy or alter a Morehouse School of Medicine/Morehouse Healthcare document or record in anticipation of a government subpoena or other government request.
- **Do so** when required by law or other order.

**Dealing with the Media**

- All lobbying and political activities carried out by or on behalf of Morehouse School of Medicine/Morehouse Healthcare must conform to applicable federal and state regulations.
- **Office of Government Relations** must approve and supervise all lobbying and other government advocacy at the federal and state level.
- Morehouse School of Medicine/Morehouse Healthcare funds, facilities and assets should not be used to support a political candidate or party unless exceptions, where expressly permitted by state law, are approved by the Office of Government Relations.
- **Office of Government Relations** is responsible for the screening and coordination of all lobbying and public relations activities on behalf of Morehouse School of Medicine/Morehouse Healthcare.

**Lobbying and Political Activities**

- Morehouse School of Medicine/Morehouse Healthcare complies with all applicable laws and regulations when it comes to fundraising and lobbying activities. If you are contacted by local or national media, refer the call to the Office of Marketing and Communications.
INTEGRITY... IT'S IN YOUR HANDS

ACADEMICS

1. Provide the optimum environment for student development
2. Develop and implement strong programs through instruction
3. Educate the next generation of healthcare leaders

IN EVERYTHING YOU DO:

1. Follow Morehouse School of Medicine’s policies, procedures, policies, procedures, and
2. Uphold professional and accreditation standards
3. Conform to all applicable laws, government regulations, and
4. Adapt to changing environments, display flexibility, and learn
5. Promote lifelong learning through continuing education

CONTENTS
Morehouse School of Medicine is an academic institution dedicated to the education and training of physicians, biomedical scientists and public health practitioners committed to improving the health and health care of vulnerable populations. The education that begins here provides the student a foundation for a lifelong course of learning. Morehouse School of Medicine seeks to provide an environment where students can develop the attitudes, knowledge, skills and responsibilities required for meeting the health needs of individuals and of society today and in the future.

Our Academic Commitment

Morehouse School of Medicine (MSM)

The Residency Programs are accredited by the Liaison Committee on Medical Education (LCME), a body of the Association of American Medical Colleges (AAMC). MSM is fully accredited by:

- Liaison Committee on Medical Education (LCME)
- Southern Association of Colleges and Schools (SACS)

The Residency Programs are accredited by the Accreditation Council for Graduate Medical Education (ACGME).

See - page 23 for Accreditation Requirements.

CONTENTS

YOUR QUICK GUIDE TO THE ACADEMIC SECTION OF THE CODE

WHAT YOU NEED TO KNOW AND WHY + WHERE TO GO FOR MORE INFORMATION

- Title
- Funding
- FERPA
- Privacy
- Student
- Teacher
- Compliance

Why is it important?

Teacher-Student Relationships

Academics

Learn and understand your responsibilities.

Act with integrity.

Know the law.

LAW, POLICIES
AND GUIDELINES

Teacher

SACS

FERPA

Title III

SACS

FERPA

SACS

VIEW AS PDF

Know the Law

Title III

Why is it important?

Teacher-Student Relationships

Academics

Learn and understand your responsibilities.

Act with integrity.

Know the law.

LAW, POLICIES
AND GUIDELINES

Teacher

SACS

FERPA

SACS

FERPA

SACS

VIEW AS PDF
INTEGRITY...IT’S IN YOUR HANDS

ACADEMICS

Students, postgraduate trainees, residents, fellows and faculty are expected to foster an effective and supporting learning environment of mutual respect and collegiality among teacher and learners.

All Morehouse School of Medicine administrators, faculty and staff are charged with:

- Providing instruction, guidance, inspiration and leadership in learning
- Helping learners gain the knowledge, competencies and skills required for their professional health roles
- Evaluating academic performance solely on the basis of academic standards
- Fostering relationships in a harassment-free environment

THE EDUCATIONAL EXPERIENCE

CONTENTS

I don’t understand why your grade is so much higher than mine when we basically have the same answers. Maybe it is because I'm attentive in class and don't interrupt the professor all the time.

Maybe not, as all faculty are expected to objectively evaluate a student's academic performance.

Teachers are expected to prepare appropriately for the educational interaction, maintaining a high level of subject matter knowledge and ensuring that course content is current, accurate, representative and appropriate. They should be aware of and able to implement alternative instructional strategies to effectively contribute to the intellectual development of the students.

Teachers also should be familiar with this Code and abide by the policies and procedures provided in the Morehouse School of Medicine Faculty Handbook.

Morehouse School of Medicine Teachers should:

- Never enter into dual-role relationships with students that are likely to detract from student development or lead to actual or perceived favoritism
- Always ensure assessments of student performance are valid, open, fair and congruent with course objectives
- Always evaluate student performance solely on the basis of academic standards
- Always respect the educational goals, policies and standards of Morehouse School of Medicine

Example

For related policy information, click here.

See - Faculty Handbook

Morehouse School of Medicine’s Teacher-Learner Policy prohibits mistreatment, including inappropriate behavior, abuse, harassment and discrimination, of students. For more details, refer to the Teacher-Learner Relationship Brochure.
CONTENTS

Students are expected to exercise their freedom to learn with responsibility. Students should make an appropriate professional investment of energy and intellect to acquire the knowledge and skills necessary to become an effective healthcare professional. They should abide by the policies and procedures provided.

Academics

Students are expected to exercise their freedom to learn with responsibility. Students should make an appropriate professional investment of energy and intellect to acquire the knowledge and skills necessary to become an effective healthcare professional. They should abide by the policies and procedures provided.

Morehouse School of Medicine students should:

• Always present original work as part of course assignments or requirements, or Morehouse School of Medicine-sponsored extracurricular activities.
• Never provide or receive unauthorized assistance in the taking of examinations, test or quizzes, or in the preparation of any other performance requirements of a course.
• Demonstrate integrity, accountability, and respect to the educational process.

Plagiarism is prohibited

Presenting the work or ideas of others as one’s own is plagiarism, which is no different from cheating. This behavior will not be tolerated and may lead to termination.

See – Student Handbook

Office of the Registrar serves as the main repository for all student information, including background check reports. Staff is responsible for the timely and accurate delivery of enrollment services, ranging from facilitating the registration process and processing transcript requests to performing degree verifications and maintaining the academic records of all current and former students.

All Office of the Registrar staff:

• Comply with and abide by all federal and state laws that apply to Morehouse School of Medicine and the Family Educational Rights and Privacy Act (FERPA) of 1974.
• Release permanent records to comply with a subpoena or court order only with the consent and advice of the institution’s legal counsel.
• Keep only those records that are necessary to meet the educational process or to provide or release information regarding enrollment, transcripts, grades, reports and admissions evaluations, academic records, enrollment information, official transcripts, academic progress, academic performance, and other necessary information.

Permanant Education Records are defined as any information or data recorded in any medium, including but not limited to handwriting, print, tape, film, microfilm, and microfiche, of persons who are or have been in attendance at Morehouse School of Medicine. This information includes forms, such as clinical evaluations, academic performance correspondence, student requests, registration information, unofficial academic transcripts, grade reports, and admissions information. This information is meant to include any information or data recorded in any medium, including but not limited to handwriting, print, tape, film, microfilm, and microfiche, of persons who are or have been in attendance at Morehouse School of Medicine. This information includes forms, such as clinical evaluations, academic performance correspondence, student requests, registration information, unofficial academic transcripts, grade reports, and admissions information.
CONFIDENTIALITY OF EDUCATIONAL RECORDS

We are committed to maintaining the trust of our students through strict enforcement of legal and ethical standards relating to confidentiality.

All Morehouse School of Medicine administrators, faculty and staff should:

- Actively respect the privacy of and safeguard student educational records
- Never share a student’s educational information with other Morehouse School of Medicine faculty or staff unless there is “legitimate educational need” for that information
- Never share a student’s personal information, including grades, transcripts, financial aid information, disciplinary actions, social security number, birthdate, race and ethnicity, and more, without the student’s written consent

A faculty or staff member has a “legitimate educational need” to access or review a student’s educational record if that faculty or staff member is:

- Performing a task that is specified in his/her job description or contract
- Performing a task related to a student’s education or discipline
- Preparing references at a student’s request

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 – FERPA

FERPA protects the rights of students and ensures the privacy and accuracy of student educational records. This Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

WHO DOES FERPA CONCERN?

- Students
- Faculty and staff working with students

WHAT DOES FERPA ACCOMPLISH?

- Protects the privacy and accuracy of student educational records, including:
  - Personal information
  - Privileged information

WHAT DO YOU NEED TO DO?

- Take training
- Follow Morehouse School of Medicine policies and procedures to uphold FERPA

DIRECTORY INFORMATION

Under FERPA, Morehouse School of Medicine may disclose appropriately designated “directory information” without written consent, unless you have advised to the contrary in accordance with Morehouse School of Medicine’s policies and procedures. Morehouse School of Medicine considers the following information as directory information:

- Student’s name, address and telephone number
- Place of birth
- Major or field of study
- Participation in officially recognized activities
- Hometown, hobbies and general interest items
- Dates of attendance
- Campus mailbox and email address
- Degree applied for or received
- Honors and awards received
- Previous educational institutions attended
- Residency program match results

Please note directory information may be restricted with prior written consent from the student.

Example

I left a stack of graded papers on my desk in the classroom.

Did you lock the door?

No.

You better go back and get the papers or lock the doors because if any student goes through the graded papers it’s a FERPA violation.

For related policy information, click here.
As a Title III Grant recipient, Morehouse School of Medicine’s Title III Grant program conforms to the highest standards of ethical, professional and financial responsibility. Even so, individuals are charged with knowing and following all regulations and guidelines established by the federal government. All participating departments are required to report progress on selected goals and objectives so the Title III Administration Office can monitor progress and prepare required and related reports for internal and external review. Morehouse School of Medicine is committed to ensuring the reform process for accreditation conforms to the highest ethical, professional and financial standards.

WHAT IS THE TITLE III GRANT PROGRAM?

- Funds and administration management
- Development
- Student services and outcomes
- Academic instruction
- Project management

Besides providing a common set of responsibilities and requirements and procedures as well as federal laws, regulations and policies when reporting on progress, Title III staff and faculty are required to:

- Be familiar with and understand the reform process
- Facilitate measurable, continuous improvement in education, student services, research, administrative services, and community and public service
- Help assess compliance in your area by providing supporting documentation
- Complete follow-up activities requested by accreditation organizations

Besides providing a common set of responsibilities and requirements and procedures as well as federal laws, regulations and policies when reporting on progress, Title III staff and faculty are required to:

- Be familiar with allowable activities covered by Title III
- Submit accurate, truthful and complete records when reporting on progress
- Comply with Morehouse School of Medicine policies and procedures as well as federal laws, regulations and policies when reporting on progress
- Submit accurate, truthful and complete records

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INTEGRITY... IT'S IN YOUR HANDS

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INTEGRITY... IT'S IN YOUR HANDS

MOREHOUSE HEALTHCARE

PROVIDING QUALITY CARE AND SERVICE...

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

• Maintain a patient-focused healthcare delivery system that is culturally sensitive and cost-effective
• Exemplify a firm commitment to our values, support the mission and consistently adhere to the principles of honesty, fairness and loyalty
• Meet or exceed the needs and expectations of your internal and external customers in all that you do
• Accept responsibility for the consequences of your actions
• Embrace creativity, innovation and risk-taking to facilitate measurable, continuous improvements in education, research and empathy
• Recognize each person as a distinct individual with specific needs and concerns and respect his/her dignity with compassion

IN EVERYTHING YOU DO:

• Conform to all applicable laws and government regulations
• Uphold professional and accreditation standards
• Follow Morehouse Healthcare’s clinical policies, procedures and

CONTENTS

CONTENTS
Excellent healthcare services extend beyond delivering compassionate patient care and employing the latest medical research and techniques. Excellent healthcare services are about creating a caring and secure environment in which:

- Patient, provider and family concerns are promptly addressed
- Patient's questions and concerns are promptly and courteously responded to
- Excellent healthcare services extend beyond delivering compassionate patient care and supporting the latest medical research and practice

**OUR MOREHOUSE HEALTHCARE COMMITMENT**

We are committed to providing high-quality care that conforms to acceptable clinical and safety standards and honoring our Patient Bill of Rights.

- Conduct a proper evaluation of every patient before initiating a treatment plan
- Have the credentials, experience and expertise necessary to perform your duties
- Honor the rights of patients to receive timely information, including charges for services rendered
- Maintain complete and thorough records of patient information to fulfill the requirements set forth in our policies, accreditation standards, applicable laws and regulations

**QUALITY CARE**

We are committed to maintaining a culture of excellence and improving the quality of healthcare services.

- Policies and procedures are established and the expertise necessary to provide the best possible care to our patients are maintained
- Healthy living is promoted
- A patient's questions and concerns are promptly and courteously answered
- Exceptional healthcare services extend beyond delivering compassionate patient care and supporting the latest medical research and practice

**MOREHOUSE HEALTHCARE CODE OF CONDUCT AND ETHICS**

INTEGRITY...IT'S IN YOUR HANDS

- Policies and Procedures
- Patient Bill of Rights
- Compliance and Conflict of Interest
- Policies and Procedures for the Center for Medicare and Medicaid Services (CMS), Private Payer Policies
- Policies and Procedures for the ACGME
- Policies and Procedures for the Resident
- Key Areas of Compliance

**CONTENTS**

- Your Quick Guide to the Morehouse Healthcare Section of the Code
- What You Need To Know And Why + Where To Go For More Information

**THE MOREHOUSE HEALTHCARE CODE OF CONDUCT AND ETHICS**

INTEGRITY...IT'S IN YOUR HANDS
MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

INTEGRITY...IT'S IN YOUR HANDS

CONTENTS

SAFETY

since safe care is essential to the well-being and recovery of our patients, you should know our health and safety policies and processes so well as the laws and regulations, which apply to your specific job responsibilities.

Safely

Example

For related policy information, click here.

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS

MOREHOUSE HEALTHCARE

Since safe care is essential to the well-being and recovery of our patients, you should know our health and safety policies and processes so well as the laws and regulations, which apply to your specific job responsibilities.

If you are aware of or suspect a lapse of securing or the inappropriate distribution of drugs, you should report it immediately to your supervisor, Office of Compliance, Office of Human Resources or the Morehouse School of Medicine Compliance Hotline at 404-756-1364.

PATIENT BILL OF RIGHTS

Every patient who comes to Morehouse for healthcare has certain rights, and we make every effort possible to guard:

• The right to receive the best quality of healthcare, regardless of the patient's ability to pay
• The right to be treated with respect, consideration, and dignity
• The right to obtain a second opinion elsewhere
• The right to change physicians for any reason
• The right to participate in the decisions made regarding the patient's health
• The right to have all questions answered
• The right to express concerns and suggestions to the management of Morehouse Healthcare with the assurance that legitimate grievances will be promptly addressed and resolved to the patient's satisfaction.

If you heard Dr. John Doe got a DUI this weekend.

Then you or Dr. Doe need to notify HR promptly as that could impact his professional license.

SAFETY

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SAFETY

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Example

For related policy information, click here.
Example

**Are you going to Dr. Sanderson’s housewarming party?**

- Yes, but I misplaced her address.
- Pull it from Morehouse School of Medicine’s database.
- I can’t do that. That would be a violation of PHI.

**Information Clerk:**

For related policy information, click here.

**HIPAA and Accountability Act**

**What does HIPAA accomplish?**

Under the law of the patient or family administering services unless you are authorized or permitted by control activities of or collective change of services, only access PHI if you require patient information to fulfill care.

- Financial status and payment method
- Insurance information
- Employment information
- Annual income and net worth
- Diagnosis and Treatment
- Name, social security number, address, birth date
- Such use not included: Statistical data

**What is Protected Health Information (PHI)?**

Meal service of medicine of medicine/procedures to ensure patient privacy and follow Morehouse Healthcare policies and procedures to safeguard patient privacy and maintain confidentiality. Sensitive information in compliance with patient privacy and maintenance of privacy.

**What does HIPAA require?**

- Ensure protection of health information
- Prevent identity theft
- Show we care and have policies and procedures to safeguard patient privacy
- Patient care and health care services and procedures to ensure patient privacy and to uphold HIPAA.

**What do you need to do?**

- Understand the law
- Take the appropriate training
- Follow Morehouse Healthcare policies and procedures
- Actively protect and safeguard patient information — in oral, written, and electronic form
- Discuss or share medical, clinical, or business information only when access is supported by a legitimate clinical or business purpose and is in compliance with Morehouse School of Medicine/Morehouse Healthcare policies and procedures, and applicable laws, rules, and regulations.

**Who does it concern?**

- Healthcare providers and patients
- Employers
- School of Medicine
- Patients
- Government

**Is this true for related policy information, click here.**

**CONTENTS**
We are committed to ensuring that all billing and coding are accurate and that documentation exists to support the services rendered and the amounts charged. Maintain complete and thorough records to comply with our policies and procedures as well as applicable laws and regulations. Report errors in claims and any billing system in a timely manner to your supervisor or the Office of Compliance.

- Accurately document for all services rendered
- Bill for services according to medical necessity guidelines and submit timely billing claims
- Ensure you have the latest coding and billing updates
- Waive copayments, coinsurance, and deductibles only in accordance with established rules, policies, and procedures
- Issue statements and other communications that are accurate, complete, and truthful and that comply with applicable laws and regulations

BILLING AND CODING

FRAUD IS PROHIBITED

- Do not knowingly submit a false or fraudulent claim for payment to the federal government for Medicare, Medicaid, or other federal healthcare program
- Do not use false statements or records for the purpose of obtaining an improper payment from the federal government for Medicare, Medicaid, or other federal healthcare programs
- Do not use false statements or records in claims-related filings and reports

KICKBACKS

- Do not use false statements or records in claims-related filings and reports
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Example

For related policy information, click here.
Graduate Medical Education (GME) is at the heart of the Morehouse School of Medicine mission as physicians-in-training, known as Residents, assume their role in Morehouse Healthcare’s clinical practice.

All Morehouse School of Medicine administrators, faculty and staff are charged with:

- Providing a positive and supportive learning environment for all residents, faculty and staff at the School of Medicine.
- Ensuring that the academic and clinical educational experience balances patient care and safety with the welfare and well-being of Morehouse School of MedicineResidents.
- Promoting the academic and clinical education.
- Ensuring that the clinical experience enhances the delivery of patient care.
- Promoting a positive and supportive learning environment.
- Ensuring that the clinical experience enhances the delivery of patient care.
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**RESIDENT EXPERIENCE**

**CONTENTS**

**RESIDENT RESPONSIBILITIES**

Morehouse School of Medicine Residents are expected to be familiar with this Code and abide by the policies and procedures provided in the Morehouse School of Medicine Graduate Medical Education (GME) Policy Manual.

Morehouse School of Medicine Residents should:

- Demonstrate integrity, accountability, respect, compassion, patient advocacy, and dedication to patient care that supersedes self-interest.
- Demonstrate a commitment to ethical principles pertaining to the provision or withholding of clinical care, confidentiality of patient information and informed consent.
- Know the limits of their scope of authority and comply with Morehouse School of Medicine policies and procedures, applicable laws and regulations.

Additionally, Residents should conduct themselves with the utmost professionalism and be alert to anything that would impair their ability to provide patient care.

REFERENCE SOURCES

- Graduate Medical Education (GME) Policy Manual
- GME Polcy Manual
- See - GME Policy Manual

FOR RELATED POLICY INFORMATION, CLICK HERE.
INTEGRITY... IT'S IN YOUR HANDS

RESEARCH
TRANSLATING DISCOVERIES TO IMPROVE HEALTHFUL LIVING

In Research:

• Develop robust research programs that embrace basic, clinical, health services and community-based research endeavors
• Protect patients and human subjects and their rights throughout health services and community-based research endeavors
• Develop robust research programs that embrace basic, clinical, health services and community-based research endeavors
• Safeguard the privacy and security of your research data
• Ensure the humane care and use of laboratory animals in the research process
• Conform to all applicable laws, government regulations and accreditation standards, as well as sponsor requirements

In Everything You Do:

• Follow Morehouse School of Medicine’s policies, procedures and safety standards
• Uphold professional and accreditation standards
• Conform to all applicable laws, government regulations and accreditation standards, as well as sponsor requirements

CONTENTS

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS
At Morehouse School of Medicine, research is a key part of our mission to correct health inequities and serve disadvantaged populations. Morehouse School of Medicine is an equal opportunity employer. Further, our Research Code of Conduct and Ethics is a key part of our commitment to conducting research that is responsible, ethical, and beneficial to the public health.

**OUR RESEARCH COMMITMENT**

- Human and animal care and use
- Environmental Health and Safety (EHS) Standards
- Institutional Review Board (IRB) Compliance
- Conflicts of Interest

**KEY AREAS OF COMPLIANCE/CONCERN**

- Conflicts of Interest
- Institutional Review Board (IRB) Compliance
- Environmental Health and Safety (EHS) Standards
- Intellectual Property
- Grants and Contracts

**WHAT YOU NEED TO KNOW AND WHY + WHERE TO GO FOR MORE INFORMATION**

**YOUR QUICK GUIDE TO THE RESEARCH SECTION OF THE CODE**

- DOD
- DHS
- DEPT OF COMMERCE
- DEPT OF STATE
- EAR
- ITAR
- DoD
- DHS
- DEPT OF COMMERCE
- DEPT OF STATE
All research projects must be approved in advance to help ensure adherence to Morehouse School of Medicine guidelines and policies, federal and state laws and regulations, as well as sponsor requirements. Investigators also must complete all necessary training before starting research.

All Morehouse School of Medicine Investigators are charged with:

- Adhering to honest and verifiable methods in proposing, performing, evaluating and reporting research activities
- Assuring research protocols measure up to standards established by federal regulations as well as Morehouse School of Medicine guidelines and policies
- Having the appropriate qualifications and training to carry out the procedures described in the research
- Implementing the necessary safety guidelines

As a Principal Investigator or Mentor, you should:

- Demonstrate integrity and accountability for the entire research process
- Make sure any staff or students participating in the research are trained properly
- Implement the necessary safety guidelines
- Be familiar with the procedures described in the research
- Have the appropriate qualifications and training to carry out the procedures described in the research
- Implement the necessary safety guidelines

INVESTIGATOR RESPONSIBILITIES

CONTENTS

I spent 20 hours this week conducting research. How much of your time was focused on Grant A? Only 25 percent of it. Make sure you only report 5 effort hours to Grant A then.

Example

For related policy information, click here.

MOREHOUSE SCHOOL OF MEDICINE CODE OF CONDUCT AND ETHICS | INTEGRITY...IT'S IN YOUR HANDS

MORE INFORMATION

For more details, refer to the policies, guidelines and practices of the following federal agencies and to Morehouse School of Medicine policies:

- National Institutes of Health (NIH) Public Access Policy – ensures the public has access to the published results of NIH-funded research
- Public Health Service (PHS)
- Health and Human Services (HHS)
- Office of Management and Budget (OMB)
- Research Integrity Policy
- Conduct of Research Policy
- Financial Management and Budget

All Morehouse School of Medicine Investigators are required to:

- Submit accurate, truthful and complete accounting, record keeping and billing records
- Certify their own effort reports
- Comply with Morehouse School of Medicine policies and procedures as well as federal laws and regulations, and sponsor requirements

For more information, refer to the policies.
Morehouse School of Medicine has guidelines and policies in place to protect the safety, autonomy, dignity and privacy of individuals who have volunteered to be human research subjects in studies conducted by Morehouse School of Medicine. To further assure the protection of human research subjects’ rights and welfare, the Institutional Review Board (IRB) Committee must review and approve all research activities in advance.

All Morehouse School of Medicine Investigators must:

- Promptly report any unanticipated problems involving risks to human subjects or others
- Complete and pass the Collaborative IRB Training Initiative (CITI) Course to meet the National Institutes of Health’s requirement before starting any human subjects research regardless of the funding source
- Comply with the IRB Guidelines, Policies and Procedures when conducting research

Morehouse School of Medicine is charged with reporting noncompliance with federal regulations, state laws and agency regulations or IRB requirements.

Research involving human subjects is also governed by numerous federal regulations, including:

- Office for Human Research Protections (OHRP) – applies to all research conducted, supported or otherwise subject to regulation by any federal department or agency
- Department of Health and Human Services (HHS) – applies to all research conducted, supported or otherwise subject to regulation by the HHS
- FDA Human Subjects Research Regulations – provides guidelines on good clinical practices and trials
- Department of Health and Human Services Protection of Human Subjects – applies to all research conducted, supported or otherwise subject to regulation by the Department of Health and Human Services
- The Belmont Report – outlines guidelines to ensure ethical conduct for biomedical and behavioral research

Additional training and education resources:

- NIH Human Research Protections Course – a free ethics training course for protecting human research participants
- IRB Educational Handouts – information from continuing education activities
- For related policy information, click here.
- Examples of additional training activities include:
  - IRB Committee must review and approve all research activities
  - Informed consent
  - investigator will explain how the research will be brought under compliance as to pregnant subjects
  - Have you sent a report to the IRB?
  - One of my human subjects just informed us that she is pregnant.

Yes, and I’ve explained how the research will be brought under compliance as to pregnant subjects.

Example

For related policy information, click here.
In research that involves laboratory animals, it is crucial to ensure the humane care and use of these animals. At Morehouse School of Medicine, we are committed to this principle. Our practices are consistent with federal laws and policies, including those set by the Public Health Service and the National Institutes of Health, as well as the Animal Welfare Act. Morehouse School of Medicine has centralized the care of research and teaching animals in the Center for Laboratory Animal Resources (CLAR). Access to the facility is restricted to authorized Investigators with CLAR and Institutional Animal Care and Use Committee (IACUC) approval.

All Investigators and CLAR personnel are charged with treating the animals humanely all the time. All Morehouse School of Medicine Investigators must:

- Obtain approval from the IACUC for all projects and protocols using animals prior to starting any study.
- Obtain approval from the Biosafety and/or Radiation Safety Committee when applicable.
- Follow all applicable laws and policies, including the Animal Welfare Act, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, and the Guide for the Care and Use of Laboratory Animals.
- Attend CLAR Orientation and complete required LATA online training.
- Update skills and knowledge base as part of a continuing education program offered by CLAR.
- Review the Occupational Health and Safety Program (OSHA) and comply with its provisions.
- Adhere to all Morehouse School of Medicine policies, procedures and guidelines (i.e. CLAR, IACUC, etc.), as well as federal, state and local laws and regulations.

If you have any concerns or complaints about care or safety, you should contact the Research Subject Advocate (RSA) at 404-752-1140. If the issue isn’t resolved, contact the Morehouse School of Medicine Chief Compliance Officer at the Compliance Hotline at 404-756-1364. If the issue cannot be resolved at the institutional level, contact the Joint Commission’s Office of Quality Monitoring via email complaint@caho.org or 1-800-994-6610.

For related policy information, click here.
In fostering research, educational and technical endeavors related to the advancement of scientific knowledge, Morehouse School of Medicine recognizes some activities may lead to inventions that can significantly impact the healthcare industry and the way we live. Morehouse School of Medicine encourages patenting inventions made by members of the Morehouse School of Medicine community while using Morehouse School of Medicine facilities, resources and/or funds. As a result, Morehouse School of Medicine established the Office of Translational Technologies (OTT) to leverage Morehouse School of Medicine’s intellectual property, research, infrastructure, and services and diversify research revenue.

Morehouse School of Medicine Inventors are charged with disclosing their inventions, discoveries and writings to the OTT. Should the invention be approved for patent application, OTT will work with the Inventor(s) to develop a marketing and licensing strategy if applicable, and then will submit the application. OTT will submit information on the invention to the OTT, who will work with the Inventor(s) to develop a marketing strategy.

Morehouse School of Medicine refers to more information on the Office of Intellectual Property on page 14.
My signature on this form acknowledges that I have received the Morehouse School of Medicine Code of Conduct and Ethics. I understand that it fosters a culture of learning and safety and that it represents the mandatory policies of the organization and I agree to abide by it.

Date: 
Department: 
Position: 
Printed Name: 
Signature: