

UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

Department of Health Services Administration ***BS in Health Care Management***

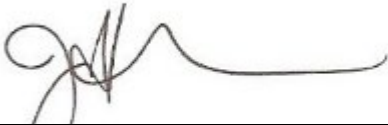
2022-2023

STUDENT HANDBOOK



UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
HEALTH CARE MANAGEMENT
2022-2023 ACADEMIC HANDBOOK



8/19/22

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8/19/22

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8/19/2022

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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Health Physics, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registrations and enjoy being in high demand within the job market. Our first-time student exam pass rate on many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. We look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.



Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of the largest academic institutions of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950's as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's, and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

Under the current leadership of Dean Andrew Butler, the school has never been stronger, or better positioned as a national leader in health professions education.

SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

Kristin Chapleau, Director of Student Services and Advising

205-996-4721; kjohnsto@uab.edu

Jennifer Christy, Assistant Dean for Faculty Affairs

205-934-5903; jbraswel@uab.edu

Mary Foster, Dean's Executive Assistant

205-934-5149; fostermg@uab.edu

Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program

205-996-1399; sgiordan@uab.edu

Donna Slovensky, PhD, Senior Associate Dean for Academic and Faculty Affairs

205-934-1679; donnaslo@uab.edu

Kevin Storr, Director of Communications

205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center

205-934-9472; mbattles@uab.edu

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at www.uab.edu/academiccalendar.

ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: <https://www.uab.edu/one-stop/policies/academic-integrity-code>

ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisers is listed below.

Kristin Chapleau, Director of Student Services and Advising - 205-996-4721; kjohnsto@uab.edu

Anrika Steen, Academic Advisor II –996-1689; anrikam@uab.edu

Eileen Hatfield, Academic Advisor II - 205-934-4185; mehatfie@uab.edu

Chris Smith, Academic Advisor II – 205-934-5974; cjsmith1@uab.edu

Adam Pinson, Academic Advisor II – 205-975-4194; apinson@uab.edu

Graduate student advising is provided through the SHP graduate programs.

AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and it's multifaceted undergraduate and graduate programs, serving as liaisons between the department and university wide student organizations, serve as a student voice in school and university committees, and with the timely goal of creating a sense of community for all SHP students. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives.

ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: askit@uab.edu Website: https://uabprod.service-now.com/service_portal

ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and, in those instances, requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation have been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example,

policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities. Nominations are made by program directors.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

BACKGROUND CHECK

Students in SHP programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a fieldwork I rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

BLAZERID / BLAZERNET / EMAIL

BLAZERID: All students receive a unique identifier, the BlazerID, established at: www.uab.edu/blazeridYour BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

Email: uab.edu Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information, and announcements. UAB student email is provided through Microsoft Office 365, a cloud-based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

BLAZER EXPRESS

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to www.uab.edu/blazerexpress/.

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stock UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore

Location: 1400 University Blvd, Hill Student Center, 35233

Hours: M – F 7:30 a.m. – 6:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665 Website: <https://uab.bncollege.com/shop/uab/home>

CAMPUS ONECARD

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at www.uab.edu/onecard.

CAMPUS MAP

UAB's campus map can be found at the following: www.uab.edu/map/

CANVAS LEARNING MANAGEMENT SYSTEM

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at www.uab.edu/elearning/canvas. Students should monitor their course sites routinely for communication from faculty and manage course assignments.

CATALOG

<http://catalog.uab.edu/student-handbook/>

COUNSELING SERVICES

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health Services at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>

COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. While we anticipate a return to regular operations in fall term 2021, we remind students that certain precautions are still recommended. These recommendations include:

- **Masking – masking is required in all UAB clinical spaces. (Please check [UAB United](#) for current recommendations)**
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Students who experience COVID symptoms should not come on campus or clinical sites and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms but should comply with any restrictions on food and other beverages that may be in place.

Official information about COVID-19 and University guidelines is available at:

<https://www.uab.edu/uabunited/>

DIVERSITY, EQUITY, AND INCLUSION (DEI)

The mission of DEI is to "... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel." Inspired by "... what we value, what we learn from research and what we teach and share with the world." DEI's goal is "... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day." Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: [UAB Office of the Vice President of Diversity, Equity, and Inclusion](#)

[SHP Diversity, Equity, and Inclusion Site](#)

DISABILITY SUPPORT SERVICES (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations."

"DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship."

To apply for accommodations, contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: dss@uab.edu Website: www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen using the school's approved vendor, CastleBranch, www.castlebranch.com, at the time of program admission and again prior to placement in a fieldwork placement.. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. If you have questions, please contact (205) 996-1278. For more information visit: [Students - School of Health Professions | UAB](#)

EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

UAB Police: Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: www.uab.edu

• Webpage: www.uab.edu/emergency

• Announcements on BlazerNET

- Twitter@UABALERT: www.twitter.com/uabalert • facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu. All SHP students are required to complete [FERPA Training](#).

FINANCIAL AID

The Office of Financial Aid is located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website www.uab.edu/students/paying-for-UAB.

FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at www.uab.edu/graduate/.

GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs> The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>

MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, provide proof of immunization against certain diseases:

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

INSURANCE WAIVERS

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website:

<https://www.uab.edu/students/health/insurance-waivers/waivers>

HIPAA TRAINING

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at www.uab.edu/learningsystem. Compliance with the training requirement is monitored monthly.

INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website www.uab.edu/irb.

INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are

available at <https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

SHP Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing, and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs.

Located: 1714 9th Avenue S. Phone: (205) 934-5146 Email: shplrc@uab.edu

Lister Hill Library of the Health Sciences

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold "office hours" in the Learning Resource Center weekly.

Location: 1700 University Boulevard Website:

<https://library.uab.edu/locations/lister-hill>

Phone: (205) 975-4821

Mervyn H. Sterne Library

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13th Street South

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

NON-ACADEMIC MISCONDUCT POLICY

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=305>

ONE STOP STUDENT SERVICES

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. One Stop located in the Hill Student Center, 1400 University Blvd. You may contact

the One Stop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; onestop@uab.edu. Additional information is available at www.uab.edu/onestop.

PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at www.uab.edu/parking.

PATIENT CARE PARTNERSHIP

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) (www.aha.org) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html.

PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic and Integrity Policy). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

RECREATION CENTER

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at www.uab.edu/campusrecreation.

SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS:

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review, and select awardees.

Scholarships available to students in any SHP program are the following:

Carol E. Medders Endowed Scholarship – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

Lettie Pate Whitehead Foundation Scholarship – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

National Alumni Society Dean's Scholarship – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

Sandra Dunning Huechtker Endowed Memorial Award – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

SHP Dean's Scholarship – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

You may visit the UAB School of Health Profession Scholarship page to learn more

<https://www.uab.edu/shp/home/about-us/shp-scholarships>. Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please see the program section of this handbook for that information.

SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The school's official sites are the following:

- Twitter: https://twitter.com/uab_shp?lang=en
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: www.uab.edu/shp

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

Professional Use - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy¹, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception is not published.

General Use - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff, or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#) The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3580.

TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs,

courses, and/ or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at www.uab.edu/emergency/preparedness. Other information sources include:

<ul style="list-style-type: none">• Webpage: www.uab.edu/emergency	<ul style="list-style-type: none">• B-ALERT system: www.uab.edu/balert
<ul style="list-style-type: none">• Hotline: (205)- 934-2165	<ul style="list-style-type: none">• WBHM Radio (90.3 FM)

WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN

POLICY

With the exceptions noted below, students admitted to clinical and non-clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the approved vendor ([Castlebranch](#)). These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in assigned fieldwork. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP undergraduate programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or fieldwork placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening, or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Senior Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements) are the following:

Administration Health Services, PhD

Biomedical Sciences to Biotechnology Fast Track

Biomedical Sciences to Clinical Laboratory Science Fast Track
 Biomedical Sciences to Health Physics Fast Track
 Biomedical and Health Sciences, MS
 Biotechnology, MS
 Clinical Laboratory Science, MS
 Dietitian Education Program, Graduate Certificate
 Genetic Counseling, MS
 Health Administration (Residential), MSHA
 Health Care Management to Occupational Therapy Doctorate Fast Track
 Health Physics, MS
 Nuclear Medicine & Molecular Imaging Technology, MS
 Nutrition Sciences, MS

- Dietetic Internship Clinical Track
- Dietitian Education Program
- Prior Learning Clinical Track
- Research Track

 Nutrition Sciences, PhD
 Occupational Therapy Doctorate – (entry level)
 Physical Therapy, DPT
 Physician Assistant Studies, MSPAS
 Rehabilitation Science, PhD

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding fieldwork placement or internship (if applicable) are the following:

Health Care Management, BS
 Biomedical Sciences, BS
 Biobehavioral Nutrition and Wellness, BS

*Programs waived from the Background Check and Drug Screening requirement are the following:

Applied Mixed Methods Research, Graduate Certificate
 Biotechnology Regulatory Affairs, Graduate Certificate
 Clinical Informatics, Graduate Certificate
 Health Administration (International and Executive tracks), MSHA
 Health Informatics, MSHI
 Healthcare Finance Management, Graduate Certificate
 Healthcare Leadership, DSc
 HealthCare Leadership, Graduate Certificate
 Healthcare Quality and Safety, MS

HealthCare Quality and Safety, Graduate Certificate
Health Service Research, MS
Healthcare Simulation, MS
Nutrition for Community Health, Graduate Certificate
Nutrition Sciences, MS
– Clinical Track-Prior Learning
– Lifestyle Management and Disease Prevention Track
Low Vision Rehabilitation, Graduate Certificate
Occupational Therapy Doctorate (Post Professional)
Physical Therapy Residencies (Neurologic, Orthopedic)

Attachments:

- Procedure for Criminal Background Check and Drug Screening
- Student Instructions
- Consent to Drug Testing and Release of Drug Test Results
- Consent to Criminal Background Check and Release of Results
-

* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

Attachment 1: Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Academic and Faculty Affairs review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a fieldwork rotation or potentially makes them ineligible for professional certification or licensure, the SHP Office of Academic and Faculty Affairs works in conjunction with the program director to notify the student. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required fieldwork placement.
5. Prior to fieldwork placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students are responsible for all additional fieldwork placement requirements.
7. The program director discusses with individual student's implications for information which may inhibit an assigned fieldwork placement.
8. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports if required.

Attachment 2:



STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

Attachment 3

UAB School of Health Professions

Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

Attachment 4

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

Student's Signature

Date

Signature of Parent/Legal Guardian
(required only if student is under 19)

Date

COVID-19 CAMPUS ENTRY

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: [Students Overview - United | UAB](#)
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2021 will have access to a free COVID-vaccination through Student Health Services. See information at <https://www.uab.edu/uabunited/covid-19-vaccine>
- Vaccinated students should upload an image of their vaccination card through the Student Health Patient Portal at https://studentwellness.uab.edu/login_directory.aspx.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

EMERGENCY PLAN - SHPB

https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

CLASSROOM BEHAVIORS

ATTENDANCE / ABSENCE (UNDERGRADUATE)

<http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext>

HEALTH

BODY FLUID EXPOSURE

www.uab.edu/humanresources/home/employeehealth/reportingexposures

IMMUNIZATIONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=373>

DRUG FREE CAMPUS (GENERAL POLICY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=416>

NONSMOKING

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=392>

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=300>

COMPUTER SOFTWARE COPYING AND USE

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=153>

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=98>

RESEARCH AND SCHOLARLY ACTIVITIES

ACADEMIC INTEGRITY CODE

https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code_2021-June-22.pdf

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=398>

PATENT (INTELLECTUAL PROPERTY)

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=397>

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=330>

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at www.uab.edu/policies/Pages/default.aspx.

SECTION 3 – PROGRAM OVERVIEW

Welcome to UAB Health Care Management (HCM). The program is designed for aspiring leaders and committed professionals who are interested in careers working to improve our healthcare system in hospitals; managed care organizations; medical group practices; ambulatory, long-term care, insurance and pharmaceutical companies; consulting firms; government agencies; and other for-profit and nonprofit sector health care organizations.

The academic major, like your chosen career, will be challenging and rewarding. The HCM faculty and staff are a deeply committed to and passionate about health care and leadership. We are a diverse group with interests across a range of health care disciplines. Our common interest is in creating an environment that supports knowledge and learning, as well as personal and professional growth.

We recognize that health care management as a discipline combines two important bodies of knowledge – health care and management – and believe your education should reflect that notable distinction. We develop leaders in health care and aim to provide education beyond a basic understanding of business principles. Given today’s rapidly changing healthcare environment, we aim to equip students to improve the health of their patients and communities.

This student handbook should be used as a guide during your time in the Health Care Management program. The handbook contains program policies and important information for students. Please take the time to read the handbook and refer back to it often as you progress through the program.

Our faculty and staff look forward to working with you.

Jessica H. Williams, PhD, MPH
Program Director and Associate Professor
HealthCare Management

HEALTH SERVICE ADMINISTRATION FACULTY

The Health Care Management Program is one of the seven academic programs in the Department of Health Services Administration in the School of Health Professions. Many of our faculty teach across numerous programs and provide subject matter expertise in a broad range of health administration topics and areas of research. The HSA website has biographical and contact information on each of the faculty with primary appointments in the department.

Interim Department Chair:

Chuck Stokes, MSHA

Ahmed, Abdulaziz, PhD	Ivankova, Nataliya V., PhD, MPH
Allgood, Ashleigh, MBA, MPH	King, Lenetra, FACHE
Aswani, Monica, DrPH	Landry, Amy Y., PhD
Berner, Eta S., EdD	Lee, Heather, MPH
Blanchard, Erin, PhD, MSN, RN, CHSE	Lemak, Christy Harris, PhD, FACHE
Breland, Bryan, DrPH, JD	Meese, Katherine, PhD
Brown, Michelle R., PhD, MS, MLS (ASCP) SBB	Niranjan, Soumya, PhD
Celaya, Leandra, MSc	O'Connor, Stephen J., PhD, FACHE
Cendoma, Phil, MSHA, MBA	Ozaydin, Bunyamin, PhD
Dawson, Susan, MS	Paustian, Pamela E., PhD, RHIA
Dorsey, Amanda D., MSHI	Qu, Haiyan, PhD
Feldman, Sue, RN, MEd, PhD	Silvera, Geoff, PhD
Griffith, Donna Herrin, MSN, FACHE, FAAN	Slovensky, Donna J., PhD, MAE
Grusenmeyer, Patrick, ScD, FACHE	Stokes, Charles, FACHE
Hall, Allyson G. PhD	Thirumalai, Mohanraj, MS, MEng, PhD
Hearld, K. Ria, PhD	Weech-Maldonado, Robert, PhD
Hearld, Larry R., PhD	Williams, Jessica H., PhD, MPH
Hernandez, S. Robert, DrPH	Williams, Michael D. FACHE
Hiett, Tee H., PhD	Zasa, Robert, FACMPE
Houser, Howard, PhD	Zengul, Ferhat, PhD
Houser, Shannon, PhD, MPH, RHIA, FAHIMA	

HEALTH CARE MANAGEMENT FACULTY AND STAFF

<p>Jessica H. Williams, PhD, MPH Program Director & Associate Professor jhwilliams@uab.edu 205-975-2925</p>	<p>Susan Packa Dawson, MS Director of Operations & Instructor packa@uab.edu 205-996-9811</p>
<p>Ashleigh Allgood, MBA, MPH Instructor aallgood@uab.edu 205-934-3529</p>	<p>Bryan Breland, DrPH, JD, MPA Associate Professor bbreland@uab.edu 205-996-9808</p>
<p>Leandra Celaya, MSc Assistant Professor lecelaya@uab.edu 205-934-9895</p>	<p>Phil Cendoma, MSHA, MBA Assistant Professor pcendoma@uab.edu 205-934-3509</p>
<p>Marian Collins Administrative Support collinsm@uab.edu 205-934-4599</p>	<p>Amanda Dorsey, MSHI Assistant Professor adorsey@uab.edu 205-975-9895</p>
<p>Eileen Hatfield, MS Academic Advisor II mehatfie@uab.edu 205-934-4185</p>	<p>Ria Hearld, PhD Associate Professor khearld@uab.edu 205-934-1670</p>
<p>Donna Herrin-Griffith, MSN, FACHE, FAAN Instructor herrind@uab.edu 205-934-7179</p>	<p>Shannon Houser, PhD, MPH, PHIA Associate Professor shouser@uab.edu 205-975-7506</p>

<p>Heather Lee, MPH Instructor hjlee@uab.edu 205-996-6593</p>	<p>Patrick Nicovich, MS Credentialed Course Instructor nicovpat@uab.edu 205-934-5173</p>
<p>Soumya Niranjana, PhD Assistant Professor Soumya14@uab.edu 205-996-1396</p>	<p>Carmen Rainey, MPH Credentialed Course Instructor crainey@uab.edu</p>
<p>Christopher Smith, MBA Academic Advisor II cjsmith@uab.edu 205-934-5974</p>	<p>Geoff Silvera, PhD Assistant Professor gsilvera@uab.edu 205-934-1678</p>
<p>Jerad Watson, MS Credentialed Course Instructor jmwatson@uab.edu 205-934-5256</p>	<p>Robert Weech-Maldonado, PhD, MBA Professor & LR Jordan Endowed Chair of Health Administration rweech@uab.edu 205-996-5838</p>
<p>Ferhat Zengul, PhD Associate Professor ferhat@uab.edu 205-975-8713</p>	

HCM PROGRAM

The Bachelor of Science in Health Care Management (HCM) was established at UAB in 1982. The program prepares graduates to be effective leaders in entry and mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, physician practices, long term care facilities, home health care agencies, and more. The HCM degree can offer a pathway into graduate-level academic or professional degree programs.

HCM MISSION

Developing leaders to shape tomorrow's health care.

The Bachelor of Science in Health Care Management Program focuses on the development of capable, innovative, and ethical leaders who will shape the future of health care. These leaders typically serve in entry -and mid-level management positions within a variety of health system and health related organizations.

HCM VALUES AND VISION

Our shared vision is that we will be recognized as the global leader in providing exceptional, comprehensive, and market-relevant baccalaureate education in health services administration and research.

We value, embrace, and expect from our stakeholders a commitment to

① *Teamwork* ② *Integrity* ③ *Excellence* ④ *Diversity and Inclusion* ⑤ *Innovation*

HCM APPROACH

We are dedicated to evolving our curriculum offerings and course content to maintain value and relevance in a rapidly changing industry. This is achieved through continuous evaluation of the health care marketplace, partnerships with innovative healthcare organizations and leaders, and meaning reflection upon the standards of accreditation. We are a Certified Undergraduate Member of the Association of University Programs in Health Administration (AUPHA) and are active in the community of scholars in health administration education.

HCM PROGRAM GOALS

The undergraduate Health Care Management Program goals are as follows:

- To deliver an academically sound program of study that develops the knowledge and skills required of managers and professional staff in health care organizations.
- To make the program accessible to working health professionals.
- To recruit and retain a well-qualified and diverse student population.

- To employ teaching formats and instructional media appropriate to achieve desired learning outcomes.
- To establish and maintain professional networking relationships among faculty, students, and alumni.
- To provide a supportive and stimulating environment for faculty to achieve excellence in teaching, research and scholarship, and professional service.

HCM PROGRAM CURRICULUM

Students in the program will complete the HCM curriculum courses and select electives in collaboration with the HCM academic advisor that reflect the student's area of interest and develop business and management skills applicable to a variety of health care organizations.

CONCENTRATIONS AND TRACKS

Several specific concentrations and tracks are available to students based on the student's previous academic work, current professional status, personal interests, and future goals.

- The **General Manager** track prepares students for leadership positions managing health operations, developing a vision and strategies for growth, and to ensure patients receive high quality and efficient care.
 - The General Manager track also prepares students to pursue a graduate or professional degree program such as health administration, health informatics, occupational therapy, physical therapy, biotechnology, surgical physician assistant, medical school, dental school or other graduate level health professions programs. Graduate program prerequisites can be added to the curriculum as required program electives.
 - Completion of the General Manager track along with a long term care-focused Internship qualifies a student for licensure examination through the Alabama Board of Examiners of Nursing Home Administrators.
- The **Clinical Manager** track is restricted to graduates of certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline. Graduates of this track typically apply their management and leadership skills in facilities or organizational units that provide services in their clinical discipline.
- The **Pre-Professional** track* is designed for undergraduate students whose academic goal is a graduate or professional degree program such as health administration, health informatics, occupational therapy, physical therapy, biotechnology, physician assistant, medical school, dental school or other graduate-level health professions programs. Prerequisites for admission to identified graduate programs can be incorporated into the program curriculum.

*Closed for new admissions. Students can pursue a graduate or professional degree program through the General Manager track.

FAST TRACK PROGRAMS

- **HCM Clinical Doctorate in Occupational Therapy (OTD) Fast Track** allows qualified students entering UAB as a freshman to complete the BS in Health Care Management and the Clinical Doctorate in Occupational Therapy degree program in less time than completing the degrees separately.
- **HCM Health Informatics Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Health Informatics concurrently. Students entering UAB as a freshman can complete both degrees in just four years. This option reduces the number of courses and time required to obtain the BS and MS degrees separately.
- **HCM Healthcare Quality and Safety Fast Track** allows qualified students to pursue the BS in Health Care Management and the MS in Healthcare Quality and Safety concurrently. Students entering UAB as a freshman can complete both degrees in just four years. This option reduces the number of courses and time required to obtain the BS and MS degrees separately.

HEALTH CARE MANAGEMENT CURRICULUM

A minimum of 120 semester hours are required for graduation, including at least 40 semester hours in courses at the 300-level or above. Students take required core curriculum courses, program courses and electives to fulfill requirements for the selected curriculum track. With the assistance of the HCM academic advisor, students can incorporate coursework from other programs to fulfill prerequisites to qualify for the intended graduate study.

Health Care Management students must complete institutional core curriculum requirements, as listed in the curriculum section of this handbook. Additional information about the core curriculum, including transfer credit, credit awarded for Advanced Placement, International Baccalaureate, and College Level Exam Program can be found in the UAB Undergraduate Catalog.

A minimum grade of C is required in all courses applied toward graduation, including core curriculum. Successful completion (minimum grade of C) of all institutional core courses is required prior to enrolling in any 400-level Health Care Management course.

CORE CURRICULUM

Area I. Written Composition (6 hours)

EH 101 – 3 hours

EH 102 – 3 hours

Area II. Humanities & Fine Arts (12 hours)

Literature – 3 hours

Fine Art- 3 hours

Public Speaking – 3 hours

Elective – 3 hours (*must be literature unless 6-hour history sequence*)

Area III. Natural Science & Mathematics (11 hours)

Either Pre-calculus (MA 105) ***or*** Finite Mathematics (MA 110) – 3 hours
Natural Science Electives with Laboratory (2) – 8 hours

Area IV. History, Social, & Behavioral Science (12 hours)

History – 3 hours

Electives – 9 hours (*3hrs must be history unless 6-hour literature sequence*)

Area V. Pre-Professional, Major, and Elective Courses (3-6 hours)

Either Accounting I and Accounting II ***or*** BUS 310 ***or*** HCM 316

HEALTH CARE MANAGEMENT COURSES

Health Care Organization, Financing, and Reimbursement

HCM 316 Accounting and Finance for Health Care (3 hours, Fall and Spring)
HCM 330 Health Care Systems (3 hours, All terms)
HCM 402 Economics for Healthcare Managers (3 hours, Fall and Summer)
HCM 416 Financial Management in Health Care Organizations (3 hours, Spring and Summer)
HCM 425 Healthcare Reimbursement Methods (3 hours, Summer and Fall)

Management and Leadership

HCM 401 Organizational Studies in Health Care (4 hours, Spring and Summer)
HCM 403 Operations Management in Health Care Organizations (4 hours, Summer and Fall)
HCM 405 Human Resources Management in Health Care Organizations (4 hours, Fall and Spring)
HCM 407 Strategic Management in Health Care Organizations (3 hours, Fall and Spring)
HCM 481 Management Internship (3 or 6 hours, All Terms)

Ethics, Law, Regulation, and Policy

HCM 325 Healthcare Law and Ethics (3 hours, Fall and Spring)
HCM 421 Introduction to Long Term Care Administration (3 hours, Fall and Spring)
HCM 480 Health Care Policy and Reform (3 hours, Fall and Spring)

Evaluation and Outcomes

HCM 350 Medical Terminology (3 hours, All Terms)
HCM 360 Statistics for Managers (3 hours, All Terms)
HCM 375 Epidemiology (3 hours, Spring and Summer)
HCM 450 Quality Improvement for Health Professionals (3hours, Spring and Summer)
HCM 460 Research Methods (3 hours, Fall and Spring)

Information Resources

HCM 320 Microcomputer Applications for Health Care Managers (3, All Terms)
HCM 435 Survey of Clinical and Administrative Information Systems (3, Spring and Summer)

HCM Electives

HCM 306 Introduction of Cultural Awareness/Competency (3 hours, Fall)

HCM 550 Healthcare Lean Six Sigma Green Belt Seminar (2 hours, All Terms)

Through the curriculum, students will develop leadership fundamentals and communication skills, and will broaden their global perspectives. Students will also gain skills in strategic planning, quality management, and in understanding ethical and legal issues. Students will develop their critical thinking skills and hone in on their ability to acquire and evaluate new knowledge and perspectives. The core curriculum also enables students to learn about ethnic, cultural, and social groups other than their own—which will enhance their performance in a multicultural work settings.

Graduates of the HCM can demonstrate achievement in the following professional goals:

- Communicate effectively in speaking and writing
- Solve problems by generating, evaluating, and selecting alternative solutions
- Acquire and synthesize knowledge from diverse sources
- Apply various analytical tools
- Pursue knowledge throughout their careers as lifetime learners
- Demonstrate ethical reasoning by analyzing, evaluating, and defending ethical decisions
- Analyze and assess own leadership skills and abilities, referencing theory and principles

ADMISSION

Students intending to enroll in the Health Care Management program must meet all UAB undergraduate admission and academic requirements.

The following additional requirements also apply for admission and progression in the HCM program.

PROGRAM ADMISSION

Entering freshmen are admitted to the BS program and designated as **General Manager** track until meeting with an advisor to consider a concentration - long term care administration, or pre-professional. Those admitted to one of the Fast Track Programs must meet additional requirements. Our **Clinical Manager** track is restricted to credentialed graduates of certificate and/or associate degree programs; students are not placed in the clinical track directly from high school. The following table outlines admission requirements for students within each track of the Health Care Management Program.

Overview of HCM Admission Requirements

	General Manager Track	Clinical Manager Track
Freshman Admission	Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale	Graduate of accredited high school with GPA of 2.5 or higher on 4.0 scale Certificate or license in health professions discipline
Transfer Admission	Overall GPA of 2.5 or higher on 4.0 scale UAB institutional GPA of 2.5 (if applicable)	Overall GPA of 2.5 or higher on 4.0 scale Certificate or license in health professions

FAST TRACKS

Application for Fast Tracks is completed through the HCM Program and the UAB Graduate School for the program of interest.

HCM Health Informatics & HCM Healthcare Quality and Safety Fast Tracks

- Must have completed 60 hours of course work
- Must have an overall UAB GPA of 3.0 or higher on a 4.0 scale.
- Must have 2 years of work experience in health care (Healthcare Quality and Safety only)

HCM Clinical Doctorate in Occupational Therapy (OTD) Fast Track

- Freshmen status
- High School or Overall GPA of 3.0 or above
- ACT of 24 or above (or equivalent)
- Placement in or completion of English Composition I and Pre-Calculus Algebra or higher

ADDITIONAL FAST TRACK ACADEMIC REQUIREMENTS:

- A minimum 3.0 Overall GPA and 3.0 UAB institutional GPA must be maintained to remain enrolled in a Fast Track.
- A grade of B is required for all prerequisite courses in the OTD Fast Track.
- Because of the rigid structure of the curriculum, a student may not have an opportunity to retake a course and may be dismissed from the track.
- A student unable to continue in a Fast Track may transfer into an alternative track provided admission requirements are met.

HCM HEALTH REQUIREMENTS

Required by first month of the first semester:

- Immunizations
- Proof of Insurance
- Background Check & Drug Screen Learning Module
- FERPA & HIPAA Training

Required prior to Internship

- Proof of current immunizations
- Proof of Insurance
- Completion of a Background Check & Drug Screen
- FERPA & HIPAA Training Certificates

ACADEMIC PROGRESS

The program faculty and administration expect students to maintain an acceptable quality of academic performance from the time of admission through graduation. The following outlines minimum standards

for academic performance to continue in the program:

- A minimum grade of C is required in all courses applied toward graduation, including core curriculum and HCM program coursework.
- Students may retake courses for which they earned less than the minimum accepted grade (subject to maintaining the minimum GPA required and the HCM course repeat policy in the next section).
- A minimum 2.5 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the General Manager or Clinical Manager tracks of the Health Care Management program. A minimum 2.75 Overall GPA and 2.5 UAB institutional GPA must be maintained to remain enrolled in the Pre-Professional track. A student may transfer to the General Manager track if qualifications for the track are met.
- Students must have a 2.5 Overall GPA and 2.5 UAB institutional GPA to enroll in HCM 481 Management Internship.
- All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481.
- Students are required to complete an exit exam during the final semester. The exit exam will survey knowledge and retention of materials from the entire Health Care Management program. If the student fails to pass the exam with a score of 70 percent or higher, the student will be required to retake the portion of the exam below the requirement. A study guide will be provided in the final semester.

COURSE REPEAT POLICY

Students may repeat any course in an effort to improve grades and/or to improve understanding of the course content. Students are encouraged to seek advice of an academic advisor before repeating courses. A student may repeat an individual course no more than one time (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the Associate Dean of the College or School in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). A student may not appeal to repeat a course more than a second time.

Both the original grade and the repeated grade(s) will show on the student's transcript.

Both grades will also be calculated in the student's grade point average (GPA) unless the forgiveness policy is applied. It is the student's responsibility to request through the Office of the Registrar application of the forgiveness policy to a repeated course. The process is not automatic and it not initiated by the HCM program. For additional info, see the Academic Forgiveness Policy in the Undergraduate Catalog.

HCM PROGRAM MINORS

Undergraduate students matriculating at the University of Alabama at Birmingham may earn a minor in Health Care Management or Health Information Management. Students must have and maintain an overall and institutional GPA of 2.5 or higher. All courses must be completed with a grade of a C or better.

HEALTH CARE MANAGEMENT MINOR

The Minor in Health Care Management is designed to allow students interested in the field of Health Care Management to gain skills and knowledge that will prepare them with an understanding of the healthcare delivery system and management functions. The minor acknowledges completion of 21 semester hours of course work, including 15 hours of upper-level Health Care Management courses.

Required Courses:

HCM 330 Health Care Systems 3 hours

HCM 401 Organizational Studies in Health Care 4 hours

HCM 403 Operations Management in Health Care Organizations 4 hours

HCM 405 Human Resources Management in Health Care Organizations

HCM 407 Strategic Management in Health Care Organizations 3 hours

HCM 480 Health Care Policy and Reform 3 hours

HEALTH INFORMATION MANAGEMENT MINOR

The Minor in Health Information Management is offered by the Health Care Management program to provide students the opportunity to gain skills and knowledge in the management of health information and in the operation of electronic health record systems. The minor is comprised of 18 semester hours of coursework.

Required Courses:

HCM 325 Healthcare Law and Ethics 3 hours

HCM 330 Health Care Systems 3 hours

HCM 425 Healthcare Reimbursement Methods 3 hours

HCM 435 Survey of Clinical and Administrative Systems 3 hours

HCM 418 Documentation Standards of Health Data 3 hours

HCM 475 Electronic Health Records 3 hours

HCM ACADEMIC AND OPERATIONAL POLICIES

The Health Care Management Program policies and procedures are established to provide an environment that is conducive to learning. In addition to UAB and SHP policies, the following policies describe overall program operational and academic policies. It is not an exhaustive list and additions/revisions are likely to be made during your tenure with the Health Care Management Program. Should there be a programmatic question or need not addressed in one of the published policies in this handbook, you should contact the HCM program director or an academic advisor of the program.

ACADEMIC EXAMINATIONS AND TESTING

- Students are expected to read and comply with all academic regulations as published in the UAB catalog, the SHP catalog, the UAB Class Schedule, and the HCM Handbook.

- Because of the nature of professional instruction in the HCM program, it is difficult to make up missed assignments and exams. If serious circumstances, such as illness, make absence unavoidable, the student is responsible for making arrangements to reschedule any missed assignments or exams within one week after the original due date. The instructor may require a signed statement from a physician or other relevant documentation.
- Quizzes and examinations will be administered through the Canvas course sites and will be given only on the scheduled dates at specified times. Scheduled examinations may be taken on an alternate date only if appropriate arrangements are made one week prior to the time of the examination. *Students in both in-class and online sections may be required to come on campus for examinations unless testing is scheduled through UAB's remote proctoring services* (ProctorU or Respondus Lockdown Browser & Monitor). The course syllabus will note testing requirements for each course. Failure to follow this policy may result in a grade penalty or a zero for the examination.
 - You must present a valid driver's license or other picture ID and answer questions to verify your identity. You must meet the minimum technical requirements. You will also need a working web camera, microphone, and headphones.
- Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. An instructor may apply a penalty or a zero for the examination. In the event of illness or family emergency, the student must obtain a signed statement from a physician or other relevant documentation and submit it to the instructor.

GRADING

The purpose of this section is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Program grading policies attempt to balance two extremely important principles. First, instructors have the right to assign a grade based on any method that is professionally responsible and applied equitably. Second, every student has a right to receive a grade assigned upon a fair evaluation using methods that are neither arbitrary or biased and free of error.

- Faculty in each course are responsible for grading assignments, papers, exams and projects. Grading criteria are published in each course syllabus. Assignment, project and course grading methods should be explained to students at the beginning of the term.
- A student may appeal a grade if the student alleges that the grade was awarded in error or as the result of unfair action or bias toward individual students. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the appellant student to provide evidence that the final grade is in error or represents unfair treatment. The following circumstances are considered legitimate grounds for an appeal:
 - **Arbitrariness:** The grade awarded or method used to evaluate lack a systematic or reasonable association with the student's academic performance.

- **Prejudice:** The grade awarded was motivated by ill will and is not indicative of the student's academic performance.
- **Deviation:** A substantial change in the articulated method of calculation of the final score or inevaluation of an assignment made in close proximity to or after the assignment is due.
- **Error:** The instructor made a mistake in fact and reliance on the mistaken fact is the basis of the awarded grade.
- Grades awarded as a result of academic dishonesty or academic misconduct are not considered under this section. Students desiring to appeal grades awarded for academic misconduct will follow processes provided in SHP Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations and The UAB Academic Honor Code.
- Students must initiate a grade appeal within the first two weeks of the term after the disputed grade is received, using the procedure outlined below.
 - The student should first discuss the grade and grading criteria with the course instructor. If, following further explanation by the course instructor, the student believes the grade should have been higher, a request should be made of the instructor to reconsider the grade assigned.
 - The only valid basis for grade appeal beyond reconsideration by the course instructor is to assert that the instructor assigned a grade that was arbitrary, prejudiced, deviated from the stated evaluation criteria, or was made in error. Review section 3.2 above.
 - If the student is unable to resolve the issue with the instructor and believes that grade was low due to one of the four circumstances under which an appeal can be taken, student may submit a written request to the program director for review within 5 business days of the determination of the course instructor. If the course instructor is the program director, the written request may be submitted to the Chair of the Department of Health Services Administration. The director or chair will respond to the student's request within 5 business days.
 - If the director or chair determines that there is a legitimate basis for the petition and upholds the student's appeal, the director or chair will ensure that the assigned grade is appropriately changed.
 - The determination and decision of the program director or chair is final.
 - If the student alleges that the determination, decision, or process of appeal were inconsistent with the policies and procedures of the program, school, or university, the student may request a review by the Associate Dean as outlined in the SHP Policy for Adherence to Standards of Academic and Professional Conduct and Procedures for Managing Disciplinary Actions Following Violations and The UAB Academic Honor Code.

ONLINE COURSE POLICIES

- Students registering for the online section of courses are responsible for ensuring that they have the technology resources and knowledge necessary to fully engage in online learning. The program, school, and university have numerous resources available to students, including assistance configuring your personal computer, troubleshooting issues, and tutorials on using the learning management system (Canvas) and other course technology. Links to resources are posted in all online courses.
- Online courses may have lectures, discussions, and other activities that require synchronous (the instructor and students participate together in course activities at a prescheduled time) or asynchronous (the instructor posts the activities to be performed by the student offline within an allotted time frame). The course instructor should be contacted and arrangements made if it is necessary to miss scheduled activities.
- Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the Canvas course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the UAB system. No credit will be given for assignments that cannot be evaluated due to presence of a virus.
- Student names must be included on each paper document and within the text file of all documents submitted electronically. Students should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.
- Students registering for the online sections of courses must have access to a personal computer with the adequate functionality to operate effectively in the Canvas environment. System requirements and links to free downloads are published under the Getting Started icon located on the Canvas log-in website. Operating system upgrades and various software can be purchased at the UAB Barnes and Noble Bookstore.
- Students who experience technical problems while accessing course materials on the Canvas course site should contact Canvas Tech Support. Solutions to common problems and other helpful information are available via the main login screen of the Canvas. If you experience PC or Internet Browser problems, please contact the UAB AskIT Help Desk at (205) 996-5555.
- To access courses, students should go to the UAB Canvas Learning Management System Website and then login using their Blazer ID and password. All courses for which you are registered should be listed. Students having trouble logging in should contact the AskIT HelpDesk at (205) 996-5555.
- Course instructors will establish minimum participation requirements for online students which may include the frequency and duration of activity on the course site. Success in online courses require high levels of participation. Students are encouraged to exceed minimum expectations as to time spent on task.

ACADEMIC MISCONDUCT

The Academic Integrity Code applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code.

Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, Dr. Donna Slovensky. Dr. Slovensky's office is located in SHPB 660. The full text of the Academic Integrity Code is available at:

<https://www.uab.edu/one-stop/policies/academic-integrity-code>

MANAGEMENT INTERNSHIP

The Management Internship (HCM 481) provides a formal period of preceptor supervised observation and "real-world" experience during which the students will be expected to apply their knowledge of basic management concepts, organizational theory, finance and reimbursement, information technology, healthcare quality, and healthcare delivery systems gained during their didactic course work. The management internship provides students with opportunities to observe and to participate in the daily activities of operational managers in healthcare organizations. Internships are available in hospitals, long term care organizations, clinics, health organizations and health related companies. Healthcare research experiences are also available.

Students should gain experience in assessing and responding to the organizational environment in which a manager functions. Using the knowledge, skills, and problem-solving tools learned in the classroom the students will undertake activities and projects designed to permit students to experience diverse managerial roles including, but not limited to planning, organizing, decision-making, communicating, and personnel management functions. All program coursework must be completed prior to entering the internship.

During the students' time within the organization, they should focus on observation, activities, and projects in six basic areas. These are the management and structure of the organization, the technical aspects of the areas where the students concentrate their time, projects that are assigned, the culture of the organization, the personal management experience the students experience while in the organization and, finally, service learning.

- **Management Experience** - The students should have an opportunity to research, observe and become familiar with the nature and structure of the organization.
- **Technical Experience** - The student should understand and be able to discuss the technical aspects of the organization's business(es).
- **Project Experience** - Students are expected to develop, with their preceptor, specific projects where they are responsible for specific outcomes.

- **Cultural Experience** - The students should become familiar with the cultural aspects of the organization.
- **Personal Management Experience** - The internship opportunity gives the students the chance to operate in a situation where they are expected to be at a specific job for a specific time. The students should be aware of the work requirements of the job and of their response to those requirements.
- **Service Learning Experience** - The Health Care Management Internship is designed as a service learning experience. Service learning is an educational approach that integrates community service, academic learning, and civic learning.

INTERNSHIP APPLICATION & PLACEMENT

All coursework in the Health Care Management curriculum must be completed prior to enrollment in the required HCM 481.

Internship may <u>not</u> be taken with:	Internship <u>may</u> be taken with:
HCM major degree requirement courses	Electives
UAB Core requirement courses	Courses toward a minor degree
	Pre-requisites for graduate school

The student will be notified of internship eligibility by the Internship Instructor during the semester prior to the internship term. The student will participate in the Internship application process and be provided a copy of the current Internship Handbook. Once the student has completed the application process, the instructor will review the information provided by the student and use the student’s career goals and objectives to match the student with an appropriate internship site and preceptor.

- **Internship Placement**
 - The Instructor will use the information from the Internship Interview to select potential internship sites. The Instructor will select and assign the internship.
 - The student may request specific locations and preceptors. The Instructor will review the request and determine if the requested site is appropriate and meets the internship objectives.
 - A student can complete an internship at a current place of employment. In this situation, a student cannot undertake an internship experience with a current direct supervisor. The student should also complete activities or duties outside of current job

responsibilities. A student can complete the internship in a different department, with a different manager or an administrator at a higher level. The Instructor will either approve or recommend a different site.

- The process of securing the internship site for the student may be lengthy especially for out-of-state internships.
- When the site has been selected and the internship preceptor confirmed, the Instructor will notify the student and provide instructions on setting up a meeting with the preceptor to plan the internship and establish an appropriate schedule.

- **Registration and Time Requirements**

The internship requires a significant commitment of time and effort. The Health Care Management Internship is a three- or six-hour credit course required of all Health Care Management majors. The management internship should be taken in the student's last semester after all program coursework has been completed. The internship may be completed in the fall, spring, or summer semester. The internship is an *unpaid*, educational experience.

The total hours are composed of on-site time and facility-based projects planned with the internship preceptor. A schedule for the required hours should be developed between the student and the preceptor

Students who are currently employed may need to discuss the internship requirements and job responsibilities with their supervisor. It may be necessary to discuss schedule flexibility, vacation or other work schedule adjustments. Remote internship options may be available.

- Credit Hours
 - General Manager & Pre-Professional:- Register for 6 credit hours (minimum of 240 hours of internship activities)
 - Clinical Manager Track: Register for 3 credit hours (minimum of 120 hours of internship activities)

PLEASE NOTE: Internships, practica, or other professional practice courses are not designated as 'online' even if the degree program is offered online. **Tuition for professional practice courses is assessed based on the student's official residency status. If your official residency is out of state at the time of internship, you will be charged out-of-state tuition regardless of the location of your internship.**

INTERNSHIP POLICIES

During the internship students are required to follow organizational policies. These typically include policies and procedures that are consistent with the organization's hiring practices. Students are expected to behave in a professional and ethical manner which includes complying with all rules, policies and procedures that are standard for employees in the internship organization. Failure to comply will be considered as academic misconduct relative to the completion of internship requirements which could impact the grade assigned up to and including a failing grade issued for the internship course and dismissal from the internship site.

Students are expected to behave in a professional manner throughout the internship. Preceptors and students should inform the Internship Instructor of any questions or concerns. It is expected that the student will dress in a professional manner that fits the culture of the organization. The preceptor can provide information about dress codes.

Students are responsible for transportation to and from internship sites. Students are responsible for meals and housing expenses incurred during internships.

- **Internship Health Requirements**

IMMUNIZATIONS

Even for non-clinical activities in healthcare organizations, interns may be at a higher risk of contracting or transmitting certain diseases. Therefore, UAB has set a policy that all Healthcare Management students must be immunized for Measles, Mumps, Rubella (MMR); Tetanus, Diphtheria, Acellular, Pertussis (Tdap); Varicella, Meningococcal and Tuberculosis. All students enrolled in Health Care Management must have had a Tuberculin skin test with negative results or negative blood test or appropriate treatment if positive within three months prior to matriculation. Details of this requirement are outlined by the UAB Student Health Service on their website.

Students are required to comply with any third-party organization COVID-19 vaccination requirement unless you receive an exemption that is approved by that third-party organization. If a student does not comply with an onsite placement vaccination requirement or receive an exemption, the internship placement may be impacted.

DRUG SCREEN AND BACKGROUND CHECK

Students are required to undergo a drug screen and background check prior to internship. The Internship Instructor receives a compliance report. The School of Health Professions uses CastleBranch.com to perform drug screens and background checks.

CastleBranch.com is a background check service that allows the student to purchase the investigations using Visa, MasterCard, or money orders. The results of the background check are posted to the CastleBranch.com web site in a secure, tamper-proof environment, where the school (but not the internship site), can view the results.

Some organizations are now requiring all employees and interns to be tested for tobacco use in addition to their drug screening. Many healthcare organizations have implemented no tobacco rules and will not hire anyone who smokes. They follow the same rules for interns.

If an internship site requires the additional testing, typically the organization incurs the costs of these tests. Occasionally the intern will be responsible for the additional cost.

If the results of the background check or drug screen show drug use or a history of

criminal activity, the results may be shared with the UAB Legal counsel and/or representatives from the internship facilities to determine the appropriateness of the student's involvement in internship activities. Students with a positive drug screen or background check may not be able to complete the internship, and therefore may not be able to complete the degree program. The results of the drug screen and background check are destroyed once the student graduates.

If there is an additional drug test, this cost will be the responsibility of the student. Sometimes the results of the exams will be deemed inconclusive by CastleBranch.com. If this occurs the student will have to retake the tests. Drinking large amounts of liquid prior to taking the exam often results in inconclusive tests. Please follow test instructions closely.

The student will need to provide a Package Code that is to be requested once the student logs onto the CastleBranch.com web site. The code and payment information along with student information will be required at the time of the request.

INSURANCE

Students are covered by liability insurance provided by the UAB during their internship. Since most of our students work in areas that do not require patient contact, this is normally not a problem. UAB requires a formal contract and we will provide a standard agreement as needed.

HIPAA & FERPA

Students are required to complete the UAB HIPAA & FERPA training prior to internship. The student is expected to adhere to the organization's Health Insurance Portability and Accountability Act (HIPAA) & Family & Educational Rights & Privacy Act (FERPA) confidentiality policies. The University of Alabama at Birmingham does not consider itself a party to this arrangement and will not enter into any HIPAA arrangements between the student and the organization. The student needs to be aware that many organizations have zero tolerance rules regarding HIPAA and that a student who violates confidentiality rules is subject to dismissal from the internship. Such an action will result in a failing grade in the internship class.

PHYSICAL EXAMS

A physical exam may be required by the internship organization.

STUDENT ORGANIZATIONS

- **Health Care Management Student Association (HCMSA)**
The HCM Student Association is open to all BSHCM students. The Association sponsors service and fraternal activities during the academic year. Information on HCMSA membership is provided at

the time of program admission.

- **Upsilon Phi Delta Honor Society (UPD)**

The Upsilon Phi Delta Honor Society (UPD) invites members from among HCM seniors with qualifying grade point averages when entering the last year of the program curriculum. Information on UPD membership is provided at the time of admission to the program.

- **American College of Health Care Executives (ACHE)**

In order to become a Student Associates of the American College of Healthcare Executives, applicants must be enrolled full-time or part-time in an undergraduate program in health services administration AND must be enrolled in a healthcare management program where the program holds at least regional accreditation.

- Students enrolled in Fast Tracks may join the graduate program student association.

ACADEMIC ADVISING

- The Academic Advisors for the program are in the SHP Office of Student Services & Advising. The office is located on the second floor of the School of Health Professions Building.
- Students should communicate and have consistent contact with their assigned HCM academic advisor for academic and career-related counseling.
- Students are provided with the access to the HCM Student Center on Canvas upon admission to the HCM program. The site includes program information, resources and announcements.
- A complete program of study and audit of program curriculum can be viewed in the Graduation Planning System (GPS), which can be accessed through BlazerNet.