CLINICAL LEADERSHIP AND MANAGEMENT PROGRAM STUDENT HANDBOOK

University of Kentucky

College of Health Sciences

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**Section I – College of Health Sciences & Program Welcome**

1. **CHS Mission**

The mission of the University of Kentucky College of Health Sciences (CHS) is to help the people of the Commonwealth of Kentucky and beyond attain the highest level of health possible. We fulfill our mission through creative leadership and productivity in education, research, and service. CHS has a distinguished history of preparing students for successful careers in the health sciences. Our college was among the first of 13 charter schools for allied health in the country. CHS was founded in 1966, with certificate, associate, and bachelor's degrees. We now offer undergraduate and graduate degrees, as well as minor and certificate options, across nine health sciences disciplines. At the College of Health Sciences, we are dedicated to educating frontline entry-level practitioners for the allied health disciplines in our college, as well as educating the clinical, educational and research leaders of tomorrow.

1. **CLM Program Mission & Description**

The UK Clinical Leadership and Management Bachelor of Health Sciences degree lays the groundwork for graduates to pursue graduate education and careers as competent, evidence-informed, effective leaders and life-long learners prepared to engage in ethical and interprofessional healthcare management practice. Graduates develop fundamental knowledge, values, and skills to lead with cultural humility and promote compassionate, efficient, responsive services to improve healthcare outcomes, the patient experience, access to healthcare, and quality of life for people in the Commonwealth of Kentucky and beyond. Program graduates will be prepared to assume greater responsibilities at their current jobs, be better qualified for job promotions, and be positioned for graduate studies.

The CLM curriculum includes applied experiences, practicum courses and a focus on Essential Employability Qualities (EEQs): Graduates as communicators, thinkers and problem solvers, inquirers, collaborators, adaptable, principled/ethical, responsible/professional, and learners. More information about the EEQ is found here: <https://theqacommons.org/eeq-cert/>.Students who obtain a rating of 2 (meets expectations) or higher (on a scale of 1 to 4) on each EEQ in the final evaluation of their last practicum are considered to have attained proficiency in EEQs. These students are eligible to receive special acknowledgement of this achievement from the CLM program.

This degree program accommodates freshmen, associates or transfer students from many allied health disciplines including, but not limited to: radiological technology, respiratory therapy, dental hygiene, clinical laboratory technicians, and nursing. Students who graduate from the Clinical Leadership and Management program may pursue careers such as: practice manager, patience experience, healthcare non-profit management, medical sales, etc. For additional information, go to: [www.uky.edu/chs/clm](http://www.uky.edu/chs/clm) .

1. **Program Contact Information**

Director of Undergraduate Studies in CLM

Sarah Kercsmar, Ph.D. Phone: (859) 218-0514 E-mail: [Sarah.kercsmar@uky.edu](mailto:Sarah.kercsmar@uky.edu%20)

**Section II – CLM Information & Policies**

1. **Curriculum**

|  |  |
| --- | --- |
| **Year 1 – Fall** | **Year 1 - Spring** |
| Composition & Communication I (3 hours) UK Core Citizenship (3 hours) UK Core Math (3 hours) UK Core Arts & Creativity (3 hours) CHS 150 Introduction to Interprofessional Healthcare Seminar (3 hours) *Total hours: 15* | Composition & Communication II (3 hours) UK Core Statistics (STA 210/296) (3 hours) UK Core Social Science (PSY 100) (3 hours) CLM 104 Mindfulness Practices & Stress Reduction (1 hour) CLM 120 Introduction to Careers in Clinical Leadership & Management (2 hours) CLM 241 Health & Medical Care Delivery Systems (3 hours) *Total hours: 15* |
| **Year 2 – Fall** | **Year 2 - Spring** |
| UK Core Natural Science (3 hours) UK Core Humanities (3 hours) Elective (3 hours) Elective (3 hours CLM 300 Healthcare Managers: Write, Speak, Create (3 hours) *Total hours: 15* | UK Core Global Dynamics (3 hours) Elective (3 hours) CLM 325 Introduction to Healthcare Management (3 hours) CLM 335 Health Information Management (3 hours) CHS 354 Interprofessional Evidence-based Decision Making (3 hours) *Total hours: 15* |
| **Year 3 – Fall** | **Year 3 - Spring** |
| Elective (300+ level) (3 hours) Elective (300+ level) (3 hours) CLM 345 Quality & Productivity Improvement & Evaluation (3 hours) CLM 350 Health Policy, Politics, & Law (3 hours) CLM353 Ethics in Health Services Management (3 hours) *Total hours: 15* | Elective (300+ level) (3 hours) CLA 131 Medical Terminology (3 hours) CLM 323 Social Determinants in Health (3 hours) CLM 342 Leadership: Management Competencies Essential to Lead in Healthcare (3 hours) CLM 401 Practicum I: Foundations (3 hours) *Total hours: 15* |
| ***Curriculum continued***  **Year 4 – Fall** | **Year 4 - Spring** |
| Elective (300+ level) (3 hours) Elective (300+ level) (3 hours) CLM 453 Cultural Competencies in Healthcare (3 hours) CLM 455 Financial Management of Healthcare Organizations (4 hours) CLM 480 Special Topics (3 hours) *Total hours: 16* | CLM 443 Leadership: Strategic Vision, Mission, & Planning in Healthcare (3 hours) CLM 444 Leadership: HR Management in Healthcare (3 hours) CLM 402 Practicum II: Intermediate (3 hours) CLM 403 Practicum III: Advanced (3 hours) CLM 495 Capstone (3 hours) *Total hours: 15* |

*Course Descriptions may be found in myUK and the current Bulletin* http://www.uky.edu/registrar/bulletin-course-catalog

**Practicum Note:**

If you work full-time in health care, it may be possible for you to complete the practicum at your place of employment with permission from the Practicum Coordinator and the Director of Undergraduate Studies in Clinical Leadership & Management. Students requesting this option need to submit a request through the electronic pre-approval form that describes activities that are not current job duties and meet practicum requirements to be completed under the direction of someone other than their current supervisors. For more information on the practicum, please contact Dr. Karen Clancy, Faculty Practicum Coordinator, at [**kclancy@uky.edu**.](mailto:kclancy@uky.edu.)

1. **Career Opportunities**

CLM Graduates are:

* Marketable in management positions of healthcare enterprises.
* Able to assume greater responsibilities at their current jobs.
* Better qualified for job promotions within their facility.
* Prepared for graduate studies in the field of health care administration.

For more information, visit the website at: [www.uky.edu/chs/clm](http://www.uky.edu/chs/clm)

1. **Progression & Procedures**
2. **Admissions**

Admission to CLM is a selective process. All candidates receive a holistic review. The holistic review is a flexible, individualized way of assessing an applicant's capabilities by which balanced consideration is given to **experiences**, **attributes**, and **academic metrics** and, when considered in combination, how the individual might contribute to and successfully complete the program. A minimum GPA of 2.8 and ACT score of 19 is required.

Please note that meeting the minimum requirements does not guarantee admission to the program; motivation for the field, leadership, service, research, extracurricular activities, and test scores are evaluated as part of the holistic admissions process

1. **Student Advising**

A critical component of the CLM program is student advising, particularly during the first two years. Each student in the CLM program will meet with their College of Health Sciences Professional Academic Advisor each semester to discuss course options, co-curricular opportunities, and support and resources related to student success. This allows the advisor and students to stay in close communication regarding student satisfaction and academic progress. Students must make an appointment and meet with their assigned professional academic advisor prior to having any registration holds lifted. Advisor holds are not lifted during walk-in hours.

1. **Standards & Progression**The CLM/HHS Standards & Progression Committee is comprised of faculty affiliated with both of these undergraduate programs and serves multiple functions including:

* Oversight of student compliance with applicable standards including academic and behavioral standards of the CLM and HHS Programs
* Tracking of academic progress and student alerts
* Provision of Committee Letters of Recommendation

All students seeking a recommendation are required to meet with this Committee for an interview before receiving the letter. A face-to-face interview not only allows the faculty to ask targeted questions to get to know more about the student’s goals, but also provides critical interview practice by utilizing standard graduate and professional interview questions. The Committee also serves in an advisory capacity and students can request a meeting any time they have something they would like to discuss with the faculty.

1. **Academic Probation**

Students may be placed on CLM probation due to the following circumstances:

* Earning a cumulative GPA below a 2.8 in any given semester
* Earning a program GPA of less than a 3.0 in any given semester

Students earning less than the required 2.8 GPA and students failing to return to good academic standing after one semester of probationary status may be released from the program without an option to return.

Students on program probation work with their CLM academic advisor to develop a plan, which may include some or all of the following:

* Attendance of at least 4 hours of supervised study time per week
* Scheduling a monthly advising appointment with their professional academic advisor
  + - During the add/drop window (August, January)
    - 4 weeks into the semester (September, February)
    - Eight weeks into the semester (October, March)
    - Prior to the final drop deadline (first week of November, first week of April)
    - Dead-week of each semester (December, April)
* Other probation contract requirements may be implemented to ensure student success

1. **Academic Appeals**

Students who do not meet the minimum cumulative 2.8 GPA or major 3.0 GPA requirements at the end of each academic semester may be released from the program with or without an option to return. Students have the right to appeal to remain in the program. The appeals committee meets twice annually. A student can file an appeal to remain in the program no more than two times. Negotiating a CLM suspension appeal begins with the Director of Undergraduate Studies. Please contact the DUS directly to begin the appeals process.

1. **Student Expectations**
2. **Professionalism, Classroom Behavior, Decorum, & Civility**

Professional behavior is expected throughout your academic experiences. If professional behavior is not practiced, the student will be notified and the behavior addressed by the faculty and/or preceptor. Students should be aware that unprofessional behavior may result in their dismissal from the class or a practicum site. Students are assessed on professionalism specifically in each of their practicum rotations and prior to graduation. Students who do not meet professional standards, may not graduate. In addition, sanctions (e.g. probation or dismissal) from the program, Dean of Students, and/or the Dean under the Healthcare Colleges Code of Student Professional Conduct may be applied depending on the severity of the behavior.

Everyone has the right to discuss, debate, and express their opinion and the right to respectfully disagree. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or the preceptor and other students (S.R. 6.1.2) verbally. Equally, an instructor and preceptor have the right and the responsibility to ensure that all academic/clinical/worksite discourse occurs in a context characterized by respect and civility. We do not accept attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

1. **Compliance**All students in the College of Health Sciences are required to have full background checks and twelve-panel drug screenings before beginning a CHS program. They are also required to have immunization documents, proof of health insurance, and a signed commitment to behavioral standards in patient care on file with the tracking system within first semester (DEADLINES VARY BETWEEN PROGRAMS- please refer to information provided to you by the Compliance Coordinator). All students must utilize the Castle Branch system to track their documents. College of Health Sciences students are held to a high standard of professional behavior and conduct. As health care professionals in training, we expect students to be familiar with and adhere to the policies listed below. Policies listed are not only University specific, but pertain to professional practice.

All CHS Students are required to have the following:

* Full Background Check (Criminal History, Sex Offender Registry, Healthcare Sanctions)
* Twelve-Panel Drug Screening (Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene)
* Immunizations and Clinical Requirements
* The following vaccinations: MMR, Tdap, Varicella, Hepatitis B, Tuberculosis\*
* Tuberculosis Annual Screening (must have a two-step skin test OR one blood test for initial submission, and then a one-step skin test every year following)
* Influenza vaccine – renewal every year for flu season
* Proof of Health Insurance – renewal every year
* Commitment to Behavioral Standard in Patient Care
* Here is the link to set up your Castle Branch account: <https://www.uky.edu/chs/sites/chs.uky.edu/files/fall_2019_clm_compliance_presentation.pdf>

**Immunizations**

University Health Service (UHS) welcomes University of Kentucky Health Science College students to our clinic.  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.  If you have a medical contraindication to one or more of the vaccine requirements, please provide UHS with documentation from your primary care provider. Deadlines for completion of compliance are set by the individual colleges. The following immunizations are required for all students involved in clinical activities:

|  |  |
| --- | --- |
| **Tuberculosis Screening**  cid:image004.png@01D56A16.42F70F50   **New** Health Science College students are required to complete a 2-step TB Skin Test\* or 2-step equivalent (IGRA).\*\*  cid:image004.png@01D56A16.42F70F50   If you have had a TB test within the last year, please submit/bring a copy with you to your appointment.  **Upper classmen** must complete a TB skin test or IGRA test on an annual basis.  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.  **If known history of positive TB test or IGRA test**, documentation must include date 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.  \*2-step TB Skin Test: two (2) TB skin tests within one year  \*\*IGRA: Blood test for TB | **Hepatitis B**  cid:image004.png@01D56A16.42F70F50   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.  **MMR**  cid:image004.png@01D56A16.42F70F50  Proof of immunity to Rubella, Rubeola, and Mump. One of the following maybe used as documentation:   * 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   **Varicella**  Proof of immunity to varicella by one of the following:   * 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 |
| **Tdap (Tetanus, Diphtheria, Acellular Pertussis**  Documentation of one dose of Tdap vaccine at age 11 or older  NOTE: Td (tetanus/diphtheria) vaccine is NOT the same as Tdap | **Seasonal Influenza**  One dose of the seasonal influenza vaccine is required if a student is present in a UK HealthCare facility at least one day during designated influenza season (October 1 – March 31) |

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 all CLM courses.

**Background Check and Drug Screen**

The College of Health Sciences requires Criminal Background Checks and 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 background check and drug screen before the first day of class of the fall semester that you begin the CLM program. Otherwise you will not be permitted to attend any CLM courses until completed.

**HIPPA**

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 Affairsoffice and it must be completed before you begin classes in the CLM program.

**ID Badge**

The CLM program pays for all students to receive a UK Healthcare ID badge. Students need to wear their ID badge at all times while on campus. Obtaining a UK Healthcare ID badge will be facilitated by the CLM Program and details will be forthcoming.

1. **Professional Characteristics to Develop and Practice**

* Take an active role in learning and knowledge acquisition.
* Develop 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.
* Communicate with others in a health care setting in a mature, respectful, and professional manner.
* Develop skills to work effectively in a diverse healthcare environment.
* Stay motivated and conscientious and exhibit respectful leadership.
* Display honesty, integrity, and personal responsibility; adhering to formal and informal healthcare ethical codes and norms; responding appropriately to the unethical behavior of others. (Note: Codes of Conduct include but are not limited to the UK Health Care Colleges Code of Student Professional Conduct, Behavioral Standards in Patient Care, College of Health Sciences Technical Standards, University of Kentucky Student Rights and Responsibilities and the American College of Healthcare Executives Code of Ethics.)
* Ensure confidentiality, privacy, protection of proprietary information, and compliance with organizational policies and procedures when engaging in practicum or other experiential education activities.
* Adhere to University of Kentucky, College of Health Sciences Technical and Behavioral Standards, and organizational policies and procedures pertaining the use of social media in healthcare environments.

1. **Professional Preparation**

At all times, the instructor and preceptors will model what constitutes professionalism, ethical and professional behavior, and set an example for how students will conduct themselves in a professional matter. When in doubt, seek clarification.

Students are expected to devote a ***minimum*** of two hours of out-of-class work per week for each credit hour. Based on that standard, a student enrolled in 15 credit hours would expect to spend 30 hours per week studying and completing assignments. Some classes may require more out-of-class work depending upon format and learning objectives.

1. **Academic Integrity, Cheating, and Plagiarism:**

Students in the CLM program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University’s policy on Students Rights and Responsibilities, see this website: <http://www.uky.edu/StudentAffairs/Code/index.html>.

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.

**Section III – Appendices**

1. **General Contact Information**

Dean of the College of Health Sciences

Scott Lephart, Ph.D.

[Scott.lephart@uky.edu](mailto:Scott.lephart@uky.edu)

Associate Dean of Academic Affairs and Undergraduate Education

Interim Chair, Department of Health and Clinical Sciences

Karen Badger, Ph.D., MSW

[Kbadger@uky.edu](mailto:Kbadger@uky.edu)

Director of Student Affairs

Casey Shadix, PhD

[Casey.shadix@uky.edu](mailto:Casey.shadix@uky.edu)

Director of Undergraduate Studies in CLM

Sarah Kercsmar, Ph.D.

[Sarah.kercsmar@uky.edu](mailto:Sarah.kercsmar@uky.edu)

Academic Advisor

Faculty CLM Practicum Coordinator

Karen Clancy, Ph.D., MBA, BHS, MT

[Kclancy@uky.edu](mailto:Kclancy@uky.edu)

Placement Coordinator

Tracey Gdovka

[Tracey.gdovka@uky.edu](mailto:Tracey.gdovka@uky.edu)

Staff Support Associate II

Natalie Rapchak

[Narapc2@uky.edu](mailto:Narapc2@uky.edu)

1. **University Resources & Services**

Academic Coaching: <https://www.uky.edu/tl/academic-coaching>

Academic Tutoring: <http://www.uky.edu/studentacademicsupport/tutoring-resources>

Academic Ombud Services: <http://www.uky.edu/ombud/>

Financial Ombud Services: <http://www.uky.edu/financialaid/financial-ombud-services>

University Health Services: <https://ukhealthcare.uky.edu/university-health-service>

Counseling Center: <http://www.uky.edu/counselingcenter/>

Martin Luther King Center: <http://www.uky.edu/mlkc/>

Office of LGBTQ\* Resources: <https://www.uky.edu/lgbtq/>

Violence Intervention & Prevention Center: <http://www.uky.edu/vipcenter/>

UK Community of Concern: <http://www.uky.edu/concern/>

Bias Incident Support Services: <http://www.uky.edu/biss/>

Disability Resource Center: <http://www.uky.edu/DisabilityResourceCenter/>

UK Student Employment Center: <https://ukjobs.uky.edu/>

Stuckert Career Center: <http://www.uky.edu/careercenter/>

Big Blue Pantry: <http://www.ukcco.org/programs/big-blue-food-pantry/>

1. **Scholarships**

The College of Health Sciences has scholarships available only to students who have been admitted to one of the CHS programs. Students in an exploratory or pre-major status are not eligible for CHS scholarships. Once admitted to a CHS program, students will be notified of all scholarships available to them during the program. Students must apply each year for CHS scholarships. Notification of the opening of the scholarship application will be through CHS student listserv e-mail, Canvas, and the CHS Financial Wellness website. Simply applying doesn’t guarantee receipt of a scholarship.

For more information on CHS scholarships, please visit: <https://www.uky.edu/chs/current-students/financial-wellness>