

**University of Kentucky**  
**College of Health Sciences**  
**Program in Clinical Leadership and Management**  
**Student Handbook**

## **Table of Contents**

### **Section I. College of Health Sciences & Program Welcome**

- A. CHS Mission
- B. CLM Program Mission
- C. CLM Contact Information

### **Section II. CLM Information and Policies**

- A. Curriculum
- B. Progression and Procedures
  - 1. Admissions
  - 2. Student Advising
  - 3. Academic Probation
  - 4. Academic Appeals
- C. Student Expectations
  - 1. Professionalism, Classroom Behavior, Decorum, & Civility
  - 2. Professional Conduct on Practicum Sites
  - 3. Compliance
  - 4. Professional Characteristics to Develop and Practice
  - 5. Professional Preparation
  - 6. Academic Integrity, Cheating, and Plagiarism

### **Section III: Appendices**

- A. General Contact Information
- B. University Resources and Services
- C. Scholarships

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

### **A. 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.

### **B. CLM Program Mission**

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.

### **C. Program Contact Information**

#### Program Director & Director of Undergraduate Studies in CLM

Sarah Kercksmar, Ph.D.

Phone: (859) 218-0514

E-mail: Sarah.kercksmar@uky.edu

#### Academic Advising

Email and Drop in Hours can be located here: <https://www.uky.edu/chs/current-students/academic-advising>

## Section II – CLM Information & Policies

### A. Curriculum: Traditional Full Time 4-year path

#### Year 1 – Fall

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*

#### Year 2 – Fall

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*

#### Year 3 – Fall

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*

#### Year 1 - Spring

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 - Spring

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 - Spring

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*

### ***Full Time 4-year path Curriculum continued***

#### **Year 4 – Fall**

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*

#### **Year 4 - Spring**

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*

#### **Part-Time/Online Path**

For students interested in more information on the curriculum or information on a part-time model, please contact Dr. Sarah Kercksmar, Program Director & Director of Undergraduate Studies for Clinical Leadership & Management, at [sarah.kercksmar@uky.edu](mailto:sarah.kercksmar@uky.edu). We offer two courses per semester online, rotating over a 3-year cycle.

#### **The Clinical Healthcare Management Undergraduate Certificate**

The Clinical Healthcare Management Undergraduate Certificate is designed for students with an interest in working in healthcare who would like to develop an understanding of healthcare management settings and leadership skills and competencies related to healthcare management. The certificate is open to degree seeking students, as well as non-degree seeking students. An undergraduate degree is NOT required for admission to the certificate. This certificate may be completed in-person OR totally online! While each certificate course may not be available each semester, they are all available during the course of a normal academic year (summer, fall, winter, and spring). Clinical Leadership & Management majors are not eligible for the certificate due to duplication with your major courses. Required certificate courses may be found here: <https://www.uky.edu/chs/clinical-leadership-and-management/clinical-healthcare-management-certificate/curriculum>

## EEQ Certification



Essential Employability Qualities Certification (EEQ CERT) is granted to the **Clinical Leadership & Management program** by The Quality Assurance Commons for Postsecondary Education after a rigorous process of external and independent review. EEQ Certified programs foster a distinctive set of attributes in their graduates. These qualities are intended to prepare graduates to make important contributions in their workplaces. **In this course, we will be assessing the Communicator EEQ.**

The eight Essential Employability Qualities are communication, thinking and problem solving, inquiry, collaboration, adaptability, principles and ethics, responsibility and professionalism, and learning. For more information on the EEQs, click here: <https://theqacommons.org/wp-content/uploads/2019/08/EEQ-Grad-Profile.8.1.18.pdf>

### Practicum Note:

For full-time students, Practicums II and III will be taken in the final semester as an immersive experience in the field. The other classes that semester will include 2 part of term courses before the placement begins (CLM 443 and 444), along with Capstone (CLM 495). 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 Program Director/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).

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

## **B. Progression & Procedures**

### **1. 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

### **2. 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.

### **3. Academic Probation**

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

- Cumulative GPA drops below 2.8
- Major GPA drops below 3.0

Students earning less than the required 2.8 cumulative GPA, and students failing to return to good academic standing after one semester of probationary status, may be released from the program.

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

- Completing two Integrated Success Coaching appointments
- Scheduling a monthly advising appointment with assigned academic advisor
  - During the add/drop window (August, January)
  - 4 weeks into the semester (September, February)
  - Midterm ahead of fall/spring break (October, March)
  - Prior to the semester course withdrawal deadline (first week of November, first week of April)

- Prep Days of each semester (December, April)
- Other probation contract requirements may be implemented to ensure student success

#### **4. Academic Appeals**

Students who do not meet the minimum cumulative GPA (2.8) or major GPA (3.0) 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 requires submission of an appeal statement to and meeting with the Associate Dean of Academic Affairs and CLM Program Director/Director of Undergraduate Studies. Please contact the CLM PD/DUS directly with questions regarding the appeal process.

### **C. Student Expectations**

#### **1. 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/worksites 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.

#### **2. Professional Conduct on Practicum Sites**

Students are required to abide by practicum site policies, procedures, and guidelines. This includes but is not limited to codes of conduct, attendance, dress code, behavioral standards, privacy policies, and compliance requirements. Failure to adhere to practicum sites policies or requirements may at minimum result in dismissal from the practicum. Healthcare services are highly regulated and failure to adhere to practicum site policies, procedures, and guidelines may also result in legal penalties.

### 3. 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: <https://www.uky.edu/chs/current-students/compliance-background-checks-and-drug-screens>

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

#### **Covid-19 Vaccine Protocol**

Information about University policy regarding COVID-19 can be found here:

<https://coronavirus.uky.edu/>

#### **Records**

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.

#### **Medical Contraindications**

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

## **4. 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.

## **5. 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.

## **6. 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 the following 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**

### **A. 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

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Program Director & Director of Undergraduate Studies in CLM

Sarah Kercksmar, Ph.D.

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

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)

### **B. 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/>

TRACS (Triage, Referral, Assistance, and Crisis Support):  
<https://studentsuccess.uky.edu/get-help>

### **C. 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>