

University of Kentucky
Master of Science in Athletic Training
Policies and Procedures Manual

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Table of Contents

Section I. General Information	5
University of Kentucky Mission.....	5
University of Kentucky Strategic Vision	5
College of Health Sciences Mission	5
Master of Science in Athletic Training Mission	5
Masters of Science in Athletic Training Program Goals and Objectives	6
Program Goals:.....	6
Student Learning Goals:	6
Section II. Program Admission.....	7
Admissions Procedures.....	7
Admissions Requirements	7
Application Window	7
Application Review	8
Selection Criteria for Admissions	8
Nondiscrimination Policy	8
Transfer of Credit Policy	8
Admissions Processes.....	8
<i>Scholarship Opportunities</i>	11
Section III. Academic Program.....	12
Program Costs	12
Academic Requirements and Expectations	12
Matriculation Policy	12
Grade Policies.....	12
Tuition Refund Policy	13
Curriculum and Plan of Study (proposed, pending Senate Approval)	14
Curriculum and Plan of Study (modified for COVID-19).....	15
Professionalism.....	16
Communication.....	16
Clinical Education Attire (Professional Appearance Policy)	17
Scholastic Probation	18
Remediation Requirements	18
Academic Dishonesty	18

Appeals	18
Graduation Requirements	19
Section IV: Code of Conduct	20
Confidentiality	20
Relationships	20
Personal Conduct	20
Discrimination and Harassment	21
Academic Integrity	21
Violation of Codes of Conduct	22
Grievance Procedures	22
Section V: Health and Safety Requirements	22
Bloodborne Pathogens Training	22
Blood and Body Fluid Exposure Control Plan	23
Communicable Disease Policy	23
Physical Examination	23
Emergency Cardiac Care Certification	23
Appendix A: Technical and Behavioral Standards	25
Appendix B. Grievance Procedures Flow Chart	26
Appendix C: Health Care Colleges Code of Student Professional Conduct	27

Section I. General Information

University of Kentucky Mission

The University of Kentucky is a public, land grant university dedicated to improving people's lives through excellence in education, research and creative work, service and health care. As Kentucky's flagship institution, the University plays a critical leadership role by promoting diversity, inclusion, economic development and human well-being.

The University of Kentucky:

- Facilitates learning, informed by scholarship and research;
- Expands knowledge through research, scholarship and creative activity; and
- Serves a global community by disseminating, sharing and applying knowledge.

The University plays a critical leadership role for the Commonwealth by contributing to the economic development and quality of life within Kentucky's borders and beyond. The University nurtures a diverse community characterized by fairness and equal opportunity.

Reference: [University of Kentucky Mission](#) , Accessed April 7, 2019.

University of Kentucky Strategic Vision

As Kentucky's indispensable institution, we transform the lives of our students and advance the Commonwealth we serve- and beyond- through our teaching and learning, diversity and inclusion, discovery, research and creativity, promotion of health, and deep community engagement.

Reference: [University of Kentucky Strategic Vision](#), Accessed April 7, 2019.

College of Health Sciences Mission

Help the people of the Commonwealth and beyond to gain and retain the highest level of health possible through creative leadership and productivity in education, research, and service.

College of Health Sciences Diversity and Inclusivity Mission

Foster the development of a culture of belonging through embracing diversity and inclusivity throughout the College of Health Sciences.

Master of Science in Athletic Training Mission

The mission of the professional in athletic training program at the University of Kentucky is to effectively prepare entry-level athletic trainers, who are life-long learners and servants to their communities, for employment and/or pursuit of advanced education by providing comprehensive education in a collaborative, evidence-based, patient-centered environment that includes robust educational, scholarly, clinical, and service opportunities.

Masters of Science in Athletic Training Program Goals and Objectives

Program Goals

1. Develop entry-level athletic trainers who are knowledgeable and effective team members in their respective areas of employment.
2. Evaluate teaching effectiveness annually and intentionally.
3. Provide clinical education opportunities within a variety of care settings to promote cultural understanding to foster effective healthcare delivery.
4. Evaluate clinical education and experiences to ensure opportunities for student exposure and growth.

Student Learning Goals

1. Demonstrate an in-depth understanding of the basis of human musculoskeletal function.
2. Demonstrate effective written and oral communication skills.
3. Incorporate the best available evidence, patient and clinician-based outcomes, clinical expertise and patient specific contextual factors in healthcare delivery.
4. Recognize the importance of and function effectively as a member of an interprofessional healthcare team.
5. Integrate health promotion and prevention strategies into care and service to individuals and the community.

Section II. Program Admission

Admissions Procedures

Applicants to the University of Kentucky Professional Athletic Training Program (herein Program) must complete the pre-requisite coursework and meet the Program's competitive admissions requirements in order to be considered for admission into the academic program.

Admissions Requirements

- Applicants must meet the University of Kentucky Graduate School Application requirements, which can be found here: <https://gradschool.uky.edu/application-process>, Accessed April 7, 2020.
- Minimum GPA of ≥ 3.0
- C or better in all prerequisite coursework
 - Biomechanics (3 credits)
 - Exercise Physiology (3 credits)
 - Human Physiology (3 credits)
 - Human Anatomy (3 credits)
 - We will accept Anatomy & Physiology I and II in place of these courses
 - Medical Terminology (1 credit or equivalent)
 - Statistics (3 credits)
 - Basic Emergency Care/First Aid (2 credits)
 - Or Proof of Training/Card
 - Psychology (3 credits)
 - Physics (3 credits)
 - Biology (3 credits)
 - Chemistry (4 credits including lab)
- 100 observation hours under the supervision of an Athletic Trainer
 - 50 completed in common athletic training settings
- Graduate Record Examination
- Personal Statement
- Three Professional References
- CPR certification
- Undergraduate Transcript
 - Official must be submitted when undergraduate degree is completed

Application Window

The Program will use the ATCAS application system and the University of Kentucky Graduate School Application. The fees associated with the ATCAS application system can be found on the ATCAS website: <https://atcas.liasoncas.com/applicant-ux/#/login>. The Graduate School application fee is \$65.00 (domestic applicants) or \$75.00 (international applicants), and can be found here: <http://gradschool.uky.edu/application-process>.

The application window will open **July 1**, and review of applications will occur on a rolling basis. Timelines for review of applicants and interviews will be posted on the website each year.

Application Review

The Program Admissions Committee (PAC), consisting of the Program Director, the Clinical Education Coordinator, and one Department of Athletic Training and Clinical Nutrition Faculty, will review applications on an on-going and rolling basis. The Director of Admissions will also serve on the PAC as an ex officio member of the PAC. Final admissions status will be determined after the interview process is complete. Applicants not selected will be encouraged to apply in subsequent years.

Selection Criteria for Admissions

The PAC will independently review the applicants on a rolling basis. Special consideration may be given on a case by case basis. After the application materials have been reviewed, recommended applicants will be invited for an on-campus or electronic interview. Applicants recommended for admissions will receive a formal offer of acceptance. Additional applicants considered for admissions will be wait listed, and offered seats as they become available.

Nondiscrimination Policy

The University of Kentucky is committed to a policy of providing educational opportunities to all academically qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status or physical or mental disability. The University of Kentucky is an equal opportunity University. We encourage applications from all academically qualified people interested in educational opportunities.

From: <http://www.uky.edu/Home/Web/eo/statements.html>, accessed November 11, 2018.

Transfer of Credit Policy

The Professional Master of Science in Athletic Training Program will not accept transfer of credits.

Admissions Processes

All applicants will receive an email detailing their acceptance into the Program. The Applicants will have 10 business days from notification of their acceptance to accept or decline their offer by returning the Statement of Acceptance form.

Castlebranch will be the medium used to collect and organize all compliance related documentation. The email of acceptance will provide students detailed instructions on how to access their Castlebranch account and what documentation will be needed/required for each compliance item listed below. The students must complete the following items and load proof/certificates into their Castlebranch account prior to starting the first day of class. Please note all of these items will be at your own expense and costs can vary based on insurance.

1. A criminal background check*

The College of Health Sciences requires Criminal Background Checks for all students entering our College. This is to ensure a safe environment for both students and the public. The College of Health Sciences has worked with Castlebranch to establish acceptable screening procedures. You must have completed your background check and drug screen before the first day of class.

Version 2020.3

Updated August 4, 2020

2. A 10-panel drug screen

The College of Health Sciences requires Drug Screen Testing for all students entering our College. This is to ensure a safe environment for both students and the public. The College of Health Sciences has worked with Castlebranch to establish acceptable screening procedures. You must have completed your drug screen before the first day of class.

3. A completed physical exam

The physical exam form to be completed by the student's primary care physician, at the student's expense, can be found on the program website.

4. A completed immunization record

These compliance requirements have been established to protect health care providers, as well as their patients during clinical encounters. These requirements reflect CDC guidelines and UK HealthCare policies. They may be updated pending updates in CDC guidelines and/or UK Health Care policies. If you have a medical contraindication to one or more of the vaccine requirements, please provide University Health Services with documentation from your primary care provider. Immunization records must be verified by University Health Services (UHS) and then submitted into Castlebranch document manager. UHS is located on the second floor of the University Health Service building at 830 S. Limestone Street, Lexington, KY 40536. If you have a medical contraindication to one or more of the vaccine requirements, please provide UHS with documentation from your primary care provider. If you do not meet the immunization requirements you will be required to remove yourself from the PMATP.

The following immunizations are required for all students involved in clinical activities:

<p><u>Tuberculosis Screening</u></p> <p>New Health Science College students are required to complete a 2-step TB Skin Test* or 2-step equivalent (IGRA).**</p> <p>If you have had a TB test within the last year, please submit/bring a copy with you to your appointment.</p> <p>Upper classmen must complete a TB skin test or</p> <p>IGRA test on an annual basis.</p> <p>Documentation of a negative Mantoux TB skin test is accepted from other institutions and must include (1) date given, (2) date read, (3) reading in millimeters, (4) name of facility and credentials of person administering and reading test.</p> <p>If known history of positive TB test or IGRA test, documentation must include date</p>	<p><u>Hepatitis B</u></p> <p>A series of three injections at recommended intervals. It is strongly recommended to check a Hepatitis B surface antibody (blood test) 4-8 weeks after dose # 3.</p> <p><u>MMR</u></p> <p>Proof of immunity to Rubella, Rubeola, and Mump. One of the following maybe used as documentation:</p> <ul style="list-style-type: none">• Two MMR vaccines with the first dose at 12 months of age or older;• Rubella, Rubeola, and Mumps disease diagnosed by healthcare provider*;• Documentation of protective Rubeola, Rubella, and Mumps titers <p><u>Varicella</u></p>
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<p>of reading in millimeters and chest x-ray. If these records are unavailable, UHS requires a 2-step TB skin test or equivalent IGRA. Students with a positive PPD will participate in annual TB screening by answering a TB symptom questionnaire.</p> <p>*2-step TB Skin Test: two (2) TB skin tests within one year</p> <p>**IGRA: Blood test for TB</p>	<p>Proof of immunity to varicella by one of the following:</p> <ul style="list-style-type: none"> • Chicken Pox or Shingles disease diagnosed by a healthcare provider*; • Positive antibody titer; • Documentation of two varicella vaccines with the first dose at 12 months of age or older
<p><u>Tdap (Tetanus, Diphtheria, Acellular Pertussis)</u></p> <p>Documentation of one dose of Tdap vaccine at age 11 or older</p> <p>NOTE: Td (tetanus/diphtheria) vaccine is NOT the same as Tdap</p>	<p><u>Seasonal Influenza**</u></p> <p>One dose of the seasonal influenza vaccine is required during designated influenza season (October 1 – March 31).</p> <p>Proof of influenza must be provided by September 15th.</p>

5. Proof of HIPAA Training completion (Canvas)

The federal government has begun implementation of the Health Insurance Portability and Accountability Act. This law has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPPA. Training is MANDATORY. More information regarding this training will be presented by CHS Student Affairs office.

6. Signed Technical and Behavioral Standards (Appendix A)

7. Proof of Health Insurance

8. Current CPR Certification

9. Proof of Blood Borne Pathogens Training completion (Canvas)

10. Proof of FERPA Training completion (Canvas)

11. Proof of Professional Liability Insurance

12. Verification of receipt and review of the Health Care Colleges Code of Student Professional Conduct

* Criminal background checks and drug screens may have to be repeated, pending clinical site placements. This will be done at the student's expense.

**Students must receive an influenza vaccination and submit proof of this vaccination to their Castlebranch account no later than September 15th of each year while enrolled in the Program.

Students may visit the University Health Service (UHS) if needed. The information to schedule an appointment can be found here:

Version 2020.3

Updated August 4, 2020

<https://ukhealthcare.uky.edu/university-health-service/student-health>, Accessed October 9, 2018.

NOTE:

Students will be expected to maintain their Health Insurance, Liability Insurance, and CPR certification. All updated documentation must be submitted on time to the Castlebranch account.

Students will also complete the FERPA, HIPAA and Blood Borne Pathogens Training on an annual basis. Updated completion records must be submitted to the Castlebranch account.

COVID-19 Testing and Compliance

At this time there are additional testing and screening procedures in place for our clinical sites. The policies for each of the clinical sites are listed below.

University of Kentucky Athletics

All students assigned to a clinical assignment with the University of Kentucky will need to have a PCR test and produce the results of the test within 3 days of starting their clinical experience. Once the results of the test have been provided, the student will submit to a daily symptoms check and temperature screen as they enter the facility for their clinical experience.

Students may be required to re-test if they are directed to do so by contract tracers from the health department or if they present with symptoms.

University of Kentucky Healthcare (Fayette County Public Schools)

The COVID-19 policy for UK Healthcare can be found here: <https://covid-19.ukhc.org/wp-content/uploads/sites/121/2020/06/COVID-19-Screening-Protocol-for-Students-Learners.pdf>

Accessed July 14, 2020.

Scholarship Opportunities

Professional Master of Science in Athletic Training Program Scholarship Opportunities

The Professional Master of Science in Athletic Training Program does not have any Program specific scholarship opportunities at this time.

The College of Health Sciences Scholarship Opportunities

The College of Health Sciences has scholarship opportunities open to undergraduate, graduate and professional students through the Office of Student Affairs. Students enrolled in the Program are eligible to apply once they have earned 12 credit hours.

A list of the College of Health Science Scholarship opportunities can be found here:

<https://www.uky.edu/chs/current-students/financial-wellness>

The University of Kentucky Graduate School Funding Opportunities

Additional funding opportunities for graduate students can be found here:

<http://gradschool.uky.edu/funding-opportunities>.

Section III. Academic Program

Program Costs

The most up to date tuition rates can be found here: <https://www.uky.edu/registrar/19-20TuitionAndFees>

The most up to date mandatory fees for the University of Kentucky can be found here: http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/mandatoryfees_2.pdf

In addition to Tuition and Fees, estimated Program specific costs can be found on the website: <https://www.uky.edu/chs/athletic-training/professional/tuition>.

Academic Requirements and Expectations

It is expected that students will:

- Remain current on immunizations, insurances, memberships and certifications
- Earn a C or better in all required coursework
- Complete all clinical proficiencies and competencies as assigned
- Abide by the Policies and Procedures as outlined in this manual and those required by assigned clinical sites
- Maintain a cumulative GPA of 3.0
- Adhere to standards of professional practice and conduct
- Complete 5 service hours per semester (Fall/Spring Year I and Year II)
- Attend all College of Health Sciences Sports Medicine Grand Rounds
- Present one case presentation in the College of Health Sciences Sports Medicine Grand Rounds (Spring Semester Year II)
- Attend all program related meetings (i.e. Program Meetings, In-services, etc.)

Matriculation Policy

In order to matriculate, students must earn a C or better in each of the Clinical Education courses.

Grade Policies

The grade policies for all AT Prefix coursework is as follows:

90 – 100% = A

80 – 89% = B

70 – 79% = C

Below 70%= E

Academic Calendar

The Program will adhere to the University of Kentucky Academic Calendar with the exception of Fall Break, Spring Break and Summer of the Second Year. The academic calendar can be found here:

<http://www.uky.edu/registrar/content/academic-calendar>, Accessed October 10, 2018.

Academic programs can set the start and stop dates of their courses independently during the summer sessions. Students will have classes both summer semesters they are enrolled (Summer I and Summer II).

Tuition Refund Policy

The Refund and Fee Liability policy is developed and administered by the University of Kentucky. There is a schedule that determines the amount that will be refunded based on the date of withdrawal, add or drop.

The most up to date Fee Policy & Tuition Appeals can be found here:
<http://www.uky.edu/registrar/registrar-appeals>, Accessed June 24, 2019.

Curriculum and Plan of Study

The Curriculum and Plan of Study can be found below. Any changes to the curriculum must be approved by the University Senate and will be updated accordingly.

	Year 1	Credit Hours	Year 2	Credit Hours
Summer	AT 601: Musculoskeletal Anatomical Dissection	3	AT 642: Clinical Education in Athletic Training- III	4
	AT 600: Foundational Seminar in Athletic Training	3	AT 632: Clinical Integration II: Upper Extremity Assessment and Management	1
	AT 602: Foundations and Pathophysiology of the Musculoskeletal System for Athletic Trainers: I	3	AT 633: Clinical Integration III: Assessment and Management of Life-Threatening and Emergency Conditions during Physical Activity	1
	AT 603: Life Threatening and Emergent Conditions During Physical Activity	3	AT 691: Therapeutic Modalities for Athletic Trainers	3
	Total Credits	12	Total Credits	9
	AT 610: Assessment and Management: Life Threatening and Emergency Conditions During Physical Activity	3	AT 697: Orthopaedic Evaluation and Rehabilitation of the Spine	3
Fall	AT 604: Foundations and Pathophysiology of the Musculoskeletal Systems for Athletic Trainers: II	2	EPE 557: Gathering, Analyzing and Using Educational Data	3
	AT 690: Evidence-Based Practice in Athletic Training	3	AT 643: Clinical Education in Athletic Training –IV	7
	AT 695: Orthopaedic Evaluation and Rehabilitation of the Lower Extremity	4	AT 634: Clinical Integration IV: Therapeutic Modalities and Advanced Therapeutic Rehabilitation	1
	AT 640: Clinical Education in Athletic Training- I	3		
	Total Credits	15	Total Credits	14
	CNU 400G: Nutrition for Physical Activity, Injury, and Rehabilitation	2	KHP 547: Psychology of Sports and Physical Activity	3
Spring	AT 631: Clinical Integration I: Lower Extremity Assessment and Management	1	AT 644: Clinical Education in Athletic Training- V	6
	AT 696: Orthopedic Evaluation and Rehabilitation of the Upper Extremity	4	AT 635: Clinical Integration V: Spine Assessment and Management	1
	AT 641: Clinical Education in Athletic Training- II	3	AT 620: General Medical Conditions in the Physically Active	3
	AT 692: Management and Administration in Athletic Training	3		
	Total Credits	13	Total Credits	13
	Total Year 1 Credits	40	Total Year 2 Credits	36
			Total Credits	76

Curriculum and Plan of Study (modified for COVID-19)

The Curriculum and Plan of Study can be found below. The changes made in response to COVID-19 are in red. This curriculum will be in place for the Summer 2020 cohort (anticipated graduation: May 2022)

	Year 1	Credit Hours	Year 2	Credit Hours
Summer	AT 600: Foundational Seminar in Athletic Training	2	AT 642: Clinical Education in Athletic Training-III	4
	AT 680: Special Topics in Athletic Training	1	AT 632: Clinical Integration II: Upper Extremity Assessment and Management	1
	AT 690: Evidence-Based Practice in Athletic Training	3	AT 633: Clinical Integration III: Assessment and Management of Life-Threatening and Emergency Conditions during Physical Activity	1
	AT 602: Foundations and Pathophysiology of the Musculoskeletal System for Athletic Trainers: I	3	AT 691: Therapeutic Modalities for Athletic Trainers	3
	AT 603: Life Threatening and Emergent Conditions During Physical Activity	3		
	Total Credits	12	Total Credits	9
	AT 610: Assessment and Management: Life Threatening and Emergency Conditions During Physical Activity	3	AT 697: Orthopaedic Evaluation and Rehabilitation of the Spine	3
Fall	AT 604: Foundations and Pathophysiology of the Musculoskeletal Systems for Athletic Trainers: II	2	EPE 557: Gathering, Analyzing and Using Educational Data	3
	AT 601: Musculoskeletal Anatomical Dissection	3	AT 643: Clinical Education in Athletic Training –IV	7
	AT 695: Orthopaedic Evaluation and Rehabilitation of the Lower Extremity	4	AT 634: Clinical Integration IV: Therapeutic Modalities and Advanced Therapeutic Rehabilitation	1
	AT 640: Clinical Education in Athletic Training- I	3		
	Total Credits	15	Total Credits	14
	CNU 400G: Nutrition for Physical Activity, Injury, and Rehabilitation	2	KHP 547: Psychology of Sports and Physical Activity	3
Spring	AT 631: Clinical Integration I: Lower Extremity Assessment and Management	1	AT 644: Clinical Education in Athletic Training-V	6
	AT 696: Orthopedic Evaluation and Rehabilitation of the Upper Extremity	4	AT 635: Clinical Integration V: Spine Assessment and Management	1
	AT 641: Clinical Education in Athletic Training- II	3	AT 620: General Medical Conditions in the Physically Active	3
	AT 692: Management and Administration in Athletic Training	3		
	Total Credits	13	Total Credits	13
	Total Year 1 Credits	40	Total Year 2 Credits	36
			Total Credits	76

Professionalism

Professional behavior is expected throughout your didactic and clinical experiences. As a College of Health Sciences student you are held to the Health Care Colleges Code of Student Professional Conduct (<https://www.uky.edu/chs/sites/chs.uky.edu/files/HCCcode.pdf>, Appendix C). This includes, but is not limited to the following:

- Taking an active role in learning and knowledge acquisition.
- Developing the ability to balance work life issues by prioritizing, adapting to diverse environments, and requesting feedback and assistance from professors or other students as needed.
- Communicating with others in a health care setting in a mature, respectful, and professional manner.
- Developing skills to work effectively in a diverse environment.
- Staying motivated, conscientious and exhibiting respectful leadership
- Displaying honesty, integrity, and personal responsibility; adhering to formal and informal healthcare ethical codes and norms; responding appropriately to the unethical behavior of others.

Communication

- Email: Each student is required to utilize their University of Kentucky student email as this is the official correspondence for the University. Throughout your matriculation in the Program, you will receive e-mails from faculty and staff with updates and reminders. You are expected to regularly check your email.
- Canvas: Canvas is the University of Kentucky's official learning management system. All courses will utilize Canvas. You are expected to regularly check Canvas.
- eMedley: The Program will utilize eMedley for all clinical education documentation. You are expected to maintain your eMedley account and utilize the eMedley functions as requested by the Program.
- Cell Phones/Laptops/Tablets: Unless you are using your personal devices for a class-related activity, they should be put away. All cell phones should be turned to silent for the duration of class and placed out of reach. This includes all devices that make noise (texts, calendar alerts, music, etc.). At no time should you be using earphones/headphones during class time, these should be put away when you enter the classroom. Please refer to the Clinical Education Manual regarding cell phone use during clinical education experiences.

Clinical Education Attire (Professional Appearance Policy)

Athletic Training Students (ATS) are expected to display the type of personal appearance and attire reflective of professionalism and consistent with other health care professions. Clothing should fit appropriately, be clean, pressed or wrinkle free and without holes or frayed areas. Required attire will vary from one clinical education site to another. Clinical education attire policies for each clinical placement site will be provided to the student during their on-boarding process. Students should direct all questions regarding clinical attire to their assigned Preceptor.

The following apply for all clinical education experiences.

- Students should practice proper hygiene at all times. Hair should be clean, of natural color, and appropriately groomed.
- Face is shaved or mustache/beards/sideburns, etc., if worn, are to be neatly trimmed, clean, and appropriate for business appearance
- Students should keep their nails clean and of a functional length.
- Students should keep visible tattoos covered.
- Students should keep the use of fragrances (including but not limited to: aftershave, perfumes, lotions) to a minimum.
- Students should remove all body jewelry (tongue, lip, nose, etc.). Ear piercings are permissible but safety should be considered for large, dangly or bangle style earrings.
- Students should wear their University of Kentucky Hospital ID at all times. This is required for all clinical sites, at all times. These should not be removed, under any circumstances.
- Students should wear a wristwatch with capabilities to tell time in seconds.
- Students should wear their assigned polo and/or t-shirt to all clinical education experiences, unless otherwise instructed by their Preceptors.
- Students should wear khaki pants to all clinical education experiences, including practices and games, unless instructed otherwise by individual clinical preceptors. Cargo khaki type pants are prohibited.
- Students may wear shorts, when approved by individual clinical preceptors. Shorts should be mid-thigh length or longer. Cargo khaki type shorts are prohibited.
- Students should wear clothing that covers their midriff and is capable of being tucked in to pants. All tops should cover the shoulders and should not be provocative in nature.
- Students should wear tennis shoes (sneakers) at all times (NIKE shoes for University of Kentucky athletic clinical experiences are strongly encouraged), unless otherwise instructed by their Preceptor. Under no circumstances should a student wear an open-toe shoe or shoe with a heel. This includes when assigned to a physician's office or indoor athletic event where business attire is expected.
- Students should not wear clothing branded for any other academic institution other than the University of Kentucky or affiliated clinical education site that the student is assigned.

Athletic Training Students failing to meet the Professional Appearance Policy requirements may be placed in a progressive disciplinary process or clinical probation and required to obtain suitable grooming/dress before being allowed to continue the clinical experience.

Scholastic Probation

The Program will follow the University of Kentucky Graduate School's Scholastic Probation policy. This policy currently states: When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on scholastic probation. Students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School. Students who have been dismissed from the Graduate School for this reason may apply for readmission after two semesters or one semester and the summer term. If they are accepted by the program, admitted students will have one full-time semester or the equivalent (9 hours) to remove the scholastic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on scholastic probation are not eligible for fellowships or tuition scholarships and may not sit for doctoral qualifying or final examinations, or master's final examinations.

Accessed: https://gradschool.uky.edu/sites/gradschool.uky.edu/files/Bulletin/2019-2020/GraduateBulletin_Part_1_2019-20_3.pdf, December 18, 2019.

Remediation Requirements

A student earning a C or below in any practical component of a course, a C in a course, or is placed on scholastic probation, will be expected to remediate. An individualized remediation plan will be developed by the Program's Standards and Progression Committee, in consultation with the course instructor. Students are expected to follow the contract that is developed by the Program's Standards and Progression Committee, and those who do not complete their remediation plan or fail to achieve the needed grades, will be dismissed from the Program. A student who earns below a C in a course will be required to repeat the course.

Academic Dishonesty

The University of Kentucky Office of Student Conduct has specific rules and requirements related to the handling of academic dishonesty. The Code of Student Conduct can be found here: <http://www.uky.edu/studentconduct/code-student-conduct>.

Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

The Academic Offense Appeals information can be found here: <http://www.uky.edu/ombud/academic-offense-appeals>. Accessed October 16, 2018

We reserve the right to follow the Health Care Colleges Student Code of Conduct. These sanctions can be in addition to, and not preclude, those rendered by the Standards and Progression Committee.

Appeals

Students who wish to appeal their probationary or removal status can do so with the Program's Standards and Progression Committee. The Standards and Progression Committee will include the Program Director, the Clinical Education Coordinator, one faculty from the Department of Athletic

Training and the Associate Dean for Academic Affairs and Undergraduate Education. Appeals will be sent to the Committee and be reviewed on an individual basis.

Additional steps to appeal a final grade are outlined by the Academic Ombud Services, and can be found here: <http://www.uky.edu/ombud/steps-appeal-final-grade>. Accessed October 16, 2018.

Graduation Requirements

Each student must be in good standing with the University of Kentucky Graduate School and the Program. The graduation requirements for the University of Kentucky Graduate School include:

- Complete all academic courses with a grade of C or better
- Have a minimum of 3.0 GPA
- Completion of the Final Comprehensive Examination with a 70% or better

Section IV: Code of Conduct

Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) requires that all information related to patient care must be kept confidential. Students should not, under any circumstances, take videos or photos of patients, patient injuries, patients completing rehabilitation or any other situation without written permission from the patient (if the patient is under 18, consent from a parent must be obtained). Written permission should only be releasing the video/photo for dissemination for academic purposes (i.e. case presentation, case abstract, class presentation, etc.)

Under **no circumstance** should a picture of a patient be posted on any type of social media platform. These platforms include but are not limited to: Facebook, Snapchat, Twitter or Instagram. Under **no circumstance** should a picture of a patient be sent over text message unless done using a HIPAA secure method and only for medical purposes. Please refer to the College of Health Sciences Technical and Behavioral Standards (Appendix A) media policy.

Relationships

Students should not enter into a relationship with any individual at their assigned clinical placement including athletes, coaches, administrators or preceptors. Relationships include instances where students are personally, emotionally and/or intimately involved.

In addition, if there are any existing relationships, it is the responsibility of the student to notify the Program Director and Clinical Education Coordinator, prior to clinical site placements. This will allow the Clinical Education Coordinator ample time to place the student at another clinical placement site.

Students should not engage on any social media platform with any student-athletes or parents. Students are cautioned against “friending” their coaches or other staff at their assigned clinical sites. Under no circumstances should a student engage on any social media platform with anyone under the age of 18 at their assigned clinical site.

Violations of this policy will result in disciplinary action. Please see Violation of Code of Conduct below.

Personal Conduct

Athletic training students are expected to follow the policies and procedures in this manual at all times along with those detailed in the Health Care Colleges Code of Professional Student Conduct. Athletic training students are also expected to follow the policies and procedures for their individual clinical sites, as assigned. It is the expectation that all policies and procedures for each clinical site will be reviewed with the Student by the assigned Preceptor. Students who do not conduct themselves professionally and adhere to the policies and procedures will receive disciplinary action as described below.

All athletic training students in the College of Health Sciences must adhere to the Health Care Colleges Code of Student Professional Conduct (Appendix C). It is imperative the students conduct themselves within the Standards described therein. Failure to adhere to the Standards described will result in disciplinary action as outlined in the Code.

Discrimination and Harassment

The University of Kentucky is committed to maintaining an environment free of discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University Community and are not tolerated. (AR 6:1)

Specifically:

1. UK complies with the federal and state Constitutions, and all applicable federal and state laws, regarding nondiscrimination. Students and applicants for admission to UK, or for financial aid or scholarship, will not be discriminated against because of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with UK policy concerning smoking. (See Governing Regulation XIV.B.1, Ethical Principles and Code of Conduct)
2. Consistent with Administrative Regulation 6.1, Policy on Discrimination and Harassment, Students have the right to be free from harassment, including sexual harassment, by UK Employees, and other Students. For purposes of the Code, harassment means conduct so severe, pervasive, and objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in, or benefit from services, activities, or privileges provided by UK. Sexual harassment - a form of sex discrimination - includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of the Student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such Student; or when such conduct has the purpose or effect of substantially interfering with the Student's academic performance, or creates an intimidating, hostile, or offensive environment. This provision shall not be used to discipline students for speech protected by the First Amendment.

Reference: <http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf>, Accessed October 12, 2018.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension and/or expulsion from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities here:

<http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf>

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf>)

Version 2020.3

Updated August 4, 2020

[10%20Student%20Code%20and%20Procedures.pdf](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

References: <https://www.uky.edu/ombud/academic-offense-information-students>, and <http://www.uky.edu/studentconduct/sites/www.uky.edu.studentconduct/files/AR%204-10%20Student%20Code%20and%20Procedures.pdf>

Violation of Codes of Conduct

All violations of the Codes of Conduct will be reported to the Associate Dean of Academic Affairs. Any violation of the Student Code of Conduct or the Health Care Colleges Code of Student Professional Conduct will result in the appropriate action as described within each document.

All violations will be documented in the individual student file and will remain permanently in the student's record.

Students should note that a student found responsible for a violation of the Code of Student Conduct may face additional consequences under the Health Care Colleges Code of Student Professional Conduct if the violation "reflects adversely on the student's professional moral and ethical character."

Grievance Procedures

Students are encouraged to register their complaints in a timely manner. Students are encouraged to follow the Grievance Resolution flow chart (Appendix B). Students may consult other faculty throughout the process, or involve the University Ombud at any time.

The University of Kentucky Academic Ombud Services has a procedure for Grievances. Students are encouraged to follow the procedures as described here: <http://www.uky.edu/ombud/grievance-procedures-0>, Accessed October 16, 2018.

Additional information on student complaints can be found here: <http://www.uky.edu/deanofstudents/student-complaints>

Section V: Health and Safety Requirements

Bloodborne Pathogens Training

Prior to the first day of class, students will complete the Canvas link provided in the Compliance Document.

Students will download the course material, review the presentation, and take the quiz. Students must earn a 100% to receive their completion certificate. Once completed, students will print and upload

Version 2020.3

Updated August 4, 2020

their completed certificate to their Castlebranch account. The material will be reviewed with the Students annually during the Welcome Meeting. All questions posed will be answered at that time.

Students will be required to renew their Bloodborne Pathogens Training through the method above annually until completion of the Program.

Blood and Body Fluid Exposure Control Plan

The University of Kentucky Bloodborne Pathogen Exposure Control plan can be found here: <https://ukhealthcare.uky.edu/university-health-service/student-health/exposure>, Accessed May 28, 2019.

Bloodborne Pathogens training can be found here: http://ehs.uky.edu/classes/classes_ohs_0001.php#bloodborne_pathogens_general. Accessed May 28, 2019.

Each clinical site will have their own Bloodborne Pathogen Exposure Control plan. Students will be expected to review the specific control plan during the on-boarding processes, prior to starting their clinical experiences.

Should a student be exposed, students are expected to follow the site specific exposure control plan, and call University Health Services at (During hours: 859-323-2778, after hours: 859-323-5321) within 24 hours. Students should then contact Tammy Jo Edge, College of Health Sciences Compliance Officer and Registrar at 859-218-0472.

Communicable Disease Policy

Communicable disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector of the inanimate environment to a susceptible animal or human host.

Reference: <https://www.cdc.gov/tb/programs/laws/menu/definitions.htm>

Students who are diagnosed with a communicable disease must adhere to the recommendations of their healthcare provider. Students should not attend their clinical experiences until they are cleared to do so by their healthcare provider. Students must inform the Clinical Education Coordinator and the Preceptor of their illness and provide documentation that withholds them from their clinical education experience. Absences in excess of 10% of minimal required clinical hours will necessitate the development of a remediation plan to assure clinical requirements are met.

Physical Examination

All students are required to have a physical exam on file prior to the start of the first semester of classes. The physical form required by the Program can be found on the Program website. The form will need to be downloaded, printed, completed by the student's physician and loaded into the Castlebranch account.

Emergency Cardiac Care Certification

All program applicants must have current documentation of emergency cardiac care certification. Prior to the start of classes (Summer I) students must load proof of documentation of emergency cardiac care certification to their Castlebranch and eMedley account. The Program will offer two re-

certification dates throughout the academic year, upon which students will be expected to re-certify as needed.

There are specific emergency cardiac care certifications acceptable by the Board of Certification. For specific requirements, please visit the following link:

http://www.bocatc.org/system/document_versions/versions/164/original/boc-certification-maintenance-requirements-20180914.pdf?1536935092, Accessed November 7, 2018.

Appendix A: Technical and Behavioral Standards

Technical and Behavioral Standards College of Health Sciences

The College of Health Sciences promotes the broad preparation of students for clinical and professional practice in healthcare. Regardless of the health care discipline, students must demonstrate competence in those intellectual, physical and social tasks that together represent the fundamentals of professional practice. Applicants and students will be judged not only on their scholastic achievement and ability, but also on their intellectual, physical and emotional capacities to meet the full requirements of the curriculum and their respective academic programs at the undergraduate, graduate and professional levels. Admissions Committees are instructed to exercise judgment on behalf of the faculty to select the entering class, and in so doing, may apply a holistic review of candidates.

The University of Kentucky and program accrediting bodies require that the curricula provide a general professional education, which enables each student to deliver entry-level clinical and professional services. This requires the development of a broad array of basic knowledge, skills, and behaviors, appropriate to enabling self-directed learning to further professional development and deliver competent health care. The basic and applied science components of each program's professional curriculum are designed to establish a core of knowledge necessary for clinical training. The clinical curriculum typically includes diverse experiences in ambulatory and in-patient settings. These experiences enable the learner to develop the ability to practice independently, without regard for any future choice of specialty. Each student is required by the faculty to pass each required course and clinical rotation in order to graduate.

The following technical standards specify those attributes that the faculty consider necessary for completing professional education within the College, enabling each graduate to subsequently enter clinical and professional practice. These standards describe the essential functions a student must demonstrate in order to fulfill the requirements of a general undergraduate, graduate, and/or professional education, and thus, are necessary for entrance, continuation, and graduation. The College of Health Sciences will consider for admission to a selected program any applicant who demonstrates the ability to perform or to learn to perform the skills specified in this document for that program. Any applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Associate Dean for Student Affairs prior to the interview process. If an applicant has questions about accommodations, please contact the Disability Resource Center at 859-257-2754. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize academic success and patient care, may be grounds for course/rotation failure and possible dismissal from the program.

Applicants must possess aptitudes, abilities, and skills in five areas:

Observation:

Students must be able to observe demonstrations and conduct experiments in the basic and applied sciences. A student must be able to make observations accurately at a distance and close at hand. Students must be able to read and comprehend written and illustrated material, observe demonstrations, acquire information from electronic sources, and record these observations for a

CHS Technical and Behavioral Standards- Not Approved- Proposal under Senate Review Spring 2020
later time. Other vision related requirements include the ability to discriminate numbers and patterns associated with diagnostic instruments and tests.

Communication:

Students must be able to relate effectively and sensitively to others while conveying a sense of compassion and empathy. Students must be able to communicate clearly with others to elicit information and accurately describe observations, and perceive verbal as well as non-verbal communication. Students are expected to communicate effectively and respectfully with all people, including those whose race, ethnicity, spiritual beliefs, socioeconomic status, gender, gender-identity, sexual orientation, age, or culture are different from their own. Communication includes not only speech, but also reading and writing. The student's education will present challenges in the volume and breadth of required reading and the necessity to impart information to others. Students must be able to communicate timely, effectively, and efficiently in oral and written English. Students must learn to recognize and promptly respond to emotional communications such as sadness, worry, agitation, and lack of comprehension. Each student must be able to read and to record observations and plans legibly, efficiently, and accurately in documents. Students must be able to prepare and communicate concise but complete summaries of individual encounters and complex, prolonged encounters. Student must be able to complete all documentation, written or electronic, according to directions in a complete and timely fashion. Students must be able to follow verbal and written instructions in order to correctly and independently perform tasks.

Sensory and Motor Coordination and Function:

In general, students must have sufficient sensory and motor function to perform tasks requiring tactile discriminatory sense (touch, temperature, and pain), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory) gross motor control, and fine motor skills. Students must be able to move freely and safely in a clinical or laboratory setting without hindering the ability of others to function adequately in a hectic environment. Students must be able to manipulate equipment necessary to complete tasks such as physical evaluations or laboratory tests. The ability to perform these functions must be coupled with the stamina to complete them for an extended period of time. Students must be able to travel to clinical sites for practicum and clinical rotations.

Conceptualization, Integration and Quantification:

These abilities include measurement, calculation, reasoning, analysis, judgment, numerical recognition, and synthesis. Problem solving requires these intellectual abilities as well as the ability to plan and organize in order to finalize action plans. This must be performed timely in the student's respective setting. Students must be able to recall and retain information in an efficient and timely manner.

Behavioral and Social Skills, Abilities and Aptitude:

Empathy, integrity, honesty, concern for others, good interpersonal skills, interest, and motivation are all personal qualities that are required. Students must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, cultural

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humility, and the development of mature, sensitive, and effective relations with patients. Students must commit to life-long learning and stay abreast of content pertinent to their field of study. This includes engagement in the classroom by demonstrating academic curiosity and preparedness. Students must maintain a professional demeanor and organization in the face of heavy workload, possessing the endurance and resilience to function effectively under stress. Students must be able to develop professional relationships with others and protect patient confidentiality by adhering to HIPAA guidelines. Students must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of ambiguity, including taking responsibility for errors and uncertainty. Students must have the ability to be aware of and appropriately react to one's own immediate emotional responses. Students must learn to receive and give appropriate touch in clinical and academic settings. Students are expected to accept appropriate suggestions and criticism and, if necessary, respond by modification of behavior. Students are expected to adhere to the College of Health Sciences Social Media Guidelines (see appendix A).

Students must be able to meet the Technical Standards for their individual program as follows.

Athletic Training Program

Observation:

The AT student must be able to:

- determine skin integrity and wound characteristics.
- observe results from tests and measures to determine the patient's condition and the necessary treatment or referral processes.
- differentiate normal from abnormal movement patterns to evaluate the patient's ability to return to normal function

Communication:

The AT student must be able to:

- communicate quickly, effectively, and efficiently in oral, written, and electronic English.
- communicate complex findings in appropriate terms to patients, families and caregivers, and to various members of the health care team (fellow students, physicians, nurses, clinicians, coaches, preceptors, and others).

Sensory and Motor Coordination and Function:

The AT student must be able to:

- perform a physical examination utilizing palpation, assisted patient mobility, auscultation, percussion, and other diagnostic maneuvers as deemed necessary.
- employ sufficient exteroceptive sense (touch, pain and temperature), proprioceptive sense (kinesthesia, position sense, pressure, and movement), sensory integration and perception, physical strength, fine motor coordination, and motor function.
- execute motor movements reasonably and promptly to emergent situations within the hectic environment, and must not hinder the ability of their co-workers or other providers to provide prompt care. Examples of such emergency treatment reasonably required of athletic trainers include arriving quickly when called and initiating appropriate therapeutic procedures, assisting injured patients off the field/court, lifting injured patients, applying pressure to stop bleeding, opening obstructed airways, performing CPR, spine boarding, and administering emergent medications within the scope of athletic training practice.
- execute movements reasonably required to safely maneuver self or other's body parts to effectively perform assessment and intervention techniques including the utilization of weights and weight equipment; safely and effectively guide, facilitate, inhibit, and resist movement and motor patterns, and provide general care. This will include standing and lifting.
- manipulate common evaluation equipment such as tape measures, goniometers, and sphygmomanometers.
- perform these described functions, coupled with the stamina to complete these functions, during class times, and during clinical education and experiences that involve a typical and reasonable length of a work-day and work-week including evenings and weekends.

Conceptualization, Integration, and Quantification:

The AT student must be able to:

- problem solve quickly, especially in emergency situations.
- identify significant findings from history, physical examination, and laboratory data, provide a reasoned explanation for likely diagnoses, develop the necessary treatment plan, and recall and retain information in an efficient and timely manner.
- incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans.
- exercise good judgment in patient assessment, diagnostic and therapeutic planning.
- identify and communicate the limits of their knowledge to others when appropriate.
- execute all therapeutic exams and intervention procedures in a safe and effective manner.
- maintain the stamina to complete the rigorous program.

Appendix A

Social Media Policy (adapted from AR 10.4)

- I. Introduction: Social media channels are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, this social media behavioral standard clarifies how best to enhance and protect the University's, College's, and Programs' brands, as well as personal and professional reputations, when participating in social media.
- II. Entities Affected
 - A. This regulation applies to all University College of Health Sciences' students.
- III. Definitions
 - A. Social Media: "Social media" means online media channels designed to disseminate information through social interaction, which is created using highly accessible and scalable publishing techniques online. Examples include, but are not limited to: LinkedIn, Facebook, Twitter, YouTube, Flickr, iTunes U, Instagram, Pinterest, and Snapchat (Administrative Regulation 10.4).
 - B. Lockup: "Lockup" means the official graphic identifier of the University of Kentucky, which includes the interlocking UK logo and wordmark of the University, department, unit, or center.
- IV. Guidelines for Posting on University-related Social Media Sites

The following guidelines apply to students posting on behalf of the University or an official University unit:

 - A. Students should think twice before posting on social media. Privacy does not exist in social media. Students should therefore consider what could happen if a post becomes widely known and how that may reflect both on the poster and the University. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. Content that would not be said to a member of the media should not be posted online. Students who are unsure about posting or responding to a comment should contact their department chair or the Associate Dean of Student Affairs for input or contact the UK Public Relations and Marketing.
 - B. Students posting on social media must strive for accuracy and check facts before posting them. Content posted must be reviewed for grammatical and spelling errors.
 - C. Students posting on social media should be respectful of the views of others. Content contributed to a social media site could encourage comments or discussion of opposing ideas. Any responses made by students to social media posts should be considered carefully in light of how they would reflect on the poster or the University and its institutional voice.

- D. Students posting on social media should keep their accounts up to date. Social media presences require diligent care and attention. An effective social media channel requires regular updates and fresh, engaging content.
 - E. Employees posting on social media should consider their audience and its potential reaction to content. A presence in the social media world is available to the public at large, including prospective students, current students, patients, current employers and colleagues, and peers. Students should consider how widely their content can spread before publishing, and ensure posts will not alienate, harm, or provoke any of these groups.
- V. Policies for All University-related Social Media Sites

Students must:

- A. Protect institutional confidential and proprietary information.
Students must not post confidential or proprietary information about the University, its students, employees, patients, or alumni (see GR XIV, B.2).
- B. Follow applicable federal requirements, including but not limited to: • Family Education Rights and Privacy Act (FERPA) and • Health Insurance Portability and Accountability Act (HIPAA). Students who share confidential information may be subject to disciplinary action or termination.
- C. Adhere to all applicable University and health care regulations, policies, and procedures - Administrative Regulation 10.4 (p.3).
Students must use social media in a manner that complies with University regulations, policies, and procedures, including but not limited to:
 - Governing Regulations
 - Administrative Regulations
 - Human Resource Policies and Procedures
 - Business Procedures Manual
 - Health Care Colleges Code of Student Professional Conduct
 - UK Student Code of Conduct
 - UK HealthCare Code of Ethics
 - Behavioral Standards in Patient Care
 - UK Hospital Policy on Photography and video of patients and employees
 - HIPAA
- D. Adhere to copyright and fair use laws.
When posting on social media, students must be aware of the copyright and intellectual property rights of others and of the University. Questions about fair use or copyrighted material should be directed to the Office of Legal Counsel.
- E. Not use University lockups, logos or trademarks without permission.
Any use of University lockups, logos, trademarks or other images must have prior approval. Students must not use official lockups, logos, trademarks, or any other University images or iconography on personal social media sites. Students must

not use the University's name to promote a product, cause, or political party or candidate.

- [UK Web Graphic Standards](#)
- [Official UK Graphic Standards Manual](#)

Approved departmental lockups are available for download at: www.uky.edu/prmarketing/brand-standards. Examples of appropriate social media avatars are located in the graphic standards manual. Contact UK Public Relations and Marketing for assistance.

- F. Not announce University news.
Students must not be the first to announce University or departmental news on a social media site unless pre-approved by UK Public Relations and Marketing. The Executive Director of Public Relations is the official spokesperson for the University (See Administrative Regulation 1:1, University of Kentucky Administrative Organization). Only WUKY is authorized to announce University news without prior approval from UK Public Relations and Marketing.
- G. Respect University time and property.
University computers and time on the job in clinical settings are reserved for University-related business as approved by supervisors and preceptors and in accordance with Governing Regulation XIV.B.12, University Resources and Administrative Regulation 10:4, page 3 of 5.
- H. Be aware of terms of service: Employees must comply with the Terms of Service of any social media platform used. Administrative Regulation 1:1 Page 4 of 5
- VI. Creating and Maintaining an Institutional Social Media Presence
When posting on behalf of an official University unit, students must:
- A. Notify the University
Units that have a social media page or would like to start one should contact UK Public Relations and Marketing to ensure all institutional social media sites coordinate with other UK sites and their content. All institutional pages must have a full-time appointed employee who is identified as being responsible for content. Ideally, this should be the unit head.
- B. Acknowledge their identities
An individual representing the University on a social media channel should acknowledge their identity.
- C. Use approved photos and University lockups
A University social media presence must use photos that accurately depict the unit and that unit's approved lockups. UK Public Relations and Marketing provides approved photos and lockups for various areas of the University. Approved lockups in a downloadable format are available at: www.uky.edu/prmarketing/branddownloads. There are also University stock photos available on this site, which may be accessed using a linkblue ID and password.

D. Have a plan

Units should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media channels up-to-date. UK Public Relations and Marketing can assist and advise a unit with its social media planning.

- E. Link back to the University or make sure external links are reputable, safe sites whenever possible; students should link back to an official UK website. Ideally, posts should be very brief. When linking to a news article about the University, check to see whether it is possible to link to a release on UKNow, the official UK news website, instead of to an external publication or other media outlet. (uknow.uky.edu/)

F. Protect the institutional voice

Posts on social media should protect the University's institutional voice by remaining professional in tone and in good taste. No individual unit should construe its social media channels as representing the University as a whole. This consideration must be taken into account when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts must all be clearly linked to the particular department or unit rather than to the institution as a whole. An institutional voice guide is available at: www.uky.edu/prmarketing/brand-standards. Students should consider using "UKY" as part of their naming convention, to show a connection to the institution. Students should avoid the use of "UK" in external social media channels, to avoid confusion with the United Kingdom.

VII. Guidelines for All Social Media

- A. Students posting on personal social media sites should identify their views as their own. If a student identifies themselves as a UK student online, it should be clear that the views expressed are not those of the institution. NOTE: Using personal social media sites for University-related business/activities or posting of University-related content will subject those sites to this policy. Administrative Regulation 10:4, page 4 of 5.

VIII. Compliance: Both in professional and institutional roles:

- A. Students must adhere to appropriate behavioral standards. The same laws, professional expectations, and guidelines apply for interacting with the University community and the public on social media. Students are accountable for institutionally related content they post to social media channels.
- B. Non-compliance with this policy may result in any or all of the following:
- a. Limitation or revocation of individual or unit rights to use or participate in University-related social media;
 - b. Removal of posts or social media accounts; or
 - c. Corrective or disciplinary actions and sanctions, as defined in the Health Care Colleges Code of Student Professional Conduct or Code of Student Conduct.

Appendix A.1

Use of Social Media as a Professional Health Care Student at the University of Kentucky

Participating in social networking and other similar Internet opportunities can enable individual healthcare staff to have a professional presence online and provide an opportunity to disseminate health-related communications. Social networks, blogs, and other forms of communication online also create new challenges to the patient relationship. The guidelines pertain to all means of social media such as Twitter, Facebook, blogs and any other social media platform currently in use or developed in the future.

UK College of Health Sciences students should weigh a number of considerations when maintaining a presence online:

- All students should be cognizant of standards of patient privacy and confidentiality. All students must refrain from posting identifiable patient information online. Under **no circumstance** should a picture of a patient be posted on any type of social media platform.
- All students should realize that once on the Internet, content is likely there permanently. Thus, students should routinely monitor their own Internet presence to ensure that the personal and medical information on their own sites is accurate and appropriate.
- All students should consider separating personal and professional content online.
- Students must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, and may have consequences for their healthcare careers.

	Explanation of Recommendation
Use Good Judgment	<p>You are responsible for the material you post on personal blogs or other social media. Be courteous, respectful, and thoughtful about how other individuals may perceive or be affected by postings. Anything you post is likely to be permanently connected to you and your reputation through Internet and email archives. Future employers or attorneys may access this information and may use it to evaluate or attempt to discredit you. <i>Remember that you can negatively affect your own professional reputation for future employers and patients if you misuse these platforms. Anything you post reflects on both your professional reputation and the University of Kentucky and College of Health Sciences.</i></p>
Protect Patient Privacy	<p>Students posting to social media are not permitted to post identifiable patient information under any circumstances. Disclosing information about a patient that would allow a patient to be identified is prohibited. This includes photographs which can be used to reasonably identify a patient or other identifying information. These restrictions apply even after the patient is deceased.</p> <p>In the exercise of good judgment, non-identifying bodily and non-bodily images may be used as long as the case is not related to a high profile patient, a case reported in the news media, or a case so unique that a person could be identified even without accompanying patient identifiers. Where cases are so unique that even non-identifying images would create a reasonable risk of patient identification, those images may not be used.</p> <p>All students should take extra steps to ensure that patients cannot be identified from posted information. Posting patient information can sometimes lead to patient identification even when a name is not included. Safeguards include using or changing information (such as weight, age, etc.) where it is not applicable to the treatment.</p> <p>Users of social media should also be aware of the compounding nature of social media posts. While the original post may not provide identifying information about a patient, comments and re-tweets have the possibility of adding information to the point that a patient could be identified from a series of posts. Users of social media must take steps to prevent the identification of a patient through the use of comments and additional postings.</p>
If you identify yourself as a UK HealthCare employee,	<p>The College of Health Sciences does not seek to impede the open exchange of informational and educational ideas from its</p>

<p>you may have an added level of responsibility to the institution.</p>	<p>employees. Official university positions regarding college, program, and healthcare matters are communicated through official and approved media representatives of the University.</p>
<p>Use a Disclaimer</p>	<p>Students should make clear that their postings are their own opinions. Students must state that postings are not made on behalf of the University of Kentucky, the College of Health Sciences, or any agency affiliated with academic or clinical settings.</p> <p>Examples of Disclaimers include:</p> <p><i>“Any opinions contained in this post are personal and not necessarily those of University of Kentucky or College of Health Sciences.”</i></p> <p><i>“The views and opinions expressed here are not necessarily those of University of Kentucky or the College of Health Sciences, and they may not be used for advertising or product endorsement purposes.”</i></p> <p><i>“Tweets my own.”</i></p> <p><i>“Views my own.”</i></p>
<p>Follow Copyright laws</p>	<p>Any postings should comply with copyright or other applicable laws.</p>
<p>Ask questions of experts if there are questions about the appropriateness of materials</p>	<p>Compliance, privacy and marketing communications are the purview of the University of Kentucky. Consult these groups with questions before posting material if there are questions about the appropriateness of posting the material. Available contacts for questions include:</p> <p>Randa Remer, Ph.D.</p> <p>859-218-0473</p>

Appendix B. Grievance Procedures Flow Chart

Appendix C: Health Care Colleges Code of Student Professional Conduct

HEALTH CARE COLLEGES
CODE OF STUDENT PROFESSIONAL CONDUCT
(APPROVED BY THE BOARD OF TRUSTEES)

ARTICLE 1: INTRODUCTION

A. Rationale

The credibility of a health care professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Consequently, students in the health care colleges have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional moral and ethical character.

This Health Care Colleges Code of Student Professional Conduct (HCC Code) provides the standards of professional conduct and procedures to be followed when questions arise about the professional moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges. For guidance in matters of interpretation of standards or propriety of conduct in this HCC Code, the professional standards and interpretations of organizations representing the professions and bodies that grant licensure or certification were consulted and considered.

B. Applicability

The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, leading ultimately to a profession requiring licensure or certification, offered by any of the health care colleges (“HCC students”). The health care colleges are: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health.

This HCC Code shall also be applicable to students in professional or clinically-related programs for which there is joint responsibility between a health care college and the graduate school. Examples of such joint responsibility programs include, but are not limited to, Masters degrees in Clinical Laboratory Sciences, Communication Disorders, Dentistry, Nursing, Physician Assistant Studies, Public Health, Radiation Sciences, and Doctoral programs in Nursing and Rehabilitation Sciences.

Article II of the revised University of Kentucky Code of Student Conduct (“UKCSC”) states: “The Code does not cover decisions of the faculty of a professional school as to character, moral or ethical, required of a student for purposes of awarding a degree or certificate, or for continuation as a candidate for such degree or certificate.” The jurisdiction of this HCC Code

extends to the commissions of acts on- or off- campus that reflect adversely on the professional moral and ethical character of the enrolled HCC student, independent of whether or not such acts are judged to be violations of the UKCSC.

ARTICLE 2: STANDARDS

A HCC student shall be expected to adhere to accepted standards of professional practice.

All HCC students must possess the qualities of appropriate professional moral and ethical character. Each student must apply these standards to his or her academic career as well as his or her professional career. A student's continued enrollment shall depend on the student's ability to adhere to recognized standards of professional practice and conduct. The standards are drawn from the duly legislated practice acts of the professions that have educational programs in the health care colleges of the University.

Violation of one or more of the standards shall be sufficient grounds for the dean of the appropriate health care college to initiate a review of the status of the student's continued enrollment in courses or programs of the college.

ARTICLE 3: PROHIBITED CONDUCT

This Article summarizes a representative, but non-comprehensive, list of violations of this HCC Code that are punishable, disciplinary offenses. The list includes items specific to the training programs of the health care colleges as well as those in the UKCSC. Some overlap among items is to be expected. At a minimum, health care college students shall not:

1. Commit any offenses enumerated under the UKCSC to the extent that the violation reflects adversely on the student's professional moral and ethical character;
2. Misappropriate or illegally use drugs or other pharmacologically active agents;
3. Engage in any behavior that may endanger clients, patients, or the public, including failure to carry out the appropriate or assigned duties, particularly when such failure may endanger the health or well-being of a patient or client, or treatment is dispensed without appropriate faculty supervision;
4. Engage in behavior or action that deceives, defrauds, or harms the public or the public's perception of the profession;
5. Falsify or, through negligence, make incorrect entries or failing to make essential entries in health records;
6. Deliberately deceive a patient or client through failure of the HCC student to disclose his or her student's status unequivocally to the patient;
7. Fail to maintain client or patient confidentiality including failure to follow the

Health Insurance Portability and Accountability Act (HIPAA) standards;

8. Obtain any fee or compensation by fraud or misrepresentation;
9. Engage in any course of conduct, act, or omission that would be considered unprofessional conduct as a basis for discipline under the professional standards recognized by the licensing, certifying, or professional association or agency of the health care college student's intended profession for which the health care college student is in training;
10. Fail to report a felony conviction pursuant to Article 4 in this HCC Code.

ARTICLE 4: STUDENT'S OBLIGATIONS

A student who is subject to the jurisdiction of this HCC Code shall report to the dean of the applicable health care college, prior to enrollment in classes for a semester, if the student has been convicted of a felony crime. Further, during the academic year, a student shall notify the dean of any felony conviction within ten days of such conviction. Failure to make a timely notification under this Article shall be a violation of the "Prohibited Conduct" section of this Code.

ARTICLE 5: JURISDICTION

A HCC student enrolled in a course or program in a health care college shall be subject to the jurisdiction of this HCC Code, the UKCSC, and the Selected Rules of the University Senate of the University of Kentucky (hereinafter Selected Rules). If a violation of the UKCSC and also one or both of the other above referenced codes or rules allegedly has been committed in the same set of circumstances or facts, the dean of the health care college in which the student is enrolled and the University's Dean of Students or Academic Ombud, as applicable, shall consult, investigate the circumstances at issue, and pursue the case in accordance with the appropriate procedure(s) and authorities. An investigation of an alleged academic offense (plagiarism, cheating, or the falsification or misuse of academic records) shall be conducted in accordance with the policies and procedures established in the Selected Rules of the University Senate (SR 6.0, Section VI, Student Academic Affairs). Any levy of sanctions resulting from a finding of responsibility in an academic offense shall also conform with the policies and procedures established in the Selected Rules of the University Senate (SR 6.0, Section VI, Student Academic Affairs).

A decision taken by a dean of a health care college under this HCC Code shall not preclude or be precluded by any action for which the health care college student may be liable for the same or a related offense under the UKCSC, the Selected Rules, or behavioral standards that may have been established in any specific course.

A decision taken by a dean of a health care college under this Code shall not preclude any action by legal authorities outside the University.

ARTICLE 6: ADMINISTRATIVE PROCESS AND SANCTIONS

A. Preliminary Meeting with the Dean

When a dean or authorized designee of a health care college, after an appropriate, preliminary investigation into an alleged violation of the standards, believes a HCC student has violated the standards or engaged in a violation of the HCC Code, the dean or authorized designee shall notify the student by first class mail that the student is charged with one or more specific violation(s). A student accused of violations of this HCC Code is subject to an informational meeting with the dean of the student's college or authorized designee. When a student fails to respond to proper notification of an informational meeting or fails to attend a scheduled meeting within the specified period, the dean or authorized designee may deem that the student has denied responsibility for the pending charges and refer the matter to the hearing committee chair to convene a hearing panel.

At the informational meeting with the dean or authorized designee, the accused student shall be asked to state whether he or she is "responsible" or "not responsible" for the alleged violation. The student shall not be compelled to give testimony that might tend to be incriminating and a student's refusal to do so shall not be considered evidence of guilt. Information obtained from the student during this informal meeting is confidential and inadmissible in any disciplinary hearing of the University except in cases where the student withdraws his or her admission of responsibility or refuses to comply with the sanction proposed by the dean.

When a student accepts responsibility for an alleged violation, the dean or authorized designee shall counsel the student and outline proposed disciplinary action as defined in the section on *Sanctions* below of this HCC Code. When a student denies responsibility for an alleged violation or withdraws from or refuses to comply with the proposed sanction, the dean or authorized designee shall forward the reports and evidence concerning the case to the hearing committee chair to convene a hearing panel.

B. Hearing Committee and Procedures

At the beginning of each academic year, the dean of each health care college shall appoint eighteen (18) members to serve on a college hearing committee, consisting of ten (10) college faculty members, at least six (6) of whom teach in patient-care settings and none of whom has an administrative appointment in the college, and eight (8) students in good standing who have completed at least one year of their professional or clinically-related degree program requirements and whose names are among those provided by the college's Student Advisory Council or equivalent body. In those health care colleges with smaller numbers of college faculty, the dean may appoint fewer faculty members to the college hearing committee. However, a hearing panel shall be of uniform size, as prescribed below, across all health care colleges. The dean shall designate a hearing committee chair and alternate chair from among the faculty appointees. The alternate chair shall serve in the absence of the chair.

1. The chair, or alternate chair in the chair's absence, shall appoint a hearing panel with representation from the following groups among the hearing committee

membership:

- a. three faculty members, at least two (2) of whom teach in a patient-care setting, and none of whom has a current academic or supervisory relationship with the student;
 - b. two students.
2. The chair, or alternate chair in the chair's absence, shall:
 - a. convene the hearing panel within fifteen (15) working days of the dean's receiving the student's written request for a hearing;
 - b. obtain but not share the previous disciplinary record, if any, with the hearing panel before the conclusion of the hearing;
 - c. conduct the hearing but not participate as a voting member of the hearing panel except to cast a tie-breaking vote;
 - d. provide the dean with a report of the hearing panel's actions, findings and recommendations.
3. A meeting with at least four (4) members of the committee, excluding the chair, present shall constitute a quorum of the panel. The chair or the alternate chair must be present for the hearing panel to conduct its business.
4. The hearing committee chair shall establish procedural rules that shall ensure the orderly conduct of the panels' functions. The chair shall maintain a record of the hearing panel's proceedings and, at the appropriate time, forward the record to the University Dean of Students, who shall determine its proper disposition.
5. The standard of proof that shall be applied in all cases brought before a hearing panel is that a finding of responsibility requires that the preponderance of the evidence against the accused student in the majority opinion of a panel warrants the finding. The burden of proof in disciplinary cases rests with the college that initiated the investigation.
6. A student shall be guaranteed the following rights in all proceedings of a hearing panel:
 - a. The student shall have the right to a fair and impartial hearing in all proceedings of any hearing panel.
 - b. The student shall not be compelled to give testimony and refusal to do so shall not be considered evidence of responsibility for an alleged violation.

- c. The student shall be informed in writing of the reasons for appearance before any hearing panel and given sufficient time to prepare for the appearance.
 - d. The student shall be entitled to receive, upon written request, a copy of all rules and procedures governing the hearing panel within a reasonable time prior to appearance before the panel.
 - e. The student shall have the right to hear and question all witnesses and present witnesses of the student's choice.
 - f. The student may be present, if he or she desires, to listen to all individuals called by the Committee as part of its proceedings. One advisor of the student's choosing may attend the hearing and assist the student. The advisor may be an attorney. The role of the advisor shall be limited to providing advice to the accused student. Even if accompanied by an advisor, an accused student shall personally respond to inquiries from the hearing panel chair or panel members. In consideration of the limited role of an advisor, and of the compelling interest of the college to seek an expeditious conclusion to the matter, a panel hearing shall not, as a general practice, be delayed due to the unavailability of an advisor.
 - g. The student may request that any member of a hearing panel be disqualified on the ground of personal bias. The hearing officer shall make the determination either to retain or to disqualify the member.
 - h. The student shall have access to the record of the hearing.
 - i. The student shall be notified by the chair of hearing panel's composition with sufficient time before the date of the hearing to permit the student to identify any member of the panel who in the opinion of the student has a conflict of interest and recommend the member be recused. The chair shall have the authority to exclude any hearing panel member whom the chair determines has a conflict of interest or the appearance of a conflict of interest in a case.
7. The hearing may be open or closed, according to the accused student's choice as specified in the student's request for a hearing.
8. The hearing panel shall reconvene in a supplemental proceeding, not attended by the student or his or her advisor, to discuss and determine whether or not a violation of this HCC Code has occurred and if so, to recommend sanction(s). The college's Office of Student Affairs or equivalent shall obtain past records of offenses from the University Registrar and the Dean of Students. The information obtained shall be shared with the hearing panel, if the student is found responsible for a violation of this HCC Code. Both the accused and the complainant may submit relevant evidence or make relevant statements regarding the appropriateness of a specific sanction.

9. The hearing panel's meeting(s), but not the supplemental proceedings, shall be recorded.

10. The student shall enjoy all other rights specified at the time of notification of charges, cited above.

C. Reporting Procedures

Written correspondence is the preferred form of formal communication between a hearing panel and other parties participating in a case. Informal email correspondence among members of a hearing panel or between hearing panel members and other involved parties regarding a case under consideration is discouraged.

D. Hearing Committee Report

At the conclusion of its deliberations, the hearing panel shall provide a written report to the dean within seven (7) working days that summarizes whether or not a violation of the standards has occurred. If the hearing panel determines that a violation has occurred, it shall recommend an appropriate sanction to the dean in its written report. If the hearing panel determines that insufficient evidence exists to conclude that a violation of the standards has occurred, it shall also notify the dean in writing of this finding.

E. Role of the Dean

The dean shall accept and shall not reverse the determination of the Hearing Committee as to whether or not a violation of the standards occurred. The dean may impose a sanction that is less than, the same as, or greater than that recommended by the Committee. The dean shall notify the student in writing by first class mail of the decision within seven (7) working days following the receipt of the Committee's report. The dean shall also inform the hearing committee chair. The dean's decision shall be final unless appealed by the student.

F. Sanctions

All disciplinary sanctions imposed upon students are cumulative in nature. All prior disciplinary actions noted in a student's file may be used in the punishment phase of subsequent cases of code violations committed by that student and may result in more severe consequences than would otherwise have been the case. A student's disciplinary record shall be housed in the Office of the Dean of Students.

Sanctions imposed by a dean for violation(s) under this Code shall include one or more of the following:

1. a written warning, including statements on expectations for future professional conduct and consequences if a subsequent violation of the HCC Code occurs;

2. a requirement that the student consent to sanctions such as, but not limited to, restriction of access to specific areas of campus, monetary reimbursement, public or community service, research projects, compulsory attendance at education programs, compulsory psychiatric or psychological evaluation and counseling, such as alcohol and drug counseling;
3. suspension from the college or suspension from that college's courses or programs for a defined period;
4. dismissal from the college with possible readmission under conditions specified at the time of dismissal and with specified approval of the appropriate college committee and dean at the time of readmission; and
5. termination as a student or candidate for professional degree or certificate without the possibility of readmission to that college.

ARTICLE 7: APPEAL

A. A student who is found responsible for a violation of this HCC Code and is sanctioned with suspension, dismissal or termination from the health care college in which the student is enrolled may appeal in writing to the chair of the HCC Code Appeals Board (herein HCCCAB). The written appeal shall be submitted to the chair or postmarked, if mailed to the chair, within ten (10) days of the receipt of the decision rendered by the college dean.

The written appeal shall clearly state the reason(s) for appeal. Acceptable reasons for an appeal are an assertion and evidence that:

1. Due process rights have been violated through the HCC Code hearing process;
2. The sanction is inappropriate for the infraction for which the student was found responsible; or
3. There is information that was unavailable at the time of the original hearing which would alter the determination of responsibility, or which would alter the sanction.

B. Health Care College Code Appeals Board

1. Jurisdiction

The HCCCAB shall hold appellate jurisdiction over student matters involving alleged violations of the HCC Code, except that if the HCCCAB hearing panel, by majority of those present, decides the student's rights have been substantially violated, the HCCCAB hearing panel has original jurisdiction on the issue of responsibility.

2. Composition of the Health Care College Code Appeals Board

a. The HCCCAB shall consist of twenty-five (25) members from the health care colleges, comprised of fifteen (15) faculty members, at least ten (10) of whom teach in patient-care settings and none of whom has an administrative appointment in the college, and ten (10) students in good standing who have completed at least one year of their professional or clinically-related degree requirements and whose names are among those provided by the Student Advisory Council or equivalent body in each of the six health care colleges, and a hearing officer who shall be the chair.

b. A hearing panel of the HCCCAB shall consist of nine (9) members, at least five (5) of whom are faculty members, at least one (1) of whom is a student, and a hearing officer, who shall be the chair. No member of an HCCCAB hearing panel may serve on the college hearing panel and the HCCCAB hearing panel in the same case.

c. A quorum of the hearing panel for the conduct of business shall be seven (7) members. A quorum shall include at least five (5) faculty members (exclusive of the hearing officer) and at least one (1) student. The hearing officer must be present for the hearing panel to conduct its business.

3. Appointments to the Health Care College Code Appeals Board

a. The Hearing Officer

The hearing officer shall be the chair of the hearing panel and shall be a person with training in the law appointed by the Provost for a three-year term, subject to reappointment. The term shall begin on September 1, and end August 31. If possible, a hearing officer shall preside in a case(s) that extends beyond the hearing officer's service until the case is concluded. Similarly, the hearing panel members shall be asked to continue on cases that extend beyond their terms of service whenever feasible. The hearing officer shall establish a written set of procedures for the conduct of HCCCAB hearings, which is consistent with the policies enumerated in Article I, Section 7 of the UKCSC. The hearing officer shall convene and preside at all meetings of the hearing panel, but does not vote as a member of the hearing panel except to cast a tie-breaking vote. All questions of the law, either substantive or procedural, and all procedural questions shall be addressed to and ruled upon by the hearing officer.

The student appellant may request that any member of a hearing panel be disqualified on the ground of personal bias. The hearing officer shall make the determination either to retain or to disqualify the member.

b. The Student Members

(i) The student membership of the HCCCAB shall be appointed to one-year terms, subject to reappointment. Their terms shall begin May 1 and end April 30.

(ii) The student membership shall consist of eight (8) professional students and two (2) graduate students in clinically-related programs. The student members must be full-time students currently enrolled in a health care college, have been in residence at least one year and be in good academic and disciplinary standing.

(iii) The Provost shall appoint ten (10) student members to the HCCCAB from the recommendations submitted by the Student Advisory Council or equivalent body in each of the six health care colleges. At least three (3) names shall be submitted from each of the six (6) health care colleges, and the preponderance of the names submitted shall be those of professional students.

c. The Faculty Members

Faculty members of the HCCCAB shall be appointed to staggered three-year terms by the Provost upon the recommendation of the Senate Council. All terms shall begin on September 1 and end on August 31. To minimize the possibility of a conflict of interest, faculty members with primary administrative appointments (more than fifty percent of their assignment allotted to administration) shall not be appointed to the HCCCAB.

4. Temporary Appointments

a. If a sufficient number of the members of the HCCCAB are not available or have been determined by the hearing officer to have a conflict of interest or the appearance of a conflict of interest at any time when that Board has duties to perform, the Provost or, in the Provost's absence, the Executive Vice President for Health Affairs, shall make such temporary appointments as are necessary to ensure that the required number of members are present. Such temporary appointments need not be preceded by the recommendations otherwise provided herein. However, in no case shall a faculty member replace a student member or a student member replace a faculty member.

b. If, at any time, in the judgment of the hearing officer, there are sufficient cases pending before HCCCAB that it is unlikely that the pending cases can be processed within the time prescribed, the hearing officer shall notify the Provost of that fact. The Provost may, in accordance with the above provisions of the HCC Code, activate additional boards and appoint a hearing officer for each such additional board, or appoint additional boards and hearing officers for designated cases and time periods.

c. The authority, jurisdiction, and range of possible actions of, and the guaranteed rights of an accused person before any special board or panel appointed or activated under the terms of (a) or (b) above shall be the same as those applicable to the regularly constituted board or panel.

5. Disposition of Cases – Authority

The HCCAB shall render a prompt decision after receipt of the appeal. The HCCAB may uphold the decision of the dean or modify the decision by reducing or increasing the level of sanctions imposed or modifying any terms and conditions of the initial sanctions. The imposition of sanctions shall be deferred during the review unless, in the discretion of the Vice President for Student Affairs or authorized designee, the continued presence of the student on the campus poses a substantial threat to himself or herself, or to others, or to the stability and continuance of normal University functions. Decisions of the HCCAB are final.

ARTICLE 8: DISCIPLINARY FILES AND RECORDS

The record of disciplinary cases shall be maintained in the Office of the Dean of Students

The file of a HHC student charged with or found responsible for any violations of this Code shall be retained as a disciplinary record for seven (7) years following the incident or five (5) years after the last semester enrolled, whichever is longer.

ARTICLE 9: AMENDMENT OF THE HEALTH CARE COLLEGES CODE OF STUDENT PROFESSIONAL CONDUCT

The Health Care Colleges Code of Student Professional Conduct shall be amended only by the Board of Trustees. Responsibility for proposing revisions to the HCC Code is delegated to a committee consisting of students, faculty and administrators from the health care colleges. The exact composition and procedure of the committee shall be determined by the President of the University.

The Committee shall accept and review recommendations from students, faculty and administrators regarding revisions of the HCC Code. The Committee shall prepare proposed revisions, and after consultation with the University Senate, forward them to the President for approval and, after approval, for presentation to the Board of Trustees for its consideration.

Nothing included above shall be construed as a limitation upon the President to propose changes without reference to the Committee.