


Health Informatics Graduate Programs 2018-2019



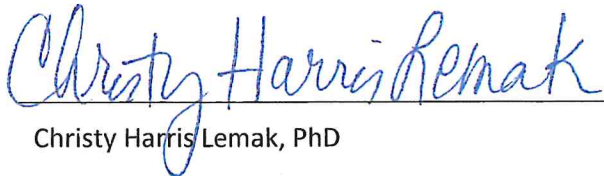
STUDENT HANDBOOK

UAB SCHOOL OF HEALTH PROFESSIONS
HEALTH SERVICES ADMINISTRATION
HEALTH INFORMATICS GRADUATE PROGRAMS
2018-2019 ACADEMIC HANDBOOK



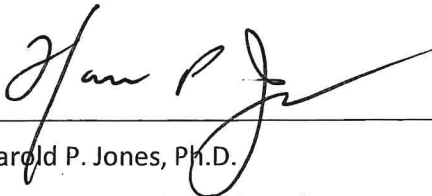
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INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), one of the nation's leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 25 programs at the baccalaureate, master's, and doctoral levels with over 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB's thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master's in Biomedical and Health Sciences, which can be completed within eleven months. Our newest programs are Healthcare Simulation and Clinical Pathologist Assistant, and we have many other well-established curriculums.

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

All of our programs with rankings reside among the nation's top 25 of the *U.S. News and World Report*. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: 'be a sponge, 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 field and watching you become the professional we know you can be.

Harold P. Jones, PhD

Dean, UAB School of Health Professions

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts nationally ranked programs. What began in the 1950's as a collection of courses 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 the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school's dean in 2001. Through his visionary leadership and guidance, the school is experiencing unparalleled success. Up until that time, the SHRP's programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 programs – at the 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

OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university's non-academic conduct policies. Subcommittees of SAC include the following:

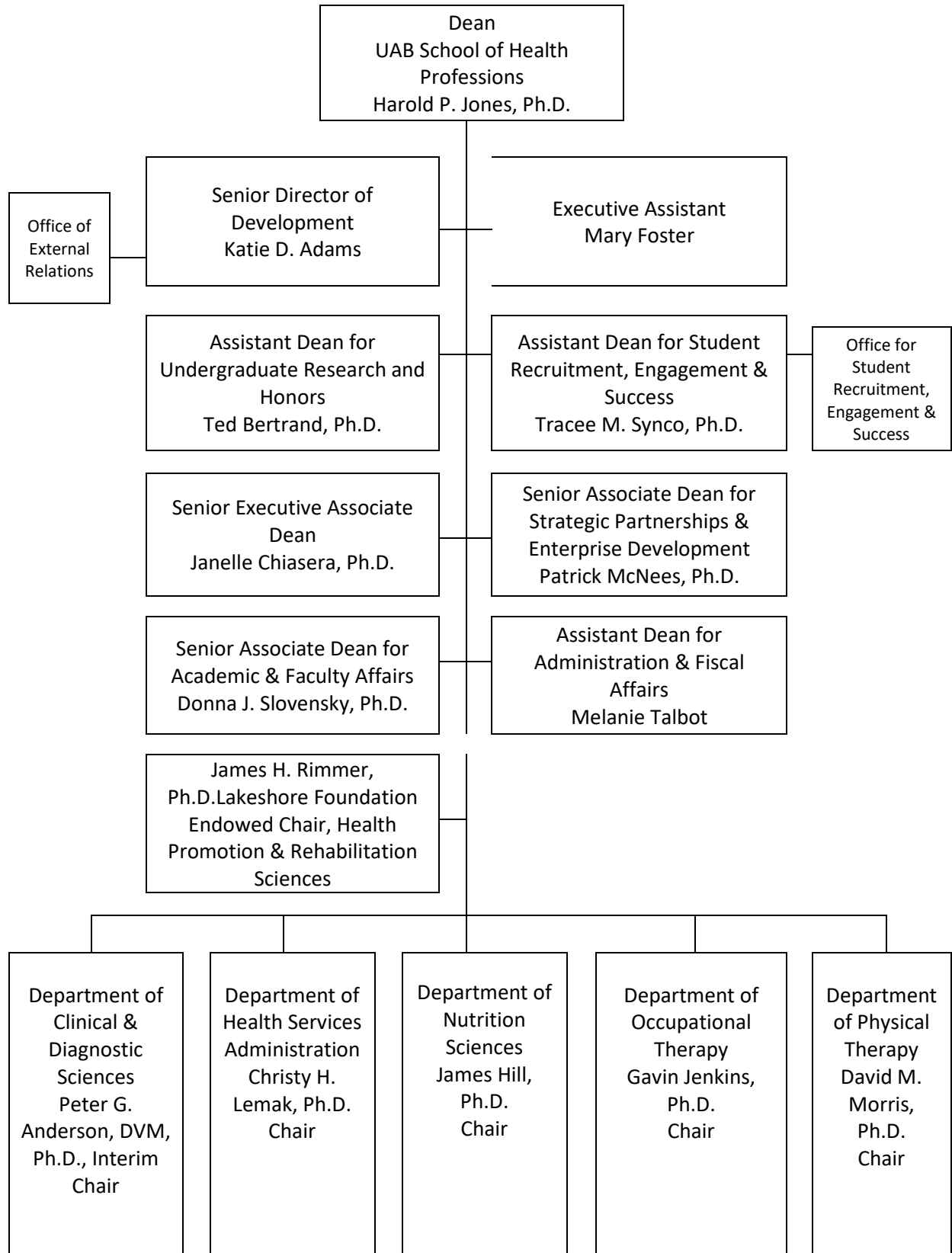
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

OSRES - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: shp@uab.edu

SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2018-2019



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 HONOR CODE (UAB)

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter.

Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment, to an F in the course, to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal if the violation is substantiated.

For more information go to: www.uab.edu/students/one-stop/policies/academic-honor-code

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 at for undergraduates <http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext> 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 has 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....

AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for 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

SHP students are required by policy, to undergo a background check using the school’s approved vendor, CastleBranch www.castlebranch.com, at the time of program admission, and again, prior to placement in a clinical rotation. 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/blazerid. Your 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, 35233

Hours: M – F 7:30 a.m. – 6:00 pm.; Sat 10:00 a.m. – 2:00 p.m.; Sun --Closed

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

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.

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, 35233. For more information, call 205-934-5816 or www.uab.edu/studenthealth/counseling

STUDENT CONDUCT, STUDENT OUTREACH, TITLE IX

STUDENT CONDUCT 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. Through a student-focused and learning-centered lens, [they] utilize a comprehensive approach to informal and formal options to uphold community standards, foster personal growth and development of life skills, and promote a civil learning environment. The UAB student conduct code may be accessed online: <https://www.uab.edu/students/conduct/student-conduct-code>

STUDENT OUTREACH supports students through life challenges and connects them with university and community supports to best address their diverse needs. Student Outreach provides individualized assistance to promote student safety and well-being, collaboration and resilience, personal accountability, and self-advocacy. Our team consults and collaborates with campus partners to balance the needs of individual students with those of the overall campus community. Find out more about student supports at <https://www.uab.edu/students/outreach/>

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. UAB provides several avenues to encourage reporting incidents of discrimination, harassment, and misconduct based on an individual's sex or gender. The UAB **TITLE IX** Office can offer information and protective measures for parties who have been victim to incidents involving sexual harassment, relationship violence, and/or sexual assault. For more information about Title IX, policy, procedures, reporting, protections, resources, and support, please email titleixoffice@uab.edu or visit the website at <https://www.uab.edu/titleix/about>

DISABILITY SUPPORT SERVICES (DSS)

The University of Alabama at Birmingham's mission is to enrich the academic experience for each student through education, research, and service. The University believes disability is an essential component of diversity on our campus and values the unique experiences of each student.

Our philosophy promotes self-awareness, self-determination and self-advocacy by providing education to students with disabilities about their rights and responsibilities so they can make informed choices in order to meet or exceed the standards of all students at UAB. To request accommodations, complete the confidential registration process at <https://www.uab.edu/students/disability/> **Note:** *You must have your Blazer ID and password.*

Contact DSS located at Hill Student Center, Suite 409, or call (205) 934-4205 or (205) 934-4248 (TDD), fax: (205) 934-8170 or email dss@uab.edu Find out more at www.uab.edu/students/disability/

DRUG SCREENING

By policy, SHP students 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 clinical rotation. 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. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or shp@uab.edu or visit room 230 in the School of Health Professions Building.

EMERGENCY MANAGEMENT

UAB Emergency Management is dedicated to help protect and educate the UAB Campus and community about emergency situations and severe weather. UAB's primary concern during any emergency or severe weather situation is the safety of its students, faculty and staff. During any actual emergency or severe weather situation, Emergency Management will be the official source of UAB information. The UAB Emergency Management Team use B-ALERT, the university's emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus all at the same time. B-ALERT also integrates with Facebook and Twitter. Learn more <https://www.uab.edu/emergency/>

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: <http://www.uab.edu/dei/>

FERPA

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 <https://sa.uab.edu/enrollmentservices/ferpa/>. If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office for Student Recruitment, Engagement and Success.

FINANCIAL AID

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:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6th floor of the Webb Building. 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. SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon, preceding the university commencement ceremonies on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: <http://www.uab.edu/commencement/>

STUDENT HEALTH SERVICES

UAB Student Health Services delivers comprehensive, high quality, confidential, evidence based primary healthcare in an efficient, friendly, and caring manner to students so that they may succeed in their studies and professional lives at UAB and beyond. By promoting health education, prevention and wellness, Student Health Service contributes to student development and success. UAB Student Health and Wellness is located at 1714 9th Avenue South.

MEDICAL CLEARANCE

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: www.uab.edu/students/health/medical-clearance/immunizations.

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. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

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 www.uab.edu/women/resources/campus-lactation-centers.

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.

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. Website: <http://www.uab.edu/lrc/>

Location: 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. Website: www.uab.edu/lister/

Location: 1700 University Boulevard Phone: (205) 934-2230

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. Website: www.mhsl.uab.edu

Location: 913 13th Street South Phone: (205) 934-6364 (Reference) or (205) 934-4338 (User Services)

ONESTOP STUDENT SERVICES

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

SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

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.

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.

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.

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.

Matthew F. McNulty Jr. Health Services Emergency Loan – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need.

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

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

You must visit B-SMART <http://www.uab.edu/students/paying-for-college/> to apply.

Many programs in SHP also have scholarships available to currently enrolled students. 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 • Vimeo: <http://vimeo.com/uabshp>
- Facebook: www.facebook.com/UABSHP • LinkedIn: www.linkedin.com/groups?gid=3596638
- YouTube: www.youtube.com/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 not be 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.

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. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.

SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at www.uab.edu/shp/home/admissions-tuition/tuition.

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 handbook for additional information.

Check the Academic Calendar for deadlines: <https://www.uab.edu/students/academics/academic-calendar>

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN

All students in the School of Health Professions must pass a background check and drug screen at admission and prior to placement in any healthcare facility for rotations, internships or other program-related activity.

Students should create an account in CastleBranch and order: **Package Name: AH01 – Background Check and Drug Test**

Visit the CastleBranch site: <https://www.castlebranch.com/>

GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS

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

IMPAIRMENT AND SUBSTANCE ABUSE

www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.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

AIDS AND HIV INFECTION

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

BODY FLUID EXPOSURE

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

IMMUNIZATIONS

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx

SUBSTANCE USE/ABUSE

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION

www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx

NONSMOKING

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx

TECHNOLOGY GUIDELINES

COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx

COMPUTER SOFTWARE COPYING AND USE

www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx

INCLUSIVENESS

EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT

www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx

RESEARCH AND SCHOLARLY ACTIVITIES

ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx

PATENT (INTELLECTUAL PROPERTY)

www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx

FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS

www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx

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 – DEPARTMENTAL POLICIES

DEPARTMENT OF GRADUATE PROGRAMS IN HEALTH INFORMATICS

PROGRAM OVERVIEW

The Graduate Programs in Health Informatics (GPHI) are innovative programs designed for clinical and administrative professionals that are seeking to engage in a rigorous forum for developing knowledge and skills that integrate the domains of information and communications technology, the healthcare delivery process and leadership and management principles. Students have the opportunity to specialize in one of two tracks: Data Analytics or User Experience. UAB has been providing education in this field for over 40 years; our faculty members are recognized leaders in healthcare IT practice, research, and education.

We offer preparation to leaders in health informatics to meet the growing demand of highly prepared healthcare IT executive leaders in two ways 1) a Graduate Certificate and 2) a Master of Science in Health Informatics (MSHI). Entry in the MSHI can be through a variety of channels:

- Direct application to the MSHI Program
- Collaborative programs
 - Prior earned Graduate Certificate in Health Informatics from UAB
 - Enrollment in the HCM2HI Accelerated Masters Program
 - Dual Degree with Health Services Administration

CERTIFICATE/DEGREE CONFERRED:

Graduate Certificate – Graduate Certificate in Clinical Informatics

Degree – Master of Science in Health Informatics (MSHI)

TERM OF ENROLLMENT:

Fall Semester

GPHI PROGRAMS MISSION:

Through teaching, research, and service, the Graduate Programs in Health Informatics is a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management.

The University of Alabama at Birmingham (UAB) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status.

ORGANIZATION OF PROGRAM

The Graduate Programs Health Informatics are within the UAB Graduate School. The programs are housed within the Department of Health Services Administration, School of Health Professions, at the University of Alabama at Birmingham.

School of Health Professions

Dean: Harold P. Jones, PhD

Department of Health Services Administration

Chair: Christy Lemak, PhD

Graduate Programs in Health Informatics

Program Director: Sue Feldman, RN, MEd, PhD

Director of Operations: Ashleigh Allgood, MPH, MBA

Program Coordinator: Dawn Zink, MS, MBA

Office Assistant: Wendy Cornelius

PROGRAM LEADERSHIP TEAM



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Director, Graduate Programs in Health Informatics
Associate Professor, School of Health Professions
Associate Professor, School of Medicine
Associate Scientist, Informatics Institute

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APPLICATION & ADMISSION

ADMISSION STANDARDS

Admission in good academic standing to the Graduate Programs in Health Informatics requires the following:

- An undergraduate, graduate or professional degree from a regionally accredited college, university, or an international equivalent of a four-year degree.
- At least two years of relevant experience in health care.
- Minimum GPA of 3.0 (4.0 = A) in the last 60 hours of course work.
- Completion of a program-specific application that includes, but is not limited to, a personal statement, current resume or cv outlining professional work experience, official transcripts, and an online fee.
- TOEFL/IELRS test scores (International students only)
- Three confidential letters of recommendation

APPLICATION PROCEDURES

The application procedure for the Graduate Programs in Health Informatics require an application to the UAB Graduate School.

ADMISSION

The Admissions Committee of the Graduate Programs in Health Informatics reviews applications and may conduct interviews when determining an entry decision. The committee forwards a recommendation to the Dean of the UAB Graduate School who then communicates official admission decisions via the TargetX portal.

CURRICULUM

Students must complete all degree (or certificate) requirements in the chosen program of study. Students are required to master foundational concepts prior to moving to topics that are more complex. The programs have an official course sequence pre-determined by the program, courses are only offered in certain semesters and some courses have prerequisites. It is highly encouraged to follow the prescribed sequence to ensure successful completion of your chosen program.

The following is the curriculum sequence for the Graduate Certificate in Clinical Informatics:

Fall	Course	Description	Credit Hours
	HI 640	Introduction to Health Informatics & Health Care Delivery	4
	HI 600	Analysis and Design of Health Information Systems	4
		Semester Hours	8
Spring	Course	Description	Credit Hours
	HI 602	Clinical & Administrative Systems	3
	HI 685	Principles in Health Informatics	4
		Semester Hours	7
		Total Hours	15

The following is the curriculum sequence for the single degree MSHI Program (those in collaborative programs, including those entering from the Certificate will have a different sequence):

Year 1 Core

1st Fall	Course	Description	Credit Hours
	HI 640	Introduction to Health Informatics & Health Care Delivery	4
	HI 600	Analysis and Design of Health Information Systems	4
		Semester Hours	8
1st Spring	Course	Description	Credit Hours
	HI 601	Databases and Data Modeling	3
	HI 602	Clinical & Administrative Systems	3
	HI 685	Principles in Health Informatics	3
		Semester Hours	9
1st Summer	Course	Description	Credit Hours
	HI 630	Strategic Planning & Contracting for Health Information Systems	4
	HI 620	Security and Privacy in Healthcare	4
		Semester Hours	8

Year 2 Data Analytics Track

2nd Fall	Course	Description	Credit Hours
	HI 660	Healthcare Requirements Analysis	3
	HI 661	Advanced Database Design and SQL for Healthcare	3
	HI 686	Leadership Theory	1
	HI 664	Data Analytics Capstone	1
		Semester Hours	8

2nd Spring	Course	Description	Credit Hours
	HI 632	Quantitative Methods for Health Informatics	3

	HI 662	Healthcare Business Intelligence	3
	HI 688	Leadership Advocacy	1
	HI 664	Data Analytics Capstone	1
		Semester Hours	8
2nd Summer	Course	Description	Credit Hours
	HI 687	Leadership Development	1
	HI 664	Data Analytics Capstone	3
		Semester Hours	4

Year 2 User-Experience Track

2nd Fall	Course	Description	Credit Hours
	HI 651	Foundations of Healthcare User-Based Research	3
	HI 652	Design Thinking for Healthcare	3
	HI 686	Leadership Theory	1
	HI 654	Healthcare User Experience Capstone	1
		Semester Hours	8
2nd Spring	Course	Description	Credit Hours
	HI 650	Foundations of Healthcare User-Based Design	3
	HI 653	Managing the User-Centered Development Process	3
	HI 688	Leadership Advocacy	1
	HI 654	Healthcare User Experience Capstone	1
		Semester Hours	8
2nd Summer	Course	Description	Credit Hours
	HI 687	Leadership Development	1
	HI 654	Healthcare User Experience Capstone	3
		Semester Hours	4

COURSE DESCRIPTIONS

Course	Description
HI 600	Analysis and Design of Health Information Systems (4 Hours) Requirements, concepts, methods, and tools in analyzing, modeling, and designing health information systems with emphasis on clinical systems.
HI 601	Databases and Data Modeling (3 Hours) Concepts of data modeling, data architectures, and data administration. Study of various models with application to current health information projects. One hour required weekly in Health Informatics Computer Lab applying database skills.
HI 602	Clinical & Administrative Systems (3 Hours) Foundations of clinical information use starting with information collection, processing (e.g., decision making) and recording. All aspects of clinical information use in inpatient and outpatient facilities. Special emphasis on the clinician's work to support enterprise-wide health care delivery.

HI 620	<p>Security and Privacy in Healthcare (4 Hours)</p> <p>Security and privacy issues, legislation, regulations, and accreditation standards unique to health care domain. Technical security of networks, databases, audit mechanisms and control.</p>
HI 630	<p>Strategic Planning & Contracting for Health Information Systems (4 Hours)</p> <p>Theory, practice, and processes needed for strategic planning of integrated health information systems. Assessing benefits of enterprise-wide information integration and tactics needed to realize these benefits. Steps needed for developing strategic plans that are aligned with goals of health care institutions using case studies and in team projects. Development of a Request for Proposal (RFP) based on strategic plans. Critique and practice of skills needed to negotiate contracts with vendors.</p>
HI 632	<p>Quantitative Methods for Health Informatics (3 Hours)</p> <p>Selected mathematical and statistical techniques and computer applications applied to decision making in hospitals and health care organizations. Introduction to selected analytic and visualization software and techniques used to measure and evaluate healthcare outcomes.</p>
HI 640	<p>Introduction to Health Informatics & Health Care Delivery (3-4 Hours)</p> <p>History and current status of information systems in health care and health care information systems. Information architectures, administrative and clinical applications, strategic planning, security, and benefits realization.</p>
HI 650	<p>Foundations of Healthcare User-Based Design (3 Hours)</p> <p>Exploration of models of cognition and human performance and their application to healthcare information, patient safety, and technology.</p>
HI 651	<p>Foundations of Healthcare User-Based Research (3 Hours)</p> <p>Overview of interaction design research theories, implementation models and assessment of end-user mental models. Designing for healthcare teams, workflow considerations, contextual inquiry and distributed cognition models. Emphasis on analysis of modeling users, designing scenarios and requirements, and incorporating qualitative and quantitative research methods into the design of healthcare IT products and services; usability testing, heuristic evaluations, and web analytics.</p>
HI 652	<p>Design Thinking for Healthcare (3 Hours)</p> <p>Methodological approaches to principles of human-centered design, including quantifying end-user satisfaction with a healthcare-related device or interface, iterative prototyping, developing integrative thinking and empathy within a multi-disciplinary organization, contextual inquiry, brainstorming techniques and end-to-end walk-throughs.</p>
HI 653	<p>Managing the User-Centered Development Process (3 Hours)</p> <p>Methodological approaches to principles of human-centered design, including quantifying end-user satisfaction with a healthcare-related device or interface, iterative prototyping, developing integrative thinking and empathy within a multi-disciplinary organization, contextual inquiry, brainstorming techniques and end-to-end walk-throughs.</p>
HI 654	<p>Healthcare User Experience Capstone Project (1-3 Hours)</p> <p>Rigorous project that provides opportunity for focused investigation of User Experience problem in real-world setting and for application of problem solving methodologies for development and execution of solutions. Investigation and application of theory through practical implementation project.</p>

HI 660	Healthcare Requirements Analysis (3 Hours) Approach to, identification, documentation and presentation of common health informatics problems. A focus on identifying root problems and unambiguous metrics for post-evaluation to ensure final deliverable meets intended need. Exposure to project management methodologies and six sigma processes to facilitate the logic needed for troubleshooting data problems in healthcare.
HI 661	Advanced Database Design and SQL for Healthcare (3 Hours) Study of common healthcare data structures and environments. Creation of database components; in-depth SQL coding; data warehouse designs; tools such as TOAD, SQL Explorer, Management Studio.
HI 662	Healthcare Business Intelligence (3 Hours) Exposure to typical business intelligence (BI) tool sets and identification of business objects. Building of the metalayer involved in a business intelligence system and exposure to Business Objects, Crystal Reports, SSRS.
HI 664	Data Analytics Capstone Project (1-3 Hours) Rigorous project that provides opportunity for focused investigation of healthcare data problems in real-world settings and for application of problem-solving methodologies for development and execution of solutions. Investigation and application of theory through practical implementation project.
HI 685	Principles in Health Informatics (3-4 Hours) Underpinnings in health informatics policies, practices, and principles. Inter-and intra-organizational application of information systems and data to enhance research and practice in healthcare.
HI 686	Leadership Theory (1 Hour) Exploration of the theoretical nature of leadership. Emphasis is on the application of theories of leadership in healthcare settings.
HI 687	Leadership Development. (1 Hour) Completion of a guided leadership inventory, guest lecturers from industry leaders across multiple disciplines in healthcare to provide context-specific insight on leadership topics.
HI 688	Leadership Advocacy (1 Hour) Understanding internal and external advocacy relationships, practices and resources in the field of health informatics and information management.

DEGREE REQUIREMENTS

STEPS TO COMPLETING CERTIFICATE OR DEGREE

A summary of the steps required for the Graduate Certificate in Clinical Informatics and Master of Science in Health Informatics:

1. Admission to program,
2. Maintenance of good standing throughout program,
3. Satisfactory completion of coursework,
4. Application for certificate or degree – no later than two weeks into the expected term of graduation,
5. Completion of all financial obligations to the University of Alabama at Birmingham, and

- 6. Conferring of certificate or degree.

ATTENDANCE AND CONTRIBUTION – RESIDENTIAL VISIT AND ON-CAMPUS MEETINGS

- You are expected to attend all class meetings as defined by your instructors and the program (on-campus visits and synchronous web-enabled instructor/student meetings) and other planned meetings (e.g. teams)
- Specific to the on-site residential visits
- All residential visits are **mandatory**.
- If you must miss a portion of any session, inform the GPHI Program Director in advance (or as soon as is practical) of the reason that you must miss any portion of the residential visit. If you become ill or have a legitimate reason to leave class early, inform the GPHI Program Director of the circumstances.
- Please mark these dates on your calendar so that you can schedule around them:

Fall	Spring
August 22-24, 2018	January 23-25, 2019
August 14-16, 2019	January 22-24, 2020

- Be on time and do not expect to leave early.
- Be prepared and participate meaningfully in all meetings.
- Be interested and be interesting to others in your class. Remember, participating is not only about what you learn, but what others might learn from you. Engage your instructor and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.
- It is our expectation that you will come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding and answer questions to the best of your ability. If you do not understand an assignment or topic, it is your responsibility to explore ways to comprehend the material.

PROFESSIONALISM AND DRESS CODE

Business casual dress is expected during orientation and residential visits. Clothing that is immodest or suited for parties, sporting events and other social occasions is not suitable for class.

CLASSROOM ETIQUETTE

All phones, tablets and other portable devices should be turned off during class time. If you anticipate an emergency call, set the device to vibrate. The use of cell phones for talking and/or text messaging in class is not allowed. Passing notes and whispering in class are distracting and inappropriate in a professional setting. Avoid leaving the class for any reason. If you must depart, inform the instructor ahead of time.

DISTANCE LEARNING AND CANVAS

Each course will employ a variety of distance-learning instructional methods. Students will read selections from texts, periodicals, and empirical literature; participate in online discussions with instructors and fellow students; conduct applied projects; write research papers; and complete assignments that are designed to reinforce course principles and analytic skills. Students will access course materials, syllabi, readings, assignments, etc. via the online Canvas system. Canvas course sites can be accessed through BlazerNET or at www.uab.edu/canvas. Students should monitor their course sites routinely for communication from faculty and to manage course assignments. Course sites are available on the first day of class for each semester.

Assignments and due dates will be described in the course syllabus at the beginning of each semester. Course materials (including readings, assignments, and course announcements) will be available on Canvas. Students are responsible for accessing Canvas on a regular basis and are expected to be aware of all assignment due dates.

Assignments should be submitted via Canvas. Email is not a reliable method for submitting assignments and is discouraged for this purpose. Canvas has an email feature that should be used for all communication with instructors.

Communication between students and instructors is key to the success of any distance-learning activity. Instructors are accessible via email, phone call, and/or video conferencing during the off-campus portion of the course. Additionally, faculty are in the office very regularly and you are encouraged to visit with them in person as geography permits. Please refer to the course syllabus for contact information and details regarding instructor availability.

ACADEMIC INTEGRITY

Students are expected to adhere to the GPHI policy on Academic Honesty and Integrity (detailed policy below).

If you believe that you will have any difficulty fulfilling any of these expectations, please discuss with your instructor at the beginning of the semester. It is the student's responsibility to both understand and comply with this Code of Conduct policy and all UAB policies. Violations to the Code of Conduct Policy will be addressed on a case by case basis.

Consequences may include, but are not limited to:

1. Counseling the student,
2. Lowering the student's grade, including a grade of zero, and/or
3. Dismissal from the Program.

The GPHI Programs follows the SHP Grievance Procedures for Violations of Academic Standards.

Policy on Academic Honesty and Integrity

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards of behavior. The GPHI Program regards honesty and integrity as qualities essential to the professional practice and profession of health services management. The purpose of this policy is to promote guidelines so that each student can fully develop his/her individual potential and to cultivate behaviors and values that will contribute to his/her performance as a leader. This policy governs student conduct in all academic activities associated with GPHI Programs. A description of expectations for non-academic conduct, violations of these expectations and possible disciplinary action can be found in the *Graduate Student Catalog* (https://www.uab.edu/graduate/images/acrobat/publications/UAB_Grad_Handbook.pdf).

Each student is expected to:

1. Not seek an unfair advantage over other students, including, but not limited to, giving or receiving unauthorized aid during completion of academic requirements. Examples of an unfair advantage include receipt and/or use of test and/or test preparation material, paper and/or paper preparation material, and project and/or project preparation material from either the current academic year or a prior academic year obtained without authorization and consent of a faculty member, use of instructors' manuals, or other material not intended for student use
2. Represent truthfully fact and self at all times and not to misrepresent one's work at any time. Examples include always making correct representation for work presented as one's own. Work presented as group work should be the product of the specified members of the group. Work presented as individual work should be the product of that individual alone. Group work assumes collaboration by **all** members of the group. All other work should be an individual effort.
3. Report material violations of these expectations and to cooperate with any investigation of an alleged violation; and
4. To obey applicable organizational rules and laws, including confidentiality of information.

Reports of suspected academic misconduct can be confidentially initiated, without fear of retaliation, by a faculty or staff member, preceptor, or student colleague who has direct knowledge of such behavior. Some instances within an individual classroom on an individual assignment may be handled on a case-by-case basis with the instructor, but will also be reported to the Program Director. If necessary (for instance, if another student is bringing forth a charge, or if a preceptor is bringing forth a charge), the instructor will then notify the student of the charge and provide the student with an opportunity to respond. The Program Director will be notified of all reports of suspected academic misconduct that result in counselling a student. If the student is part of a dual degree or other collaborative degree program (e.g. HCM2HI Accelerated Masters, Nursing, other universities), that Program Director, or the equivalent, will also be notified. If, at that time, the student cannot refute the charge effectively, or

denies the charge, the instructor and Program Director(s) will consult with the Department Chair. If needed, a confidential investigation of the misconduct will be conducted.

Based on the results of this investigation, the Program Director(s) will make a recommendation no longer than three weeks after the initial charge. The Program Director(s) will make a decision regarding the alleged misconduct and notify the student of his/her decision, in writing, of the recommendation. Copies of correspondence related to the allegation and investigation will be sent to the Chair of the Department of Health Services Administration, and if necessary, the Associate Dean for Academics for the School of Health Professions, and the Dean of the Graduate School.

If, as determined by the GPHI Program Director and the HSA Department Chair, the act of academic misconduct is a second offense in one program or across programs, the student may be expelled from GPHI programs. This expulsion may or may not carry over to other programs, such as dual degree or collaborative programs. Expulsion will result in a transcript inscription "Expelled for Academic Misconduct." Appeals of decisions may be made in accordance with Graduate School policy.

ACADEMIC PERFORMANCE

To be in good academic standing in the Graduate School, a student must maintain a grade point average of at least 3.0 (on a 4.0 scale). Students are dismissed upon earning the third "C" through the life of any GPHI program. Any courses that are being transferred in (such as certificate courses) in which a "C" was earned count toward this rule. Students will be considered to be making satisfactory progress toward the certificate or degree if they follow the prescribed course sequence established by the Program. Students whose schedules vary from the sequence must discuss this variance with the Program Director.

Students who are admitted on probation must demonstrate their ability to perform at the level required for graduation by establishing good academic standing at the end of the first semester of fulltime academic coursework (i.e., at the completion of 8 credit hours). Students who do not accomplish this level of performance will be dismissed from the Program and the UAB Graduate School.

A student who has been in good academic standing, but who at the end of any regular term fails to meet the criteria to continue in good academic standing (a 3.0 grade point average or better), will be placed on probation. Such a student must re-establish good academic standing within the next two regular terms of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the Program and the UAB Graduate School.

A student who earns three grades of "C," or any grade of "F" on any course taken in pursuit of any GPHI degree will be dismissed from the Program. For students in dual degree programs or other collaborative programs, the programs are treated as one and the grades will apply across both programs. For example, if the student earns an "F" in a dual degree program, that could result in dismissal from the GPHI program in which the student is enrolled, even though the "F" was not earned in a course in the GPHI program. It is the Program Director's prerogative to decide if a student may enter his/her final project with a grade point average of less than 3.0 in academic coursework needed to complete the

MSHI degree. A student receiving a grade of “I” in a course has until the end of the following semester to remove the deficiency or the grade is automatically changed to an “F.” It is the student’s responsibility to keep track of this timing and avoid this from happening. Once the “I” has rolled over to an “F,” it will not be changed.

TIME LIMITATIONS

GPHI students are generally expected to complete all certificate/degree requirements within 1 year of matriculation for graduate certificate and 2 years of matriculation for master’s students. If mitigating circumstances preclude completion of requirements within the time limits, please contact the GPHI Program Director with a request for extension that includes a plan and timeline for completion. This plan will be submitted to the Graduate School for approval. Generally, the time to degree cannot exceed five years.

MSHI PROGRAM TECHNICAL STANDARDS

ESSENTIAL COMPONENTS

PROGRAM PURPOSE & OVERVIEW

Through teaching, research, and service, all Graduate Programs in Health Informatics are a collaborative center of excellence dedicated to preparing students to become leaders in health informatics and information management. Students graduating with a Certificate in Clinical Informatics graduate with a broad understanding of how clinicians and administrators use information and technology in making organizational and patient-specific decisions. Students graduating with an MSHI graduate with a deeper understanding, with increased specificity in their area of specialization, of Health Informatics in the truest sense. With courses in the effective design and use of information systems, databases, software, hardware and networks, students in any GPHI program learn how to successfully manage the flow of information throughout a healthcare organization. Students also learn the value of building a solid business case for the purchase, implementation and use of technology in a healthcare setting. Graduates are equipped with knowledge for upskilling and are prepared to become senior and executive level leaders in the healthcare IT industry. Admission requirements are published in the UAB *Graduate Catalog*.

REQUIRED SKILLS

REQUIRED ACADEMIC SKILLS

Academic skills are those specifically needed to function within the classroom setting (online, in-person) to produce deliverables that meet requirements set forth by individual program faculty in the areas of Information Systems, Informatics and Information Technology. Specific curricular components for an MSHI are set forth by the Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM – cahiim.org).

1. Ability to actively participate in discussions in the classroom and in the online environment.

2. Ability to participate and communicate effectively in clinical and non-clinical environments, including verbal presentations to groups of peers, professor and key stakeholders.
3. Ability to gather and document requirements from subject matter experts and key stakeholders in healthcare, administrative and technical settings.
4. Ability to acquire and effectively process information developed through classroom instruction, clinical experiences, independent learning.
5. Ability to complete reading assignments and to search and evaluate literature.
6. Ability to complete written and verbal assignments and maintain written records of materials in individual and group assignments.
7. Ability to meet course deadlines and to manage time effectively (show up on time, begin and complete tasks on time)
8. Ability to complete computer-based assignments and use a computer for searching, recording, storing and retrieving information.
9. Ability to complete assessment examinations in the learning management system.

REQUIRED INTERPERSONAL & COMMUNICATION SKILLS

Interpersonal skills encompass verbal, non-verbal and written exchange of information. In order to be successful in the healthcare industry, graduates must possess effective interpersonal skills to manage a diverse variety of stakeholder relationships and the communication skills to clearly engage these stakeholders.

Professionalism

1. Commitment to ethical principles pertaining to business practices and security & confidentiality of information.
2. The ability to identify, use and manage emotions (students' and others) in positive ways to maintain positive relationships with others.
3. Ability to work in teams effectively.
4. Ability to present information to a group of people in a structured, deliberate manner.

Communication

1. Ability to communicate clearly with others in written and verbal form.
2. Ability to use effective listening (verbal and non-verbal) skills to make appropriate decisions.

METHODS OF INSTRUCTION

Abilities may be accomplished through direct student response, through use of personal prosthetic devices, or through personal assistance (e.g. readers, signers, note takers, etc.). The responsibility for the purchase of personal prosthetic devices enabling a student to meet the above required abilities remains with the student and/or the agency supporting the student. The university will assist with providing note takers, readers, signers, and other assistive services through the Office of Disability Support Services.

Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS)

and provide an accommodation request letter before receiving academic adjustments. DSS is located in the Hill Student Center, Suite 409 1400 University Blvd, Birmingham, AL. Additional information is available on the UAB website at <http://www.uab.edu/students/disability/> or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).

REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. Students are expected to register through the UAB registration portal on BlazerNet (<https://uab.edu/blazernet>). Registration may commence as soon as the student has received notification of admission from the Graduate School, but no sooner than 60 days before classes are to begin. Continuing students should register before final exams in their current semester. Certain courses will require an "override" by GPHI staff and it is the responsibility of the student to contact the appropriate person to perform that override. Because of this need, it is **strongly recommended** that students register as early as possible and not wait until the last minute. We will not waive late registration fees. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the registration period closes. Students experiencing difficulty (outside of overrides) with BlazerNET should call the Registrar's Office at 1.205.934.8222 or email registrar@uab.edu.

Follow these steps to register using BlazerNET:

1. Access BlazerNET with your web browser.
2. Log in with your Blazer ID and strong password.
3. Click on the Student Resources tab
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop Classes page.
6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detailed Schedule page. A BlazerNET Registration Guide is available on the Student Resources tab if you need more assistance.

LATE REGISTRATION (ADD/DROP CLASSES)

Starting with the first day of regular classes, a late registration fee will be charged. Please see the UAB Academic calendar for the last day to Add/Drop classes.