

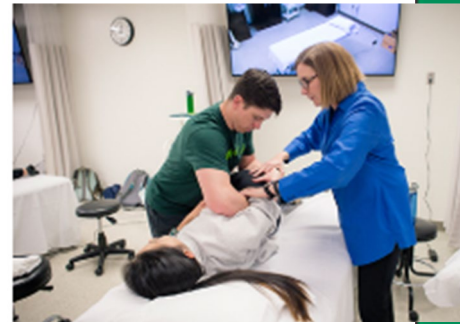
UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

Department of Health Services Administration MS in Healthcare Quality and Safety

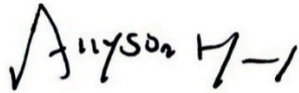
2022-2023

STUDENT HANDBOOK



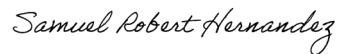
UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS
GRADUATE PROGRAMS IN HEALTHCARE QUALITY & SAFETY
2022-2023 ACADEMIC HANDBOOK



06/22/2022

Allyson Hall, PhD
Program Director



06/29/2022

S. Robert Hernandez, DrPH
Interim Vice Chair for Academic Programs



8/15/2022

Andrew Butler, PhD
Dean, School of Health Professions

Table of Contents

Table of Contents

INTRODUCTION	5
DEAN’S WELCOME MESSAGE	5
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS.....	6
SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION	7
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION	8
ACADEMIC CALENDAR.....	8
ACADEMIC INTEGRITY CODE	8
AMBASSADORS	8
ASKIT	9
ATTENDANCE	9
AWARDS AND HONOR SOCIETIES	10
BACKGROUND CHECK	10
BLAZERID / BLAZERNET / EMAIL	11
BLAZER EXPRESS.....	11
BOOKSTORE	11
CAMPUS ONECARD	11
CAMPUS MAP.....	11
CANVAS LEARNING MANAGEMENT SYSTEM	12
CATALOG	12
COUNSELING SERVICES	12
COVID-19 PRECAUTIONS.....	12
DIVERSITY, EQUITY, AND INCLUSION (DEI).....	13
DISABILITY SUPPORT SERVICES (DSS)	13
DRUG SCREENING	13
EMERGENCIES	13
FERPA TRAINING	14
FINANCIAL AID	14

FOOD SERVICES.....	14
GRADUATE SCHOOL.....	14
GRADUATION	14
MEDICAL CLEARANCE	14
IMMUNIZATION POLICY.....	15
INSURANCE WAIVERS	15
HIPAA TRAINING	15
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)	15
INTELLECTUAL PROPERTY	15
LACTATION CENTERS.....	16
LIBRARIES AND LEARNING RESOURCE CENTER.....	16
NON-ACADEMIC MISCONDUCT POLICY.....	16
ONE STOP STUDENT SERVICES	17
PARKING	17
PATIENT CARE PARTNERSHIP	17
PLAGIARISM AND TURNITIN	17
RECREATION CENTER	17
SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS:.....	18
SOCIAL MEDIA	18
STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)	19
STUDENT HEALTH SERVICES.....	19
TUITION AND FEES	20
WEATHER	20
WITHDRAWAL FROM COURSE / PROGRAM	20
SECTION 2 – SHP AND UAB POLICIES.....	21
SCHOOL OF HEALTH PROFESSIONS POLICIES	21
BACKGROUND CHECK AND DRUG SCREEN	21
POLICY	21
COVID-19 CAMPUS ENTRY	28
EMERGENCY PLAN - SHPB.....	28

FINAL COURSE GRADE APPEAL PROCESS.....	28
PLAGIARISM	28
UAB POLICIES.....	29
CLASSROOM BEHAVIORS	29
SECTION 3 – PROGRAM OVERVIEW	31
ORGANIZATION OF PROGRAM.....	32
APPLICATION & ADMISSION	32
APPLICATION PROCEDURES	33
ADMISSION.....	33
CURRICULUM	33
COURSE DESCRIPTIONS.....	34
CAPSTONE	36
DEGREE REQUIREMENTS.....	36
ATTENDANCE AND CONTRIBUTION	37
DISTANCE LEARNING AND CANVAS	37
ACADEMIC INTEGRITY	38
POLICY ON ACADEMIC HONESTY AND INTEGRITY	39
ACADEMIC PERFORMANCE	40
TIME LIMITATIONS	41
REGISTRATION	41
STUDENT HANDBOOK.....	42

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

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/. Policies and Procedures for the Graduate School can be located in the Graduate School Catalog [2022-2023 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#).

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

The Graduate Programs in Healthcare Quality and Safety (HQS) are designed for clinical and administrative professionals that are seeking to engage in a rigorous forum for developing knowledge and skills needed to deploy quality- and safety-focused improvement projects in their organization while maintaining their professional and personal responsibilities. UAB is one of only a handful of universities in the nation that offer graduate education in this innovative field. The HQS Programs have grown through a collaborative partnership with the School of Health Professions and UAB Medicine.

We offer preparation to leaders in quality improvement and patient safety to meet the growing demand of transparent, highly efficient, excellent clinical care in two ways 1) a Graduate Certificate and 2) a Masters' of Science in Healthcare Quality and Safety. The Graduate Certificate is offered in two formats: blended and online.

CERTIFICATE/DEGREE CONFERRED:

Graduate Certificate – Graduate Certificate in Healthcare Quality and Safety (GCHQS)

Degree – The Master of Science (MS) in Healthcare Quality and Safety degree

TERM OF ENROLLMENT:

GCHQS Program: Blended Format – Fall and Spring Semesters, Online Format – Fall Semester MSHQS

Program: Fall Semester

HQS PROGRAMS MISSION:

The Graduate Programs in Healthcare Quality and Safety develops health care professionals into leaders who will improve and sustain the quality, safety, equity, and effectiveness of health services.

HQS PROGRAMS VISION:

The Graduate Programs in Healthcare Quality and Safety strive to be recognized as the preeminent program for graduate education in healthcare quality and safety in the United States.

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 in Healthcare Quality and Safety 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: Andrew Butler, PhD

Department of Health Services Administration

Interim Vice Chair: S. Robert Hernandez, DrPH

Healthcare Quality and Safety Graduate Programs

Program Director: Allyson Hall, PhD

Medical Director: Scott Buchalter, MD

Associate Medical Director: Leslie Hayes, MD

Program Manager: Juanitra Moore, MSHEA

APPLICATION & ADMISSION

ADMISSION STANDARDS

Admission in good academic standing to the Graduate Programs in Healthcare Quality and Safety require the following:

- An undergraduate, graduate, or professional degree from a regionally accredited college, university, or an international equivalent.
- At least five 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 an essay question, current resume or cv outlining professional work experience, official transcripts, and an online fee.
- TOEFL/IELTS test scores (International students only)

Admission Standards specific to MSHQS program:

- Working full-time in a healthcare setting.
- Three professional letters of recommendation.

APPLICATION PROCEDURES

The application procedure for the HQS Graduate Certificate and Master’s Program requires an application to the UAB Graduate School.

ADMISSION

The Admissions Committee of the Graduate Programs in Healthcare Quality and Safety 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 Salesforce 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 curriculum is organized for part-time enrollment.

The following is the curriculum sequence for the online format of the Graduate Certificate in Healthcare Quality and Safety (those that enroll in the blended format will enroll in all four courses in one semester):

Fall Term (8 hours)	Credit Hours
HQS 600: Introduction to Clinical Quality Improvement	4
HQS 610: Quantitative Methods, Measurement, and Tools for Quality Improvement	4
Spring Term (7 hours)	Credit Hours
HQS 625: Fundamentals of Patient Safety	4

HQS 630: Leadership of High Reliability Organizations	3
Total Credit Hours Earned for Certificate	15

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

1st Fall Term (8 hours)	Credit Hours
HQS 600: Introduction to Clinical Quality Improvement	4
HQS 610: Quantitative Methods, Measurement, and Tools for Quality Improvement	4
1st Spring Term (7 hours)	Credit Hours
HQS 625: Fundamentals of Patient Safety	4
HQS 630: Leadership of High Reliability Organizations	3
1st Summer Term (6 hours)	Credit Hours
HCS 640: Project Management: Leading Successful Healthcare Initiatives	3
HQS 655: Population Health for Healthcare Quality Leaders	3
2nd Fall Term (6 hours)	Credit Hours
HQS 613: Advanced Data Use in Quality Improvement and Patient Safety	3
HQS 635: Healthcare Policy and Regulation	3
2nd Spring Term (6 hours)	Credit Hours
HCS 660: Financial Management for Healthcare Quality Leaders	3
HQS 675: Evaluating and Designing Quality Improvement Models	3
2nd Summer Term (3 hours)	Credit Hours
HQS 698: Integrative Capstone Experience / Non-thesis Project	3
Total Credit Hours Earned for Degree	36

COURSE DESCRIPTIONS

HQS Foundation	Credit Hours
-----------------------	---------------------

<p>HQS 600: Introduction to Clinical Quality Improvement</p> <p>Clinical quality improvement theory; classes of outcomes; process management; management tools and modeling techniques for improvement of clinical processes and decision-making.</p>	4
<p>HQS 610: Quantitative Methods, Measurement, and Tools for Quality Improvement</p> <p>Statistical process control techniques applied to clinical and patient service processes, including Lean and Six Sigma methodologies; data system design concepts applied to clinical and financial data for managing health care business processes.</p>	4
<p>HQS 625: Fundamentals of Patient Safety</p> <p>Nature and science of patient error; strategies for design of safety-critical systems; hazard analysis and risk assessment in health care organizations; design elements of safety program and high reliability systems.</p>	4
<p>HQS 630: Leadership of High Reliability Organizations</p> <p>Applying concepts of high reliability organizations to create an organizational culture that supports strong, functional, and safe patient care environments resulting in quality clinical care and patient satisfaction.</p>	3

HQS Mastery		Credit Hours
<p>HQS 613: Advanced Data Use in Quality Improvement and Patient Safety</p> <p><i>Prerequisites: HQS 610</i></p> <p>Applying quantitative techniques to clinical and administrative data to inform and improve healthcare quality and patient safety outcomes.</p>	3	
<p>HQS 635: Healthcare Policy and Regulation</p> <p><i>Prerequisites: HQS 600, HQS 610, HQS 625, HQS 630</i></p> <p>External drivers for quality and safety improvement in healthcare organizations, particularly policies and regulations affecting reimbursement. Discussion and analysis of key federal legislation and regulations promulgated by the Centers for Medicare and Medicaid Services (CMS) and The Joint Commission.</p>	3	
<p>HCS 640: Project Management: Leading Successful Healthcare Initiatives</p> <p>Techniques for planning, scheduling, controlling, resource allocation, and performance measurement activities required for successfully completing a project.</p>	3	
<p>HCS 660: Financial Management for Healthcare Quality Leaders</p> <p>Basic concepts in financial management; introduction to financial accounting and management accounting; emphasis on evaluating the financial impact of new programs.</p>	2	

<p>HQS 655: Population Health for Healthcare Quality Leaders</p> <p>Focuses on the foundational skills needed to work in teams to effectively collaborate in the development and implementation of population health programs aimed at improving health outcomes. Special emphasis will be on evidence-based care and patient and community engagement.</p>	3
Credit	
HQS Integration	
Hours	
<p>HQS 675: Evaluating and Designing Quality Improvement Models</p> <p><i>Prerequisites: HQS 612, HQS 635</i></p> <p>Application of analytical and decision tools to determine appropriate enterprise models for quality improvement, including problem identification, selection of metrics, analytical approaches, prioritization criteria, and post-implementation evaluation.</p>	3
<p>HQS 698: Integrative Capstone Experience / Non-thesis Project</p> <p><i>Prerequisites: HQS 615, HQS 635, HQS 675</i></p> <p>Investigation of a process or safety improvement opportunity in a healthcare organization to propose a solution; application of the concepts and tools presented in the program courses. A written project report is required.</p>	3

CAPSTONE

All students are required to complete a quality, safety, or process improvement project to fulfill the requirements for the MSHQS program and to qualify for graduation. The capstone project should be something that is useful to the organization for whom the project is being completed and must be approved in the fall semester by the academic advisor. The capstone culminates with a formal presentation and written deliverable.

DEGREE REQUIREMENTS

STEPS TO COMPLETING CERTIFICATE OR DEGREE

A summary of the steps required for the Graduate Certificate and Masters of Science in Healthcare Quality and Safety:

1. Admission to program,
2. Adherence to academic performance policy (see section on academic performance),
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

As appropriate, you are 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). If you must miss a class meeting, inform your instructor in advance (or as soon as practical) of the reason for your failure to meet your obligation. If you become ill or have a legitimate reason to leave class early, inform your instructor of the circumstances.

It is the program's expectations that you:

- Are prepared and participate in all class sessions/activities/assignments (synchronous and asynchronous).
- For synchronous classes, you should be on time and should not expect to leave early. Showing up late and "slipping away early" are unacceptable behaviors.
- Engage instructors and peers in meaningful discussion of the class topics. Participants must be engaged and make significant contributions.
- Come to class prepared to contribute meaningfully in discussions. Class assignments are akin to business work assignments.
- Ask questions to seek understanding. It is the student's responsibility to explore ways to comprehend the material, if he or she does not understand an assignment or topic.

If enrolled in the blended format of the Graduate Certificate Program:

- You are to attend the on-site orientation and the four weekend on-site sessions (Friday – Sunday) during the semester of enrollment. Failing to attend an on-site sessions is equivalent to missing a week's work.
- Business casual dress is expected during orientation and the on-site weekend sessions. 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.

DISTANCE LEARNING AND CANVAS

Each course will employ a variety of distance-learning instructional methods. Course requirements may involve reading selections from texts, periodicals, and empirical literature; participating in online discussions with instructors and fellow students; conducting applied projects; writing research papers; and completing 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 or through the UAB library 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 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 and communication expectations.

Many of the courses have synchronous sessions that require attendance/participation. Each course syllabus will have scheduled dates/times and attendance requirements.

ACADEMIC INTEGRITY

Students are expected to adhere to the HQS 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, up and including a grade of zero, and/or
3. And/or dismissal from the Program.

The HQS programs follow 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 HQS 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 HQS. A description of expectations for non-academic conduct, violations of these expectations and possible disciplinary action can be found in the *Graduate Student Catalog*

(<http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext>).

Each student is expected to:

1. 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.
2. 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
3. Report 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, 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 HQS 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 HQS 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.

Completion of the Academic Integrity Code (AIC) Canvas course is required by students and is automatically enrolled in Canvas. Students who do not complete the course by the given deadline will receive a registration hold for future terms until completion. If you are unsure if you have completed the course, check with your school AIC Coordinator:

<https://www.uab.edu/faculty/resources/academicintegrity-code/academic-coordinators>.

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 second "C" through the life of any HQS 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 two grades of "C," or any grade of "F" on any course taken in pursuit of any HQS 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 HQS program in which the student is enrolled, even though the "F" was not earned in a course in the HQS 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 MSHQS 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

HQS 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 HQS 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. The time of degree cannot exceed five years.

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 HQS 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.

STUDENT HANDBOOK

The student handbook will be updated on an annual basis and is subject to change.